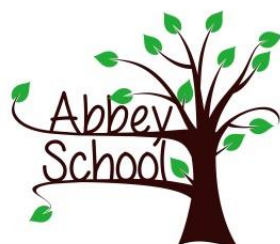


**Abbey School Local Governing Body Meeting  
Tuesday 1<sup>st</sup> November 2016 at 13:00  
at Abbey School**

**ACTION POINTS SUMMARY SHEET**

Actions		By & Target Date
1	LW to contact CC regarding attendance at LGB meetings	<b>LW 1.10.16</b>
2	LW to provide copies of SIP Update if and when required	<b>LW Ongoing</b>
3	LW to request DBS for all Staff who have been employed for a long time.	<b>LW 1.10.16</b>
4	TB/LB to apply for Pupil Premium Award	<b>TB/KB 1.10.16</b>
5	LW to circulate and upload School SEND Statement and Annual report to school website.	<b>LW 1.10.16</b>
6	Health and Safety Report to be RAG rated	<b>IB/CJ 18.10.16</b>
7	LW to update 'wish-list' for list of capital expenditure	<b>LW 31.10.16</b>
8	CJ to check training assessment needs have been completed and return to CS.	<b>CJ 31.10.16</b>
9	WC to rationalist training opportunities and circulate simplified list	<b>WC Ongoing</b>
10	LW to process pay progression paperwork with recommendations and reasons.	<b>LW 1.10.16</b>
11	IB to circulate R Holsey's email re access road	<b>IB 21.10.16</b>
12	TB to follow-up on access road issues and contact EFA to ascertain if funding is available to the Trust.	<b>TB 21.10.16</b>
13	WC to formulate a strategy for political support for the access road	<b>WC Ongoing</b>
14	WC to arrange a staggered cycle for reviewing policies for the MAT and school.	<b>WC Ongoing</b>



**Abbey School Local Governing Body Meeting  
Tuesday 1<sup>st</sup> November 2016 at 13:00  
at Abbey School**

**Attendees:**

John Irwin	Chair Abbey School LGB	JI
Luci Windle	Head Teacher	LW
Warren Carratt	CEO Nexus MAT	WC
Liz Shimwell	Teacher Governor	LS
Ian Burns	Support Staff Governor	IB
Tracey Brooke	CFO Nexus MAT	TB
Daniel Buckley	Governor	DB

**Also Present:**

Rachael McHaffie	Clerk	RM
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<b>8. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
<p>8.1 To accept apologies for absence</p> <ul style="list-style-type: none"> <li>• Apologies received from DC &amp; CJ</li> </ul> <p>8.2 To receive, but not accept apologies for absence</p> <ul style="list-style-type: none"> <li>• Apologies accepted</li> <li>• Clare Carol has not been in touch with LW to log apologies. Her attendance will be reviewed at Christmas. Minutes and documents not to be sent to CC for safeguarding and confidentiality reasons until her involved is confirmed.</li> <li>• The appointment Daniel Buckley as a new Governor was approved and the Chair welcomed Daniel Buckley from PQ Education to the meeting</li> <li>• LW has been in contact with two potential new governors who will visit school before deciding if they would like to offer their time to the LGB. No further interest from parents to take up a parent governor post despite an invitation. LW thanks CJ for her time, enthusiasm and passion in her efforts to recruit additional parent governors. It was felt that parents don't have the time to commit to the meetings or the training. A further request for parent governors to be distributed after Christmas as two parent governors are required.</li> </ul>	
<b>9. ITEMS OF URGENT BUSINESS</b>	
<p>9.1 Chair to determine any items of urgent business to be considered</p> <p>There were no items of urgent business</p>	
<b>10. DECLARATION OF INTERESTS</b>	
<p>10.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <ul style="list-style-type: none"> <li>• There were no declarations of personal or business interest</li> </ul>	
<b>11. ABBEY LOCAL GOVERNING BODY MINUTES</b>	
<p>11.1 To approve the minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>• Abbey Local Governing Body meeting held on 20<sup>th</sup> September 2016</li> <li>• Minutes approved and signed</li> </ul> <p>11.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> <li>• Actions noted above</li> <li>• SIP has been updated and RAG rated is available on the school website.</li> <li>• DBS checks are ongoing.</li> <li>• June Williams Safeguarding report reflected that DBS for staff who have been in post for a long period of time are a luxury rather than a necessity and not a formal requirement. These are currently £50 per person. New members of staff will continue to have DBS checks and references checked.</li> <li>• Pupil Premium award – no further activity here but TB will look into this with KB as it is an area that is very well monitored and utilised and worth celebrating.</li> </ul>	

- Special needs statement is on the school website
- Health and Safety report. This is ongoing work and is on the school website.
- No formal wish list has been devised but LW and KB are looking at a three year cycle of improvement. The Hall has been repainted and some carpets replaced over the October half term. There are a number of very overdue maintenance jobs that need to be arranged.
- Training Assessment needs. CS is still waiting for some members to complete this and will chase for responses.
- CJ attended and passed the Learners First training and reported that the quality of the content was excellent, found it valuable and is using it.
- IB raised concerns over the timing and venue accessibility of the training offered by Learners First. LW will feed this back. IB felt that the timing and venue at the LA's Governors development training sessions outside of school hours was more convenient.
- TB is involved in ongoing discussions with Rob Holsey from the LA around the valuation of the land for the formal transfer of assets over to the Trust.
- JI: Does the Trust have permission to buy the land?  
WC: Yes. This would enable the Trust to arrange for the 'passing bays' on the lane to be developed to ease the issue of access, although this proposal was originally rejected by the LA whilst the IEB was in place.
- The land has previously been up for sale for £90K. WC is in discussion with the Free Schools Network currently and it may be an option to buy the land as a prospective free school site for the future.
- WC to log a query with the EFA re purchase of the land, who may be able to arrange a loan to enable this. WC and TB to continue discussions.
- Policy Review - A Clerk to the MAT post has been advertised and it is the intention that the policy review will cover this area of work. This to be revisited at the January meeting.
- Change of designation – currently awaiting NEETs data and bulge information for KS1 from the LA. The consultation process has now ended. Once all the data and information is available the business case will be sent to the RSC for consideration. There is a temporary increase of 10 pupils at the moment.
- School Workforce – Amendment to the minutes. "Every member of staff to know which point they are on"
- Gill Newbould from Aston will work with the school from January for 4 days a week and with the Youth Sports Trust for 1 day a week. The income from her work with YST will need to be assigned. She will teach GCSE PE on a Wednesday.
- Three additional support staff were appointed 2 weeks ago.
- The Roma speaking TA's contracted has been formally terminated due to attendance issues. This full time post will need to be replaced.

<p><b>12. ITEMS TO BE CONSIDERED</b></p>	
<p>12.1 School Term Dates 2017/2018</p> <ul style="list-style-type: none"> <li>• LW is working with Kelford and Hilltop on common dates for inset and also in line with the LA term dates but they are not ready to be published yet.</li> <li>• It is hoped that there will be a least one inset day that could be used for a collaborative T&amp;L fayre where colleagues can share good practice. This was thought to be a good idea but IB shared his concerns that this could impact on staff workload.</li> <li>• WC is working of a MAT improvement plan for all the schools.</li> </ul>	
<p>12.2 School Budget Report</p> <ul style="list-style-type: none"> <li>• Interview are being set up for a new office staff member, a new class teacher for the additional children and there is a possibility for 1 or 2 new TA's.</li> <li>• The funding that will come with the 10 new children has not yet been factored into the budget. Only 2 children have been confirmed to date.</li> <li>• TB reported that expenditure is still under profile and the KB is keeping a good grip on spend.</li> <li>• TB is looking at cash flow and liquidity ratios and comparing them across the MAT. Financial planning for the next 5 months is now underway plus a longer, 5 year business plan is being devised.</li> <li>• TB reported that Trust and all the schools are in a healthy financial position.</li> <li>• LW commented that all spend is still questioned to ensure good grip and TB welcomed this as it goo practice for building reserves for capital spend for improvements to the school.</li> <li>• IB will share contacts in Barnsley that have excellent sensory 'IT Buses' for ideas for future investment.</li> </ul>	
<p>12.3 SEF Update 12.4 SIP Update</p> <ul style="list-style-type: none"> <li>• These will be reviewed and updated in the new year.</li> </ul> <p>Headlines:</p> <ul style="list-style-type: none"> <li>• Middle leaders being developed.</li> <li>• PSD Pivots and move across to EAZMAG</li> <li>• T&amp;L reports – WC will circulate once this is finalised and validated. Initial findings have identified a tight grip and leaders know their school.</li> <li>• Jill Robinson, an experienced SIP is coming into school next week.</li> </ul>	
<p>12.5 2015/2016 Pupil Progress reports for KS2-4</p>	

- JI expressed concerns of the length of the reports and suggested that shorter summary report with key messages and indicators be available for Governors.
- This format has been devised by the Heads and informs the SEF but could be revised.
- IB suggested that summaries of each link area should be shared at each LGB to ensure everyone is informed of headline activity. He also shared that he schedules work and timelines within his area after the LGB meetings to ensure he is up to date on any progress
- JI shared his confidence in the link governors knowing the finer details of their areas and that they would be confident to be part of any discussion during an inspection.

#### Page 1

- WC Q- is Roma the only other ethnicity in school?
- LW A – no there are now other groups including Asian children but Roma are still the largest non-British. LW will ensure future breakdowns to identify groups
- Year 7 Top-up funding – this is only top up funding for year 7 pupils, currently there are 19 year 7 children.
- Primary PE funding isn't great but this will be addressed in January once Gill Newbould is in post.

#### EYFS curriculum –

- LW New KS1 class will have a free-flow, play based approach, mirroring the Kelford model. Jacqui (Kelford HT) started this work and will monitor its effectiveness from what is a poor starting point. There is a plan in place.
- Abbey paid into the full RoSIS package but currently aren't making full use of what it offers. WA will review.
- Q JI: What facilities are in place for the KS1 children that may require it?  
LW: Abbey are keen to and promote the 'real world' so are keen to keep regular sized toilets and provide steps. There is a changing facility available.

#### Curriculum Leadership.

- WA was to join the meeting to update members but an incident in school meant that he was unable to get away.
- LS updated on the transition to using EAZMAG as an electronic version of the learning journals. This is an improvement for recording journal activity but does not replace the journal for the children. Both systems are running together. Having this electronic format enables anyone to be able to log into a child's record and see where they're at any time.
- IT and Science statements are being added. The system is good for planning and be easier in the long run and can be updated throughout the date by Teachers and TA's.
- JI asked how is was moderated.

<ul style="list-style-type: none"> <li>• It is moderated in the same way as the learning journals as it is just an electronic version.</li> <li>• IB asked if the data is accurate and if this is being moderated.</li> <li>• LS – this is being monitored in T&amp;L meetings. The journals will be become obsolete, the children can see use them. They are also used in reflective time and can be updated then.</li> <li>• LW said that there is still a robust moderation cycle in place.</li> <li>• JI questioned if it would be beneficial for every child to have a tablet instead of the journal. Discussion around the distraction of tablets, management difficulties around motor skills for some children resulted in this being ruled out and possibility of children having access to laptops to use the web based EAZMAG on there instead.</li> <li>• IB will look at costings for updates to the IT Suite for laptops and use of laptop in the classroom.</li> </ul>	
<p>12.6 Vulnerable Learners Report This was dealt with under item 12.5</p>	
<p>12.7 Curriculum leads update There were no current updates to report</p>	
<p>12.8 Commission activity for Teaching &amp; Learning Link Governor</p> <ul style="list-style-type: none"> <li>• Lines of enquiry and work was identified at item 13.4 on this agenda</li> <li>• Daniel will pick up on this area due to the absence of Clare</li> <li>• DB liaise with LW to observe some EYFS teaching.</li> </ul>	
<p><b>13. ANY OTHER URGENT BUSINESS</b></p>	
<p>Xmas Fayre – WC to circulate the newsletter Abbey unable to offer the family Xmas dinner as in previous years due to the increased numbers of children. Parents evening was very positive with over half of parents attending. There will be 2 parents evening this year with the option to visit to discuss school reports in the summer is required.</p> <p>Liz is in the mandate group and is looking a developing the library. They are working with Kimberworth library to set up a community library that the old children will be involved in running. There are some parents involved and this could be a good opportunity to make contact for potential parent governors. Confidentially Information regarding termination of the contract of the Roma teacher.</p> <p>LW has been deployed to support Pennine View in a NLE role on an interim basis for half a term. WA – a financial enhancement for acting up in LW absence needs to be arranged outside the meeting.</p>	

<b>14. CONFIDENTIALITY</b>	
<p>14.1 To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>• There were no confidential items</li> </ul>	
<b>15. DATES OF NEXT MEETING</b>	
<p>Abbey School LGB – Tuesday 29<sup>th</sup> November 2016, 13:30-15:30 at Abbey School          Abbey School LGB – Tuesday 10<sup>th</sup> January 2017, 13:30-15:30 at Abbey School          Abbey School LGB – Tuesday 7<sup>th</sup> February 2017, 13:30-15:30 at Abbey School          Abbey School LGB – Tuesday 21<sup>st</sup> March 2017, 13:30-15:30 at Abbey School          Abbey School LGB – Tuesday 2<sup>nd</sup> May 2017, 13:30-15:30 at Abbey School          Abbey School LGB – Tuesday 13<sup>th</sup> June 2017, 13:30-15:30 at Abbey School          Abbey School LGB – Tuesday 18<sup>th</sup> July 2017, 13:30-15:30 at Abbey School</p>	

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
JOHN IRWIN		29/11/2016