

**Abbey School Local Governing Body  
Safeguarding & Wellbeing  
Tuesday 17<sup>th</sup> October 2017 at 12:00  
Abbey School**

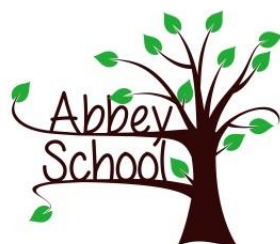
**ACTION POINTS SUMMARY SHEET**

Actions		By & Target Date
Ongoing	<p>Barnsley requested additional placements at the end of last year and we are currently looking at the SLA relating to the funding of an additional classroom.</p> <p><b>17/10/17 – we are currently in discussions with another authority to pay for a POD so they are able to place approximately a further 10 children with us. RMBC also have expressed an interest to be part of this so it could be a joint authorities project and we have a meeting arranged in the near future.</b></p>	<p><b>LW 05/12/17</b></p>
52.1.1 02/05/17	<p>Access Road and Car Parking –still ongoing and the authority are completing plans. It is likely to be Easter before permission may be granted.</p> <p>CJ raised her concerns about recent congestion in the car park and the safety implications of this for children and families. CEO assured all governors that this was/is a priority for Nexus but the Trust can't make any changes alone and needs the LA to give planning permission. This is currently being negotiated by the CFO. Work couldn't realistically start until the summer of 2018 given the need for access.</p> <p><b>CEO tasked LW with speaking to RMBC corporate transport to see what measures could be taken to ease this issue in the medium term by having a more staggered approach to mini bus arrivals.</b></p>	<p><b>CFO/LW Ongoing</b></p> <p><b>LW 05/12/17</b></p>
67.8 18/07/17	<p><b>17/10/17 –</b> at the moment the external classroom isn't linked to the fire alarm and we have a system of using walkie-talkies and we are looking at linking it to the main fire alarm. KB/LW are looking at this as a safety issue.</p>	<p><b>KB/LW 05/12/17</b></p>
5.2 26/09/17	<p>Clerk to raise issue re DB non-attendance to LGB with CEO</p> <p><b>17/10/17 we have an advert for external governors at the moment – CEO will contact DB to discuss non-attendance</b></p>	<p><b>CEO 05/12/17</b></p>
5.2 26/09/17	<p>TB to provide LGB with Role Description for Finance Link Governor</p> <p><b>17/10/17 ongoing</b></p>	<p><b>TB 05/12/17</b></p>

5.3 26/09/17	<b>17/10/17 Clerk to send information of the Leading Edge Associates dates.</b> WC to re-send governor self-evaluation form.	<b>Clerk/WC ASAP</b>
5.1 17/10/17	LW to update the Admissions Policy to include Section 6	<b>LW 05/12/17</b>
5.4 17/10/17	LW to provide governors with a copy of Lockdown Policy	<b>LW 05/12/17</b>
5.5 17/10/17	LW to provide governors with the definition of Bullying	<b>LW 05/12/17</b>
5.5 17/10/17	CEO to circulate the Behaviour Policy to governors	<b>CEO 05/12/17</b>
5.5 17/10/17	LW will circulate the report from the recent risk audit/inspection which will be RAG rated.	<b>LW 05/12/17</b>
5.6 17/10/17	LW has a copy of the Abbey risk register and will ensure it comes to the next LGB meeting.	<b>LW 05/12/17</b>
6.1 17/10/17	LW to circulate date for governors to meet in school	<b>LW ASAP</b>

## COMPLETED ACTION POINTS

Actions		By & Target Date
5.2 26/09/17	LW to pursue the people interested in becoming Governors of the LGB <b>17/10/17 completed</b>	<b>Completed</b>
5.5 26/09/17	LW to take forward the approval of the LGB to increase the number of inset days – <b>17/10/17 – LW will now need to have consultation around that due to teachers pay and conditions – Completed</b>	<b>Completed</b>
5.7 26/09/17	JC to take the issue relating to Children’s Social Care and CAMHS to Trust Board	<b>Completed</b>



**Abbey School Local Governing Body  
Safeguarding & Wellbeing  
Tuesday 17<sup>th</sup> October 2017 at 12:00  
Abbey School**

**Attendees:**

Mary Smith	Chair Abbey School LGB	MS
Luci Windle	Headteacher	LW
Liz Shimwell	Teacher Governor	LS
Deborah Berry	Parent Governor	DB
Cara Jones	Parent Governor	CJ
Jill Walker	Schools Improvement Lead	JW
Warren Carratt	Chief Executive Officer	CEO

**Also Present:**

Diane Hyner	Clerk to Nexus MAT	CS
Pippa Stothard	Clerk to Nexus MAT	PS
Sonia Seymour-Thackery	Proposed Parent Governor	SS-T
Ronnie Norton	Proposed Parent Governor	RN
Peter Macaulay	Proposed Staff Governor	PM

**Apologies:**

Alan Jones	Governor	AJ
Jim McIntosh	Governor	JMcI

**Apologies not received:**

Daniel Buckley	Governor	DB
----------------	----------	----

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1 To accept apologies for absence</p> <ul style="list-style-type: none"> <li>• Apologies from JMcI, AJ</li> </ul> <p>1.2 To receive, but not accept apologies for absence Apologies accepted</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1 Chair to determine any items of urgent business to be considered</p> <p>All agreed at this point to the confirmation of new Governors:</p> <ul style="list-style-type: none"> <li>• Ronnie Norton – Parent Governor</li> <li>• Sonia Seymour-Thackery – Parent Governor</li> <li>• Peter Macaulay – Staff Governor</li> </ul> <p>Parking at Abbey School – discussed in the action section at 52.1.1.</p> <p>Role of Parent Governors in school to be discussed under 6.1</p>	
3. DECLARATION OF INTERESTS	
<p>3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>None declared</p>	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
<p>4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 26<sup>th</sup> September 2017</p> <ul style="list-style-type: none"> <li>• Minutes approved and signed</li> </ul> <p>4.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> <li>• There were no matters arising</li> </ul>	
5. ITEMS TO BE CONSIDERED	
<p>5.1. <b>School Admission Policy</b></p> <p>Luci Windle gave background information:</p> <ul style="list-style-type: none"> <li>• The only changes are around numbers and having KS1 and KS5</li> <li>• All schools have an admissions statement.</li> </ul>	

<ul style="list-style-type: none"> <li>As a special school we can set our own admissions statement and policy but the local authority can instruct us to take a child.</li> <li>This is where parent preference comes in and it is a helpful means of us having a clear admissions statement relating to which children we are able or unable to take if a case goes to tribunal.</li> </ul> <p>Governors discussed why the school needed an admissions policy and LW explained this. CEO pointed out that section 6 was missing and LW was tasked with renumbering the document, which could then be published as approved.</p>	<p><b>LW</b></p>
<p><b>5.2. SIP Update (School Improvement Plan)</b></p> <p>Luci Windle gave background information: This is our plan of what we will do over the year. It is our development plan and we will update it throughout the year. This can change and at the next meeting it will be RAG rated</p> <ul style="list-style-type: none"> <li>There is a column that shows the impact but sometimes you won't see the impact until the end of the year</li> <li>The SIP is Split into the 4 section of Ofsted and also the 4 sections of the Parents Charter</li> <li>LW will be sending parents and carers the overview document</li> </ul> <p>DB informed the LGB that at a recent Rotherham Charter meeting, she picked up there seems to be a lot of drive around getting parents into schools but a lot of the schools talked about having baking stalls. DB felt parents needed to be involved in the learning and support in schools. The LGB reiterated their support for the Charter and welcomed this being the format in which the SIP has been developed.</p>	
<p><b>5.3. Termly Safeguarding Report and Action Plan</b></p> <p>Luci Windle gave background information:</p> <ul style="list-style-type: none"> <li>LW reported there has been an increase in safeguarding. This is partly due to increase in numbers plus pupils are coming with increasing safeguarding needs Staff know more about safeguarding now than ever before and we need to ensure that children know what to do to look after themselves and ensure they have an outlet to let us know</li> <li>We are relaunching our Listen Up – it has a purple dragon logo</li> <li>We have put stickers up in various places in school giving numbers for NSPCC and other agencies so they know they can contact these people to get help</li> <li>We are looking at training staff to record information in CPOMS's – all staff will still complete a safeguarding incident report and pass to DSL but completing CPOMS puts information into a chronological order</li> </ul> <p>Governors challenged LW on a few statements in the report, asking " how do we know?" e.g. So how do we know pupils feel safe at all times?</p>	

<p>LW replied that the school staff speak to students and ask who is the safe person in school and they will say a member of staff and when asked where is your safe place students often say which location they know as a safe place –“we promote this with all children right from the youngest that this can be your safe person and place”.</p> <p>LS shared that the children have just completed a survey around this</p> <p>As Safeguarding link governor and from being in school CJ fed back that she can see how safe the children are and happy in school</p>	
<p><b>5.4. Safeguarding Link Governor Report</b></p> <p>CJ reported that her observations during a recent school visit confirmed that the information and arrangements discussed in the safeguarding report was in place.</p> <p>CJ has asked LW what the school is planning around Lockdown.</p> <p>LW explained that Abbey recently had a Risk Audit inspection from ESFA which went very well and we came out as blue which is very good. The lane came out at Red and the Lockdown Procedure needed further development.</p> <p>The Risk Audit highlighted that Abbey School could be in an “Impact Area” if there was a serious incident at Meadowhall. Therefore the School should consider as part of its risk assessment how it would respond if there was an incident.</p> <p>LB has completed a learning walk round school and have looked for green areas (lockdown areas)</p> <p>LW is proposing to run through a scenario with staff and practise as though it is a serious lockdown situation</p> <p>SLT have put together a policy and LB will send letters to parents explaining it.</p>	
<p><b>5.5. Termly Wellbeing Report</b></p> <p>CJ queried why it says bullying is at 0. What do school classify as bullying? How do you classify from an incident to a bullying incident?</p> <p>LW explained that school did a huge piece of work relating to incidents when parents complained about their child being bullied. When it was broken it down it would be a one off incident. There is a definition around one off incidents and continued incidents where support has been put in but if there are persistent incidents, this would be classed a bullying. School have done a lot of work with children and genuinely we do not see bullying as an issue. The work was part of the European Union Funded Enable Project.</p> <p><b>LW to provided definition of bullying to next LGB.</b></p>	<p><b>LW</b></p>

<p>CJ challenged LW on the low numbers of violence to staff</p> <p>LW felt that staff didn't recognise children's behaviours toward them as violent due to their special needs and therefore didn't see fit to record incidents as acts of violence.</p> <p>CJ challenged this, saying she understood why teachers may choose to not record but by not recording it parents do not know if things are getting better or not.</p> <p>LW responded that staff at the school used to fill in everything from holding a child or where a child swore or touching a child as "violence to staff" – it would be recorded. It effected the culture of school. Incidents can be tracked by parents/carers through the incident reporting system in school which is detailed and inline with the MAT development work that has taken place.</p> <p>CJ challenged that the school may have gone too far the other way and that governors are not getting an honest picture.</p> <p>LW felt this is down to interpretation – all are incidents but not all staff see it as a violent incident towards them and she agrees with the figures provided and stated it is a true picture of children's behaviour in school.</p> <p>CEO explained that he is looking at behaviour management across the MAT and trying to get a better picture and understanding. It could be the way we are describing things and we need to look at the language we use. He felt CJ was right to ask the question and it is being asked in other schools. CEO to circulate information relating to the Behaviour Policy.</p> <p>LW explained that the deputy head is our Looked After Children Lead with another member of staff working with him. It is almost a full time job working with other authorities relating to LAC and we feel it is important to complete PEP's and LAC Reviews thoroughly. All Virtual Schools working with Abbey School are extremely positive about the quality of the PEPs and LAC reviews that we produce. A questionnaire to partners is due to be completed.</p>	<p>CEO</p> <p>LW</p>
<p><b>5.6. Termly School Site H&amp;S Report</b></p> <p>Recommendation from the H&amp;S inspection is that the issue of the road is kept as a priority for the school and governors.</p> <p>CEO explained that LGB will be having a risk register where risks are recorded governors can keep monitoring what is happening with the identified risks. LW has a copy of this and will ensure it comes to the next LGB meeting.</p>	<p>LW</p>
<p><b>5.7. Wellbeing Link Governor Report</b></p> <p>Wellbeing link governor met with Jill Newbolt on Friday and had a general rundown of who the wellbeing team and structure of it. They looked at the sensory circuit and how it</p>	

<p>is distracting due to its location. It was really positive visit and that the morale of staff appears good. Discussed the link governor role and arranged to meet regularly. There are issues around what information staff need to know and the balance of sharing information relevantly. DB and JN talked about a pen portrait for children so people could get a general idea and it is colour coded with the risks. DB and JN also talked about parents wellbeing so we are inclusive and asked if someone from the wellbeing team could come to the parents meeting – this will be reassuring for parents.</p>	
<p><b>5.8. Commission activity for Safeguarding and Wellbeing Link Governors</b></p> <p>There is nothing specific from the reports for lines of enquiries. There is a self-assessment Sec 11 Audit for Safeguarding which is a useful document to look at June Williams will be coming into school and will meet with the link governor</p>	
<p><b>5.9. MAT commissioned school improvement review</b></p> <p>Jill Walker spoke with heads and we have commissioned someone to come into schools. Nexus MAT has arranged for an HMI &amp; Ofsted experience person to come into school on the 16th November and will look at the SIP and SEF and if we want he will give us a judgement. He will complete a learning walk and will produce feedback and an action plan and will come back into school for a light touch to see where we are at if we want that. This will happen in all of the schools in the MAT</p>	
<p><b>5.10. Chair/CEO verbal update of key issues from Trust Board of Directors</b></p> <p>The MAT is in talks with a mainstream primary school from the Maltby learning community. Having mainstream as part of the trust will be exciting They approached us because they believe in our values. Nexus has also been approached by a couple of other special schools.</p> <p>There has been a recent meeting with Heads and Chair which went well. One action from this is for the Trust to develop a non-teaching pay structure: we will keep the pay scales but will look at the descriptions so we have a consistent pay structure. CEO would like a consistent structure. There will be no change to pay, just the terminology.</p>	
<p><b>6. ANY OTHER URGENT BUSINESS</b></p>	
<p>6.1. To consider any other urgent business agreed by the Chair</p> <p>Luci Windle gave background information:</p> <p>Role of parent governor in school – it is from when CJ came into school and we asked do children know who you are in school and how do we make you feel welcome. LW doesn't want governors to feel invited into school. She would prefer parent governors to attend when they want and join in with the school.</p>	



<ul style="list-style-type: none"> <li>• We had an idea of having a class governor so classes can email you and you can join in trips and have your picture up in their classroom so they know you</li> <li>• You can see the children’s journey and would give you a purpose to come in</li> <li>• If everyone does take a class, we are covered a class away from your child if you are a parent governor.</li> <li>• Twitter has been great this year. We try to be so open and I think it is a way to get governors involved</li> <li>• We talked about having a meeting where you all come in and talk to one another</li> <li>• We have a strong ethos and we want you to feel part of the team</li> </ul> <p>The following governors have been linked to the classes:</p> <p>Class 1 – Sonia Seymour-Thackery Class 2 – Warren Carratt L3 – Jim McIntosh L4 – Peter Macaulay L5 – Liz Shimwell U1 – Alan Jones U2 - Deborah Berry U3 – Jill Walker U4 – Cara Jones U5 – Mary Smith Post 16 - Ronnie</p> <p>LW will send a date out so we can meet as a team.</p>	<p><b>LW</b></p>
<p><b>7. CONFIDENTIALITY &amp; RISK</b></p>	
<p>7.1. To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>• No items in the meeting were deemed as confidential.</li> </ul> <p>7.2. To consider any areas of risk discussed during the meeting</p>	
<p><b>62. DATES OF NEXT MEETING</b></p>	
<p>Tuesday 5<sup>th</sup> December 2017 at 12:00 – 14:00 – Abbey School – Leadership &amp; Management Tuesday 30<sup>th</sup> January 2018 at 12:00 – 14:00 – Abbey School - Teaching &amp; Learning Tuesday 13<sup>th</sup> March 2018 at 12:00 – 14:00 – Abbey School - Safeguarding &amp; Wellbeing Tuesday 24<sup>th</sup> April 2018 at 12:00 – 14:00 – Abbey School - Leadership &amp; Management Tuesday 15<sup>th</sup> May 2018 at 12:00 – 14:00 – Abbey School - Teaching &amp; Learning Tuesday 19<sup>th</sup> June 2018 at 12:00 – 14:00 – Abbey School - Safeguarding &amp; Wellbeing</p>	

Tuesday 10 <sup>th</sup> July 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management	
--	--

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
Mary Smith		