



**Abbey School Local Governing Body  
Leadership & Management Autumn Term  
Tuesday 4<sup>th</sup> December 2018 at 12:00  
Abbey School**

<b>Attendees:</b>		
Mary Smith	Chair	MS
Luci Windle	Headteacher	LW
Sonia Seymour-Thackery	Parent Governor	SS-T
Bob Toms	Governor	DB
Peter Macaulay	Staff Governor	PM
Ivy Dorchester-Brown	Governor	ID-B
Jim McIntosh	Governor	JMc
Zoe Berry	Teaching Staff Governor	ZB
Sue Hodgkinson	Parent Governor	SH
Jill Tune	Governor	JT
<b>Also Present:</b>		
David McNaught	Assistant CEO	DM
Jill Walker	Nexus School Improvement Commissioner	JW
Jill Newbolt	Assistant Headteacher	JN
<b>Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence: No apologies were received.	
1.2 To accept apologies for absence No apologies were accepted.	
1.3 Approval of new Governors: Full introductions were made with good statements previously provided. All 3 named were approved at the meeting: <ul style="list-style-type: none"> <li>• Zoe Berry – Staff Governor</li> <li>• Jill Tune – Parent Governor</li> <li>• Sue Hodgkinson – Governor</li> </ul>	
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business No items of urgent business.	
3. DECLARATION OF INTERESTS	
3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda  6.2 – Staff Governors – Teachers Pay and Appraisal. Staff Governors will leave the meeting for this item.	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 25 <sup>th</sup> September and 16 <sup>th</sup> October 2018 The minutes from both dates were approved and signed.	
4.2 Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.2 Matters arising from the Minutes The actions were updated above Other items raised: <ul style="list-style-type: none"> <li>• Meeting held on 16<sup>th</sup> October 2018 was not quorate. Item 6.7 - H&amp;S Report – JMc informed the meeting he is due in school to attend a meeting on Friday 7<sup>th</sup> December 2018.</li> <li>• DM the Trust met with organisation as recommended by another trust to provide support of governor. Project Manager - Emma Heyes to follow this up. If the cost is reasonable then this would be progressed. JM noted that this would be helpful.</li> </ul>	
5. POLICIES	
5.1. Policies for Review  a) Accessibility Plan Policy	

<p>b) First Aid Policy c) Promoting British Values</p> <p>These were approved at the last meeting.</p>	
<p>5.2. New Policies</p> <p>a) Child Protection &amp; Safeguarding Policy b) Extremism and Terrorism Policy</p> <p>These were approved at the last meeting.</p>	
<b>6. ITEMS TO BE CONSIDERED</b>	
<p>6.1. Headteacher Termly Report</p> <p>MS stated the report is really helpful. LW The report gives impact and shows the next steps to be progressed. Also the school development plan with the evidence highlights what the school is working towards. As an additional note LW informed the meeting of inappropriate use of social media by a small number of parents. This should be used to check with other parents what is happening at school. LW noted some comments made have been aggressive. Strong opinions were made via Facebook. It was noted possibly only around 5 parents are involved. LW reported a meeting had been held with one of the parents. LW did respond by sending a positive letter with points of the school's achievements. Questionnaires have been sent out. The forms returned are very positive.</p> <p>SH stated that as a new Parent Governor she would be happy to support this work. LW suggested appointments to be made to the roles as Link Governor. Positions confirmed: JT – Safeguarding and Pupil Premium ZB – Lower school ID-B – Upper school SH – Post 16</p> <p>LW Suggested holding a Governor day. Propose a governor training day to go through the process of school which has worked well in the past. A suggested date to be put forward and confirmed as an <b>Action.</b></p> <p>LW Offered 5 pupils a place in 2019 – been an increase in tribunals. It is increasingly difficult to identify areas of need on the EHC's. Sometimes visits to the children can be done but this is not always possible.</p> <p>MS Does the trust have a role to support this. DM The Trust would support the school with advice and guidance. The tribunal is final - with the funding to meet the need of the child.</p> <p>BT asked if every time a tribunal is there a charge. LW not a charge but in terms of time is a massive time commitment to complete reports and reading material. The time involved is time taken from a Headteachers role. SH asked of the 23 pupils are they Rotherham. LW noted these are all areas not just in Rotherham.</p> <p>Ofsted Categories – recommended to governors.</p>	<p><b>LW</b> <b>29/01/19</b></p>

<p>LW All the Teaching &amp; Learning and SEF evidence indicated that it would be an outstanding school.</p> <p>DM explained briefly the differences between a 1 or 2 day Inspection.</p> <p>LW updated governors on attendance. Example shared with the group of a young person, attendance is down due to a particular incident. This does need to be improved.</p> <p>SIP and SEP to do just once a term then streamline the reports. It was proposed that in the new term would be a change to the agenda but this would need Trust approval.</p>	
<p>6.2. Teacher Pay &amp; Appraisal Review – <b>Confidential</b></p> <p>Staff Governor Peter Macauley and Zoe Berry left the meeting for this item.</p>	
<p>6.3. School Term Dates 2019-2010</p> <p>For information – Inset day on 22<sup>nd</sup> March 2019. <b>Action</b> Date to be confirmed. This will be put on the website for parents as information.</p>	<b>Clerk</b>
<p>6.4. School Dashboard</p> <p>DM gave background information about the need to provide performance information to prove the effectiveness of the Academy to DfE and Ofsted. There are a number of elements, including outcomes.</p> <p>The front page is an overview showing 6 grading's which are strengths based from outstanding to inadequate. Examples given to the group. Schools are asked to assess themselves using key performance indicators.</p> <p>BT asked why the school was noted as light blue. DM This is at governor level to look at then create some lines of enquiry through b/rag rating. To evidence this accordingly. DM explained that each area would be development technology in order to provide a reference to evidence that supports the judgement.</p> <p>Termly print out to be able to reference this. Time for this is – LGB self-assessment. Really important to keep updated. Outstanding is indicated as dark blue. This judgement can be made at any point up to the call from Ofsted. It is important to be accurate in your recording – strength of governors, which shows areas of improvement. DM the outcomes – noted the area of red. The school needs to present the outcomes and the discussions whether targets have been met with the benchmarks. Progress 8 used within the school. This is to look at as part of the governor's development with the school.</p>	
<p>6.5. SIP/SEF Update</p> <p>SIP Highlighted T&amp;L – example used in green show a hyper link with documents to</p>	

<p>evidence this. Connection with use of the tabs and development of this which then could create a link with the trust. LW – needed to find a way to evidence this with governors. This is a work in progress as an on-going exercise to evidence what is happening. Shows an overview and what impact this does have which is a good way to develop.</p> <p>SEF to be looked at in January. All items covered in the Headteacher’s report.</p>	
<p>6.6. School Community Voice Report</p> <p>JT Students to be able to be members of the community – example shared of how a pupil has grown in his development. The school have a good relationship with the church. JT asked if this included other schools. Yes. Also have work placements especially in sports. MS stated there was a wide variety of activities. JT Had spoken to Headteacher at Stockbridge school. The Headteacher would be open to contact the school to be involved in sports and also the choir if Abbey school was interested. <b>Action</b> – for this to be developed.</p> <p>It was reported around 150 people to attend at the New York Stadium next week. Workforce voice – JW reported really positive outcomes. Everyone is a leader and everyone has a voice. Further information around these areas would be helpful. MS Thanked Jill for the work and involvement.</p>	<p><b>JT/LW</b> <b>29/01/19</b></p>
<p>6.7. School Budget Report</p> <p>LW reported this is a new system which currently has some issues to be worked on. JMc highlighted the figures red. The school is still on track with the budget.</p> <p>Training for Business Managers will be provided for the new finance system.</p> <p>At the next meeting there will be a revised budget whereby discussions can be progressed.</p>	
<p>6.8. Finance Link Governor Report</p> <p>Details as above.</p>	
<p>6.9. July to November 2018 Write off and Disposal of Assets</p> <p>No items on the report of a large expense. Approval received from Governors.</p>	
<p>6.10. School Risk Register</p> <p>LW reported no dramatic change. DM the risks are rag rated with steps to mitigate for the areas of risk. Need to consider have the risks been increased. This is mitigated by the procedures in place that steps are taken preventative or retrospective.</p> <p>Scale score: 25 to differentiate and is numbered. BT Raised query on Risk Register - Reference number 1.1 (front page) – to be re-worded. <b>Action</b> MS as Chair of LGB questioned whether the wording of the report is the only issue. As a local governing body feels that responsibility lies with the academy instead of the</p>	<p><b>DM</b> <b>21/01/19</b></p>

<p>governing body.</p> <p>DM articulated the ethos of the Trust was to value LGB input to the strategic direction of their academy.</p> <p>The role is for the LGB to work with the Headteacher and how it moves forward.</p>	
<p>6.11. LGB Governor Self-Assessment Reminder</p> <p>A reminder was sent recently to governors to complete the Self-Assessment form. If the form can be completed as soon as possible as the deadline has now passed.</p> <p>LW – Karen sends out the link for safeguarding training.</p>	
<p>6.12. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>Thanks to be passed on from the Trustees for their time and good wishes sent for the Christmas break.</p>	
<p><b>7. GOVERNANCE MATTERS</b></p>	
<p>7.1. Governors to report on:</p> <p style="padding-left: 40px;">a) Any function exercised on behalf of the LGB Jim has volunteered for Christmas celebrations.</p> <p style="padding-left: 40px;">b) Any training and development undertaken Finance – school funding and a date in October and 29<sup>th</sup> November ID-B - attended Safer Recruitment on 27<sup>th</sup> November JT and SH - attended New Governor Induction Training with CEO</p> <p style="padding-left: 40px;">c) Visits to schools within the MAT.</p> <p>SH volunteered week 3 session and attended L7 Winter Wonderland</p> <p>ID-B - updates from Safer Recruitment LW - Newsletter distributed (Autumn Term 2018)</p> <p>LW – Reminder to governors to complete the Governance Visit Record &amp; Action Log when visiting the school. Form to be sent out to governors. <b>Action</b></p>	<p><b>Clerk</b></p>
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>MS thanked all Governors for their time and their hard work. New Governors were welcomed.</p>	
<p><b>9. CONFIDENTIALITY &amp; RISK</b></p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>• Finance Budget update</li> <li>• School Dashboard</li> <li>• Teacher Pay and Appraisal</li> </ul>	

9.2. To consider any areas of risk discussed during the meeting	
There were no items deemed as a risk.	
<b>10. DATES OF NEXT MEETING</b>	
Tuesday 29 <sup>th</sup> January 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 26 <sup>th</sup> February 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 2 <sup>nd</sup> April 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management Tuesday 14 <sup>th</sup> May 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 18 <sup>th</sup> June 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing <a href="#">Wednesday 19<sup>th</sup> June – Leadership Summit – 16:00 – 19:00 at The Source, Meadowhall</a> Tuesday 9 <sup>th</sup> July 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management	

**Minutes approved**

CHAIR	SIGNATURE	DATE
Mary Smith		29/01/2019