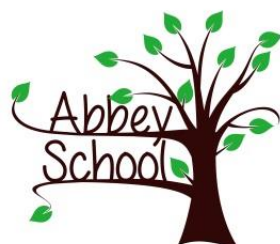


**Abbey School Local Governing Body Meeting  
Tuesday 29<sup>th</sup> November 2016 at 13:00  
at Abbey School**

**ACTION POINTS SUMMARY SHEET**

Actions	By & Target Date
1. Trust looking at Training Assessment needs and dates will be issued early 2107	<b>WC 31.1.17</b>
2. One Parent Governor vacancy still exists and LW will re-advertise and approach parents new to the school over the next few weeks. LW to re-draft the invitation letter to the LGB to include information regarding paid time off from work.	<b>LW 19.12.16</b>
3. Training room may also be used for students so LW will look into the costs to invest in a Pod, as this generates income.	<b>LW Ongoing</b>
4. LW to update on 2017/18 school/MAT term dates.	<b>LW 10.1.17</b>
5. LW/KB to issue staff with their annual statement of point of pay.	<b>LW/KB 19.12.16</b>
6. LW to look to access data on July 16 leavers to analyse children's next steps.	<b>LW 10.1.17</b>
7. Governors were asked to pass on any ideas or contacts of companies or organisations who may be able to work experience/coaching. LW to draft a letter for WC to send to Chamber of Commerce on behalf of the Trust.	<b>ALL Ongoing</b>
8. LW working with Kelford HT reporting for RPI and will report back on progress at next meeting. A detailed attendance report will be shared at the next meeting	<b>LW 10.1.17</b>
9. IB to end out email reminders if/when updates on the SIP/SEF have been uploaded	<b>IB Ongoing</b>
10. LW to organise sale of the old mini-bus via the LA transport department.	<b>LW 12.12.16</b>
11. IB circulate new email address information once set up. IB will update at next meeting on progress with selecting a new provider.	<b>IB Ongoing</b>
12. WC is looking at a smoking policy for all three schools and will feedback at the next meeting.	<b>WC 10.1.17</b>



**Abbey School Local Governing Body Meeting  
Tuesday 29<sup>th</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
Daniel Buckley	Governor	DB
Jim MacIntosh	Governor	JM

**Also Present:**

Rachael McHaffie	Clerk	RM
Diane Hyner	Clerk to Nexus MAT	DH

**Apologies:**

Cara Jones	Governor	CJ
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15. APOLOGIES FOR ABSENCE	Actions
15.1 To accept apologies for absence <ul style="list-style-type: none"> <li>• Apologies received from</li> <li>• New Governor, Michael Sylvester</li> </ul> 15.2 To receive, but not accept apologies for absence <ul style="list-style-type: none"> <li>• No unaccepted apologies to note.</li> </ul>	
16. ITEMS OF URGENT BUSINESS	
16.1 Resignation of Claire Carroll and David Coldwell <ul style="list-style-type: none"> <li>• CC and DC are unable to commit sufficient time to the LGB and have tendered their resignations, which have been accepted.</li> </ul>	
16.2 Confirmation of and welcome to new Governors: Jim McIntosh and Michael Sylvester <ul style="list-style-type: none"> <li>• Introductions were made for the benefit of JM.</li> <li>• One Parent Governor vacancy still exists and LW will re-advertise and approach parents new to the school over the next few weeks.</li> <li>• LW to re-draft the invitation letter to the LGB to include information regarding paid time off from work.</li> <li>• LW recently met with an RMBC Officer who may be interested in joining the LGB but has not yet confirmed.</li> </ul>	LW  LW
16.3 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> <li>• Sale of minibus (LW)</li> <li>• IT update (IB)</li> </ul>	
17. DECLARATION OF INTERESTS	
17.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda <ul style="list-style-type: none"> <li>• There were no declarations of personal or business interest.</li> </ul>	
18. ABBEY LOCAL GOVERNING BODY MINUTES	
18.1 To approve the minutes of the following meetings: <ul style="list-style-type: none"> <li>• Abbey Local Governing Body meeting held on 1<sup>st</sup> November 2016</li> <li>• Minutes approved and signed by John Irwin.</li> </ul> 18.2 Matters arising from the Minutes <ul style="list-style-type: none"> <li>• Actions noted above and updates include:</li> <li>• (Action 7 update) LW reported that the Youth Club has been re-vamped and is ready for use.</li> <li>• Training room may also be used for students so LW will look into the costs to invest in a Pod, as this generates income.</li> <li>• (Action 12 Update) LW gave an overview of the difficulties with the single track lane for the benefit of new governors. Discussions are ongoing with the LA and the EPA over possible investment.</li> <li>• (Action 13 Update) The school is being valued and the LA may be able to work with the Trust. TB continuing and chasing discussion.</li> </ul>	LW

<p>H&amp;S risks may trigger actions for change. JI is concerned that this is becoming increasingly urgent. WC is looking into Free Schools and the funding this may bring to medium term investment opportunities for a new road.</p> <ul style="list-style-type: none"> <li>(Action 14 Update) Diane Hyner has been appointed as Clerk to the Trust support the administration function and was present at the meeting to observe.</li> </ul> <p>Matters Arising from points:</p> <ul style="list-style-type: none"> <li>11.2 LW has feedback to Learners First on timings and future MAT training will be offered at three different times to reflect individual need and work patterns.</li> <li>12.1 Term Dates will be discussed by all three heads next week. Most dates will align with RMBC but inset dates may differ. LW to update at next meeting.</li> <li>12.2 School Budget – the MAT cannot claim back on insurance for maternity leave amounting to around £20K, which will impact on this year’s budget and the member of staff is not due back until after the new academic year starts.</li> <li>12.4 SIP, Jill Robinson visited school and recommended us of MAP’s for assessment on personal skills. This is more fitting for child the PLD and not through appropriate for Abbey pupils (MLD).</li> </ul> <p>18.3 Abbey Teacher Pay Review Committee</p> <ul style="list-style-type: none"> <li>Just one teacher was recommended review by 1 UPS, which has been accepted. No other movements.</li> <li>LW/KB to issue staff with their annual statement of point of pay.</li> </ul> <p>18.4 Headteacher Performance Management has been completed.</p> <ul style="list-style-type: none"> <li>JI commented the LW’s performance has been exception and is currently acting Executive Head at Pennine View.</li> <li>As pupils numbers increase this will create opportunities for staff to aspire to progress within school.</li> <li>LW looking at pay progression for TA’s in line with those at Pennine View and they may apply for one step up. This would cost in the region of £2K.</li> <li>IB commented that this is positive in terms of staff morale and will encourage staff to apply.</li> <li>LS said that appraisals indicate that established and new staff are able to now identify opportunities for progression and feel encouraged.</li> <li>Budget is now is running at a small surplus which contrasts massively to the position 2 years ago.</li> </ul>	<p>LW</p> <p>LW/KB</p>
<p><b>19. ITEMS TO BE CONSIDERED</b></p>	
<p>20.1 Headteacher Termly Report</p> <p>LW talked the LGB though the report. Area’s to note:</p> <p><b>1. Context</b></p>	

<ul style="list-style-type: none"> <li>• Currently 81 pupils on roll, which will increase to 86 in January and then to 96 shortly after that. 110 places planned for Sept 2017.</li> <li>• Staffing – new class teacher (NQT) has a great rapport with the children and will keep him until able to appoint.</li> <li>• New Assistant Head has been appointed to start in January 2017.</li> <li>• HLTA post will be appointed to.</li> <li>• 2 x TA’s are still need and a good range of applications have been received.</li> <li>• Undercover area has been improved and LW is looking at letting out to Sunday Leagues Football.</li> <li>• The Lane End Re-treat is being used as temporary accommodation by Social Care for children/young people in crisis and are charged at £30 per person per night. Ian Thomas has expressed his thanks to LW for suggesting and providing this facility.</li> <li>• Safeguarding – new children coming into the school have safeguarding concerns but this is not always known (for confidentiality purposes) when then are accepted on roll.</li> <li>• WC commented that Staff have managed almost a doubling in numbers in the last 16 months and have good safeguarding practice in place.</li> <li>• There is a vast amount of Safeguarding work in Rotherham, a legacy following the Jay report and everyone is very aware of the issues in the town.</li> </ul> <p><b>2. Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• SIP: LW gave an overview of the SIP for new governors.</li> <li>• Building Works: Significant improvements have been made this term, i.e. carpets and decoration, re-vamping of the outside play area. Reception area carpets are still to be replaced.</li> <li>• Staff are being exposed to opportunities to lead and support at Pennine View School whilst LW is acting Executive Head. Staff are filling gaps and working together when LW or WA are not around. This was mitigated in the timetabling in September.</li> </ul> <p><b>3. Context of the School</b></p> <ul style="list-style-type: none"> <li>• EazMag data system is having a few technical issues which IB is conferring on with the developer. The system doesn’t currently work well with the recording of SEN pupil data.</li> <li>• Further work is required on the express stage of the curriculum offer to ensure children are given more experience of real life situations. Governors were asked to pass on any ideas or contacts of companies or organisations who may be able to support this. LW to draft a letter for WC to send to Chamber of Commerce on behalf of the Trust.</li> <li>• LW invited Governors to attend the Mindfulness session next week.</li> <li>• Pupil Premium – there is a high proportion of PP children and this is on the increase.</li> <li>• LAC Funding. WA is currently the LAC teacher and displays good practice. A bid for an addition £400 per child can be made, but this is top sliced by</li> </ul>	<p>ALL</p> <p>LW</p>
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VSR.

**4. Personal development, behaviour and welfare**

- The Standards Committee within the Trust are looking at RPI across all schools to ensure that reporting is consistent.
- LW working with Kelford HT on this and will report back on progress at next meeting.
- A detailed attendance report will be shared at the next meeting.

LW

LW

**5. Conclusion**

- The school is not hindered by supporting Pennine View School and Abbey continues to move forwards.
- The new Assistant Head will bring value to the SLT and school.
- Fantastic class teaching continues, teachers are willing and have drive to improve.
- Data is being transferred to EazMAG, some issues still to be ironed out, further staff development time is required.
- Staff are accessing more time for research.
- JI gave thanks to LW for her report, it gives a good flavour of the school in a clear format.

Governor questions & challenges	Response	Further action(s)
<i>JM asked what the process was for transferring children across schools</i>	LW explained that she receives the children's papers and EHC, which are not in depth and do not contain safeguarding concerns, especially if the children are subject to Child Protection (CP) order. Once the child is transferred full papers are received.	
<i>DB was unsure of what his role with the LGB is and what additionality he can bring. Also he wanted to know what happens to the children once they leave in Yr11.</i>	Discussion around employability and building progression, the plans to offer Post 16 option and also WC looking towards a Post 19 offer across the Trust. JM suggested that ½ to 1 day work experience would be provide work/skills coaching to develop social skills.	LW to look to access data on July 16 leavers to analyse children's next steps. LS is looking at Post 16 as part of her SLT role.

**19.2 School Engagement Report**

- SLT was devised by SLT to capture information and reflects what is happening in school
- There is a focus on vocational learning and there are plans to set up a café in a pop-up shop in the town centre. JI suggested that an art outlet may also be possible.
- Y10 and Y11 students have been going to Thrybergh Academy for GCSE Maths and there are further plans to develop with the Art faculty. This has

<p>pushed students academically and WA has supported this. The academy has been very accommodating but students did not want to stay on.</p> <p>19.3 School Budget Update.</p> <ul style="list-style-type: none"> <li>This will be reviewed every other meeting, so nothing to note this time.</li> </ul> <p>19.4 and 19.5 SEF and SIP reports have been uploaded to the website.</p> <ul style="list-style-type: none"> <li>IB to end out email reminders if/when updates have been uploaded.</li> </ul> <p>19.6 Policy Review Schedule</p> <ul style="list-style-type: none"> <li>Schedule was circulated. WC will work with clerks and HT's to reformat policies.</li> <li>Non-negotiable and Abbey specific polices to be highlighted for governors to note to ensure they have awareness in the event of an inspection.</li> </ul>	<p style="text-align: center;"><b>IB</b></p> <p style="text-align: center;"><b>WC</b></p>
<p><b>20. ANY OTHER URGENT BUSINESS</b></p>	
<p>20.1 To consider any other urgent business agreed by the Chair</p> <ul style="list-style-type: none"> <li>Mini bus: A new mini bus has been acquired on lease and all staff are able to drive it. Only one member of staff was able to drive the old mini bus due to licensing issues. LW suggested that school proceed to sell it which was agreed by the members.</li> <li>LW to organise sale of the old mini-bus via the LA transport department.</li> </ul> <p>20.2 Email system:</p> <ul style="list-style-type: none"> <li>Nexus currently use a different email system to Abbey (who use RGfL) which was implemented by the LA. As Abbey is now independent from the LA, Abbey to move over to the same system as Nexus.</li> <li>IB will create a new account for staff and governors and will circulate this information once set up.</li> <li>Shared workspaces to be established on the 'One drive' which will be more accessible and effective for sharing minutes, agenda, papers etc.</li> <li>The current internet provision three year contract is coming to an end IB is looking to move this away from RGfL. IB will update at next meeting on progress with selecting a new provider.</li> </ul> <p>20.3 Smoking Policy</p> <ul style="list-style-type: none"> <li>WC is looking at a policy for all three schools which will give guidance on designated smoking areas and time out for smoking breaks to give consistency across the Trust.</li> <li>WC will feedback at the next meeting.</li> </ul> <p>20.4 Chair of LGB</p> <ul style="list-style-type: none"> <li>JI initially agreed to Chair the LGB to provide a smooth transition from the IEB to Christmas 2016 but has agreed to stay on for a couple more months.</li> <li>Succession planning for a new Chair is required but the level of</li> </ul>	<p style="text-align: center;"><b>LW</b></p> <p style="text-align: center;"><b>IB</b></p> <p style="text-align: center;"><b>IB</b></p> <p style="text-align: center;"><b>WC</b></p>

<p>commitment will need to be made clear as they will also be required to be a Director of the Trust and attend Trust Board meetings as well as LGB's.</p>	
<p><b>21. CONFIDENTIALITY</b></p>	
<p>22.1 To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>• Sourcing of a new Internet provider should be treated as confidential as the school is still under the RGfL contract.</li> </ul>	
<p><b>22. DATES OF NEXT MEETING</b></p>	
<p>Abbey School LGB – Tuesday 10<sup>th</sup> January 2017, 13:00-15:00 at Abbey School                  Abbey School LGB – Tuesday 7<sup>th</sup> February 2017, 13:00-15:00 at Abbey School                  Abbey School LGB – Tuesday 21<sup>st</sup> March 2017, 13:00-15:00 at Abbey School                  Abbey School LGB – Tuesday 2<sup>nd</sup> May 2017, 13:00-15:00 at Abbey School                  Abbey School LGB – Tuesday 13<sup>th</sup> June 2017, 13:00-15:00 at Abbey School                  Abbey School LGB – Tuesday 18<sup>th</sup> July 2017, 13:00-15:00 at Abbey School</p>	

**Minutes approved**

CHAIR	SIGNATURE	DATE
JOHN IRWIN		10/01/2017