

**Abbey School Local Governing Body
Leadership and Management
Tuesday 5th December 2017 at 12:00
Abbey School**

ACTION POINTS SUMMARY SHEET

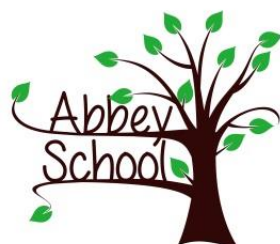
	Actions	By & Target Date
Ongoing	<p>Barnsley requested additional placements at the end of last year and we are currently looking at the SLA relating to the funding of an additional classroom.</p> <p>17/10/17 – we are currently in discussions with another authority to pay for a POD so they are able to 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.</p> <p>05/12/17 - LW gave an update informing the group that there is ongoing negotiation between 2 LA's looking at the funding for additional classrooms to enable Abbey to provide the necessary placements required from September.</p> <p>JMcI queried if another LA was to fund the provision, would they take all of the places LW responded that the 10 will places would be available for them from September but the additional places are separate.</p> <p>JW asked when would staff recruitment start? LW stated recruitment would begin when the legal process had been completed.</p> <p>MS asked if there were any contingency plans for if the timescale slips LW confirmed that the additional children would not come if the building was not ready.</p>	<p>LW 30/01/18</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</p>	<p>CFO/LW</p>

	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. 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. 05/12/17 – LW informed the group that a Conditional Improvement Grant bid had been submitted for 300k to be spent on a one - way system which would address a lot of the issues.	Ongoing
67.8 18/07/17	17/10/17 – 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. 05/12/17 – LW stated that new walkie-talkies had been purchased but they were not linked into the fire system Once the new mobile is purchased this will be reviewed.	KB/LW 05/12/7
5.5 17/10/17	LW will circulated the report from the recent risk audit/inspection which will be RAG rated. 05/12/17 – c/f to next meeting	LW 30/01/18
5.6 17/10/17	LW has a copy of the Abbey risk register and will ensure it comes to the next Leadership & Management LGB meeting.	LW 30/01/18
5.1 05/12/18	Governors to send in questions regarding reports prior to meeting	All 30/01/18
5.10 05/12/17	TB to look at attracting additional sponsorship for the school	TB 30/01/18

COMPLETED ACTION POINTS

Actions	By & Target Date	
5.2 26/09/17	Clerk to raise issue re DB non-attendance to LGB with CEO 17/10/17 we have an advert for external governors at the moment – CEO will contact DB to discuss non-attendance 05/12/17 - Completed	Completed
5.2 26/09/17	TB to provide LGB with Role Description for Finance Link Governor 17/10/17 - ongoing 05/12/17 – Completed	Completed
5.3 26/09/17	17/10/17 Clerk to send information of the Leading Edge Associates dates. WC to re-send governor self-evaluation form. 05/12/17- Completed	Completed
5.1 17/10/17	LW to update the Admissions Policy to include Section 6 05/12/17 Completed	Completed

5.4 17/10/17	LW to provide governors with a copy of Lockdown Policy 05/12/17 Completed	Completed
5.5 17/10/17	LW to provide governors with the definition of Bullying 05/12/17 In Headteacher report - completed	Completed
5.5 17/10/17	CEO to circulate the Behaviour Policy to governors 05/12/17 – on nexus website - completed	Completed
6.1 17/10/17	LW to circulate date for governors to meet in school 05/12/17 - completed	Completed



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Attendees:

Mary Smith	Chair Abbey School LGB	MS
Luci Windle	Headteacher	LW
Liz Shimwell	Teacher Governor	LS
Deborah Berry	Parent Governor – joined the meeting at 1pm	DB
Jill Walker	Schools Improvement Lead	JW
Sonia Seymour-Thackery	Parent Governor – joined the meeting at 1pm	SS-T
Peter Macaulay	Staff Governor	PM
Jim McIntosh	Governor	JMcI

Also Present:

Diane Hyner	Clerk to Nexus MAT	CS
Tracey Brooke	CFO	TB
Sue Shelley	Director of Nexus	SS
Bob Toms	Proposed Governor	BT
Jill Newbolt	Assistant Headteacher	JN

Apologies:

Ronnie Norton	Governor	RN
Cara Jones	Governor	CJ
Warren Carratt	CEO	WC

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1 To accept apologies for absence</p> <ul style="list-style-type: none"> • RN, CJ, WC <p>1.2 To receive, but not accept apologies for absence Apologies accepted</p> <p>A letter of resignation has been received from Daniel Buckley. The chair requested to note her thanks for Daniel's contribution to Abbey School LGB.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1 Chair to determine any items of urgent business to be considered</p> <ul style="list-style-type: none"> • There were no items of urgent business <p>Bob Toms was confirmed as Governor of Abbey School LGB</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 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 17th October 2017</p> <p>The Headteacher felt that further amendments to the minutes were necessary.</p> <ul style="list-style-type: none"> • Minutes were not approved and signed. To bring back to the next meeting. <p>4.1.1 Abbey Teacher Pay Committee meeting held on 1st November 2017 Minutes approved and signed</p> <p>4.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> • There were no matters arising 	
5. ITEMS TO BE CONSIDERED	
<p>5.1. Headteacher Termly Report</p> <p>LW went through the report and asked if anyone had any questions.</p> <p>LW stated that teaching and learning is good.</p> <p>A discussion followed relating to the terminology and government recommendations.</p>	

<p>BT stated that the national average data in the report in relation to pupil attendance.</p> <p>LW confirmed that the school has strong attendance for special school and compared with the national average and last month achieved 94.8%. The ambition was to achieve 95% attendance+</p> <p>A discussion followed relating to vacancies and recruitment and staffing budget.</p> <p>MS stated that there is a lot of support going out to other areas and wondered what the impact was for the school.</p> <p>LW informed the group that they have increased staffing resources to support this and the sharing of expertise and learning benefitted the school as well as other partners.</p> <p>A discussion followed relating to the mental health needs of students.</p> <p>JW queried why the numbers of physical intervention has doubled since the last report.</p> <p>LW stated the identified children seen in the report analysis explains this. One individual has seen their number of restraints increase.</p> <p>MS asked if Governor’s would benefit from sending in questions prior to future meetings once they have read reports. These could be shared prior to the meeting. Questions would also continue to be raised during the meetings.</p> <p>All agreed.</p>	<p>All 30/1/18</p>
<p>5.2. SIP Update</p> <p>The report had been circulated to Governors. Following a recent external review, it was agreed that the SEF would be revised and presented at a future meeting.</p> <p>BT discussed the importance of the SIP highlighting the actions and progress made in relation to the last Ofsted recommendations. BT asked whether the outcomes could be smarter. LW agreed to look at this.</p> <p>A discussion followed relating to targets, outcomes and evidence.</p>	
<p>5.3. School Community Voice Report</p> <p>LW presented the report and informed governors about the recent Winter Wonderland event at St Thomas’s and how wonderful it was. Abbey children worked with mainstream schools in preparation for this.</p>	

<p>5.4. School Budget Report</p> <p>TB reported on the Abbey School budget with information to the end of October showing it is in a healthy position. The budget had been presented to the Trust Board and agreed.</p> <p>A discussion followed regarding the potential additional pupils and the impact that would have on the budget.</p> <p>It has been agreed that the budget will be set in July which is a statutory requirement - will be looked at again in September in a scrutiny meeting.</p> <p>JMcI gave assurance to the group that he has spent time with the school business manager looking at the budget to get assurance that the projected budget is deliverable and he felt confident it is.</p>	
<p>5.5. Finance Link Governor Report</p> <p>Information was provided at item 5.4</p>	
<p>5.6. Medium Term Financial Plan</p> <p>TB presented the report which has been approved by the Trust Board and explained that all Trusts have to provide Medium Term Financial Plans.</p> <p>TB informed the group that the information has been shared with RMBC and there is ongoing negotiations around gaps in funding so schools are not left in a vulnerable position.</p> <p>A discussion followed around minimum funding guarantees.</p> <p>A meeting will take place in the new year which the CFO has been invited to which will look at the issues regarding funding healthcare needs.</p> <p>A discussion followed around the growth of the MAT and that this would happen in a measured way.</p> <p>MS asked if the decision about growth of the MAT would come to LGB for agreement.</p> <p>TB stated this would be discussed and agreed at Trust Board level and the CEO would bring the update to the LGB for information.</p>	

<p>TB gave information about a consultation currently taking place regarding a mainstream school wishing to join Nexus MAT.</p> <p>A further discussion followed relating to the Medium Term Financial Plan and all agreed it was beneficial to have a good understanding of the budget.</p>	
<p>5.7. Abbey School Risk Register</p> <p>This item will be carried forward to the next meeting</p>	
<p>5.8. Policy Review Schedule</p> <p>The information about the policy review schedule was included in the SIP report.</p>	
<p>5.9. Commission Activity for Link Governors</p> <p>LW gave an update regarding the day Link Governors visited school and completed a learning walk. Governors felt it made it real and that it was a wonderful day. A report of the learning walk is available for people to see and it was agreed that Governors will meet 30 minutes before the next LGB to discuss.</p> <p>The next meeting is Tuesday 30th January meeting at 11.30am.</p>	
<p>5.10. Jill Newbolt – Youth Sport Trust Lead School Status</p> <p>JN introduced herself and gave information about her previous role and experience.</p> <p>Jill provided information about the Youth Sport Trust and how it had a positive impact on Abbey School and schools across the country being an enabler for PE working with pupils giving them confidence. This is for pupils in primary, secondary, special and mainstream schools. The Youth Sport Trust also has links with the Special Olympics.</p> <p>Jill gave examples of the different activities available and how it had impacted on students and how it had made it inclusive to all.</p> <p>After school sport activities at Abbey are also open to mainstream school with many wanting to join.</p> <p>JN is also working as part of a national project on girl’s participation – working with a group of schools across the county.</p> <p>LW informed the group that the school gets a small amount of money from the Youth Sport Trust which JN uses for afterschool clubs.</p> <p>TB asked if the school had any additional sponsorship.</p>	

<p>JN stated the school does not. TB agreed to look to see if she could generate any additional sponsorship</p> <p>LW informed the group about some of Abbey’s children achieving bronze medals last year when competing against a range of children from mainstream schools.</p> <p>A discussion followed about apprenticeships.</p>	<p>TB 30/1/18</p>
<p>5.11. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>The CEO did not attend the meeting and there was no update available</p>	
<p>6. ANY OTHER URGENT BUSINESS</p>	
<p>6.1. To consider any other urgent business agreed by the Chair at item 2.1</p>	
<p>7. CONFIDENTIALITY & RISK</p>	
<p>7.1. To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> • No items in the meeting were deemed as confidential. <p>7.2. To consider any areas of risk discussed during the meeting</p>	
<p>62. DATES OF NEXT MEETING</p>	
<p>Tuesday 30th January 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 13th March 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 24th April 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management Tuesday 15th May 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 19th June 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 10th July 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management</p>	

Minutes approved

CHAIR	SIGNATURE	DATE
Mary Smith		