



**Abbey School Local Governing Body
Teaching & Learning
Tuesday 29th January 2019 at 12:00
Abbey School**

Attendees:		
Mary Smith	Chair	MS
Luci Windle	Headteacher	LW
Sonia Seymour-Thackery	Parent Governor	SS-T
Peter Macaulay	Governor	PM
Jim McIntosh	Governor	JMcI
Bob Toms	Governor	BT
Ivy Dorchester-Brown	Governor	ID-B
Zoe Berry	Teaching Staff Governor	ZB
Sue Hodgkinson	Parent Governor	SH
Jill Tune	Governor	GT
Also Present:		
Maria Simpson	Nexus MAT Clerk	MS
David McNaught	DCEO	DM
Wayne Askam	Deputy Headteacher	WA
Apologies:		
Jill Walker	School Improvement Lead	JW

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence: Apologies were received from JW	
1.2 To accept apologies for absence Apologies were accepted	
2. ITEMS OF URGENT BUSINES	
2.1 Chair to determine any items of urgent business There were no items of urgent business reported.	
3. DECLARATION OF INTERESTS	
3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received.	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 4 th December 2018 The minutes were approved and signed.	
4.2 Review of Action Tracker Action Tracker reviewed.	
4.3 Matters arising from the Minutes The actions were updated above <ul style="list-style-type: none"> - Page 12 - Governors Day – feedback very positive - Page 13 - Inset Day confirmed as 22nd March 2019 - Page 12 - Governors Day – feedback very positive - Page 15 - Budget update, currently not available due to IT problems. Concern was raised that budget information not available. - Page 16 - Governors Visit Record Log form to be provided to enable a record to be maintained. 	
5. POLICIES	
5.1. Policies for Review No policies for review.	
5.2. New Policies – Lockdown Policy New policy for approval. Clarification was made with the different bell tones. WA confirmed that the 3 short bells sound is to be specifically used for the lockdown. MS asked if a Lockdown practice had been undertaken in school. This was clarified as completed with staff only to make them aware of the full process which also included the layout of the new building. Discussion was held on whether the children need to be involved in further practices as it can be distressing.	

<p>The policy is yet to be confirmed as the Post 16 section is currently being developed. LW to complete then the revised policy can be sent to governors for approval.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Teaching & Learning Report</p> <p>WA explained the T&L report to the meeting. The whole school data tracking is currently looking really positive - at 85% which has exceeded targets.</p> <p>The blue / green data has been known as 'deep dive' into the Emags system to look at evidence and make sure moderation is right both internally and externally. This also means this triangulates the quality assurance procedures.</p> <p>BT asked how was progression was identified. This is a school baseline then moderated that judgement. This is then put into Casper so that it can be compared nationally. It was suggested that a short explanation could be added which would benefit the report.</p> <p>Discussion held on the children's learning undertaken within school.</p> <p>Sports Premium - SS-T highlighted the increase in cost for transport and expenditure increased from £2,000 to £3,000. It was confirmed there has been an increase in sporting activities now included in the new Sports Trust element whereby children are exposed to sports activities and also an increase in the number of children who require transport.</p> <p>MS asked what provisions are in place for the children who may not like sports. WA explained that the leadership skills for the children come into practice, learning to be resilient and resourceful which can be progressed further in life. This is where the Youth Sport Trust really does encourage the children.</p> <p>IB-B noted that Abbey is already a gold school in terms of 'School Gamesmart' and a lead school involved in Youth Sport Trust. It was suggested it may be time for the school to become a Youth Sport Trust Gold school. An example was provided of a pupil who was outstanding for the South Yorkshire area who had done exceptionally well recently. This already develops PE and the physical activity.</p> <p>Discussion held on a recent event held at The New York Stadium where it was reported that the students from Abbey showed how they really 'owned the day'. Exceptional positive feedback was received from the days' events. It was noted how the children were seen as facilitators, being part of the day which highlighted how well the event was organised.</p> <p>Page 8 – Cultural Development & British Values within school. The Lion Leadership has a real impact on the children as to empower, how to be leaders and understanding their responsibilities so they can apply for different events in schools., eg Abbey PM, Liberian etc which is important to the children. JT highlighted how wonderful it was to see the children being confident and to feel empowered to be able to achieve. It was felt the children have an important role who are a real credit to the school. LW reported that feedback received so far is really positive.</p> <p>Page 9 – every child has a voice. Need to teach children to use the skills they have learned. The challenge is working with different aspects and be given as an opportunity</p>	

rather than used as an excuse of being looked after. This is a challenge but is a way of understanding the way forward.

LW reported that the school has 4 students now in paid employment. It was noted that one child is working at Nexus as a paid job. An example was provided working with Experience Partnerships who also help to develop academic and work experience. Case studies are not used within school but a more around 'tracking' and building on the school's experience which can be used in future life skills.

Discussion held on PATH's which allows for a personal aspiration to be recognised and a plan to be established to match to a pupil's need. It is about natural support, friends, family, pets etc. Looking at the dreams and to focus on the positives but also being realistic and encouraging. An example was provided.

JT asked if these are recorded in the same way.

This was clarified which covers all children.

LW noted how this does show the personal development for new staff. This is a really good development for the NQTs. This is a good way for learning and development especially for career development and CDP support which has been reported to be have a positive outcome.

Page 10 – Improvements/Monitoring Visits. Quality assurance cycle is linked to the SEF and School Improvement Plan. To be in a position to identify what needs are to be achieved which has opened lines of enquiry through strengths and areas of development.

To see 'School on a page' - Quality Assurance Cycle. This has identified that through strategies staff are using it shows how students are able to think at a deeper level. Response to feedback and training for staff and students which is now showing as a better quality and write a better response. Shows areas of development and where Learning & Teaching has all around responsibilities. This will be worked on over the next term.

The judgement was confirmed and the elements are that as a school this is constantly being reviewed and looking forward to new projects next year.

ID-B noted this has been seen in action. It highlighted how every student knew exactly what needed to be achieved and to identify room for any improvements.

LW explained the process of how this is consolidated in the mind of a child.

Feedback is the most important with 'Austins Butterfly' to try establish how to be resilient and to develop skills.

BT raised any children that are not involved in pupil premium.

These are monitored in the schools 'NOT' group that are not part of the pupil premium. It was confirmed the school currently has 8 students in this group. WA clarified these should be included in the report.

6.2. Teaching & Learning Link Governor Report

SS-T explained the purpose of the report. It was highlighted how T&L is coming together and the reasons why, especially with physical education which is really improving the children's wellbeing.

SS-T reported that this was witnessed on the training day, especially with interventions in place. The school is in strong place with really outstanding results reported.

MS thanked Sonia for time spent on the report with the key points being highlighted.

6.3. LAC Report

The report was explained to the group. Reported an increase in LAC – currently 13 students from 4 different authorities. There is a lot of policies and practices to be able to move forward. The children that are looked after also receive a PEP which is transferred into a 'PP plan and triangulated. Currently had 13 PP Plan meetings and 13 PEP meetings. The school really supports the children and to be a Champion for the children. This also includes special guardianship orders, residence orders and adopted children which sometimes can be difficult to gain figures for these groups. The relationship with parents is really important.

BT explained that as a first impression of reading the report it is a little negative around workload.

It is important to be very factual but also to be positive.

MS highlighted the time spent on the report which is really positive.

DM highlighted on Page 4 (Section 2) – 13 children making progress. This is against national figures. It was suggested to add another table for the next report, as one term to another to make an indication of the progress that the children are making.

Page 6 – Attendance is outstanding and the impact this is having on the children. How do you know if a child is happy, they attend school.

DM asked if this is the same children reported.

It was clarified it is the same children; just 2 additions have been made.

It was noted that PM was the Link Governor.

6.4. Pupil Premium Report (DfE model)

Rachel is the Pupil Premium Champion in the school.

The most important element is that the children who receive Pupil Premium do have a Pupil Premium plan. Figures show that had an increase in number and made more progress in writing and maths. This then triangulates to the development of language across school.

JMcI asked what was the gap with reading between children in receipt of pupil premium and those not eligible.

LW noted that some of the children will be in the NOT Group. As an example some parents may be working and may have limited time for reading on a daily basis. In terms of progress 5 to 10 minutes each night is imperative to learning. A discussion was held around the various reasons of life experiences and reading and writing expectations.

DM highlighted the validation of the data. Each child is worth 12½ % in a group therefore can affect the percentages. It was suggested to put on pupil numbers on the report so the percentages have a context.

DM recommended as good practice to indicate for pupil premium total amount for this year and perhaps for this to be broken down as a details of: time allocation of TA's, teaching time, end resources to be put in place. This is then detailed with a total. It was suggested for this to be amended for the next meeting.

BT noted this may create more work, would it be necessary.

DM – this would be necessary from an auditor's point of view.

<p>A discussion was held around the information required for Ofsted.</p>	
<p>6.5. SIP Update</p> <p>LW reported she is currently trying to work on an electronic update but unfortunately the school has a virus with IT systems therefore had no access to documents. This is currently being progressed.</p>	
<p>6.6. SEP Update</p> <p>Test and The Mission Day - which is part of the ROSIS, came into school recently. The main three items discussed were: Luci's judgement NQTs strength into the school, Middle leaders, and Wellbeing. They interviewed members of staff, completed learning walks and work scrutiny. A very positive report. The report will be shared with governors. Clerk to action. Completed</p>	<p>Clerk</p>
<p>6.7. LGB Development Plan</p> <p>DM gave background information relating to the plan which is devised from the skills audit and for Governors to consider any training and development is needed.</p> <p>As a result of the skills audit some training has been identified. Nexus will deliver some of the training.</p> <p>LW noted that she had recently held a session with new governors at Abbey which received positive feedback as another form of training.</p> <p>LW also noted that on Summer 1 Term – a training day is to be re-visited. Governors to let Luci know of any areas of interest.</p>	
<p>6.8. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>DM reported really positive response from both staff and children when he attended the school recently. The children respond very honestly which is lovely to see in school. A culture where children can respond openly which reinforces the message from the school.</p>	
<p>6.9. Commission Activity for Teaching & Learning Link Governor</p> <p>WA to look at the 3 areas as discussed. Governors are invited to come to visit in school. Also for Learning Walks - Governors would be welcome to attend.</p> <p>DM reminded governors of the Leadership Summit.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1 Governors to report on:</p> <p>(a) Any function exercised on behalf of the Governing Body JMcI + SS-T + PM involved in the interview panel for Teaching Assistant JT met with Luci on 11th December 2018 – re safeguarding meeting JT attended New Governor Training on 10th January 2019</p>	

<p>JT completed NSPCC course on 16th January 2019 SH completed NSPCC course on 17th January 2019 SH attended Parents group ID-B visited Youth Sport on 11th December 2018 - Step into Sport – Leadership Conference at New York Stadium. Also attended School classes recently ZB attended the New Governors training on 10th January 2019. BT attended networking meetings</p> <p>(b) Any training and development undertaken</p> <p>(c) Visit to school</p> <p>Visits not being captured. DM to propose that a record sheet is designed to record all visits to school so there is a comprehensive record. Action – DM to design a Governor visit record sheet</p>	
8. ANY OTHER URGENT BUSINESS	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>MS informed the meeting this would be her last meeting as with immediate effect will resign as Chair of Governor for personal reasons. MS thanked everyone for their contributions and wished the school well for the future.</p> <p>LW formally thanked Mary for her continued support and input to the LGB meetings. Governors also thanked MS for all her hard work and commitment.</p> <p>DM appointment of Chair of Governor position, CEO to liaise with LW and Vice Chair. DM also thanked Mary for her support and time given to the school.</p>	
9. CONFIDENTIALITY & RISK	
<p>9.1. To consider the confidentiality of any items discussed during the meeting No items in the meeting were deemed as confidential</p>	
<p>9.2. To consider any areas of risk discussed during the meeting No areas of risk were discussed during the meeting</p>	
10. DATES OF NEXT MEETING	
<p>Tuesday 26th February 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 2nd April 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management Tuesday 14th May 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 18th June 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Wednesday 19th June – Leadership Summit – 16:00 – 19:00 at The Source, Meadowhall Tuesday 9th July 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management</p>	

Minutes approved

CHAIR	SIGNATURE	DATE
Mary Smith		26/02/2019