



**Abbey School Local Governing Body  
Teaching and Learning  
Tuesday 30<sup>th</sup> January 2018 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>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><b>30/01/18</b> – The LA has suggested the plot sits on greenbelt land. The school may need to look at offsite accommodation for post 16 students. At the moment the plan is on hold until there is a full understanding of the legal situation.</p>	<b>LW 13/03/18</b>
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>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.</p> <p><b>30/01/18</b> – The council is willing to work with the school in relation to the access road but there needs to be further clarity relating to H&amp;S. A bid for funding has been submitted to the DfE</p>	<b>CFO/LW Ongoing</b>
5.6 17/10/17	<p>LW has a copy of the Abbey risk register and will ensure it comes to the next Leadership &amp; Management LGB meeting.</p>	<b>LW 24/04/18</b>
5.10 05/12/17	<p>TB to look at attracting additional sponsorship for the school</p> <p><b>30/01/18</b> – LW to arrange a meeting with Tracey</p>	<b>LW 13/03/18</b>
5.2	<p>LW to update the SIP and present at the next LGB meeting</p>	<b>LW</b>

30/01/18		<b>13/03/18</b>
5.3 30/01/18	DB to chase the report from the Parent Charter Forum	<b>DB 13/03/18</b>
5.5 30/01/18	LW to take SEF report to SLT to make amendments and bring back to the next L&M meeting	<b>LW 24/04/18</b>
5.6 30/01/18	T&L Link Governor to work with WA looking at progress of the vulnerable group identified	<b>WA/SS-T 15/05/18</b>

## COMPLETED ACTION POINTS

Actions		By & Target Date
67.8 18/07/17	<p>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.</p> <p>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.</p> <p><b>30/01/18</b> – The walkie talkies meets Health and Safety requirements - Completed</p>	<b>Completed</b>
5.5 17/10/17	<p>LW will circulated the report from the recent risk audit/inspection which will be RAG rated.</p> <p><b>30/01/18</b> – Completed</p>	<b>Completed</b>
5.1 05/12/18	<p>Governors to send in questions regarding reports prior to meeting</p> <p><b>30/01/18</b> - Completed</p>	<b>Completed</b>



**Abbey School Local Governing Body  
Teaching and Learning  
Tuesday 30<sup>th</sup> January 2018 at 12:00  
Abbey School**

**Attendees:**

Mary Smith	Chair Abbey School LGB	MS
Warren Carratt	CEO	WC
Luci Windle	Headteacher	LW
Liz Shimwell	Teacher Governor	LS
Deborah Berry	Parent Governor	DB
Jill Walker	Schools Improvement Lead	JW
Sonia Seymour-Thackery	Parent Governor	SS-T
Peter Macaulay	Staff Governor	PM
Jim McIntosh	Governor	JMcI
Ronnie Norton	Parent Governor	RN
Cara Jones	Parent Governor	CJ
Bob Toms	Governor	BT

**Also Present:**

Diane Hyner	Clerk to Nexus MAT	DH
Wayne Askham	Deputy Headteacher	WA

**Apologies:**

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1 To accept apologies for absence</p> <ul style="list-style-type: none"> <li>• There were no apologies</li> </ul> <p>1.2 To receive, but not accept apologies for absence</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"> <li>• Training to be discussed at 6.1</li> </ul>	
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:</p> <p style="padding-left: 40px;">Abbey Local Governing Body meeting held on 17<sup>th</sup> October 2017 And 5<sup>th</sup> December 2017</p> <ul style="list-style-type: none"> <li>• The minutes were 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. Commissioned MAT School Improvement Review Report</p> <p>CEO gave context of the report</p> <p>JW talked through the report and highlighted some key points</p> <ul style="list-style-type: none"> <li>• SEF to use more positive language</li> <li>• GP feels the school is on the path to outstanding</li> <li>• Lesson observation – due to changes and no longer scoring there needs to be a way to tell teachers the positives.</li> </ul> <p>LW gave information about the new system that is being proposed for assessing teaching staff. There needs to be further work around categories.</p>	

<p>BT highlighted an error on the second page LW confirmed this information has now been amended</p> <p>LW informed the group that there is a procedure in place to follow when supporting teachers who do not meet expected standards. The CEO and governors will be informed of any on-going issues.</p>	
<p>5.2. SIP Update</p> <p>LW presented the SIP stating that now the school is half way through the year, changes will need to be made to it. The report will be updated and available for next meeting.</p>	<p><b>LW</b> <b>13/03/18</b></p>
<p>5.3. Teaching and Learning Report</p> <p>WA talked through the report giving context and an overview of the information.</p> <p>A discussion followed relating to LAC and Pupil Premium and that additional staff had been recruited to reflect the increase in the number of LAC</p> <p>LW gave information regarding CPD and training</p> <p>Chair queried if there were any staff who held back from training</p> <p>WA explained that in the past there had been some staff members who had held back but one of the reasons they introduced the loyalty card was to bring forward those members of staff and this has had a positive impact.</p> <p>A discussion followed relating to Y9 results and the expected changes at Y11 following the new input.</p> <p>CEO asked about the magic 12 and where was the model from.</p> <p>WA informed the group that it was around low vocabulary and it is something the school have introduced looking at information within the school and from other schools.</p> <p>A discussion followed relating to unannounced learning walks and how teachers had now taken these on board.</p> <p>Chair thanked WA for the thorough report</p> <p>BT stated that the report was very good but there was no reference to parents.</p>	

<p>LW informed the group that she was really disappointed with the Parents Charter and that they had not received the report following all of the work and financial investment that had been put in. The Parents Charter is at the centre of the school's improvement plan.</p> <p>BT asked how do parents know their child is progressing</p> <p>WA informed the group that a letter is sent out with a visual look showing progress</p> <p>A discussion followed relating to the parent group in school and how numbers had declined and that this was something being looked at as part of the charter.</p> <p>It was agreed that DB would chase up the report from the Parent Charter Forum</p>	<p><b>DB</b> <b>13/03/18</b></p>
<p>5.3.1. Quality and Assurance Spring Term</p> <p>LW talked through the report</p> <p>There were no questions.</p>	
<p>5.3.2. Pupil Premium Action Plan</p> <p>WA talked through the action plan explaining how the targets are set for the children. The targets are reviewed every term. Staff have received training around the new rules relating to Pupil Premium</p> <p>CJ queried if the school was still in line with the changes around what the pupil premium is allowed to be spent on.</p> <p>LW confirmed that this is the case and that the school tend to spend on individuals</p> <p>A discussion followed relating to the expected number of words children should know. For a particular group of children that were not eligible for ring fenced funding the average was well below expected.</p> <p>Chair asked if this was a group of pupils who had been identified this year and if so maybe that is something the LGB could look at and queried how the information could be fed back to this group.</p> <p>LW confirmed this group would be identified as a vulnerable group in the information provided in the T&amp;L report.</p> <p>JW stated that the children have all been based lined and you would be able to see the progress every few weeks through an assessment using CTOPS.</p> <p>CEO queried about recent challenges in relation to pupil premium and Roma families being eligible and wondered if this was an issue for any of the families of children attending Abbey.</p>	

<p>LW confirmed that this had not been an issue at school.</p>	
<p>5.4. Teaching and Learning Link Governor Report</p> <p>Report commissioned to look at the progress of identified vulnerable group discussed in 5.3.2</p>	
<p>5.5. SEF Report</p> <p>LW presented the new SEF report and informed the group she is open to any suggestions around the report.</p> <p>Chair asked if people know how these documents worked together</p> <p>LW gave an explanation around the links between the SIP, SEF and QA document.</p> <p>Chair stated that the SEF is in a more succinct and understandable format</p> <p>BT stated that although he liked the report because it was short, it is not telling you that the school is outstanding throughout the report linking it to evidence, it only tells you at the end.</p> <p>LW agreed to take the SEF to a SLT meeting and work together to make the necessary amendment and will bring the report L&amp;M meeting</p> <p>A discussion followed relating to post 16 pupils and around the school's confidence in assessments</p> <p>CEO informed the group that work is ongoing looking at provision for 19-25-year-old as there is little provision available</p>	<p style="text-align: right;"><b>LW</b> <b>24/04/18</b></p>
<p>5.6. Commission Activity for Link Governors</p> <ul style="list-style-type: none"> <li>• Deep dive into the vulnerable group working with WA</li> </ul>	<p style="text-align: right;"><b>WA/SS-T</b> <b>15/05/18</b></p>
<p>5.7. ICT Asset Disposal</p> <p>ICT Asset Disposal form agreed and signed by Chair</p>	
<p>5.8. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <ul style="list-style-type: none"> <li>• Nexus MAT has been interviewed in relation to the provision of a Free School in Doncaster and one in Sheffield. The outcome of the interviews should be known in May</li> <li>• 3 Sheffield special schools have approached Nexus with a view to joining the Trust</li> <li>• Craggs School application to join Nexus MAT goes to the Headteacher Board on Thursday for approval</li> </ul>	

<ul style="list-style-type: none"> <li>• CEO recently attended a meeting in London with Ofsted looking at the new inspection framework</li> <li>• Work is ongoing developing a Scorecard which will allow Nexus to see information in a more performance driven manner</li> </ul>	
<p><b>6. ANY OTHER URGENT BUSINESS</b></p>	
<p>6.1. To consider any other urgent business agreed by the Chair at item 2.1</p> <p>Training</p> <p>Chair asked governors to inform the Clerk of any training attended so a record could be kept.</p> <p>The group was informed that Abbey School had won an award of Super School. The award was from Sheffield</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> <ul style="list-style-type: none"> <li>• No areas of risk were discussed during the meeting</li> </ul>	
<p><b>62. DATES OF NEXT MEETING</b></p>	
<p>Tuesday 13<sup>th</sup> March 2018 at 12:00 – 14:00 – Abbey School - Safeguarding &amp; Wellbeing</p> <p>Tuesday 24<sup>th</sup> April 2018 at 12:00 – 14:00 – Abbey School - Leadership &amp; Management</p> <p>Tuesday 15<sup>th</sup> May 2018 at 12:00 – 14:00 – Abbey School - Teaching &amp; Learning</p> <p>Tuesday 19<sup>th</sup> June 2018 at 12:00 – 14:00 – Abbey School - Safeguarding &amp; Wellbeing</p> <p>Tuesday 10<sup>th</sup> July 2018 at 12:00 – 14:00 – Abbey School - Leadership &amp; Management</p>	

**Minutes approved**

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