

**Abbey School Local Governing Body
Safeguarding & Wellbeing
Tuesday 7th February at 13:00
Abbey School**

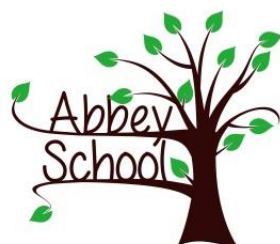
ACTION POINTS SUMMARY SHEET

Actions		By & Target Date
11.2 01/11/16	Trust looking at Training Assessment needs and dates will be issued early 2107. 10/1/17 Analysis of training undertaken, report going to TBoD on 18/1/17. Two workshops organised & all levels of Governance to be invited. Sessions during the day & early evening 7/2/17 dates have been set and sent out. Some of the training will be joint with Pennine View	Completed
16.2 29/11/16	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. 10/1/17 Parent Governor position to be advertised this week in school. Successful coffee morning with input from some new parents who might be possible candidates? 7/2/17 There are a number of interested parents and if we get 2 that is more than the minimum but this shouldn't be a problem. Could look to have parent governors for each key stage.	LW 21/03/17
18.2 29/11/16	Training room may also be used for students so LW will look into the costs to invest in a Pod, as this generates income. 10/1/17 Different options lease or purchase discussed. Income already received from lettings for training events in school could use new premises which would keep visitors separate form pupils on premises. Could be used by Trust. Investigations ongoing. CFO to check any lease papers prior to signing to ensure compliance 7/2/17 Continue to use the meeting room for now. Looking at the POD but waiting for TB to check the budget as it is a big commitment. Keep IT and DT as specialist rooms. TB to work with heads to look at indicative budgets for 2017/18 so we should be in a position to make informed decisions	LW Ongoing

18.3 29/11/16	LW/KB to issue staff with their annual statement of point of pay. 10/1/17 KB still on-going 7/2/17 all information gone out	Completed																		
19.1 29/11/16	LW to look to access data on July 16 leavers to analyse children's next steps. 10/1/17 LW looking at data in comparison to national picture will be ready in February. 7/2/17 Discussed at 35.6	Completed																		
19.1 (3) 29/11/16	Governors were asked to pass on any ideas or contacts for companies or organisations who may be able to offer work experience/coaching. LW to draft a letter for WC to send to Chamber of Commerce on behalf of the Trust. 10/1/17 still ongoing letter to go out 7/2/17 carry forward	ALL LW/CEO 21/03/17																		
19.1 (4) 29/11/16	<p>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. 10/1/17 Nexus School Improvement Lead leading on standardisation across Nexus. Schools using different thresholds and criteria. Work directed from TB Standards Committee. Outcome will be reviewed by Directors. CEO to update LGB 7/2/17 Invited behaviour expert Dean Cotton into school for a review and he gave very good information on rewards and sanctions. He raised concerns regarding the recording of incidents and felt staff should record directly into CPOMS. LW feels recording on paper is needed to capture signatures (learning from Pennine View). WC to send out the report once received</p> <table border="1" data-bbox="277 1144 1275 1968"> <thead> <tr> <th data-bbox="277 1144 611 1216">Governor questions & challenges</th> <th data-bbox="611 1144 1042 1216">Response</th> <th data-bbox="1042 1144 1275 1216">Further action(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1216 611 1379"><i>Do you use both systems</i></td> <td data-bbox="611 1216 1042 1379">Yes – we use incident forms and CPOMS The forms have been through rigorous checks and seen by Ofsted</td> <td data-bbox="1042 1216 1275 1379"></td> </tr> <tr> <td data-bbox="277 1379 611 1480"><i>What would be the consequences if you don't use CPOMS</i></td> <td data-bbox="611 1379 1042 1480">We have files with the information</td> <td data-bbox="1042 1379 1275 1480"></td> </tr> <tr> <td data-bbox="277 1480 611 1615"><i>Why did DC want you to use only CPOMS</i></td> <td data-bbox="611 1480 1042 1615">Because he felt it was duplication and you need to get things signed off.</td> <td data-bbox="1042 1480 1275 1615"></td> </tr> <tr> <td data-bbox="277 1615 611 1809"><i>Is the personal handling program signed off by parents? I think we need to send out the information to parents for signing</i></td> <td data-bbox="611 1615 1042 1809">No CJ - My experience is that I get a telephone call informing me of any personal handling.</td> <td data-bbox="1042 1615 1275 1809">LW</td> </tr> <tr> <td data-bbox="277 1809 611 1968"><i>What I am hearing is that we have a robust system in line with the ethos of the school</i></td> <td data-bbox="611 1809 1042 1968">Yes we do as we have systems which can be transferred into other systems.</td> <td data-bbox="1042 1809 1275 1968"></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>Do you use both systems</i>	Yes – we use incident forms and CPOMS The forms have been through rigorous checks and seen by Ofsted		<i>What would be the consequences if you don't use CPOMS</i>	We have files with the information		<i>Why did DC want you to use only CPOMS</i>	Because he felt it was duplication and you need to get things signed off.		<i>Is the personal handling program signed off by parents? I think we need to send out the information to parents for signing</i>	No CJ - My experience is that I get a telephone call informing me of any personal handling.	LW	<i>What I am hearing is that we have a robust system in line with the ethos of the school</i>	Yes we do as we have systems which can be transferred into other systems.		<p>WC 21/03/17</p> <p>LW 21/03/17</p>
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19.4 29/11/16	IB to send out email reminders if/when updates on the SIP/SEF have been uploaded 10/1/17 IB will email out info when info ready & on site 7/2/17 Emails to be sent out when updates made.			IB
	Governor questions & challenges	Response	Further action(s)	
	<i>Where are the SIP/SEF reports on the website</i>	They are on the governor website. Ian to send out passwords		
	<i>Ian can you send out to governors with their access passwords</i>	Yes we are going to do it on the Nexus emails system	IB	
19.4 29/11/16	IB to circulate new email address information once set up. 10/1/17 All Abbey staff are migrating to nexusmat.org email accounts, including governors. Accounts can be accessed via Outlook & so able to access on most tablets & phones. Shared document points being created so future papers can be distributed in this way rather than emailed			IB 21/03/17
19.4 29/11/16	IB will update at next meeting on progress with selecting a new provider. 10/1/17 Three providers chosen for tenders for ICT, meeting on 18/1/17 to look at costings. Contracts with IP providers end in Apr 17. Proposals to be submitted for Governor/Director approval at next meeting			IB 21/03/17
20.1 29/11/16	LW to organise sale of the old mini-bus via the LA transport department 7/2/17 Sold, the money raised will back into school funds – Completed			Completed
	WC – Update on Roads – Rotherham MBC is looking to hand over the wider land at a low cost lease.			
	Governor questions & challenges	Response	Further action(s)	
	<i>Is it going to be a peppercorn rent</i>	Yes it will be		
20.3 29/11/16	WC is looking at a smoking policy for all three schools and will feedback at the next meeting. 10/1/17 New policy adopted by TBoD Discussion on smoking breaks and locations of smoking breaks took place. Schools are no smoking sites. Directors did not endorse the provision of smoking areas on school sites/premises. SLT to undertake work on reissuing guidance on smoking breaks.			LW 21/03/17
31.1	Telephone MS to establish if he can continue to commit to Abbey LGB			JJ 21/03/17
32.2	Schedule dates for next year's LGB meetings			WC Summer Term
34.2	Letter of thanks to Karen Blakemore			LW 21/03/17
35.3	Check the information in CPOMS and SIMS re sickness			IB 21/03/17

35.3	Bar charts to be included in future Wellbeing reports	LW 02/05/17
35.3	Data analysis regarding Behaviour	CJ/IB 02/05/17
35.3	Add pupil numbers in future Wellbeing reports	LW 02/05/17
35.7	Organise a summer workshop for work placements	LW/JMcI
36.2	Quality impact assessments for policies	WC/Clerks on-going



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Attendees:

John Irwin	Chair Abbey School LGB	Jl
Luci Windle	Executive Head Teacher	LW
Warren Carratt	CEO Nexus MAT	WC
Liz Shimwell	Teacher Governor	LS
Ian Burns	Support Staff Governor	IB
Cara Jones	Parent Governor	CJ
Jim McIntosh	Governor	JM

Also Present:

Diane Hyner	Clerk to Nexus MAT	DH
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Apologies:

Daniel Buckley	Governor	DB
Michael Sylvester	Governor	MS
Tracey Brooke	Chief Finance Officer	TB

No Apologies:

31. APOLOGIES FOR ABSENCE		Actions									
31.1	To accept apologies for absence <ul style="list-style-type: none"> Apologies received from DB, TB, MS JI to contact MS to establish if MS is able to continue in the role of governor 	JI									
31.2	To receive, but not accept apologies for absence Apologies accepted										
32. ITEMS OF URGENT BUSINESS											
32.1	Proposed appointment of new Governor – Alan Jones <ul style="list-style-type: none"> WC recommended and provided background information re AJ – Checks to be completed then - Confirmed as governor Jo Lansett – Head teacher in Barnsley is interested and will let us know if she can commit. 										
32.2	Chair to determine any items of urgent business to be considered at item <ul style="list-style-type: none"> Equality information & objectives Safeguarding Policy 										
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33. DECLARATION OF INTERESTS											
33.1	Individual Governors to declare any personal, business or other governance interests on any item on the agenda <ul style="list-style-type: none"> There were no declarations of personal or business interest. 										
34. ABBEY LOCAL GOVERNING BODY MINUTES											
34.1	To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 10 th January 2017 <ul style="list-style-type: none"> Minutes approved and signed 	LW									
34.2	Matters arising from the Minutes <ul style="list-style-type: none"> Thanks to Karen Blakemore for her hard work with the auditors. – LW to send thanks in a letter There will be a H&S report coming from RMBC in the summer Boiler – repaired New carpet in the reception 										

35. ITEMS TO BE CONSIDERED	
35.1 SEF Update <ul style="list-style-type: none"> This document is on the governor's website and is currently being updated. 	
35.2 SIP Update <ul style="list-style-type: none"> This document is on the governor's website highlighting where the schools progress is. 	

35.3 Wellbeing Report <ul style="list-style-type: none"> Pupil Premium – spending analysis is very useful. Review tomorrow at Pennine View so will help for here. Helpful to track the impact on all of the children receiving PP 		
Governor questions & challenges	Response	Further action(s)
<i>The fluctuating attendance has caught my eye – what is that about</i>	Probably how it is represented and is a little extreme – they correspond with sickness and gives a different representation	
<i>What is this on the left hand side</i>	I would need to check CPOMS Look at SIMS rather than CPOMS which will have better information Number of sessions – half day Ian to look at and provide information on a monthly basis	IB – next meeting
<i>Are all authorised</i>	If we can't get hold of parents – unauthorised	
<i>Behaviour - Is this one third of the year</i>	Yes – I was reluctant to put 14/15 as the information is incorrect – LW to send out the bar chart Cara to contact Tyson to see how we can better understand	LW/CJ/IB 21/3/17
<i>The numbers of incidents look high but is this the same students</i>	This could be just a handful of students with a number of instances. The information reflects Pennine View as they have a small number of pupils who	
<i>But this does give a misleading position</i>	The report needs to include a bar chart to reflect the information	
<i>Looking at the numbers on roll now to then the number is 30 +</i>	Whenever we are doing reports we should add the numbers of pupils on roll	LW - on-going
<i>Violence to staff - is the member of staff ok What Key stage was it</i>	The staff member is fine	
<i>If there were 2 racist comments they should be recorded in key stage</i>	This is not filled in the key stage it is filled in at the end of the year.	

<p><i>Number of LAC?</i></p>	<p>This has increased by 3. One child in particular finding this difficult A lot of support has been given over the Christmas period The accommodation of the homes is woefully inadequate but staff has been good. We and the trust have supported the child and provided Christmas presents, clothing, decorating and toiletries. Complaint went to Ian Thomas and the strategic lead for LAC made a visit and have been supportive and there has been lots of lessons learned</p>		
<p>35.4 Receive Verbal activity update from: Teaching & Learning Link Governor</p> <ul style="list-style-type: none"> • Link governor did not attend - No verbal update 			
<p>35.5 Pupil Progress report for EYFS, KS1-4 and Post 16</p> <ul style="list-style-type: none"> • Covered in the teaching and learning report 			
<p>35.6 Teaching & Learning Report</p> <ul style="list-style-type: none"> • Progress looks good • Key Stage 4 good • Happy with the overall position • Only 1 teacher RI • 2 teachers outstanding and majority teaching good • Only 2 to have observations – one off sick and the other something came up and to rearrange • Learning walk on Friday last week and spoke to staff last night and I wouldn't hesitate about putting my children in this school. Just the amount of care and I am not giving up on you was amazing. • Appointment made last Friday for a receptionist – confirmed in post – very good with a lot of knowledge of SIMS 			
<p>Governor questions & challenges</p>	<p>Response</p>	<p>Further action(s)</p>	
<p><i>Are there governor things you need more information for</i></p>	<p>The contextual factors are we have an increased number of ASD children and less children with a less moderate learning need</p>		
<p><i>Our Roma pupils are quite settled</i></p>	<p>Yes they are although we have one child who has gone back to Slovakia</p>		
<p><i>What happened to the person recruited to deal with the Slovak children</i></p>	<p>He has now left but there is no longer a need</p>		
<p><i>Key stage 4 looks good</i></p>	<p>The difference in students in this year is poles apart. We have a student attending Thrybergh to study but his</p>		

	exam will be at Abbey		
<i>In terms of maths do we have an issue?</i>	The using and applying is quite difficult but we are working towards a problem solving focus using real life situations. The skill needed is very difficult for our students. The number of 'I can' statements have increased after level 2		
<i>Under promoting spiritual, moral, social and cultural development, you talk about swimming numbers increasing and some pupils transported in staff cars. Is this a Safeguarding issue – insurance etc.</i>	We ensure that there is appropriate insurance in place and staff takes the legal test – the school pays addition cost of insurance.		
<i>Staff questionnaire – what was the return rate There is one or two with neutral responses</i>	1 or 2 not handed in It would be worth putting in the comments received There was an indication where people put names on forms		
WC left the meeting at 2.30pm			
<p>35.7 Curriculum Leads update</p> <ul style="list-style-type: none"> • Data analysis report provided • LS gave verbal update • Updated list and verbal update was provided regarding students who have left Abbey and where they are studying • One student working in the IT department of the school • National stats compared and there is 4 students who would fall into national stats of the Criminal Justice service & 3 teenage pregnancies • Students that are here achieved entry level 3 for maths/IT/English • Some students currently on level 3 may go back to level 1 • Several LAC kids go into college but the dropout rate is huge • A report was completed alongside parents looking at homelessness • LS is looking at timetable for the Post 16 • Looking at a charity shop down the road using enterprise projects • Young people already working at a café in St Thomas church • Work with Wilmot Dixon looking at off school provision • We can look at things that are not tokenistic like grounds maintenance / building works – a range of options to go with the pastoral support here. 			
Governor questions & challenges	Response	Further action(s)	
<i>What is RCAT?</i>	It is Rotherham College of Art & Technology and will give taster courses		

<i>How many years is post 16</i>	3 years up to 19 but students can drop out any point Some will stay until 19		
<i>Could we look at an existing charity</i>	Links with Chesterfield and learning from their experience which became a money making enterprise. If it covers cost and broke even or becomes a social enterprise that would be what we want.		
<i>Could we have a workshop in the summer inviting organisations</i>	I've tried to get hold of the hospital to get something on a bigger scale for post 16 like an internship Maybe JW with his connections could get some information	JM/LW	
36. ANY OTHER URGENT BUSINESS			
36.1 To consider any other urgent business agreed by the Chair at item 32			
36.2 Equality Information & Objectives Policy – Policy agreed			
Governor questions & challenges	Response	Further action(s)	
<i>Looked at the policy for Abbey on the website and I am not sure if the policy regarding uniform and transgender is appropriate – I think I was looking at the older one</i>	One way forward to complete an equality impact assessment and ensure we have an appropriate statement when we review policies	WC/Clerks	
36.3 Safeguarding Policy – Policy Agreed subject to small change regarding reporting allegations against staff.			
36.4 Educated Funding Agency – business case for Abbey to have Key stage 1 and post 16, negotiations on-going, awaiting confirmation in writing.			
36.5 Pen portraits – need updating can everyone write a small statement of interests – use nexus trust model			
37. CONFIDENTIALITY			
37.1 To consider the confidentiality of any items discussed during the meeting <ul style="list-style-type: none"> • There were no confidential items 			
38. DATES OF NEXT MEETING			
Abbey School LGB – Tuesday 21 st March 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 2 nd May 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 13 th June 2017, 13:00-15:00 at Abbey School			

Abbey School LGB – Tuesday 18 th July 2017, 13:00-15:00 at Abbey School	
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Minutes approved

CHAIR	SIGNATURE	DATE
JOHN IRWIN		07/02/2017