

**Abbey School Local Governing Body
Teaching and Learning
Tuesday 13th March 2018 at 12:00
Abbey School**

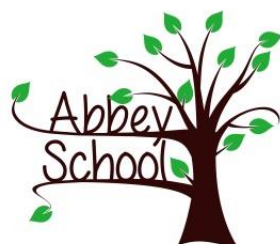
ACTION POINTS SUMMARY SHEET

Actions		By & Target Date
52.1.1 02/05/17	Expansion, Access Road and Car Parking –still ongoing and the authority are completing plans. It is likely to be Easter before permission may be granted. 05/12/17 – LW informed the group that a Condition Improvement Grant bid had been submitted for 300k to be spent on a one - way system which would address a lot of the issues. 30/01/18 – 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&S. A bid for funding has been submitted to the DfE 13/03/18 – Working group in place and further meeting scheduled for 19/03/2018 to progress options.	LW Ongoing
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 24/04/18
5.2 30/01/18	LW to update the SIP and present at the next LGB meeting 13/03/18 – SIP will be item of focus at next LGB meeting on 24th April 2018.	LW 24/04/18
5.5 30/01/18	LW to take SEF report to SLT to make amendments and bring back to the next L&M meeting	LW 24/04/18
5.6 30/01/18	T&L Link Governor to work with WA looking at progress of the vulnerable group identified	WA/SS-T 15/05/18
5.1 13/03/2018	Governors challenged LW on the sufficiency of resource in the safeguarding and wellbeing team. LW felt that the team was sufficiently resourced but with a growing school population this will be reviewed and will feature as part of budget setting for 2018/19.	LW 24/04/18

5.1 13/03/2018	Governors queried why some text was coloured red. LW explained this was an oversight and will correct future reports.	LW 24/04/18
5.4 13/03/2018	Governors challenged LW on the policy list at the end of report and queried why some policies didn't have review dates or had review dates that had expired. LW is reviewing policies currently and will ensure gaps are filled and all policies are updated before the next report.	LW 19/06/18
5.6 13/03/2018	Governors challenged LW on why the Risk Management Audit report wasn't table at the meeting. LW explained that there have been significant issues with the online portal used to update the action plan from this audit and that she intends to bring this to the L&M LGB in April. MS agreed to this.	LW 24/04/18
5.7 13/03/2018	CJ will work with the DSL on following up the recommendations from June Williams audit, as detailed in 5.3.	CJ 19/06/18
5.7 13/03/2018	PMc will work with WA to review the LAC specific issues raised at the last LGB	PMc 19/06/2018

COMPLETED ACTION POINTS

Actions	By & Target Date
<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>30/01/18 – 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> <p>13/03/18 – This action is linked to the access road and car parking so will be combined with that for future minutes</p>	Completed
<p>5.3 30/01/18</p> <p>DB to chase the report from the Parent Charter Forum 13/03/18 – Report has been received - Completed</p>	Completed



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Teaching and Learning
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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
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:

Jill Walker	School Improvement Lead	JW
Ivy Dorchester-Brown	Prospective Governor	ID-B
Jill Newbolt	Assistant Head	JN
Tyson Gee	Wellbeing Lead	TG

Apologies:

1. APOLOGIES FOR ABSENCE	Actions
1.1 To accept apologies for absence <ul style="list-style-type: none"> • There were no apologies 1.2 To receive, but not accept apologies for absence	
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> • Appointment of new governor – ID-B • Verbal Feedback from SS-T Link governor work 	
3. DECLARATION OF INTERESTS	
3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda None declared	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 1 st February 2018 <ul style="list-style-type: none"> • The minutes were approved and signed 4.2 Matters arising from the Minutes <ul style="list-style-type: none"> • There were no matters arising from the minutes 	
5. ITEMS TO BE CONSIDERED	
5.1. Termly Safeguarding Report LW talked governors through the safeguarding report. Governors queried the increase in records of concern this year (175) to date compared to the whole of last year (85). LW explained that the school population has grown since this same time last year which means the comparison isn't like-for-like. LW also explained that there have been a high number of issues in school recently with young people in Key Stage 4/5 sending inappropriate messages and pictures to one another via social media platforms. This has led to increased work to help children understand the risks of this and why it is important to not send explicit content to one another. LW is drawing on social care advice guidance in all cases and PSHE is being used to help educate children in response to the trends identified.	

<p>Governors asked LW about the high number of core group meetings attended this year so far compared to last year, when the number of the children on a child protection plan is lower than last year.</p> <p>LW explained that the complexity of cases has increased and social care are asking the school to attend more multi agency meetings to ensure risks are being proactively managed.</p> <p>Governors challenged LW on the sufficiency of resource in the safeguarding and wellbeing team. LW felt that the team was sufficiently resourced but with a growing school population this will be reviewed and will feature as part of budget setting for 2018/19.</p> <p>Governors queried why some text was coloured red. LW explained this was an oversight and will correct future reports.</p>	<p>LW 24/04/2018</p> <p>LW 24/04/2018</p>
<p>5.2. Safeguarding Link Governor Update</p> <p>CJ provided a verbal update on her visits to school and her confidence in the understanding of children and staff on the importance of safeguarding.</p>	
<p>5.3. MAT commissioned Safeguarding Report</p> <p>LW talked through the report and that it resonates with the link governor feedback that safeguarding knowledge and understanding in the school is strong.</p> <p>Governors congratulated LW on the areas of strength identified in the report.</p> <p>BT queried some language in the report as it wasn't clear or tight enough. CEO agreed to request clear, tighter language in future reports.</p> <p>Governors asked LW for her commentary on the recommendations.</p> <p><i>"Recruitment - There is a consistency of procedure throughout all schools, however during the interview process, there is a practice of using a scenario based question on safeguarding. This is appropriate when the applicant has had no experience of child protection or safeguarding, but with experienced applicants the question would be better phrased to determine knowledge and experience. For example, 'Could you tell me of a time when you had to deal with a safeguarding issue?' or 'What does the term safeguarding children mean to you?'. This type of question requires the applicant to share knowledge and experience"</i></p> <p>LW explained that the panel typically rephrase questions depending on the experience of the applicant and that every questions is subject to unscripted follow up questions informed by the interviewees answers to really tease out safeguarding knowledge and understanding. Governors involved in interviews attested to this approach.</p> <p><i>"Training - All schools deliver a variety of training regarding safeguarding and are prompt in delivering new and updated training. Training is delivered in several ways: by the DSL, the Local Authority representative, online training modules, external</i></p>	

trainers etc. However, although governors are invited to sessions (and it is understood they are volunteers) there would be no consistent method of recording governor training. Schools should consider if they need to review the recording of this training.

LW explained that this practice was already in place and that the Trust clerk records training. Governors reminded they must inform the clerk of any and all training they undertake

5.4. Termly Wellbeing Report

LW and TG talked governors through the content of the wellbeing report.

Governors challenged LW on the number of unauthorised absence. LW was really clear that the school has a duty to ensure children attend regularly and on some occasions families choose to take children on holiday in term time. LW is really clear with parents/carers that this is not acceptable but explained to governors that it is also important to maintain constructive relationships with families. LW talked about one young man who has very low attendance but that – despite this case being open to Early Help – the LA have taken no action to sanction the family or escalate concerns. School are continuing to seek support.

LW talked through the shift in threshold for persistent absence.

LW explained that the wellbeing team spend a lot of time visiting family homes to follow up on non-attendance and to work with families to get children in school.

Governors recognised that attendance at Abbey is second best in the Rotherham special school community.

CJ challenged LW on the low number of children being recorded as violent to staff and other pupils.

LW explained that staff do not feel that a child is being violent when their main presenting need is Social, emotional, mental health. Where a member of staff feels threatened and intimidated by a child they would naturally complete a violence towards staff form in and therefore the information reported is accurate. LW clear that there is a difference between the behaviour a child exhibits due to the nature of their SEND and choices about behaviour, and the school has a duty to meet children's needs with their offer.

CJ felt this didn't adequately respond to her query and asked whether the definitions of what was being reported were creating confusion. JW explained that there is divergence in data across all 4 Nexus academies and she is working with the Behaviour Leads (including TG) to review the definitions of behaviour in the policy and explore this in more detail. LW will reword the information to make this clearer for Govs in the Headteachers report.

<p>Governors asked why there was seemingly such a high number of RPIs in the report when other numbers were low.</p> <p>TG explained that the RPI records included all behaviour instances that led to RPI, so they are not double counted under the other categories. JW confirmed this will be subject to the aforementioned review work.</p> <p>CJ reiterated that she felt it wasn't clear in the reports but that she had no concerns about the practice of the school and that the issue was the potential mismatch.</p> <p>Governors challenged LW on the policy list at the end of report and queried why some policies didn't have review dates or had review dates that had expired. LW is reviewing policies currently and will ensure gaps are filled and all policies are updated before the next report.</p>	<p>LW 19/06/2018</p>
<p>5.5 Wellbeing Link Governor Update</p> <p>DB shared the work she's been doing in school to understand definition of vulnerable groups. Discussion took place about the combining of the wellbeing link governor role with LAC link governor and DB agreed that the role should be separated out now there were more Governors in place.</p> <p>Governors agreed to separate out the link roles and PMc was appointed as LAC link governor.</p>	
<p>5.6. Termly School Health & Safety Report</p> <p>LW talked through the H&S report.</p> <p>Governors challenged LW on why the Risk Management Audit report wasn't at the meeting. LW explained that there have been significant issues with the online portal used to update the action plan from this audit and that she intends to bring this to the L&M LGB in April. MS agreed to this.</p>	<p>LW 24/04/2018</p>
<p>5.7. Commission Activity for Link Governors</p> <p>CJ will work with the DSL on following up the recommendations from June Williams audit, as detailed in 5.3.</p> <p>PMc will work with WA to review the LAC specific issues raised at the last LGB</p>	<p>CJ 19/06/2018</p> <p>PMc 19/06/2018</p>
<p>5.8. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>WC informed governors that the Trust has confirmation that Craggs can join the MAT and this is planned for 1st Oct 2018.</p>	

6. ANY OTHER URGENT BUSINESS	
<p>6.1. To consider any other urgent business agreed by the Chair at item 2.1</p> <p>Appointment of new governor – ID-B: Governors unanimously agreed to add ID-B to the LGB.</p> <p>Verbal Feedback from SS-T Link governor work – SS-T read report which talked governors through her link governor enquiry. SS-T will circulate to governors. MS thanked SS-T for her input.</p>	
7. CONFIDENTIALITY & RISK	
<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> <ul style="list-style-type: none"> No areas of risk were discussed during the meeting 	
62. DATES OF NEXT MEETING	
<p>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		