



**Abbey School Local Governing Body
Safeguarding & Wellbeing
Tuesday 10th January 2017 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 | Completed |
| 12.1 01/11/16 | LW to update on 2017/18 school/MAT term dates. 10/1/17 Term dates matched with Pennine View & will be circulated | LW 07/02/17 |
| 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? | LW 07/02/17 |
| 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 from pupils on premises. Could be used by Trust. Investigations ongoing. CFO to check any lease papers prior to signing to ensure compliance | 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 ongoing | LW/KB 07/02/17 |
| 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. Add to next agenda | On agenda 07/02/17 |
| 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 | ALL LW/CEO 07/02/17 |
| 19.1 (4) 29/11/16 | 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 | Completed |

| | | |
|------------------|--|------------------------|
| | 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 | |
| 19.4 29/11/16 | IB to end 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 | Completed |
| 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 07/02/17 |
| 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 07/02/17 |
| 20.1 29/11/16 | LW to organise sale of the old mini-bus via the LA transport department | LW 07/02/17 |
| 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 07/02/17 |



**Abbey School Local Governing Body
Safeguarding & Wellbeing
Tuesday 10th January 2017 at 13:00
Abbey School**

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 |
| Daniel Buckley | Governor | DB |

Also Present:

| | | |
|-----------------|--------------------|----|
| Clare Southwell | Clerk to Nexus MAT | CS |
|-----------------|--------------------|----|

Apologies:

| | | |
|-------------------|--------------------|----|
| Diane Hyner | Clerk to Nexus MAT | DH |
| Michael Sylvester | Governor | MS |
| Jim MacIntosh | Governor | JM |

No Apologies:

| 23. APOLOGIES FOR ABSENCE | Actions |
|--|---------|
| 23.1 To accept apologies for absence <ul style="list-style-type: none"> • Apologies received from MS & DH 23.2 To receive, but not accept apologies for absence <ul style="list-style-type: none"> • Apologies received and accepted • Apologies received in retrospect from JM | |
| 24. ITEMS OF URGENT BUSINESS | |
| 24.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> • Thanks to Clerk • CEO Trust Board update at LGB meetings | |
| 25. DECLARATION OF INTERESTS | |
| 25.1 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. | |
| 26. ABBEY LOCAL GOVERNING BODY MINUTES | |
| 26.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 29th November 2016 <ul style="list-style-type: none"> • Minutes approved and signed | |
| 26.2 Matters arising from the Minutes <ul style="list-style-type: none"> • Actions updates noted above • CEO updated Governors on position of Head Teacher who now hold the position of Executive Head Teacher for Abbey and Pennine View Schools | |
| 27. ITEMS TO BE CONSIDERED | |
| 27.1 Confirmation of new Governors <ul style="list-style-type: none"> • Jo Smith, the CEO of Rush House had been approached with the view to becoming a Governor on the Abbey LGB. Since this enquiry Jo has been appointed to as the LA Head of Strategic Commissioning (CYPS), so she has had to withdraw from the position due to her new role and possible conflict of interest. • CEO to continue to address the recruitment of LGB Governors across the MAT | |
| 27.2 School Budget Report <ul style="list-style-type: none"> • Original a 15 month budget signed off at previous meeting. • Statutory revised budget now completed and document circulated that shows side by side comparison so variations can be highlighted • CFO gave breakdown of variations • Abbey currently underspending. Would need to give evidence of any variations to spending profile & any saving or planned reserves to EFA if there is underspend at end of financial year. Currently only 27% expenditure instead of 40%. End of year plan is currently 11%. • Moved from 40 to 92 pupils. Additional income for pupils now received so can now plan spending • School now in a stronger position | |

- Dashboard information going to TBoD where Directors can undertake benchmarking & comparisons
- Currently enough staff in school to cover needs of pupils and absences
- HLTA & Assistant Head appointments made but were delayed which reduced costs
- All schools in MAT currently being audited. Pre audit work took place before Christmas
- Revised Budget approved & will go to TBoD for approval
- From land valuation work auditors have questioned why the access road was not included as not part of the land transfer
- Fields adjacent to lane going out to auction in March 2017
- CFO liaising with LA to see if there are options to maybe purchase a strip of land to enable to construction of passing bays or an option to purchase a larger strip that includes the trees
- Permission must be obtained from EFA prior to any land purchase to ensure the correct use of funds
- CFO continuing to talk to LA & EFA regarding issue

| Governor questions & challenges | Response | Further action(s) |
|---|---|-------------------|
| <i>What is the planned reserves for the school?</i> | School needs to look at what would be a comfortable percentage. Surplus is part of a contingency & some pupil needs bring in high funding, must always have contingency so if pupil left there is sufficient to repay funding | |
| <p><i>What happened with the playground developments?</i></p> <p><i>Parents who raised money were the parents of older pupils. Money used for younger pupils?</i></p> <p><i>Breakdown of expenditure requested for Parent Group to enable parents to understand the reasons</i></p> | <p>This was planned from School Fund Account (SFA) which is a different budget. No need for the proposed development as pupils choosing other activities. Age appropriate play equipment for older pupils not available. Picnic benches & shading areas still to be purchased. Still approximately £29,000 in SFA.</p> <p>Parents requesting different things to what pupils are requesting and need. Money used for the development of the house. SFA used to buy the "extras" to add value to education & provision. SFA audited annually so report and information from audit can be circulated to parents</p> | |

| <p>27.3 SEF Review</p> <ul style="list-style-type: none"> SEF recently review but not circulated with papers | | | | | | | | | | | | | | |
|--|---|---|---------------------------------|----------|-------------------|---|---|---|--|---|--|---|--|--|
| <p>27.4 SIP Update</p> <ul style="list-style-type: none"> Recently updated and available on website | | | | | | | | | | | | | | |
| <p>27.5 Receive activity update from:</p> <p>Safeguarding Link Governor – CJ & IB</p> <ul style="list-style-type: none"> No written reports circulated CJ undertaken SG visits & looked at new staff & spoken to new staff about induction time and pupil reactions to new staff <p>Wellbeing Link Governor</p> <ul style="list-style-type: none"> Currently due to resignations no Governors are appointed to this position Possible position for new Governors? To be discussed at next meeting Appointment of Wellbeing Link Governor to be added to next agenda | | | | | | | | | | | | | | |
| <p>27.6 Termly Safeguarding & Wellbeing Report & Section 11 Plan</p> <ul style="list-style-type: none"> Numbers of LAC pupils increasing Unannounced drop in external visit/review of safeguarding carried out by June Williams, no issues <table border="1" data-bbox="119 1075 1268 1691"> <thead> <tr> <th>Governor questions & challenges</th> <th>Response</th> <th>Further action(s)</th> </tr> </thead> <tbody> <tr> <td> <p><i>Lots of possible new volunteers – Induction for volunteers?</i></p> <p><i>Link Governor requested a copy of induction booklet</i></p> </td> <td>Start of induction process for staff would be the same for volunteers i.e. safeguarding & behaviour policies. Not as lengthy process for students & volunteers as new staff as staff have a 6 month probation period. Parent volunteers able to be included in this</td> <td>LW to provide & discuss induction process</td> </tr> <tr> <td> <p><i>Higher pupil cohort that previous but lower levels of intervention</i></p> </td> <td>Many new pupils are from different cohorts of previous pupils which lead to different expectations from some of the new families. Quality in school now feeding into the expectations from the home</td> <td></td> </tr> <tr> <td> <p><i>External agencies attending pupil meetings remarking on excellent provision</i></p> </td> <td>Please to hear comments. School has concentrated on providing productive and meetings that are beneficial for all and safeguarding</td> <td></td> </tr> </tbody> </table> | | | Governor questions & challenges | Response | Further action(s) | <p><i>Lots of possible new volunteers – Induction for volunteers?</i></p> <p><i>Link Governor requested a copy of induction booklet</i></p> | Start of induction process for staff would be the same for volunteers i.e. safeguarding & behaviour policies. Not as lengthy process for students & volunteers as new staff as staff have a 6 month probation period. Parent volunteers able to be included in this | LW to provide & discuss induction process | <p><i>Higher pupil cohort that previous but lower levels of intervention</i></p> | Many new pupils are from different cohorts of previous pupils which lead to different expectations from some of the new families. Quality in school now feeding into the expectations from the home | | <p><i>External agencies attending pupil meetings remarking on excellent provision</i></p> | Please to hear comments. School has concentrated on providing productive and meetings that are beneficial for all and safeguarding | |
| Governor questions & challenges | Response | Further action(s) | | | | | | | | | | | | |
| <p><i>Lots of possible new volunteers – Induction for volunteers?</i></p> <p><i>Link Governor requested a copy of induction booklet</i></p> | Start of induction process for staff would be the same for volunteers i.e. safeguarding & behaviour policies. Not as lengthy process for students & volunteers as new staff as staff have a 6 month probation period. Parent volunteers able to be included in this | LW to provide & discuss induction process | | | | | | | | | | | | |
| <p><i>Higher pupil cohort that previous but lower levels of intervention</i></p> | Many new pupils are from different cohorts of previous pupils which lead to different expectations from some of the new families. Quality in school now feeding into the expectations from the home | | | | | | | | | | | | | |
| <p><i>External agencies attending pupil meetings remarking on excellent provision</i></p> | Please to hear comments. School has concentrated on providing productive and meetings that are beneficial for all and safeguarding | | | | | | | | | | | | | |
| <p>27.7 External SCR Audit Report</p> <ul style="list-style-type: none"> Met all legal requirements Enhancements and minor recommendations suggested and on action plan to ensure work is carried out <table border="1" data-bbox="119 1948 1268 2105"> <thead> <tr> <th>Governor questions & challenges</th> <th>Response</th> <th>Further action(s)</th> </tr> </thead> <tbody> <tr> <td> <p><i>Are all visitors being accompanied whilst in school i.e. interviewees</i></p> </td> <td>All visitors where current DBS information is not known are given a red badge and should be chaperoned in</td> <td></td> </tr> </tbody> </table> | | | Governor questions & challenges | Response | Further action(s) | <p><i>Are all visitors being accompanied whilst in school i.e. interviewees</i></p> | All visitors where current DBS information is not known are given a red badge and should be chaperoned in | | | | | | | |
| Governor questions & challenges | Response | Further action(s) | | | | | | | | | | | | |
| <p><i>Are all visitors being accompanied whilst in school i.e. interviewees</i></p> | All visitors where current DBS information is not known are given a red badge and should be chaperoned in | | | | | | | | | | | | | |

| | | | |
|---|--|--|--|
| | school. Interviewees bring current DBS information with them so can be in school unaccompanied | | |
| 27.8 Termly School site Health & Safety Report | | | |
| <ul style="list-style-type: none"> No major concerns in report Event since report – problems with regard to boiler, school informed that a new boiler is required cost approx. £2,500 Looking at possible funding available | | | |
| Governor questions & challenges | Response | Further action(s) | |
| <i>Use of surplus budget?</i> | Looking at possible devolved capital funding and cash flow before making decision | | |
| 27.9 Quality Assurance Calendar | | | |
| <ul style="list-style-type: none"> Cycle for half term circulate and gives information on current monitoring and events | | | |
| Governor questions & challenges | Response | Further action(s) | |
| <p><i>MAT observations?</i> <i>Staff feeling pressurised and anxious about observations?</i></p> <p><i>Another Governor unsure of current conversation as felt this was a matter for management. If staff are feeling this way they know are able to go to line managers, SLT for support and support would be given</i></p> | <p>This is the verification of judgements – Peer group work within MAT to verify judgements. MAT internal validation. Previously used other external local HTs to but now have access to School has open door policy to observation if staff are anxious about observations then this needs to be addressed Same process as previous years</p> <p>Do not want school to go backwards lesson observations are carried out so that judgements can be made in conjunction with all the other areas that are also being assessed</p> | <p>LW to speak to all staff regarding the issue at next full staff meeting</p> | |
| 27.10 Commission activity for Safeguarding & Wellbeing Link Governors | | | |
| <ul style="list-style-type: none"> To look at induction process for new staff, students and volunteers | | | |
| 28. ANY OTHER URGENT BUSINESS | | | |
| 28.1 To consider any other urgent business agreed by the Chair | | | |
| 28.1a Thanks to Clerk | | | |
| <ul style="list-style-type: none"> Rachael McHaffie had been Clerk to the Abbey Interim Education Board whilst the school was in special measures and to the LGB at they set up the new Governing Body. Rachael has now moved onto another employment and so is unable to continue clerking. Governors wanted to express their thanks and wish her well in her new post. School has already sent a letter to Rachael. | | | |

| | |
|---|--|
| <p>28.1b CEO Trust Board update at LGB meetings</p> <ul style="list-style-type: none"> Chair requested a verbal update of Trust Board business from the CEO. Agreed that this should be a regular item on all agendas <p>Update</p> <ul style="list-style-type: none"> Trust Board meetings previous monthly now moving to bi-monthly 5 year strategic plan approved which includes the visions & ambitions of Nexus. Available on website Planning for growth but growth will happen at the rate led by Nexus ICT strategy – looking at sustainable investment for developments Executive Pay structure for Nexus staff being addressed as previously arranged on an interim basis Smoking Policy approved Re-designation of Abbey School approved Free school provision discussed Sponsored School – advertising Head Teacher position Advert also to be published for Hilltop Head Teacher position. It was noted that 2 other special schools in Rotherham are also currently advertising for Head Teacher positions | |
| <p>29. CONFIDENTIALITY</p> | |
| <p>29.1 To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> There were no confidential items | |
| <p>DATES OF NEXT MEETING</p> | |
| <p>Abbey School LGB – Tuesday 7th February 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 21st March 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 2nd May 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 13th June 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 18th July 2017, 13:00-15:00 at Abbey School</p> | |

Minutes approved

| CHAIR | SIGNATURE | DATE |
|------------|-----------|------------|
| JOHN IRWIN | | 07/02/2017 |