

**Abbey School Local Governing Body
Leadership & Management
Tuesday 24th April 2018 at 12:00
Abbey School**

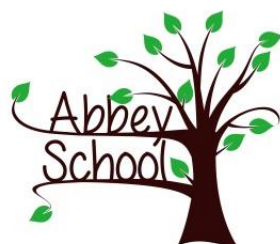
ACTION POINTS SUMMARY SHEET

| Actions | | By & Target Date |
|--------------------|--|-----------------------------|
| 52.1.1 02/05/17 | <p>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.</p> <p>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.</p> <p>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</p> <p>13/03/18 – Working group in place and further meeting scheduled for 19/03/2018 to progress options.</p> <p>24/04/18 -</p> <p>LW informed the group that the bid for School Improvement Grant funding was not successful. The bid can be re-submitted dependant on the outcome scoring of the last bid. RMBC still would like Abbey to have 2 new classrooms. LW has asked that when they visit school to measure up that they measure for up to 4 classrooms. RMBC are still looking to support the school with the new road. Alternative funding for the road is being explored. The work can only be completed during the school holidays and will be dependent on funding and if there are birds’ nests in the trees lining the driveway.</p> | LW Ongoing |
| 5.6 17/10/17 | <p>LW has a copy of the Abbey risk register and will ensure it comes to the next Leadership & Management LGB meeting.</p> <p>24/04/18 -</p> <p>No update – carry forward to next meeting</p> | LW 15/05/18 |
| 5.6 30/01/18 | <p>T&L Link Governor to work with WA looking at progress of the vulnerable group identified.</p> | WA/SS-T 15/05/18 |
| 5.1 13/03/18 | <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</p> | LW 15/05/18 |

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| | <p>will feature as part of budget setting for 2018/19.</p> <p>24/04/18 - JMcI gave feedback following a meeting with the wellbeing team. The team was reluctant to increase the team but recognise they are over stretched. LW gave information about the work the team is currently doing and that they are looking to create an additional post. The school is currently looking for premises for post 16 students. One venue has been looked and deemed suitable and is situated near the college in Rotherham. Abbey School has submitted plans for a change of use of the building. A transition worker would work in the building supporting the students.</p> | |
| 5.1 13/03/18 | Governors queried why some text in the Safeguarding report was coloured red. LW explained this was an oversight and will correct future reports. | LW 16/06/18 |
| 5.4 13/03/18 | 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. 24/04/18 – Work is currently ongoing updating policies, adding links to overarching Nexus policies on the school website. | LW 19/06/18 |
| 5.6 13/03/18 | 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. 24/04/18 – work is ongoing and will be brought to the next meeting. | LW 15/05/18 |
| 5.7 13/03/18 | 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 13/03/18 | PMc will work with WA to review the LAC specific issues raised at the last LGB. | PMc 19/06/18 |
| 5.5 24/04/18 | KB to provide updated budget report with correct information from FMS and coding around supplies at the next Leadership and Management meeting. | KB 10/07/18 |
| 5.6 24/04/18 | KB/LW to bring Initial Budget Setting report for 2018/19 to the next LGB meeting. | KB/LW 15/05/18 |

COMPLETED ACTION POINTS

| Actions | | By & Target Date |
|-----------------|--|---------------------|
| 5.2 30/01/18 | LW to update SIP and present at next LGB meeting 13/03/18 – SIP will be item of focus at the next LGB meeting 24/04/18 24/04/18 – Agenda item 5.2 - Completed | Completed |
| 5.3 30/01/18 | DB to chase the report from the Parent Charter Forum 13/03/18 – DB has still not sourced this and will follow up for the next meeting. 24/04/18 – Agenda item 5.8 - Completed | Completed |
| 5.5 30/01/18 | LW to take SEF report to SLT to make amendments and bring back to the next L&M meeting 24/04/18 - Agenda item 5.3 - Completed | Completed |



**Abbey School Local Governing Body
Leadership & Management
Tuesday 24th April 2018 at 12:00
Abbey School**

Attendees:

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| Mary Smith | Chair | MS |
| 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 |
| Bob Toms | Governor | BT |
| Ivy Dorchester-Brown | Governor | ID-B |

Also Present:

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| Jill Walker | School Improvement Lead | JW |
| Karen Blakemore | School Business Manager | KB |
| Jill Newbolt | Assistant Headteacher | JN |

Apologies:

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| Warren Carratt | CEO | WC |
| Cara Jones | Parent Governor | CJ |

| 1. APOLOGIES FOR ABSENCE | Actions |
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| 1.1 To accept apologies for absence: WC, CJ | |
| 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"> Governor Development Day at 6.1 | |
| 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 13 th March 2018 <ul style="list-style-type: none"> The minutes were approved and signed JMcI raised a point about using the word 'challenge' in the minutes as he feels the word sounds confrontational. MS explained to the group about how terminology is used for providing evidence for Ofsted. It is part of the role of governors to challenge and ask questions. 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. Headteacher Termly Report MS thanked LW for the report and reminded governors they should have read the report prior to the meeting and come prepared with any questions. LW handed out an update relating to staffing information and highlighted a spelling error. LW talked through the report giving background information. JMcI asked for clarification about % and where they got the figures from about what the national average is. LW stated the information is provided from an external source which is the national average for all schools. LW informed the group that Abbey is looking to employ a student as an apprentice for Grounds Maintenance. The young man will work in a number of schools. LW went on to talk about all of the good things happening in the school including what the school is being used for outside of the school day and that it could be used much | |

more for the community.

BT queried if all of the good practice is reflected in the SIP
LW confirmed that some of it was not and that in the future it would be include.

LW informed the group about the developments to the outside of the school.
MS asked if students had been involved in the developments.
LW confirmed this was the case and the Sensory Group, Mandate Group and Outdoor Learning Group had all had an input.

A discussion followed relating to school placements and that the school had had to refuse 50 placement requests. LW went on to explain that in some instances parents could take the LA to tribunal and if successful the relevant LA would have to fund the placement and any necessary facilities.

LW talked through the changes to the scoring of teaching levels and the additional score of outstanding and significantly above.

Further discussions took place relating to teachers who scored below expected. Governors asked what is being done to improve the score and LW confirmed that teachers scoring below expected are being supported and monitored.

LW informed the group that numbers of LAC had increased and that the PEP's for the children are above average. There is mixed responses from virtual schools across the 5 authorities with children placed at Abbey with the Rotherham Virtual School being really involved and attending all meetings. If the numbers of LAC increases, there is a possibility of approaching the Virtual School for additional support.

LW gave information about what Pupil Premium is spent on and that there is strong triangulation of evidence around this.

A discussion followed relating to behaviour and recording of the information and how the report has been changed to make it easier to understand. The report is now contextualised.

LW informed the group that the pupil to pupil behaviour will be reported to governors in the future.

LW stated that Abbey school wants to develop 'Play Unified' which is an American concept and has ambitions for the school to team up with an American school with a long term view of taking some pupils to visit America.

JN explained what play unified is.

MS – thank you for the report there is a lot of good work going on

DATA information

LW passed round additional data for governors and suggest they look at this at a Governor Development day. The report is rag rated in terms of progress scores. Further work needs to be done around how we collect data.

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| <p>5.2. SIP Update</p> <p>LW talked through the report giving detailed information around the updates.</p> <p>Abbey School has applied to deliver B-Tec courses next year rather than OCN as employers do not recognise these as much as B-Tec's.</p> | |
| <p>5.3. SEF Update</p> <p>LW informed the group that BT has looked at the SEF and offered suggestions to improve it. BT feels the SEF has improved since the last one but the school is still underselling itself and gave examples of what they could include in the SEF to improve this.</p> <p>A discussion followed around what should be included and all agreed that the self-evaluation needs to be honest and show where you want to go.</p> | |
| <p>5.4. School Community Voice Report</p> <p>JN talked through the report and asked for questions.</p> <p>JN and LW both gave examples about students being involvement in interviews and moving on to apprenticeships.</p> <p>There were no questions about the report.</p> | |
| <p>Jill Newbolt left the meeting at 1.20pm</p> | |
| <p>5.5 School Budget Report 2017/2018 - Karen Blakemore joined the meeting at 1.25pm</p> <p>LW / Karen Blakemore talked through the report and that the general picture is that the budget looks healthy and will have a slight carry forward at the end of the year. The carry forward is bigger than anticipated but this is due to increased class sizes and additional funding.</p> <p>LW explained that the budget is set at zero for the new year and any carry forward is used for bigger projects.</p> <p>KB informed the group that some of the information is incorrect due to issues with the FMS system and will be corrected for the next L&M meeting.</p> <p>JMcI queried about the budget summary report and that the school is expected to return a balanced budget and if need be would school use the carry forward for that, and went on to ask how confident are you that the school will come in on budget LW responded that all budgets are held by teachers and are very tight and monitored closely.</p> <p>A discussion followed relating to the 5% of the budget contribution (this does not include PP and grant funding) to Nexus MAT and how LW feels the trust is value for money.</p> | |

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| <p>It was highlighted that there is an issue with the coding around supplies which will be resolved for the next report.</p> <p>The Governing body formally accepts the budget report up to 31st March.</p> | |
| <p>Ivy Dorchester-Brown left the meeting at 1.40pm</p> | |
| <p>5.6 Budget Setting Process</p> <p>Meetings have been planned to discuss staffing arrangements for next year. LW, KB have met with Director and CFO who have gone through the proposed budget line by line scrutinising the information. The Initial Budget for 2018/19 to be presented at the next meeting.</p> | |
| <p>5.7. Finance Link Governor Report</p> <p>JMcI gave a verbal update about the budget and how he feels the budget is very good and that spend is maximised by the school. JMcI feels the balanced budget is achievable</p> <p>Budget for next year is in the process of being set.</p> | |
| <p>5.8. Rotherham Charter</p> <p>LW talked through the report and circulated the Action Plan which has been approved by the Charter. LW informed the group that a Facebook page for parents which is closed site has been set up.</p> | |
| <p>5.9. Policy Review Schedule</p> <p>This item was included in the Headteachers report and discussed at Action point 5.4 (13/03/18)</p> | |
| <p>5.10. Nexus Gender Pay Report</p> <p>This item was for information only.</p> | |
| <p>5.11. Commission Activity for Link Governors</p> <p>Action point 5.6 (30/01/18) - T&L Link Governor to work with WA looking at progress of the vulnerable group identified</p> | |
| <p>5.12. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>JW gave update in WC absence.</p> <ul style="list-style-type: none"> • Maltby Craggs School is currently going through due diligence and should join Nexus MAT from October • There are talks being held with some main stream schools interested in joining Nexus MAT. | |

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| 6. ANY OTHER URGENT BUSINESS | |
| <p>6.1. To consider any other urgent business agreed by the Chair at item 2.1</p> <p>Governor Development day 25/04/18 9.30am – 3pm. LW talked through the agenda which is aimed at the development of governors.</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 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 | | 15 th May 2018 |