

**Abbey School Local Governing Body
Safeguarding & Wellbeing
Tuesday 19th June 2018 at 12:00
Abbey School**

OUTSTANDING ACTION POINTS

Actions	By & Target Date
<p>52.1.1 02/05/17</p>	<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. 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. 24/04/18 LW informed the group that the bid for School Condition Improvement Fund 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. 15/05/18 - Building Plans have been received for classroom development, applying for 4 new classrooms to include a music room. Access Road – Bid not successful but bid returned to ECube to be re-submitted with extra evidence, no win no fee basis for additional work. First application was on 3 points short of reaching criteria, ECube have prepared the appeal & feel that it will be successful. CEO has received the appeal information. 19/06/18 LW informed the group that all tests on the pond and land have now been completed, including inspection of any rare species which all look fine, so able to go ahead with the building plans. Nothing definite yet until potentially 18th July regarding the funding for the road which may be too late for the road to commence. A meeting is arranged for 21st June whereby a further discussion will take place. TB – Noted that in terms of the road regardless of the decision on the</p>

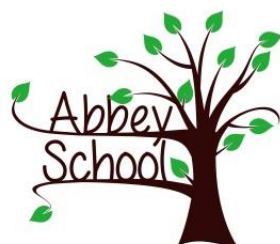
**LW
Ongoing**

	<p>CIF funding the work will go ahead, the school has funding to pay for this. Arrangements will be made for the work to be carried out during the 6 weeks holiday.</p> <p>It was noted that 15 out of 20 children have already been offered a place, therefore in theory currently only 5 places left.</p>	
<p>5.6 30/01/18</p>	<p>T&L Link Governor to work with WA looking at progress of the vulnerable group identified. 15/05/18 – Following intervention work the group has now reduced to 5 students. This has been identified through Pupil Progress meets. SST to visit prior to the end of the school year. Data capture is planned for W/C 09/07/18.</p> <p>19/06/18 – SS-T confirmed the visit to go ahead prior to week commencing 9th July.</p>	<p>SS-T 10/07/18</p>
<p>5.5 24/04/18</p>	<p>KB to provide updated budget report with correct information from FMS and coding around supplies at the next Leadership and Management meeting</p>	<p>KB 10/07/18</p>
<p>5.1 13/03/18+ 19/06/18</p>	<p>19/06/18 - Post 16 Students – School looking for premises for post 16 students currently the agreement is with solicitors in a final draft. LW has a meeting arranged with college for later tonight to base the children at college. Also made contact with Rob Holsey (RMBC). TB reported that with it being a commercial lease the Trust will may need to contact ESFA regarding the lease agreement to check any legal requirements to ensure everything is in place ready for September. LW reported that two other contingency plans are currently in place at this point.</p>	<p>LW 10/07/18</p>
<p>5.2 19/06/18</p>	<p>19/06/18 - TB Asked if plans were in place for the new format of the Single Central Record to be up-to-date. LW reported the Nexus format some items on the report were locked therefore not able to be updated. Tracey reported this was brought up by the Business Managers and asked for Amanda Hobson at Kelford to unlock this so that can be used accordingly. It was highlighted that some of the drop down boxes that are meant to be locked. Tracey to check with Amanda Hobson and ensure a revised unlocked version is circulated to SBM.</p>	<p>TB 10/7/18</p>
<p>5.7 19/06/18</p>	<p>19/06/18 - LW asked if Well-being as a tailored discussion to be put in place ready for the next meeting in July. SS-T and IDB to arrange to meet then to feed back for the next report. Date confirmed as Thursday 21st June 2018.</p>	<p>SS-T+IDB 10/07/18</p>
<p>5.3 15/05/18</p>	<p>Teaching & Learning Report. Where do we evidence P16 independent living skills? Governors requested a breakdown of data evidence to support work.</p>	<p>LS September 18</p>

COMPLETED ACTION POINTS

Actions		By & Target Date
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 will feature as part of budget setting for 2018/19. 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. 15/05/18 – Advertised internally for a transition worker, application process ongoing.</p> <p>19/06/18 - Following the advert for a Transition Worker to have additional support in the safeguarding team an appointment has been made - James Shaw who has now commenced. Also potentially 12 TA positions now that TAs have stepped up as teachers, completed necessary training. Following interviews 8 appointments were made together with a short-term contract teacher to cover maternity leave in September initially to cover 2 terms.</p>	Completed
5.1 13/03/18	<p>Governors queried why some text in the Safeguarding report was coloured red. LW explained this was an oversight and will correct future reports.</p> <p>19/06/18 – LW noted this has all been updated and corrected.</p>	Completed
5.4 13/03/18	<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>24/04/18 – Work is currently ongoing updating policies, adding links to overarching Nexus policies on the school website.</p> <p>19/06/18 - Policies now all been updated and changed onto the Nexus format. LW - Following advice from Hilltop with their recent Mocksted these have been updated on the website all with the correct links.</p>	Completed
5.7 13/03/18	<p>CJ will work with the DSL on following up the recommendations from June Williams audit, as detailed in 5.3.</p> <p>19/06/18 – LW has met with June, a report has been provided.</p>	Completed
5.5 15/05/18	<p>Commission Activity for Link Governors JMcI to meet with LW & review the Risk Register</p> <p>19/06/18 - LW had met with JMcI to carry out review of the Risk Register (copies provided at the last meeting). LW reported that Jim had asked about the financial aspect that the Trust's Risk Register did cover. Jim was happy with this therefore all finalised.</p>	Completed
5.7 13/03/18	<p>PMc will work with WA to review the LAC specific issues raised at the last LGB.</p> <p>19/06/18 – PMc had a meeting with Wayne following last meeting to discuss the items raised. Wayne explained the process he used which</p>	Completed

	would validate with the children which was really useful in relation to attainment when a child is highlighted as red on the report – now completed.	
5.5 15/05/18	Commission Activity for Link Governors SST to be involved in staff interviews, LW to organise. 19/06/18 – SS-T reported all interviews have been successful and completed. It was noted that the candidates were very good.	Completed



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Safeguarding & Wellbeing
Tuesday 19th June 2018 at 12:00
Abbey School**

Attendees:

Luci Windle	Headteacher	LW
Liz Shimwell	Teacher Governor	LS
Sonia Seymour-Thackery	Parent Governor (Acting Chair)	SS-T
Deborah Berry	Parent Governor	DB
Ivy Dorchester-Brown	Governor	ID-B
Bob Toms	Governor	BT
Peter Macaulay	Staff Governor	PM

Also Present:

Maria Simpson	Clerk to Nexus MAT	
Tracey Brooke	Deputy CEO & CFO	CFO
Jill Walker	Nexus School Improvement Commissioner	JW
Tyson Gee	School Behavioural Lead	TG

Apologies:

Warren Carratt	CEO	CEO
Mary Smith	Chair	MS
Jim McIntosh	Governor	JMcI

No Apologies:

Cara Jones	Parent Governor	CJ
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1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence: Apologies were received from CEO, Jim McIntosh, and Mary Smith	
1.2 To accept apologies for absence Apologies were accepted from Cara Jones	
2. ITEMS OF URGENT BUSINESS	
2.1 Chair to determine any items of urgent business <ul style="list-style-type: none"> LW reported that Ronnie Norton had submitted his resignation from the governing body and thanked Ronnie for his time as a governor. 	
3. DECLARATION OF INTERESTS	
3.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 15 th May 2018 The minutes were approved (to be signed at the next meeting by Mary).	
4.2 Matters arising from the Minutes The actions were updated above Other items raised:	
5. ITEMS TO BE CONSIDERED	
5.1. SIP Update LW updated the meeting on the SIP report – the majority of the school improvement plan has been completed. Areas still awaiting impact are dependent on external moderation of results eg GCSE, level 1 and 2 qualifications. JW asked regarding item on page 9 – (July 2018) children requiring intervention identified. LW reported driving language skills of children the school has been working with a mainstream primary school using 'concept mapping' whereby children draw lines to fit lines together rather than just to use single words. Intension is to grow this for conceptive maps in the next school development plan.	
5.2. Termly External Safeguarding Audit Report June Williams has completed a report shared with Trust and Safeguarding Lead and link Gov. JW asked how long June spent in school? LW reported this is usually at least half a day – depending on what is checked. If looking at the Single Central Records this is covered in a separate visit. LW also noted	

that JW always takes away the Safeguarding Audit Report.

5.3. Termly Safeguarding Report

LW highlighted safeguarding is still increasing due to the needs of the pupils. Early Help training indicated that the agency will involve only for attendance issues below 80% and the school would be lead practitioners for families.

TG felt this would potentially put a strain on every school resources. However many families are beyond the work remit of Early Help and need better outcomes from CAMHS. LW is on the strategic working party for CAMHS response to the Green paper. LW also reported that special heads are working with Early Help to develop a better offer for SEND families.

LW highlighted that some training around safer recruitment has been provided recently for governors. Governors agreed the training was helpful and met their needs.

LW – Page 5 (section 7) – has changed the format of how this is presented, now shown as 'term by term' - half term so it highlights the issues the safeguarding team are currently progressing. Safeguarding Governor had discussed this and felt it was easier to understand the teams work.

Training - during the half term all staff received the Andrew Hall weekly update by email and also have training sessions every half term specifically on safeguarding, this is completed every half term.

LW reported safeguarding training this half term allowed staff to 'rag rate' themselves in terms of their confidence with safeguarding. It was found that it was often the language used with safeguarding used to familiarise themselves with where staff were unsure of. This was a really good process for staff and gave clear areas to continue the half termly training. TG highlighted that every member of staff was followed up with a personalised training dependent upon their self-audit.

LW reported that all staff signed to say they had been trained.

LW reported that not had many E-safety issues this term as previously reported. It has helped with parents being involved and also with E-safety training has proved more positive.

Reported strong links between Safeguarding Governor and DSL with CJ especially on up-to-date issues currently in schools as Edge of Care – child protection plans., etc. Also new facebook page which has been recently set up by DJ. LW noted we now have a DSL admin, highlighted updates which are working really well whereby parents had been previously struggling but with support given from the school has proved beneficial with clear evidence.

Attendance reported to be good above likewise schools and National average.

Priority Development area - Explained the structure and transition of staff. Some members of staff to be moved to different roles to build on their current strengths.

BT – asked when this would be completed?

LW – this will give time to fit with Epeps system working differently. The change will be

<p>ready for September with staff in their new roles. BT asked for this to be added to the report.</p> <p>BT asked if a statement could be added to – Related Policies & Procedures to then show this is actively changing what is to be published. To add – Updated As and When Government Guidelines Are Issued. LW – to amend. LW - highlight this would also fit with further changes in September to Working with Children in Education document.</p>	
<p>5.4. Safeguarding Link Governor Report</p> <p>LW reported CJ has written report. Cara has a real awareness which supports families at risk with social care issues. Challenge is always encouraged from CJ around these issues.</p> <p>TG – reported CJ did attend a recent Safeguarding training for Governors, form was completed.</p>	
<p>5.5. Termly Wellbeing Report</p> <p>TG explained the report of how attendance had steadily improved. Regular visits reported from safeguarding team and the need to be sensitive. Pupil premium – (page 4) and Behaviour issues discussed at meeting.</p> <p>TB asked – item 4.1 (page 6) as behaviour patterns with data missing. This was also highlighted by DB. LW explained unable to compare data as the numbers of pupils and their needs had changed so dramatically. Discussion held if this can be compared over the last few years with a child’s needs have changed. TB asked if this could be recorded as a proportional representation. TG – explained there are a low number of staff injuries due to staff being comfortable in using Team Teach procedures, when to apply restraint to avoid pupils injury and adult injury.</p> <p>JW - highlighted the journey in child’s life, certain points around violent children and a child’s behaviour. LW reported it was around 8 students in the school. Discussion held to move forward - LW Suggested to change the way the information is broken down across the year, possibly term by term. Action LW to include this in the Headteachers report.</p> <p>Discussion around the amount of papers with repetitive information. LW suggested that reports could be adapted and shortened with the focus on ‘Action, Impact, next steps’ - Governors agreed this to be trialled for the next meeting.</p> <p>SST wanted to share a very positive note especially with LAC children, going very well. LW – reported how well the children are progressing in school. LW reported that Rotherham Virtual School are looking at how they can support the school given the high numbers of LAC. Also highlighted attachment training which is really positive where 2 members of staff within the school are currently working on. PM + TG also highlighted the importance working with every child across the school as some that may struggle with language which is covered in attachment training.</p>	
<p>5.6. Wellbeing Link Governor Report</p> <p>DB provided a verbal update with the meeting.</p>	

<p>Reported how staff morale was amazing in school having spent time with staff in school over last few weeks. Also working well with parents being involved, generally working with everyone – really impressive.</p>	
<p>5.7. Termly School Site Health & Safety Report</p> <p>LW – discussion held with the meeting. Highlighted well-being as previously stated. Reported on TA development into teaching which was planned 2 years ago and taking effect in the 2018-19 staff structure.</p> <p>LW – letter to be sent to parents re lock down, to be made aware of procedures in place which includes fire & rescue. Discussion held. Concern if someone was to get into school. It was noted that blinds have been fitted to the school.</p> <p>BT highlight that staff had had appropriate training and aware of what should happen. LW – staff and children need to be made aware to recognise the risk around this especially with children with mental health issues.</p> <p>Lots of ‘off-site’ visits. Noted a recent visit to Whirlow farm residential visit and Belgium visit went well.</p> <p>Discussion held re H&S audit report.</p> <p>LW – reported the smell from the drains had now gone which had been in school over the past 3 years. Drains had collapsed but this has been rectified. -Reported all doors been serviced and emergency doors & lights all passed testing. -Corridor in school redeveloped to be age appropriate and focused on careers. -More focus and interest in careers from pupils as a result. -Future plans to look the roof & garage (in extension) – to have work to be improved and light fitted. -Three external gates to be fitted on 7th July. -Potential lane alterations and additional classrooms to be completed over the summer holidays. -Looking at next year’s budget to develop the lower school classrooms to have an outside area.</p>	
<p>5.8. Link Governor Reflections on their work programme this year</p> <p>As discussed and now covered previously. LW – To have more ownership of the reports so that staff aren’t replicating information. To be discussed at the next meeting.</p>	<p>LW</p>
<p>5.9. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>TB - Craggs Community School is still scheduled as 1st October 2018 – is a PFI School. Currently looking at all the legal and financial aspects surrounding this.</p> <p>Continuing work on the two free schools - one in Sheffield (Norfolk Park) scheduled for 2020 and one in Doncaster scheduled for 2019 (near Hunger Hill). Due to meet new Project Board next Monday 25th July.</p> <p>Exciting times ahead for staff across all Nexus academies.</p>	

<p>6. GOVERNANCE MATTERS</p>	
<p>6.1. Governors to report on:</p> <ul style="list-style-type: none"> a) Any function exercised on behalf of the LGB. <ul style="list-style-type: none"> • LW – had some completed Governors Visits Reports. These need to be passed on to Clerks to be recorded. b) Any training and development undertaken. <ul style="list-style-type: none"> • SST – attended Ofsted meetings recently (2 dates confirmed). Reported to be very good. LW – changes perhaps in September around Ofsted where over a 1 or 2 day period. c) Visits to schools within the MAT. <ul style="list-style-type: none"> • IDB did attend Adventure Challenge on 10th July as was the school final, really positive with excellent team work. It was noted how well this is presented whereby everyone is involved, including all the planning, to bring in new ideas and how to evaluate to improve to do things better. PMc noted that any additional points awarded for teamwork which was a real incentive. All the work fully supported the children and highlighted the confidence the children gained from this event. 	
<p>7. ANY OTHER URGENT BUSINESS</p>	
<p>7.1. To consider any other urgent business agreed by the Chair at item 2.1</p> <p>An additional item was raised.</p> <p style="text-align: center;">THIS MATTER WAS DEEMED TO BE CONFIDENTIAL PLEASE SEE APPENDIX 1 FOR INFORMATION</p> <p>Any Other Business:</p> <ul style="list-style-type: none"> • BT – wanted to express thanks to be passed on to people who prepare the reports and all the time & effort put into these ready for governor meetings. 	
<p>8. CONFIDENTIALITY & RISK</p>	
<p>8.1. Item 7.1 was deemed to be considered as confidential information in appendix A. To consider the confidentiality of any items discussed during the meeting The item discussed on Appendix 1 was considered to be deemed as confidential.</p>	
<p>8.2. Item 7.1 was deemed as a risk To consider any areas of risk discussed during the meeting The item discussed on Appendix 1 was considered to be an ongoing risk.</p> <ul style="list-style-type: none"> • TB - Ongoing potential risk for the ongoing funding with the lane as noted in the minutes earlier in 52.1.1 – regarding not getting the CIF bid funding. TB and LW to continue to progress and update meetings. 	<p>LW</p>
<p>9. DATES OF NEXT MEETING</p>	

Tuesday 10th July 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE
Mary Smith		10 th July 2018