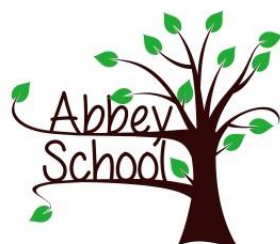


**Abbey School Local Governing Body
Leadership & Management
Tuesday 18th July at 13:00
Abbey School**

ACTION POINTS SUMMARY SHEET

	Actions	By & Target Date
<p>18.2 29/11/16</p>	<p>Training room may also be used for students so LW will look into the costs to invest in a Pod, as this generates income. 02/05/2017 – After consideration it has been agreed to go ahead with the possibility of purchasing a pod. One quote received does not include any storage space. Costs would be spread out over 5 years, but planning permission will be required along with the cost of tarmac for a carpark. Quotes will be obtained and the school will work with the CFO to progress the matter and will keep the LGB informed</p> <p>13/6/17 Just waiting for the 3rd quote and TB will look at the long term implications for the budget. The cost will be over 50k so the trust board will need to sign off in July.</p> <p>18/07/17 There has been an approach from another LA for 12 placements. The viability of this is currently being considered including all accommodation options.</p>	<p style="text-align: center;">LW 26/09/17</p>
<p>43.1 21/3/17</p>	<p>Consultation with parents regarding the use of mobile phones by pupils in school. 02/05/17 – School council would like to talk to Governors about this matter. It was felt that it would not be suitable for this to be the whole LGB. Several Governors volunteered. School Council will email out dates of meetings. All work will link to British Values & Citizenship</p> <p>13/06/17 – It is a task for pupils to discuss with governors. Governors will be invited individually to meet with pupils</p> <p>18/07 – Completed</p>	<p style="text-align: center;">Completed</p>
<p>51.1 02/05/17</p>	<p>Schools DSL to provide safeguarding training for Governors at end of next meeting. LW to arrange. Clerk to put onto next agenda</p> <p>13/06/17 On the agenda</p> <p>18/07 – Reading the external safeguarding review there needs to be more training for governors. There is a training sessions booked next week for governors to attend.</p>	<p style="text-align: center;">Completed</p>

51.1 02/05/17	E Safety training for Governors to be included in the safeguarding training at the end of the next meeting 18/07 The Prevent training link has been sent out to governors for them to complete. In addition the E-Safety report has been sent out – 2 governors have completed the NSPCC on-line training	Completed						
51.3 02/05/17	<p>Health & Safety Report – Clerk to check with LW re updated report & recirculate 13/06/17 to be recirculated 18/07 Completed</p> <table border="1" data-bbox="277 580 1267 869"> <thead> <tr> <th data-bbox="277 580 603 651">Governor questions & challenges</th> <th data-bbox="603 580 1034 651">Response</th> <th data-bbox="1034 580 1267 651">Further action(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 651 603 869"><i>AJ – should H&S be a standing item on the agenda. I would like to know if there are any issues</i></td> <td data-bbox="603 651 1034 869">WC – yes it is on the Leadership & Management meeting agenda. This meeting is the Fire Risk Assessment and the next L&M will be health and safety</td> <td data-bbox="1034 651 1267 869"></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>AJ – should H&S be a standing item on the agenda. I would like to know if there are any issues</i>	WC – yes it is on the Leadership & Management meeting agenda. This meeting is the Fire Risk Assessment and the next L&M will be health and safety		Completed
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51.10 02/05/17	"8 pupils on pupil premium not making expected progress in ICT" – Action for T&L Link Governor to investigate 13/06 – included on agenda WC to discuss with DBu re link governor responsibility 18/07 Completed	Completed						
52.1.1 02/05/17	<p>Access Road – CFO to chase up LA signing over lane to Nexus 13/06/17 – TB chasing LA and awaiting for this to be resolved 18/07/17 – TB has been in touch with the Local Authority who are providing a quote for passing bays and also looking at a two way road</p> <table border="1" data-bbox="277 1328 1267 1617"> <thead> <tr> <th data-bbox="277 1328 603 1400">Governor questions & challenges</th> <th data-bbox="603 1328 1034 1400">Response</th> <th data-bbox="1034 1328 1267 1400">Further action(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1400 603 1617"><i>IB – will the trees remain or go?</i></td> <td data-bbox="603 1400 1034 1617">TB – we will need to look at removing some of the trees but it is the LA who will need to check if any are any preservation orders on the trees</td> <td data-bbox="1034 1400 1267 1617"></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>IB – will the trees remain or go?</i>	TB – we will need to look at removing some of the trees but it is the LA who will need to check if any are any preservation orders on the trees		CFO/TB Ongoing
Governor questions & challenges	Response	Further action(s)						
<i>IB – will the trees remain or go?</i>	TB – we will need to look at removing some of the trees but it is the LA who will need to check if any are any preservation orders on the trees							
67.8 18/07/17	TB to establish cost of fire alarm going directly through to fire service	KB/LW 05/12/17						



**Abbey School Local Governing Body
Leadership & Management
Tuesday 18th July at 13:00
Abbey School**

Attendees:

Steve Booth	Acting Chair Abbey School LGB	Jl
Luci Windle	Executive Headteacher	LW
Warren Carratt	CEO Nexus MAT	WC
Liz Shimwell	Teacher Governor	LS
Ian Burns	Support Staff Governor	IB
Alan Jones	Governor	AJ
Deborah Berry	Parent Governor	DB
Mary Smith	Governor	MS
Jim McIntosh	Governor	JMcI
Daniel Buckley		

Also Present:

Diane Hyner	Clerk to Nexus MAT	CS
Tracey Brooke	Chief Finance Officer	TB

Apologies:

Cara Jones	Governor	CJ
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63. APOLOGIES FOR ABSENCE	Actions
<p>63.1 To accept apologies for absence</p> <ul style="list-style-type: none"> • Apologies from CJ <p>63.2 To receive, but not accept apologies for absence Apologies accepted</p>	
64. ITEMS OF URGENT BUSINESS	
<p>64.1 Chair to determine any items of urgent business to be considered</p> <ul style="list-style-type: none"> • Outcomes for Children and predicted grades 	
65. DECLARATION OF INTERESTS	
<p>65.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <ul style="list-style-type: none"> • IB – I have been approached from another school to develop website which is under negotiation. • WC – this will have no conflict of interest relating to this meeting <p>65.2 Review and update of Nexus Interest Forms</p> <ul style="list-style-type: none"> • Forms circulated and updated 	
66. ABBEY LOCAL GOVERNING BODY MINUTES	
<p>66.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 13th June 2017</p> <ul style="list-style-type: none"> • Minutes approved and signed <p>66.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> • There were no matters arising 	
67. ITEMS TO BE CONSIDERED	
<p>67.1 Headteacher Termly Report</p> <ul style="list-style-type: none"> • One of the overriding things this year is what we have done with Pennine View and at the same time kept Abbey moving forward as an outstanding school. This is down to the work that Abbey staff has done • The numbers of pupils have gone up dramatically – confirmed 115 possibly 116 for September and possibly more from another LA • LAC numbers have increased from 2 to 10 with a potential of an increase • Teaching profile at Abbey reflects an outstanding school • 5 outstanding lesson observations with some of the lessons observed to check on the judgements • There were 6 lesson observations rated as good • There were no Requires Improvement 	

- One teacher not assessed due to sickness
- The outstanding lessons was strong and the kids getting are getting a good /outstanding education here
- Curriculum continues to be strong with some students picking own topics
- In terms of interventions they haven't run as well as they should – one pupil permanently in crisis which is taking 3 members of staff to work with him
- This pupil will be moving out of authority to a more appropriate placement for him – parents and the pupil have been involved in the selection of the school
- We have dealt with the situation as there is no support available from CAMHS
- We have not excluded this pupil as it is safer for him to be in school
- Transition to the new school will start tomorrow
- **Pupil Voice**
- We have a school improvement partner Jill Robinson who has been into school and still waiting for the report
- The visit was positive
- The pupils knew what they were learning and what to do
- The children was allowed to say what they wanted
- As soon as the report is available I will send out
- Twitter feed for school works really well as everyone can contribute and is a good representation of the school
- To become an outstanding school you have to be seen to genuinely support which we have supported Pennine View and we have done a lot of goodwill activity – Kelford school attend twice a week for IT lessons
- We borrowed a member of the office staff from Kelford to help support us

Governor questions & challenges	Response	Further action(s)
<i>SB – on the lesson judgements – what is that based on</i>	LW – lesson observations 3 times a year over a 2 week period SLT observe lessons as their judgement is checked constantly Ofsted recommendations Outstanding has gone from 2 to 5	
<i>SB – intervention there have been 26 referrals in the autumn Is this usual</i>	LW – we made a lot of referrals early in the year and these referrals have grown. There are 5 who have now become LAC as a result of those referrals. There has been a real change over in social care with permanent staff now being recruited. It is very high because we had 2 girls who went into crisis over Christmas and we kept on referring until social care dealt with it.	
<i>SB – there has been 34 referrals but you only have 22 outcomes Do you chase up for feedback</i>	LW – sometimes we do not get feedback especially when social care NFA the referral. Sometimes we have professional meeting. We do chase up for feedback and it is improving	

<i>JMcI – where does the responsibility fall on in school as continually referring doesn't mean action takes place</i>	LW – as a policy in school we will refer for a number of times – and we will refer to serious case reviews and unpick evidence as to why NFA and point out the serious case review and they would normally complete an assessment. Another alternative would be to whistle blow to NSPCC If a child is off more than a week we would visit them at home and ensure the child is seen.	
<i>JmcI – surely there is a system where social care respond to all referrals even if NFA?</i>	LW – this is not the case with all referrals and if we feel there is an issue I will raise it with Ian Thomas – Director of Children's Services	
<i>AJ – I presume there is a log of all referrals and contact with social care</i>	LW – yes there is a log kept and the responsibility will be mine	
<i>SB – persistence attendance – should that be non-attendance</i>	LW – yes it should be non-attendance. We have one child who was taken out of school which slightly skews the figures	
<i>SB – at march is was 94% what is that now and what is the target</i>	LW – 94% which we are pretty good at. Last year we had a lot of Roma children who didn't attend the last week of school which affected the figures	
<i>WC – as we grow in size do you feel we need to increase the SLT?</i>	LW – no I feel we have all bases covered at the moment but I am not saying we wouldn't second for a while for a particular piece of work.	

67.2 School Engagement Report

- There is a couple of issues but I think it is a pretty good representation of staff

Governor questions & challenges	Response	Further action(s)
<i>WC – how many staff completed the survey?</i>	LW – about 35 staff completed	
<i>SB – how often do you have them</i>	LW – it is a difficult one. I would like to think if there was a problem we would know without having a questionnaire. It would help if it wasn't confidential.	

<p><i>IB – I have completed these forms and it sometimes asks for your name at the bottom</i></p>	<p>LW – with parents we would always go back to the parent if there was an issue but if we don't know who has made a comment or raised an issue I need to know who to contact to discuss further. On a Wednesday we meet with staff and have an open door and encourage staff to come and talk to us and also raise any issues they may have. Staff are supportive and we do not get many complaints</p>		
<p><i>IB – can I suggest that we have a trial where we use survey monkey online</i></p>	<p>LW – we have used this in the past but because it is a small staff group it skews the figures.</p>		
<p><i>WC – in relation to another school in the MAT we wondered if it would be helpful to split out the teaching and non-teaching staff In areas of deep dive it would help to look at different views.</i></p>	<p>LW – because we have been on a long journey we have a good relationship with staff</p>		
<p><i>AJ – how often do they complete the</i></p>	<p>LW – about twice a year</p>		
<p><i>WC – looking to next year it may be good for a governor or the chair to work with a member of SLT to see what we do in relation to staff surveys</i></p>	<p>SB – that helps to strengthen the depth of knowledge of the school</p>		
<p><i>AJ – the trip to France – has it happened and how many students</i></p>	<p>LW – it is due to happen on October for 2 nights and 3 days and 2 year 11 students will be going</p>		
<p><i>IB – how was the decision made for the 2 children to go</i></p>	<p>LW – there was 4 pupils in total who asked to go. One had behaviour issues in school and the other pupil pulled out leaving the two pupils who are going</p>		
<p><i>IB – is there any chance to look at a school funded trip</i></p>	<p>LW – we did get sponsorship to fund a trip to Wirlow Farm this year where we charged the families £30 which was a small contribution</p>		
<p><i>AJ – is it organised with other Rotherham schools</i></p>	<p>Yes it is</p>		
<p>67.3 School Budget Report</p> <ul style="list-style-type: none"> • Abbey is on track in relation to spending • Predicting a 35k carry forward which is in the budget setting document 			

- 2018 you are predicting an outturn of 86k based on current numbers and not taking into account the additional numbers the school may have
- The budget is realistic and affordable
- If the monitoring continues like last year we will be fine
- The information will be sent to the ESFA and any update will be sent to them
- The trust board has signed the budget off

Governor questions & challenges	Response	Further action(s)
<i>SB – can I just say a thank you to Karen, Luci and Tracey for the hard work that has gone into preparing this budget information</i>		
<i>SB – what would we have to report if the budget changes</i>	TB – if the change is significant, 10% increase	
<i>WC- with KB conservative estimates in mind do we expect the under spend to stay at 35k or do we think it will increase.</i>	TB – we feel it will increase	
<i>LW – we will have a wish list if there is additional underspend</i>		
<i>SB – for clarity the wish list attached is included in the budget.</i>		
<i>AJ – who decides on the approval for the cost of road</i>	TB – a business case will have to go to the board	
<i>AJ – is there a penalty for having a surplus</i>	WC – as a trust we have a model where school can carry forward 5% surplus which we are well within	
<i>SB – it is quite complex as there is a number of rules we have to adhere to.</i>		

67.4 School Budget & Staffing Structure 2017/18

- All staff are in place with the exception of one part time TA
- We are going to do interview so we have a bank of staff who we can rely on

Governor questions & challenges	Response	Further action(s)
<i>AJ – building security is there any issues?</i>	LW – early on we had a Speight of burglaries – we have a security firm working for us now during the	

	<p>holidays and weekends. If the alarm goes off the phone call goes to them and they will make good any damage if possible and if they can't they will wait on site until the caretaker arrives. We also have CCTV</p>		
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67.5 SIP Update

- School development plan most of the actions have been completed
- Columns RAG rated and the end column shows where there is impact in school
- There is only red item on the last page where we was looking at having a YouTube channel – we have since bought in Office 365 which negates the need to have YouTube

Governor questions & challenges	Response	Further action(s)
<p><i>IB – next year we could look to having a lessons video with soft teaching – this is a long term project</i></p>		
<p><i>MS – you said that the website has been replaced with something else which is a positive. This could be added into the development plan as a positive</i></p>	<p>Yes we can add that in</p>	

SEF Update

- Abbey remains a solidly good school with lots of aspects moving towards outstanding
- Next year we will have the impact evidence which will point us as outstanding
- In September we want to achieve the Parents Charter – Rotherham parents forum come into school and support us to get the certificate
- It is more than getting a badge it is about working in partnership
- Next year's development plan will be in a new format
- The idea is that each area – 4 quarters are colour coded with a school value in each quarter
- It shows the key development points
- There will be a training day in the new term for staff and when governors meet to look at the development plan we will be doing a similar exercise.
- There will be a passport for the day for new staff

Governor questions & challenges	Response	Further action(s)
<i>SB – will this perform part of the improvement plan</i>	LW – you will still get the development plan which is a different version of the charter	
67.6 External Audit Safeguarding Report		
<ul style="list-style-type: none"> Report read by all 		
Governor questions & challenges	Response	Further action(s)
<i>AJ – there will always be challenges and we need to keep working at it</i>		
<i>SB – will JW continue with this work next year and is it good value</i>	LW – yes I think it is good value	
<i>AJ – it helps to have an external view</i>		
<i>MS – it there an ongoing program of training for Safeguarding other than the one booked next week</i>	LW – there is constant updates but in addition the Andrew Hall website is really good with weekly updates	
<i>MS - so next time this report will show numbers of staff who have completed training and will continue to be updated</i>	SB – yes it will continue to be updated	
<i>SB – I am not sure if governors are aware that we hold an individual training record for all governors of any training completed and that you need to inform the clerk when you complete any training so the record can be updated.</i>		
67.7 E-Safety Report		
<ul style="list-style-type: none"> I would like to see one governor complete E-Safety training in addition to the two who has already completed it. We will look at it in September Policies and procedures now includes that supply staff will be required to use the IT policy 		

- The use of Smart watches has been included in the policies – this is for both staff and pupils
- IT coordinator will work with PHSE teachers – there is always an element of E-safety in PHSE lessons
- We also look at cyber bullying

Governor questions & challenges	Response	Further action(s)
<i>SB – where there is areas for development are things in place</i>	IB – pretty much everything has been addressed for this school – there will be a trust wide action plan for each school which we will be worked through next year	
<i>AJ – when you look at the areas for development it is straight forward and easy to do</i>		
<i>IB – the school App will be very good</i>	LW – this will be used by parents. We already use Twitter and a number of other communication tools but parents still miss things. Hopefully the App will improve communications with parents We have a parent meeting booked in the second week of term so we hope to encourage them to use it	
<i>SB – you are obviously on top of this but is this across the other schools</i>	IB – yes at the moment we are looking in each school and the other schools have had the E-Safety audit report with the exception of Kelford who are currently waiting for the report	
<i>WC – the report for Abbey is very positive and the recommendations on the last page are relating to the other schools in the trust and does not reflect Abbey</i>		

67.8 Fire Risk Assessment

- All actions completed
- There wasn't a great deal of issues
- There are no issues due to cladding as we are a one storey building
- We have a fire evacuation exercise once a term

Governor questions & challenges	Response	Further action(s)
<i>SB – where it says no – main entrance needs fire proof box</i>	LW – that has now been completed	
<i>TB – does this include Lane End</i>	LW – yes and there was one recommendation to re-spray the curtains to make them fire retardant and this has been done	
<i>WC – can we see a separate one for Lane End Retreat next year</i>		
<i>MS – on item 13 where it says no, who connects to the police?</i>	IB – the alarm is linked to the security firm who contact the fire service	
<i>MS - It may be worth recording that there is something in place or N/A rather than no</i>		
<i>IB – would there be a cost to be linked to the fire service</i>	TB – most schools don't have it linked through but it is something we could look into	KB/LW 05/12/17
<i>AJ – do the fire service check the school</i>	LW – they do come in from time to time	
67.9 Abbey School Admissions Policy		
<ul style="list-style-type: none"> This policy needs to be amended with correct information 		
Governor questions & challenges	Response	Further action(s)
<i>IB – do we have an accessible version of policy available for people to see</i>	LW – no	
<i>WC – we need to change the severe and complex category but are we agreeing the policy once amended</i>	All agreed	
67.10 Commission Activity for Link Governors		
<ul style="list-style-type: none"> To be discussed at the next LGB meeting 26/09/17 		

67.11 Chair/CEO verbal update of key issues from Trust Board of Directors

- We have discussed the budget for next year which is looking healthy
- Looking to transfer Cherry Tree to increase capacity for Kelford but will hopefully be used for additional capacity across the MAT
- Extended services being provided over the summer
- Next Tuesday is leavers assembly at 2pm and all are welcome to attend

Governor questions & challenges	Response	Further action(s)
<i>SB – is this funded on numbers</i>	WC – the LA have not been clear about what the expectation is. They are interested in the outcomes	
<i>LW – there is a mixed response from Abbey as children said they don't want to be in school longer than they already are.</i>		

68. ANY OTHER URGENT BUSINESS

68.1. To consider any other urgent business agreed by the Chair

- Outcomes for Children and predicted grades – talked through report and there are no questions

69. CONFIDENTIALITY

69.1 To consider the confidentiality of any items discussed during the meeting

- No items in the meeting were deemed as confidential.

62. DATES OF NEXT MEETING

Tuesday 26th September 2017 at 12:00 – 14:00 – Abbey School – Teaching & Learning
 Tuesday 17th October 2017 at 12:00 – 14:00 – Abbey School – Safeguarding & Wellbeing
 Tuesday 5th December 2017 at 12:00 – 14:00 – Abbey School – Leadership & Management
 Tuesday 30th January 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning
 Tuesday 13th March 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing
 Tuesday 24th April 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management

Tuesday 15 th May 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 19 th June 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Tuesday 10 th July 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management	
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Minutes approved

CHAIR	SIGNATURE	DATE
Steve Booth		

DRAFT