



**Abbey School Local Governing Body  
Safeguarding & Wellbeing  
Tuesday 2<sup>nd</sup> May at 13:00  
Abbey School**

**ACTION POINTS SUMMARY SHEET**

Actions		By & Target Date
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. <b>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</b>	<b>LW 13/06/17</b>
19.1 (3) 29/11/16	Governors were asked to pass on any ideas or contacts for companies or organisations that 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 on-going letter to go out <b>02/05/2017 – It was agreed that since Abbey will have P16 provision in the new academic year and career pathways will be included within their curriculum pathways and P16 is being discussed across the Trust. Item to be considered completed</b>	<b>Completed</b>
19.1 (4) 29/11/16	LW working with Kelford HT reporting for RPI and will report back on progress at next meeting. <b>21/03/17 – no updated report.</b> The initial report was brief and needed additional information – carry forward to the next Safeguarding and Wellbeing LGB in May. We use in special schools Team Teach – 5% physical intervention and 95% verbal. De-escalate incidents through talk but where that isn't effective there is a Personal handling program (PHP) available for each child. The standards committee looked at all reports across the school and there was variances in each school so we needed to look at that to see if that was appropriate or did we need to do something different. <b>02/05/2017 – Work still ongoing on direction from the Standards Committee and the report will be shared as soon as it becomes available</b>	<b>WC 13/06/17</b>
19.4 29/11/16	IB to circulate new email address information once set up. <b>10/1/17</b> 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 <b>21/03/17</b> – on the website we have a password protected area for the LGB and as of this month we have started to upload documents to the LGB Share Point. You have to access via your Nexus account. <b>02/05/2017</b> – <b>Governors reported that they were having problems accessing the papers on the sharepoint. It was agreed that the clerk changes back to sending papers by email for the next meeting and ask IB to run a short training session to build confidence in the new system</b>	<b>IB 13/06/17</b>
19.4 29/11/16	After April the current internet provision is due to cease. We are looking to have a new robust system with faster internet and at the moment we are going through the tendering process. From July 31 <sup>st</sup> all schools will be on one network. The board has approved this in principal. The next meeting we will have the name of the new company <b>02/05/17</b> – <b>Old system still accessible &amp; in use. IB to update at next meeting</b>	<b>IB 13/06/17</b>
31.1 7/2/17	Telephone MS to establish if he can continue to commit to Abbey LGB 21/03 Clare Southall to contact MS <b>02/05/17</b> – <b>CS unable to make contact item dealt with at 47.2 on this agenda</b>	<b>Completed</b>
32.2 7/2/17	Schedule dates for next year’s LGB meetings <b>02/05/17</b> – <b>will be dealt with at item 51.11 on this agenda</b>	<b>Completed</b>
35.3 7/2/17	The last wellbeing report referred to a graph which tells us on a monthly basis and then going back 2 years how many pupils have been off but the information wasn’t transparent. We will be changing from the graph to more granular information. <b>02/05/17</b> – <b>Changes made on CPOMs</b>	<b>Completed</b>
36.2 7/2/17	Quality impact assessments for policies 21/03 on agenda – work on-going	<b>WC/Clerks on-going</b>
43.1 21/3/17	Review training and support packages available	<b>LW 13/06/17</b>
43.1 21/3/17	Consultation with parents regarding the use of mobile phones by pupils in school <b>02/05/17</b> – <b>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 &amp; Citizenship</b>	<b>LW 13/06/17</b>
43.3 21/3/17	Develop a Strategy for schools looking at Apprenticeships– <b>02/05/17</b> – <b>TB working with Business Managers to look at impact of Apprenticeship Levy, considered to be complete</b>	<b>Completed</b>
47.2 02/05/17	CEO to wrote to Mr Sylvester to remove from LGB membership	<b>Completed</b>
50.1 02/05/17	Error of title LGB minutes for 21 <sup>st</sup> March 2017. Clerk to amend & minutes to be signed	<b>Completed</b>
51.1 02/05/17	Schools DSL to provide safeguarding training for Governors at end of next meeting. LW to arrange. Clerk to put onto next agenda	<b>LW/Clerk</b>
51.1 02/05/17	Glossary to be recirculated to all levels of Nexus Governors	<b>Completed</b>
51.1 02/05/17	E Safety training for Governors to be included in the safeguarding training at the end of the next meeting	<b>LW/Clerk</b>
51.1 02/05/17	Clerk to circulate the Governor Visit Form to all Governors	<b>Completed</b>
51.1	LW to circulate link for NSPCC online Safer Recruitment Training &	<b>LW</b>

02/05/17	update the safeguarding report with Governor training completed	
51.1 02/05/17	LW to circulate online link for PREVENT training	<b>LW</b>
51.1 02/05/17	Clerk to circulate information of ESafety webinar when available	<b>Clerk</b>
51.2 02/05/17	Wellbeing Report – LW to amend errors in table for next report	<b>LW</b>
51.3 02/05/17	Health & Safety Report – Clerk to check with LW re updated report & recirculate	<b>LW/Clerk</b>
51.3 02/05/17	LW to share some standard Risk Assessments as part of next terms Wellbeing report	<b>LW Autumn Term</b>
51.4 02/05/17	CJ to record Link Governor safeguarding meeting on a visit form & forward to Clerk for circulation at next meeting	<b>CJ</b>
51.6 02/05/17	SIP – LW to check on website to ensure most up to date version is online	<b>LW</b>
51.10 02/05/17	<i>"8 pupils on pupil premium not making expected progress in ICT"</i> – Action for T&L Link Governor to investigate	<b>DBu</b>
52.1.1 02/05/17	Access Road – CFO to chase up LA signing over lane to Nexus	<b>CFO</b>
52.1.2 02/05/17	Link Governor role descriptors to be circulated to Governors	<b>Clerk</b>



**Abbey School Local Governing Body  
Safeguarding & Wellbeing  
Tuesday 2<sup>nd</sup> May 2017 at 13:00  
Abbey School**

**Attendees:**

Steve Booth	Acting Chair Abbey School LGB	<b>SB</b>
Luci Windle	Executive Headteacher	<b>LW</b>
Warren Carratt	Chief Executive Officer, Nexus MAT	<b>WC/CEO</b>
Liz Shimwell	Teacher Governor	<b>LS</b>
Jim McIntosh	Governor	<b>JI</b>
Cara Jones	Parent Governor	<b>CJ</b>
Deborah Berry	Parent Governor	<b>DBe</b>
Daniel Buckley	Governor	<b>DBu</b>
Mary Smith	Governor	<b>MS</b>

**Also Present:**

**Apologies:**

Ian Burns	Support Staff Governor	<b>IB</b>
Tracey Brooke	Chief Finance Officer, Nexus MAT	<b>TB/CFO</b>
Alan Jones	Governor	<b>AJ</b>

**No Apologies:**

Michael Sylvester	Governor	<b>MS</b>
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47. APOLOGIES FOR ABSENCE	Actions
<p>47.1 To accept apologies for absence</p> <ul style="list-style-type: none"> <li>• Apologies from AJ, IB &amp; TB</li> </ul> <p>47.2 To receive, but not accept apologies for absence</p> <ul style="list-style-type: none"> <li>• All apologies accepted</li> <li>• It was noted that Mr Michael Sylvester was not in attendance &amp; had not submitted any apologies. May attempts have been made to contact Mr Sylvester without success and Mr Sylvester has not yet attended a meeting. The decision was therefore made to write to Mr Sylvester and remove him from the Local Governing Body. It was agreed that the CEO would write to Mr Sylvester</li> </ul>	<b>WC</b>
48. ITEMS OF URGENT BUSINESS	
<p>48.1 Chair to determine any items of urgent business to be considered</p> <ul style="list-style-type: none"> <li>• Update of Access road to school situation</li> <li>• Safeguarding Training for Governors</li> <li>• Link Governor Roles</li> </ul>	
49. DECLARATION OF INTERESTS	
<p>49.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <ul style="list-style-type: none"> <li>• There were no declarations made</li> </ul>	
50. ABBEY LOCAL GOVERNING BODY MINUTES	
<p>50.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 21<sup>st</sup> March 2017</p> <ul style="list-style-type: none"> <li>• It was noted that the focus of the meeting was shown as Teaching &amp; Learning but the meeting focus was Leadership &amp; Management. The minutes were approved and agreed to be signed once the title had been amended</li> </ul>	<b>CS</b>
<p>50.2 Matters arising from the Minutes</p> <ul style="list-style-type: none"> <li>• Matters arising from the actions are noted above</li> </ul>	
51. ITEMS TO BE CONSIDERED	
<p>51.1 Termly Safeguarding Report</p> <ul style="list-style-type: none"> <li>• Nexus Headteachers meeting together to look over format of all reports produced for Governors over summer term. The reports used this year were produced as pilots and require some development to ensure that Governors were receiving the information required. Reports need to be streamlined and areas that overlap need to be addressed</li> <li>• Suggested that School Designated Safeguarding Lead (DSL) provides some safeguarding training for Governors at the end of the next meeting – agreed. LW to organise. Clerk to put onto next agenda</li> <li>• External review also carried out by JW, see item 51.5 for report. There were no major issues but recommendations of training and awareness were raised</li> <li>• Awareness and training to highlight the difference between safeguarding and child protection for staff ongoing and additional information displayed in school</li> </ul>	<b>LW/Clerk</b>

- Slight increase in safeguarding issues involving social care, especially for the cohort of Roma pupils.
- Numbers of LAC pupils increased since report written
- Safeguarding Audit reviewed twice a year along with SEF. Revised action plan raised from review
- Awareness raised of Whistleblowing policy
- Glossary included in Governor file. Clerk to also circulate electronically
- External review of E safety discussed. Immediate action was to review acceptable user policy and ensure that all supply staff also sign as read & understood. Smart watches discussed and need to be dealt with under same policy as mobile phone use. Update to items on website being addressed. E Safety training for Governors will be included in the training that will take place at next meeting

**Clerk**

**LW/Clerk**

<b>Governor questions &amp; challenges</b>	<b>Response</b>	<b>Further action(s)</b>
<i>JMcI – How often and how much duplication?</i>	Each report is termly & there is repetition but it is felt that it is important for Governors to be kept fully informed. The possibility of a one page summary which would allow for more questions & challenge might be more appropriate. Headteachers to continue to discuss & develop	
<i>SB – Are the Governors able to see the last signed SCR checks?</i>	Safer recruitment recommendation that the SCR is checked and signed by Governors. LW/KB to arrange with Link Governor	
<i>SB – How do we know that what is in this report is correct?</i>	JW has undertaken external review. Link Governor attended and seen processes and met with DSL. Staff training ongoing & QA cycle shows safeguarding staff training each half term. Governors welcome to attend.	
<i>SB – Have the Link Governor meetings been evidenced?</i>	No. Clerk requested to circulate the Governor Visit Form to all Governors. The completion of the form will ensure that the work undertaken is recorded and evidenced	<b>Clerk</b>
<i>SB – Re Governor training, not all listed?</i>	Safer Recruitment online training available from NSPCC which might be more accessible for Governors unable to attend evening training. There are also training sessions available via Learner’s First & Nexus. All training records for Governors held by Clerk. LW to update	<b>LW</b>
<i>SB – Section 8 recommendations for Governors?</i>	This section has not been completed previously. The format/templates of the reports is being review by the Headteachers in the summer term	

<p><i>MS – the table under point 6 “Referrals made to Children’s Social Care Services” it says school year. Are these full school years as the number this year is already higher than last year?</i></p>	<p>Figures for this year are numbers so far. Number already higher but there are more pupils in school this year. There have been numerous changes within social care some pupils are under the disability team and others under general social care team. One pupil who has been LAC for 2 years has had 26 named social workers! Constant change of social workers is a battle and some LAC pupils do not have a named social worker</p>		
<p><i>SB – Is there any PREVENT training available to Governors?</i></p>	<p>LW aware of some online training. LW to circulate link to Governors. Governors could attend any sessions held in school</p>	<b>LW</b>	
<p><i>SB – What E-Safety training do Governors require?</i></p>	<p>Tim Pinto has undertaken some training that was available to all levels of Nexus Governance. Also the possibility of access to a webinar Clerk to circulate when more information received</p>	<b>Clerk</b>	

### 51.2 Termly Wellbeing Report

- Figures in report have been reviewed & discussed by SLT
- Governors acknowledged that due to the strength of the school and staff that there have not been any exclusions
- Policy review ongoing. Suggestion of a report of changes and details of review and updates to Governors rather than circulating the full documents? Policies written by professionals in school who ensure they are applicable to school and adhered to. Agreed that there is always an opportunity for Governors to challenge policies and that the school are adhering to the procedures within a policy

<b>Governor questions &amp; challenges</b>	<b>Response</b>	<b>Further action(s)</b>
<p><i>SB – 1<sup>st</sup> table compares absences against attendance does not show comparable information</i></p>	<p>The figure for the national average should read National Attendance Average</p>	
<p><i>CJ – Why has unauthorised absence gone up?</i></p>	<p>Very difficult to compare data against other special schools. Unauthorised is recorded if parents are unable to supply supporting evidence of medical appointments or for unauthorised holidays. This has increased since more Roma pupils have been in school. Some pupils classed as missing from education, they have left the school but it has taken some time to locate their new</p>	

	place of education. They are not removed from the role until this is established		
<i>CJ – Are there any pupils missing from education that have safeguarding issues that we need to be aware of?</i>	Yes, another pupil is due to be removed from role. 3 or 4 pupils have attendance issues. The school is working hard with the families, there are safeguarding issues around attendance, all information is documented in school in individual pupil files. One pupil who has been in crisis has moved to a managed placement		
<i>SB – What is the target for attendance?</i>	A very aspirational 94% but this is proving to be very difficult with a small cohort of pupils and the rising level of Roma pupils.		
<i>CJ – What do you mean by part-time timetables</i>	Some pupils have been out of school for a long period of time before and their anxieties are based around school. They have a full time placement but often receive unauthorised marks when they do not attend. Other schools may put the pupil on a part-time timetable to avoid this but it is felt that at Abbey they should be encouraged and expected to attend full time. Part time timetables increase the risk of safeguarding issues		
<i>SB – Violence of staff and physical intervention has increased?</i>	Violence to staff is one pupil whose placement is being reviewed. Currently no CAHMS support available. The increase in pupil numbers means that year to year comparisons are not able to be made		
<i>WC – Reports under Behaviour Management show 0 but in termly figures 2 are reported? Also pupils on Modification Plans state not recorded but in the termly figures there are figures showing?</i>	Apologies, these are errors in the 1 <sup>st</sup> table, please refer to termly figures. LW to amend for next report	<b>LW</b>	
<i>SB – Detailed information in report for Pupil Premiums. Is there information available for Sports Premium &amp; Y7 Catch Up funding?</i>	This information is included in the termly Headteacher's report. Pupil Premium is included in the Wellbeing report as it is used by the Government as a criteria to measure vulnerability. Information is on the		



	school website. Catch up funding is only a small grant & is used to create a class team and support new pupils in their transition from their primary schools in the summer term		
<i>WC – 8 pupils on pupil premium not making expected process in ICT</i>	These are figures for Autumn Term. This would be a good area for the T&L Link Governor to lead an enquiry on what the school has done to address this	T&L Link Governor	
<b>51.3 Termly School Site Health &amp; Safety Report</b> <ul style="list-style-type: none"> <li>• Appeared that incorrect report had been circulated. Clerk to check with LW re updated report &amp; recirculate</li> <li>• Full day of inspection prior to conversion</li> <li>• School commission a site survey to be undertaken four times per year by LA site manager</li> <li>• Regular premises walk rounds which looks at Health&amp; Safety and developing areas</li> </ul>			<b>LW / Clerk</b>
<b>Governor questions &amp; challenges</b>	<b>Response</b>	<b>Further action(s)</b>	
<i>SB – Are fire drills undertaken regularly?</i>	Fire drill undertaken since report. Many new pupils, younger ones need to practice to understand the importance. Noise and change of routine can put pupils into crisis		
<i>CJ – Defibrillator in school but only one person trained?</i>	All staff who undertook First Aid training are now also trained to use it. Machine talks & directs anyone without training through the process of how to use in an emergency		
<i>SB – When are staff required to complete a formal risk assessment document?</i>	Statutory for a risk assessment to be completed prior to pupils being taken off site. There are a number of standard ones available to staff. If high risk or out of the authority then the evolve procedures are followed and the risk assessed by school leadership & the LA. RAs for individual pupils will also be in place that staff would be aware of prior to the visit.		
<i>SB – Can Governors see some examples of RA &amp; signed off assessments?</i>	LW to share some standard RAs as part of next terms wellbeing report	<b>LW</b>	
<b>51.4 Review activity update from Safeguarding and Wellbeing Link governors</b> <ul style="list-style-type: none"> <li>• CJ &amp; IB safeguarding. CJ visited school &amp; met with SLT to look at Child</li> </ul>			

Protection Online Management System (CPOMS) system <ul style="list-style-type: none"> <li>LW explained CPOMS system to new Governors. Paper version still kept as CPOMS is a bought in service and not controlled by the school</li> <li>No report from T&amp;L Link Governor</li> <li>No report from Finance Link Governor</li> </ul>			
<b>Governor questions &amp; challenges</b>	<b>Response</b>	<b>Further action(s)</b>	
<i>SB – Has the visited been documented?</i>	CJ to record Link Governor safeguarding meeting on a visit form & forward to Clerk for circulation at next meeting	<b>CJ</b>	
<b>51.5 External Audit Report Safeguarding</b> <ul style="list-style-type: none"> <li>This item was dealt with at item 51.1 on this agenda</li> </ul>			
<b>51.6 SIP Update</b> <ul style="list-style-type: none"> <li>Appeared that incorrect report had been circulated – LW to check that SIP On website is the most recent version</li> <li>Reviewed by SLT who produced evidence to verify completion</li> <li>SIP is rag-rated, red if no action, amber if ongoing &amp; being monitored, green if completed</li> </ul>			<b>LW</b>
<b>51.7 SEF Update</b> <ul style="list-style-type: none"> <li>Review ongoing</li> <li>Feel that school is very close to outstanding</li> <li>Changes to Governance may keep the school at good</li> </ul>			
<b>Governor questions &amp; challenges</b>	<b>Response</b>	<b>Further action(s)</b>	
<i>SB – If Governing Body is holding back the evaluation what can be done to address this?</i>	LW - A steady Chair in position. Governors to have in-depth knowledge in individual designated areas so they are able to show and evidence that they are secure in their knowledge and have questioned and challenged It was acknowledged that Governance effects the schools rating and that there are several new Governors. It was felt that the LGB have a strong basis but still have lots to learn and it is felt that they challenge and enquire. It is felt that the LGB can also become outstanding as they develop. The importance of evidence and the documentation of Governor activity was highlighted, as the LGB need to evidence their development.		

<p><b>51.8 Post 16 Update</b></p> <ul style="list-style-type: none"> <li>Approval from DfE for P16 provision to be provided at Abbey School</li> <li>Parents &amp; LA informed</li> <li>8 places already filled for September 17</li> <li>There will not be a presumption that school places run from 5-19 years. A review will still take place prior to joining P16 department to ensure it is the right placement for the student. It may be that college, or a work placement is more appropriate</li> <li>Meetings taking place with colleagues at Kelford &amp; Hilltop to look at provision &amp; work experience programs</li> </ul>									
<table border="1"> <thead> <tr> <th>Governor questions &amp; challenges</th> <th>Response</th> <th>Further action(s)</th> </tr> </thead> <tbody> <tr> <td><i>SB – how many places will be available?</i></td> <td>8-12 dependent on the needs of the students</td> <td></td> </tr> </tbody> </table>			Governor questions & challenges	Response	Further action(s)	<i>SB – how many places will be available?</i>	8-12 dependent on the needs of the students		
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<i>SB – how many places will be available?</i>	8-12 dependent on the needs of the students								
<p><b>51.9 Workshop for summer work placements</b></p> <ul style="list-style-type: none"> <li>There was no update on this item</li> </ul>									
<p><b>51.10 Commission activity for all Link Governors</b></p> <ul style="list-style-type: none"> <li>"8 pupils on pupil premium not making expected process in ICT" - Action for T&amp;L Link Governor</li> </ul>			<b>DBu</b>						
<p><b>51.11 Next academic year meeting schedule</b></p> <ul style="list-style-type: none"> <li>Governors were asked about the schedule for LGB meetings for the 2017/2018 academic year</li> <li>It was agreed that meetings would be put into the draft planner in a similar format to the current year</li> </ul>									
<p><b>51.12 Chair/CEO verbal update of key issues from Trust Board of Directors</b></p> <ul style="list-style-type: none"> <li>Information circulated in the CEO briefing that had been circulated to all Governors</li> </ul>									
<p><b>52. ANY OTHER URGENT BUSINESS</b></p>									
<p>52.1. To consider any other urgent business agreed by the Chair</p> <p>52.1.1 Update of Access road to school situation</p> <ul style="list-style-type: none"> <li>LA have still not signed road over to Nexus Trust, CFO to chase up</li> <li>Fly tipping &amp; rubbish being left on the side of the lane</li> <li>It is felt that when P16 provision is in place in September that the situation will be highlighted with the LA as they do not like to provide home to school transport for P16 students but the students will be unable to access school safely as there is no dedicated footpath or lighting for pedestrians</li> </ul> <p>52.1.2 Link Governor Roles</p> <ul style="list-style-type: none"> <li>JMcI Designated Link Governor for Finance</li> <li>CJ Designated Link Governor for Safeguarding</li> <li>DBu Designated Link Governor for Teaching, Learning &amp; Progress</li> <li>SB Designated Link Governor for Leadership &amp; Management</li> <li>DBe Appointed to the role of Designated Link Governor for LAC pupils</li> </ul>			<b>CFO</b>						

<ul style="list-style-type: none"> <li>MS Appointed to the role of Designated Link Governor for Wellbeing</li> <li>Role descriptors for the positions are included in the Governor File but will be circulated to Governors</li> </ul>	<b>Clerk</b>
<b>53. CONFIDENTIALITY</b>	
53.1 To consider the confidentiality of any items discussed during the meeting <ul style="list-style-type: none"> <li>There were no confidential items</li> </ul>	
<b>54. DATES OF NEXT MEETING</b>	
Abbey School LGB – Tuesday 13 <sup>th</sup> June 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 18 <sup>th</sup> July 2017, 13:00-15:00 at Abbey School	

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
STEVE BOOTH		13/06/2017