

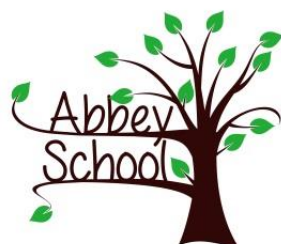
**Abbey School Local Governing Body  
Teaching & Learning  
Tuesday 13<sup>th</sup> June at 13:00  
Abbey School**

**ACTION POINTS SUMMARY SHEET**

	Actions	By & Target Date
18.2 29/11/16	<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. <b>02/05/2017</b> – 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><b>13/6/17</b> Just waiting for the 3<sup>rd</sup> 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>	<b>LW 18/07/17</b>
19.1 (4) 29/11/16	<p>LW working with Kelford HT reporting for RPI and will report back on progress at next meeting. A</p> <p><b>21/03/17</b> – no updated report. The initial report was brief and needed additional information – carry forward to the next Safeguarding and Wellbeing LGB in May</p> <p>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</b> – Work still ongoing on direction from the Standards Committee and the report will be shared as soon as it becomes available <b>13/06/17</b> work has already been undertaken - completed</p>	<b>Completed</b>
19.4 29/11/16	<p>IB to circulate new email address information once set up.</p> <p><b>10/1/17</b> All Abbey staff is migrating to nexusmat.org email accounts, including governors. Accounts can be accessed via Outlook &amp; so able to access on most tablets &amp; phones. Shared document points being created so future papers can be distributed in this way rather than emailed</p> <p><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</p>	<b>Completed</b>

	Share Point. You have to access via your Nexus account. <b>02/05/2017</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>13/06/17</b> – all Abbey staff are on Nexus email system										
19.4 29/11/16	<p>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> –Old system still accessible &amp; in use. IB to update at next meeting <b>13/06/17</b> – all completed company Code Green – site visits of all schools taken place and the date for implementation will be 3/7/17. This will allow for staff and engineer training and will put us all on one system. The trust is picking up the cost of this changeover and cost of broadband for all of the schools in the trust.</p> <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 – will there be training?</i></td> <td>IB – Teachers will be trained first and then homeworkers</td> <td></td> </tr> <tr> <td><i>SB – is the security good</i></td> <td>IB – yes it is better than the current system</td> <td></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>SB – will there be training?</i>	IB – Teachers will be trained first and then homeworkers		<i>SB – is the security good</i>	IB – yes it is better than the current system		<b>Completed</b>
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36.2 7/2/17	Equality 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>13/06/17</b> – Completed	<b>Completed</b>									
43.1 21/3/17	Consultation with parents regarding the use of mobile phones by pupils in school. <b>02/05/17</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 & Citizenship <b>13/06/17</b> – It is a task for pupils to discuss with governors. Governors will be invited individually to meet with pupils	<b>LW Ongoing</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>13/06/17</b> On the agenda	<b>LW/Clerk 18/07/17</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 18/07/17</b>									
51.1 02/05/17	LW to circulate link for NSPCC online Safer Recruitment Training & update the safeguarding report with Governor training completed <b>13/06/17</b> – Link circulated and CJ & JMcI completed training	<b>Completed</b>									
51.1 02/05/17	LW to circulate online link for PREVENT training <b>13/06/17</b> – Link circulated and training completed by DB	<b>Completed</b>									
51.1 02/05/17	Clerk to circulate information of ESafety webinar when available <b>13/06/17</b> – Webinar arranged but had to be cancelled due to lack of response – explore possibility of rearranging	<b>WC/Clerk</b>									
51.2	Wellbeing Report – LW to amend errors in table for next report	<b>Completed</b>									

02/05/17	<b>13/06/17</b> - completed		
51.3 02/05/17	Health & Safety Report – Clerk to check with LW re updated report & recirculate <b>13/06/17</b> to be recirculated		<b>LW/Clerk</b>
51.3 02/05/17	LW to share some standard Risk Assessments as part of next terms Wellbeing report 13/06/17 Completed		<b>Completed</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>13/06/17</b> Completed		<b>Completed</b>
51.6 02/05/17	SIP – LW to check on website to ensure most up to date version is online <b>13/06</b> – website up to date with an action plan.		<b>Completed</b>
	<b>Governor questions &amp; challenges</b>	<b>Response</b>	
	<i>I noticed there are no staff details on the website</i>	IB – some staff did not want the information on so we made the decision not to put any staff information on Each class has its own pages and there will be videos for all classes from September.	
51.10 02/05/17	"8 pupils on pupil premium not making expected progress in ICT" – Action for T&L Link Governor to investigate <b>13/06</b> – included on agenda WC to discuss with DBu re link governor responsibility		<b>WC 18/07/17</b>
	<b>Governor questions &amp; challenges</b>	<b>Response</b>	
	<i>AJ – how would a link governor deal with that?</i>	WC – we would expect that the governor would discuss the issues with the lead and ask what strategies are in place and what are you doing to make a difference	
52.1.1 02/05/17	Access Road – CFO to chase up LA signing over lane to Nexus <b>13/06/17</b> – TB chasing LA and awaiting for this to be resolved		<b>CFO Ongoing</b>
52.1.2 02/05/17	Link Governor role descriptors to be circulated to Governors <b>13/06</b> - circulated		<b>Completed</b>
59.4 13/06/17	Teaching & Learning report to have Abbey School in the heading		<b>LW 17/10/17</b>
59.4 13/06/14	LW to provide anonymised lesson observation reports to governors		<b>LW 18/07/17</b>
59.6 13/06/17	WC to circulate information regarding the Shakespeare Festival		<b>WC 18/07/17</b>



**Abbey School Local Governing Body  
Teaching & Learning  
Tuesday 13th June 2017 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
Cara Jones	Parent Governor	CJ
Alan Jones	Governor	AJ
Deborah Berry	Parent Governor	DB

**Also Present:**

Diane Hyner	Clerk to Nexus MAT	CS
Wayne Askham	Deputy Headteacher	WA

**Apologies:**

Mary Smith	Governor	MS
Daniel Buckley	Governor	DB
Jim McIntosh	Governor	JMc

55. APOLOGIES FOR ABSENCE	Actions						
55.1 To accept apologies for absence <ul style="list-style-type: none"> <li>• Apologies from MS, DB, JMCI</li> </ul> 55.2 To receive, but not accept apologies for absence Apologies accepted							
56. ITEMS OF URGENT BUSINESS							
56.1 Chair to determine any items of urgent business to be considered <ul style="list-style-type: none"> <li>• Sensory Room</li> <li>• Schools App</li> <li>• Emails for governors</li> <li>• Budget</li> <li>• Governor Award</li> </ul>							
57. DECLARATION OF INTERESTS							
57.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda <ul style="list-style-type: none"> <li>• None</li> </ul>							
58. ABBEY LOCAL GOVERNING BODY MINUTES							
58.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 2 <sup>nd</sup> May 2017 <ul style="list-style-type: none"> <li>• Minutes approved and signed</li> </ul> 58.2 Matters arising from the Minutes <table border="1" data-bbox="118 1496 1267 1749"> <thead> <tr> <th data-bbox="118 1496 493 1570">Governor questions &amp; challenges</th> <th data-bbox="493 1496 1005 1570">Response</th> <th data-bbox="1005 1496 1267 1570">Further action(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="118 1570 493 1749"><i>SB – Didn't we agree that there would be Safeguarding training as part of the meeting today?</i></td> <td data-bbox="493 1570 1005 1749">LW – Maxine will attend at 2.30 today to provide training</td> <td data-bbox="1005 1570 1267 1749"></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>SB – Didn't we agree that there would be Safeguarding training as part of the meeting today?</i>	LW – Maxine will attend at 2.30 today to provide training		
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59. ITEMS TO BE CONSIDERED							
59.1 <b>SEF Update</b> <ul style="list-style-type: none"> <li>• The SEF will be updated and presented at the next governors meeting</li> <li>• Still rated at 2</li> </ul>							

<p><b>59.2 SIP Update</b></p> <ul style="list-style-type: none"> <li>The improvement plan is coming to an end and you will be sent a copy with the RAG rating</li> <li>Working on the new development plan</li> </ul>		
<p><b>Governor questions &amp; challenges</b></p>	<p><b>Response</b></p>	<p><b>Further action(s)</b></p>
<p><i>SB – will this include the Post 16 from Sep</i></p>	<p>LW – Yes it will</p>	
<p><i>WC – as a governing body in September we come together as an LGB with SLT to identify priorities</i></p>	<p>LW – Yes it may be a different day to the LGB meeting but that can happen</p>	
<p><i>SB – one of the key things is that governors need to be involved in the strategic planning of schools.</i></p>		
<p><b>59.3 Review activity update from Teaching &amp; Learning Link governors</b></p> <ul style="list-style-type: none"> <li>Link governor not present</li> </ul>		
<p><b>59.4 Teaching &amp; Learning Report</b></p> <ul style="list-style-type: none"> <li>As a result of the next steps some action have been completed</li> <li>How we present data has been looked at in SLT</li> <li>This is not just a pretty document it is important that actions take place and what are the next steps and what are the outcomes for our children</li> <li>This is a live document</li> <li>Documents presented by WA – government websites – new GCSE criteria</li> <li>Flight paths for children and what predictions mean for that child</li> <li>There has been a massive debate with government re changes to GCSE and the information has only been provided in the last few months</li> <li>Initially the government said the highest level was 5 but that has changed to 4</li> <li>New 1 to 9 grades for English and Maths</li> <li>In the future there will be a 10</li> <li>There will be a disadvantage for our children as there will be no differential for all children – they will all have the same papers</li> <li>All our children have a flight path which are plotted for individuals</li> <li>This shows when the children are moving up which is fine – if the line reaches the marks there is less of a gap and it also identifies when intervention needs to be put in</li> <li>If you look at the IT column you can see that the column for IT the results are underperforming – we have had massive investment and the government</li> </ul>		

introduced a computing strand which means none of our children had the teaching – All of the children have moved up a step so although they have progressed they are still in the red column

- We complete a pupil progress meeting – previously this was a mundane processes resulting with an intervention plan –
- The first thing we look at now is the wellbeing of that child and what are the barriers to learning
- Was the child previously on an intervention plan but not making progress – we need to look why it is not working
- The intervention plan needs to be absolutely stringent and look at the learning plan for that child and what are the targets and what are the expected outcomes.
- I Can statements are there to help children reach the next levels
- LW has sat in the PPM meetings and has been impressed that staff are fully aware and articulate about what is happening and what needs to be done
- What we want is for teachers to have a full understanding and knowledge of their children giving them ownership

<b>Governor questions &amp; challenges</b>	<b>Response</b>	<b>Further action(s)</b>
<i>SB – I feel this report is well written</i>		
<i>AJ – who has written the report?</i>	LW – This is a collaboration of work	
<i>WC – I wonder if it is worth informing our governors what P Levels are.</i>	LW – gave information verbally	
<i>CJ – When are parents going to see these flight paths</i>	LW – at the review meeting	
<i>CJ – do we have any children who are coming down</i>	LW - no	
<i>SB – do the children see these</i>	LW – yes these are on the wall in classrooms but they understand them from the colours – this helps the children understand why they are here	
<i>WC – what is the % of children transferring from mainstream</i>	LW - Usually they transition at Y7 following the first term at secondary	
<i>SB – do all the children at the right age take all of the exams?</i>	LW – it depends on individuals and their frame of mind. If a child is not emotionally motivated to sit through an exam for 2.5 hrs what is the point in forcing that. There is different entry levels for pupils but it is right to make the right choice for individuals	



<i>LW – we are looking at paid employment for our children and we push our children to be the best they can be by putting in extra support.</i>			
<i>SB – I have seen in the school you add on a lot of bolt-on in relation to the world of work and enterprise curriculum</i>	WA – yes we want all our children to be able to use online resources and be able to sell online. It is about raising aspiration		
<i>LW – our children no longer go onto a playground they use online playgrounds</i>	WA – this is why the enterprise curriculum is important for our students and explains the risks of using IT		
<i>IB – Can I ask about the levels and the new numbers Level 4 is the highest level If the students are not using the levels but using the steps – is a 4 a 6 in steps?</i>	WA – all children in mainstream would expect to leave primary school at level 4 The problem you have is the changing exam papers LW – the papers are very wordy and are open to different interpretation		
<i>SB – do the children enjoy these exams</i>	LW – no they do not, it is no different to mainstream schools		
<i>WA – our children are assessed if they need exam dispensations or if they need a scribe</i>			
<i>AJ – if a child obtains a level 4 is that a level C and that is what you are looking at?</i>	WA – yes it is		
<i>DB – at a recent meeting in mainstream school the teacher said they have to obtain a level C in maths and if they do not obtain a C they will have to complete the exam over and over until they obtain it.</i>	LW – yes that is the case		
<i>SB – how will the children cope with all of the changes</i>	LW – we don't know at the moment		
<i>WC – the purpose for this is that the threshold is getting higher and higher and for our pupils we do as much as we can and expected progress may</i>	LW – yes and it depends on the year groups and it is important not to compare as this changes from year to year		



<i>never be to have a GCSE and for our governors to understand this</i>			
<i>SB – Page 1 can we have it saying Abbey School</i>	LW – yes that can be done	<b>LW</b>	
<i>SB – it would be helpful if we could get information about direction of travel</i>	WA – The document in the pack gives you the overall picture from the data provided so we can pick up trends		
<i>CJ – is there a reason why the ethnicity doesn't add up to 88</i>	LW – it is because there is some children whose ethnicity is other		
<i>LS – have the other schools taken a hit regarding IT</i>	WC – yes Kelford have had the same issue		
<i>SB – when you go through a process of change it is usual to go through a blip</i>	WA – yes but as a governor I would want to understand the reasons for the blip		
<i>CJ – I like this report, it is good and clear</i>			
<i>AJ – how does this interact with parents and guardians</i>	WA – the reports are shared with parents and are RAG rated and at parents evening we have this in the form of a ladder which is coloured in. We explain where they children are in relation to expected progress		
<i>WC – can additional support be put in when needed? Could we put in additional support funded through the trust or Pupil Premium</i>	LW – they have extra tuition with drumming and while this is one to one they push and try to help with the issues WA – yes but the first thing we need to look at is the wellbeing of the pupil		
<i>CJ – are we further forward where we thought we would be with IT</i>	WA – yes we are further forward		
<i>CJ – has IT become part of your recruiting process?</i>	IB – this is a soft skill and can be taught		
<i>IB – T2 higher attainment pupils – what key stage do these numbers refer to</i>	LW – throughout the school		

<p><i>IB – P5 vocational learning – in terms of additional learning what is offered –</i></p>	<p>WA - Travel training Child Care Animal Care Textiles Sports Leadership Hair &amp; Beauty Horticulture</p>		
<p><i>SB – P6 – key findings How do we know T&amp;L is good/outstanding?</i></p>	<p>WA – we look at T&amp;L with 80% pupils making good progress All of the information is in the SEF evidence file We have been ratified by external agencies</p>		
<p><i>IB – regarding monitoring We have 2 outstanding teachers following lesson observations. What is happening with the ones who need some development Could we see the last 3 observations which show progress?</i></p>	<p>LW – yes we can provide that with names removed</p>	<p><b>LW</b></p>	
<p><i>AJ – when teachers go on class trips does this disadvantaged other children?</i></p>	<p>LW – no not at all</p>		
<p><b>59.5 Commission activity for Teaching &amp; Learning Link Governor</b></p> <ul style="list-style-type: none"> <li>WC to discuss responsibilities with DBu</li> </ul>			
<p><b>59.6 Chair/CEO verbal update of key issues from Trust Board of Directors</b></p> <ul style="list-style-type: none"> <li>Free school application still on hold following the general election</li> <li>Shakespeare Festival - WC to circulate information</li> <li>Prom 30<sup>th</sup> June – Rotherham Rugby Club</li> <li>QA Calendar – governors are welcome to attend any of the events</li> <li>Post 19 still talking to Rotherham MBC – we need to think about 16 to 25 provision</li> </ul>			
<p><b>60. ANY OTHER URGENT BUSINESS</b></p>			
<p>60.1. To consider any other urgent business agreed by the Chair</p>			
<p>60.2 <b>Schools APP</b></p> <ul style="list-style-type: none"> <li>as of this morning we are looking to have a school APP – parents feel the information is not being passed to them – We can send out notifications re what is happening in school but also send information re e-safety etc.</li> </ul>			

<ul style="list-style-type: none"> <li>The App will cost £500 to the school but free to parents</li> </ul>										
<p><b>60.3 Sensory Room</b></p> <ul style="list-style-type: none"> <li>3 Quotes attached</li> <li>This room will be an immersive room</li> <li>This will be therapeutic for children and it can be used to allay fears for children</li> <li>The cost will be funded from the school 16/17 budget.</li> </ul> <table border="1" data-bbox="118 546 1267 869"> <thead> <tr> <th data-bbox="118 546 493 618">Governor questions &amp; challenges</th> <th data-bbox="493 546 1003 618">Response</th> <th data-bbox="1003 546 1267 618">Further action(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="118 618 493 763"><i>CJ – the quotes are very different, is one company providing more than the other?</i></td> <td data-bbox="493 618 1003 763">IB - no they do not but one of these was outstanding when I met with them and they were able to answer all of the questions posed.</td> <td data-bbox="1003 618 1267 763"></td> </tr> <tr> <td data-bbox="118 763 493 869"><i>WC – thanked the staff for going through the process</i></td> <td data-bbox="493 763 1003 869"></td> <td data-bbox="1003 763 1267 869"></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>CJ – the quotes are very different, is one company providing more than the other?</i>	IB - no they do not but one of these was outstanding when I met with them and they were able to answer all of the questions posed.		<i>WC – thanked the staff for going through the process</i>			
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<i>WC – thanked the staff for going through the process</i>										
<p><b>60.4 Email Addresses</b></p> <ul style="list-style-type: none"> <li>IB asked if governors would let him know if they needed any help using their Nexus account – papers will now be emailed but governors will need to use Nexus email accounts</li> </ul>										
<p><b>60.5 Budgets</b></p> <ul style="list-style-type: none"> <li>Budgets are due to come to Directors next meeting and we are meeting next week to look at them. The Abbey School budget is looking good for next year</li> </ul>										
<p><b>60.6 Governor Activity Record Sheets</b></p> <ul style="list-style-type: none"> <li>Governors are asked to complete the link governor activity sheets following any visits to the school</li> </ul>										
<p><b>60.7 Governor Award</b></p> <ul style="list-style-type: none"> <li>Governors have been asked to nominate pupils to receive a Governor Award for Outstanding Leadership</li> </ul>										
<p><b>61. CONFIDENTIALITY</b></p>										
<p><b>61.1</b> To consider the confidentiality of any items discussed during the meeting</p> <ul style="list-style-type: none"> <li>No items in the meeting were deemed as confidential.</li> </ul>										

<b>62. DATES OF NEXT MEETING</b>	
62.1 Abbey School LGB – Tuesday 18 <sup>th</sup> July 2017, 13:00-15:00 at Abbey School	
62.2 Dates agreed for next year’s meetings	
Tuesday 26 <sup>th</sup> September 2017 at 12:00 – 14:00 – Abbey School – Teaching & Learning	
Tuesday 17 <sup>th</sup> October 2017 at 12:00 – 14:00 – Abbey School – Safeguarding & Wellbeing	
Tuesday 5 <sup>th</sup> December 2017 at 12:00 – 14:00 – Abbey School – Leadership & Management	
Tuesday 30 <sup>th</sup> January 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning	
Tuesday 13 <sup>th</sup> March 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing	
Tuesday 24 <sup>th</sup> April 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management	
Tuesday 15 <sup>th</sup> May 2018 at 12:00 – 14:00 – Abbey School - Teaching & Learning	
Tuesday 19 <sup>th</sup> June 2018 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing	
Tuesday 10 <sup>th</sup> July 2018 at 12:00 – 14:00 – Abbey School - Leadership & Management	

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
Steve Booth		18/07/2017