



**Abbey School Local Governing Body
Safeguarding & Wellbeing
Tuesday 26th February 2018 at 12:00
Abbey School**

Attendees:		
Luci Windle	Headteacher	LW
Bob Toms	Governor (Acting Chair)	BT
Jim McIntosh	Governor	JMcI
Ivy Dorchester-Brown	Governor	ID-B
Peter Macaulay	Governor	PM
Zoe Berry	Teaching Staff Governor	ZB
Sue Hodgkinson	Parent Governor	SH
Jill Tune	Governor	JT
Also Present:		
Maria Simpson	Clerk to Nexus MAT	Clerk
David McNaught	DCEO	DM
Wayne Askam	Deputy Headteacher	WA
Jill Newbolt	Asst Headteacher	JN
Liz Shimwell	Asst Headteacher	LS
Apologies:		
Sonia Seymour-Thackery	Parent Governor	SS-T

1. APOLOGIES FOR ABSENCE	Actions
1.1 To receive apologies for absence: Apologies were received from SS-T	
1.2 To accept apologies for absence Apologies were accepted SS-T	
2. ITEMS OF URGENT BUSINES	
2.1 Chair to determine any items of urgent business There were no items of urgent business. <ul style="list-style-type: none"> Governance Activity Log 	
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 of interest received.	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 29 th January 2019 The minutes were approved and signed. <ul style="list-style-type: none"> Page 20 to be amended to: Games Mark. Minutes were approved with amendment.	Clerk completed
4.2 Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3 Matters arising from the Minutes The actions were updated above There were no other matters arising.	
5. POLICIES	
5.1. Policies for Review There are no policies scheduled for review. DM provided an update to the meeting about streamlining the review of policies to ensure that the school are more systematic and consistent in their policy compliance. A more chronological format has been produced which will be all be reviewed at the same time of year. There will be a transfer period and guidance provided.	
5.2. New Policies There are no new policies at this time.	
6. ITEMS TO BE CONSIDERED	
6.1. Trust External Safeguarding Audit Report DM The SCR will still continue to be completed by June Williams. DM explained the SCR process to new governors. Any areas that may need to be followed up are actioned in the report which then goes	

<p>to governors. All safeguarding leads are taking their checks accordingly.</p> <p>Page 2 – highlighted text in red is the actions. Example provided where a discussion has been held as by exceptions then any points made of areas covered.</p> <p>Page 4 - Outside agencies. Concern was raised at the meeting regarding the vast turnover of social workers. Usually with joint visits and practical issues so that continuity is in place for families. It was noted that any work carried out are within the parameters for the best interests for the school. Example provided to the meeting.</p> <p>Page 7 - Pupil Safety. Comments made in relation to queries stated but not all children have the knowledge if they are able to understand safety issues. JT highlighted concern that the report didn't cover what was covered in day-to-day practices at school. DM The audit is fed back to the Headteacher. Examples that mitigate against risk is an action to be completed. Action</p> <p>Page 9 – Pupil Experience: Complex SEN – concern highlighted. It was noted this is used as a prompt so that particular areas of concern can be investigated. Governors should then be reassured that this has been undertaken as a line of enquiry instead of questions. BT suggested that a meeting be set up. This would then be for Link Governors to follow up.</p> <p>Page 13 - Job description. BT asked if there was the up-to-date Job Description available. LW would need to complete full Job Description. Action</p> <p>Page 18 – paper access to electronic copies. LW referred to recent IT system problems which affected day-to-day activities in school.</p> <p>DM any comments made at the next SCR review would be updated for the next meeting.</p>	<p style="text-align: center;">LW 02/04/19</p> <p style="text-align: center;">LW 02/04/19</p>
<p>6.2. Termly Safeguarding Report</p> <p>Page 2 Whole School Training. Highlighted the 3rd line, date should read 2019 (not 2018).</p> <p>Page 3 Recruitment & Selection – Safer Recruitment training. LW noted this has just been completed. LW to provide details to JT and SH.</p> <p>Page 6 (section 7) LW informed the meeting following a previous conversation with JW that a RAG rating table of concern had been added to distinguish between different levels of safeguarding risk, for example standard hygiene. Discussion was held to promote a safer link within school, different methods and clear pathways. PREVENT – It was noted how this was really well covered. Examples provided. Examined outside links, these were reported to be usually very good. Safeguarding issues discussed especially the understanding and ability to calculate risk effectively.</p> <p>BT suggested it would be helpful if governors could be a little more evaluative so that it can be evidenced accordingly. JT has gone through the report but is also aware of specific items being covered effectively.</p>	
<p>6.3. Safeguarding Link Governor Report</p> <p>This was covered in above item.</p>	

<p>6.4. Termly Wellbeing Report</p> <p>Page 1 - Attendance – LW reported award received from RMBC. JT highlighted that the report is really clear and well received. Item 4 – 19 children stated. JMcI asked if this was causing any concern. LW clarified this wasn't an area for concern as home visits are carried out. It was also reported one pupil has now moved schools which does fall under safeguarding. Safeguarding - JT highlighted this is working very well and effectively. SH noted having picked up from other parents of the strategies currently in place with the children is working. LW An opportunity is given for the children to put right what has been done wrong. Explanation given around how a young person feels but to also understand this is at the right time following a situation has calmed down.</p> <p>LW led a discussion that clarified the breakdown of behaviour Incidents. LW clarified that with regards to violence to staff the school will intervene early before a member of staff is hurt or a pupil has any intensions to cause harm or damage. JT noted that this is really useful report especially as it is broken down into stages with details to see the different ages and the reasons around this. Behaviour analysis - BT noted this was very interesting information.</p>	
<p>6.5. Wellbeing Link Governor Report</p> <p>To be discussed – need to nominate a new Wellbeing Link Governor. Action</p>	<p>LW/BT 02/04/19</p>
<p>6.6. Termly School Site Health & Safety Report</p> <p>Page 1 - Lockdown. Questions were raised around the recent partial lockdown. BT asked if there had been any further incidents. It was confirmed that the young person involved was having a difficult time. LW reported this has now been resolved. Page 3 – JMcI is to attend the meeting Building Conditions Survey. JMcI asked if any money was available. DM – possible if the survey recommended it essential. This is a separate application to the road development.</p> <p>Pro-Aktive is to support the school which will be effective from April 2019. BT gave thanks to KB for the report.</p>	
<p>6.7. SIP Update</p> <p>QA Cycle (<i>Quality and Assurance Calendar</i>) every half term. LW to provide document so that it can be circulated to governors. Action completed. Clerk to distribute. It was highlighted that governors are very welcome to be involved. The School improvement plan has been reviewed, each has been rag rated.</p>	<p>LW/Clerk Completed</p>
<p>6.8. SEF Update</p> <p>No further updates since last meeting reported.</p>	
<p>6.9. Budget Update</p> <p>BT noted the document provided has been minimised to provide a budget update as</p>	

<p>previous spreadsheets was very uninformative which did raise concern. BT still has reservation on some areas. JMc reported he had attended a meeting earlier that identified the monthly report of budgets which gave further information. It was agreed that the trust's monthly monitoring sheet will be used from now on. More support has been identified for the school as the trust has increased its central capacity. BT asked if the new technology is now in place. JMcI noted that it is hoped that from next month with this will be in place. LW highlighted that there is a need to scrutinise the information but also to have the correct skills set in place. JT asked if external Auditors made visits Nexus. This was confirmed.</p> <p>DM gave examples of lines of enquiry from ICFP. This will assist to monitor the bottom line and also to give analysis of the budget which these are all bench marked and give assurance that lines of enquiry have been made. An example was provided for the managing process and to be an accounting process whereby the scrutiny has increased. Support will be given to all schools so to adapt to these changes.</p> <p>BT highlighted it is important to look at the bottom line but also to see the finer details so that it can be questioned. DM – may be to use this in future. Asked about the top slice. The auditors do provide</p> <p>BT – Questioned how do we know we get value for money – Action</p>	<p style="text-align: center;">DM 02/04/19</p>
<p>6.10. STEAM Street Presentation</p> <p>The 3 Assistant Headteachers at Abbey school - Liz Shimwell, Jill Newbolt, Rachel Yorke and Wayne Askham have completed a project - STEAM Street Proposal 2019/20 Presentation. An overview was provided of details of the project. The idea suggested is to establish 'A Street for Kids ... Run by kids'. To engage employers to encourage young people with special needs. This is from early years upwards.</p> <p>LW to provide link so that it can be circulated to governors. Action completed. Clerk to distribute.</p> <p>The presentation was very well received, staff were congratulated and governors look forward to seeing it in action.</p> <p>The Assistant Headteachers left the meeting.</p>	<p style="text-align: center;">LW/Clerk Completed</p>
<p>6.11. Chair/CEO verbal update of key issues from Trust Board of Directors</p> <p>Updates were included during the meeting.</p>	
7. GOVERNANCE MATTERS	
<p>6.1. Governors to report on:</p> <p>a) Any function exercised on behalf of the LGB.</p>	

<p>JMcI involved with interviews in school recently</p> <p>b) Any training and development undertaken. JT completed the Prevent Online Training Course – 25.02.2019 JT completed Channel General Awareness module – 25.02.2019 JT Safeguarding Walk – 08.02.2019 SH attended NSPCC Child Protection for School Governors – 17.02.2019</p> <p>c) Visits to schools within the MAT. ID-B attended Youth Sport Trust (Gold) – 08.02.2019</p> <ul style="list-style-type: none"> - Craggs, an Open Day to share Youth Day – to be held on 3rd April 2019. - JT Firth Park Academy – interested in the school regarding Safeguarding issues. LW to progress. 	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>7.1. To consider any other urgent business agreed by the Chair No items of urgent business.</p>	
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. No items were deemed as confidential.</p> <ul style="list-style-type: none"> - Data discussed on social care was deemed to be confidential. 	
<p>9.2. No items were deemed as a risk No items were deemed as a risk.</p>	
<p>10. DATES OF NEXT MEETING</p>	
<p>Tuesday 2nd April 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management Tuesday 14th May 2019 at 12:00 – 14:00 – Abbey School - Teaching & Learning Tuesday 18th June 2019 at 12:00 – 14:00 – Abbey School - Safeguarding & Wellbeing Wednesday 19th June – Leadership Summit – 16:00 – 19:00 at The Source, Meadowhall Tuesday 9th July 2019 at 12:00 – 14:00 – Abbey School - Leadership & Management</p>	

Minutes approved

CHAIR	SIGNATURE	DATE
Bob Toms		02/04/2019