



**Abbey School Local Governing Body  
Safeguarding, Leadership & Management  
Tuesday 3<sup>rd</sup> December 2019 at 12:00  
Abbey School**

<b>Those Present:</b>		
Luci Windle	Headteacher	LW
Wayne Askham	Head of School	WA
Alison Warner	Chair (Observed)	AW
Janine Brullo	Parent Governor	JB
Ivy Dorchester-Brown	Governor	ID-B
Sue Hodgkinson	Parent Governor	SH
Jim McIntosh	Governor	JMcI
Peter Macaulay	Governor	PM
Sonia Seymour-Thackery	Governor – Vice Chair	SS-T
<b>Also Present:</b>		
Warren Carratt	Nexus MAT CEO (Acting Chair 03/12/19)	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Jill Newbolt	Assistant Headteacher	JN
<b>Apologies:</b>		
Zoe Berry (Mat. leave)	Teaching Staff Governor	ZB
<b>No Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>No apologies were received.</p>	
<p>1.2. To accept apologies for absence</p> <p>No apologies were received.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>Introductions were made around the table and the new Chair was welcomed.</p> <p>The following items of urgent business were determined:</p> <p>2.1.1. A Governor queried raising a transportation issue following the recent floods. LW provided Governors with the background information and explained it had been resolved by SLT at Stage 1 and practises changed as a consequence.</p> <p>2.1.2. A Governor spoke about a request for Compassionate Leave and CEO advised that in accordance with the Trust's policy, this should be forwarded to the Headteacher not Governors.</p> <p>2.1.3. A Governor shared with Governors that Autism Alert Card application forms were now available via SYP.</p> <p>2.1.4. An update was shared, following Governors and the new Chair meeting with the Student Council meeting at 1100 – 1200. CEO thanked Governors for their support.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 8<sup>th</sup> October 2019 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>None.</p>	

<b>5. POLICIES</b>	
<p>5.1. Policies for Review</p> <p>5.1.1. Behaviour Management Policy was tabled and accepted.</p> <p>5.1.2. Emergency Response Policy was tabled and LW was asked to review in light of the recent flood emergency. <b>ACTION:</b> LW to review the Emergency Response Policy.</p> <p>5.1.3. First Aid Policy was tabled <b>and the Chair (observing) queried first aid provision and the cycle of training.</b> <b>ACTION:</b> LW to consider the need to amend the First Aid Policy.</p> <p>5.1.4. Premises Management Policy was tabled and accepted.</p> <p>5.1.5. Anti-Bullying Policy was tabled and accepted, <b>however the Chair (observing) queried if it is linked to Keeping Children Safe.</b> LW explained that Abbey were exploring the Gold Award for Anti- Bullying accreditation so the policy would be further reviewed in Spring 2020.</p> <p>5.1.6. Promoting British Values Policy was tabled and accepted.</p> <p>5.1.7. Pupil Admissions Policy was tabled and accepted. <b>The Chair (observing) queried the appeals process</b> and CEO provided this information.</p> <p>5.1.8. Safeguarding Policy was tabled and accepted in the interim, pending comparison to the LA's recommendation. <b>A Governor asked if LW was confident regarding item 12.5. accurate and up-to-date information</b> and LW advised of the processes in place. The Safeguarding Link Governor further advised she was very reassured and confident regarding this.</p>	<p><b>LW</b> <b>28/01/20</b></p> <p><b>LW</b> <b>28/01/20</b></p>
<p>5.2. New Policies</p> <p>5.2.1. Communication Policy was tabled and LW provided an overview, explaining this was geared towards one pupil who uses a communication device. <b>CEO queried whether this would be better placed as part of the wider SEN statement and within the pupil's EHCP instead of creating another policy</b> and LW noted this as a good point. It was agreed for this to be included in the wider SEN statement. <b>ACTION:</b> LW to include the Communication Policy in the wider SEN statement.</p> <p>5.2.2. Guest Speaker Policy was tabled and accepted with deletion of the DfE dates. <b>ACTION:</b> LW to amend the Guest Speaker Policy.</p>	<p><b>LW</b> <b>28/01/20</b></p> <p><b>LW</b> <b>28/01/20</b></p>
<b>6. ITEMS TO BE CONSIDERED</b>	
<p>6.1. Headteacher Report</p> <p>Governors has received the Headteacher Report in advance of the meeting, which was overviewed by LW as follows:</p> <p>The SDP is going to plan.</p>	

<p>STEAM street is being positively received and taking a real grip in school.</p> <p>Through appraisals talented leaders are spotted and encouraged to develop their skills in line with the leadership pathways.</p> <p>LW is working with the new Chair following the loss of the Safeguarding Staff Governor to address need and training.</p> <p>LW shared with Governors information regarding the NEMEIS programme offered to Abbey by Willow Tree Trust and links in the community had been established by upper school to begin this work.</p> <p>Artsmark is being developed through school with the support of the Nexus MAT Arts Team.</p> <p>[SS-T left the mtg at 12:45]</p> <p>The IT Technician has developed a new assessment tool akin to EAZMAG. This is at trial stage and should be ready for whole school roll out in January.</p> <p>Quotations for the outside play areas are currently being received and considered via the SBM with Student Council input.</p> <p>The new text messaging service to families is proving positive. <b>A Parent Governor reiterated the positive impact this is making.</b></p> <p>Attendance has dipped in comparison to last year but this is due to bugs and viruses. There was a discussion regarding pupils withdrawn under medical advice but LW explained Abbey were working with Becton School regarding virtual software. LW will also consider exploring an interim reduced timetable with the LA, if necessary.</p> <p>Internships continue to be a challenge this year as previous years. The Careers Lead has met with Gulliver's (café), Timpson's and George's Restaurant (Parkgate) to develop apprenticeships in catering and hospitality. <b>A Governor asked if there were any sports opportunities</b> and JN advised discussions were ongoing with Sheffield Hallam. LW explained this is difficult as pupils have to pass a H&amp;S test.</p> <p><b>A Governor asked for an update on Horizon</b> and LW provided this. <b>JB shared with Governors an update following her visit to Horizon</b> and <b>SH advised she would like to visit</b> and LW agreed to arrange this. <b>ACTION:</b> LW to arrange for SH to visit Horizon.</p> <p><b>A Governor asked if Horizon was for Barnsley children only</b> and LW advised it was.</p>	<p><b>LW</b> <b>28/01/20</b></p>
<p>6.2. Safeguarding Report</p> <p>Governors had received the Safeguarding Report in advance of the meeting and discussion/challenge was as follows:</p>	

<p><b>CEO asked for Section 6. to not have – (dashes) but use an ‘0’ if appropriate</b> and LW noted this.</p> <p><b>A Governor queried section 8. Recommendations regarding Governor Training</b> and LW explained she intends to prepare a new newsletter to outline training sessions she will be offering and hopes Governors will sign up to it.</p> <p><b>CEO asked for more info regarding the number of records of concern</b> and LW advised she believed this was due to Staff training on the quality of cause for concerns and that some pupils had moved families so this may be a factor.</p> <p><b>CEO commented on the number pupils in receipt of a CP Plan and pupils in receipt of CIN Plan.</b></p>	
<p>6.3. Safeguarding Link Governor Report/Update</p> <p>Not provided.</p>	
<p>6.4. Community Voice Report</p> <p>JN kindly provided an overview of the Community Voice Report and outlined the key highlights.</p> <p><b>CEO queried how JN knows the transition programme of leadership has given new leaders confidence</b> and JN explained because of their behaviour change and willingness to take responsibility. Abbey’s Got Talent had really empowered them.</p> <p>A New Family Link Worker has been appointed and is doing well.</p> <p>JN shared with Governors the development of the Special Olympics Pathway for netball, which Abbey girls are at the heart of.</p> <p>The Winter Wonderland provided an amazing community experience to Abbey students and those from Kelford, Meadowview and the Rotherham Community. Thanks were extended to JMcI and ID-B for their efforts and support.</p> <p>Governors were asked to note the dates outlined in section 4. Future activity and kindly asked to advise if they require a Christmas dinner on 19<sup>th</sup> December. <b>ACTION:</b> LW to confirm timings for the Carol Service on 19<sup>th</sup> December.</p> <p>[JN left the meeting at 13:37]</p>	<p><b>LW</b> <b>28/01/20</b></p>
<p>6.5. Health &amp; Safety Report</p> <p>Governors had received the Health &amp; Safety Report in advance of the meeting, which was discussed/challenged as follows:</p> <p>LW provided an update on the recent school burglary.</p> <p><b>A Governor queried if there were any GDPR issues with the ICT tapes</b> and LW advised of no issues.</p>	

<p><b>A Governor asked for more clarity regarding Wellbeing of staff; counselling and OH referrals</b> and LW explained this is organised via Nexus and implemented to bridge the gap until NHS counselling commences.</p> <p><b>A Governor queried Fire evacuations for Post 16</b> and LW advised this will be carried out soon.</p>	
<p>6.6. Competent Person Audit &amp; Action Plan</p> <p>The Competent Person Audit &amp; Action Plan completed by ProActive was acknowledged by Governors.</p>	
<p>6.7. Budget Monitoring</p> <p>This was discussed at 6.8.</p>	
<p>6.8. Finance Link Governor Report/Update</p> <p>The Finance Link Governor provided a verbal update and outlined that Abbey are currently in a good financial position, however it is very early days and curriculum spend is low.</p> <p><b>The Finance Link Governor queried if any pupils from Sheffield could deviate to Discovery School in Sheffield</b> and CEO provided his hypothesis regarding this and explained Abbey would be consulted regarding any potential placement change.</p> <p>LW advised Governors that Abbey were looking to recruit another Caretaker to work split shifts.</p> <p><b>A Governor queried if Abbey have sufficient Administration Staff</b> and LW advised they do. <b>AW made a suggestion to re-word future advertisements for Administration Staff to read 'individuals that would contribute to the ethos of the school'</b> and LW noted this.</p>	
<p>6.9. SIP/SEF Update School</p> <p>Tabled for information purposes only.</p>	
<p>6.10. Teacher Pay and Appraisal Review</p> <p>The Teacher Appraisal 2019/20 was tabled but deemed to be incorrect. CEO asked for 1) LW to e-mail the correct document to him ASAP and 2) LW to provide the correct document for the LGB to see at the next meeting.</p> <p><b>ACTION:</b> 1) LW to e-mail the correct Teacher Appraisal Review to CEO for signature and 2) LW to table the correct document at the next meeting for the LGB to see for information.</p>	<p><b>LW</b> <b>28/01/20</b></p>
<p>6.11. Admission Refusals</p> <p>LW advised there were 52 refusals since September and around 6 accepted for 2020/21.</p>	
<p>6.12. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>CEO advised that Heatherwood School converted on 1<sup>st</sup> November. Coppice School converted on 1<sup>st</sup> December, which takes the Trust to seven academies with two schools in pre-opening. Becton and North Ridge Schools are due to convert early 2020.</p>	

CEO advised the Trusts Annual Accounts will be published by 31 <sup>st</sup> December.	
The Leadership Summit was well attended and extremely positive. The next takes place on 9 <sup>th</sup> June 2020 at Craggs Community School.	
<b>7. GOVERNANCE MATTERS</b>	
7.1. Governors to complete Activity Log  Completed.	
<b>8. ANY OTHER URGENT BUSINESS</b>	
8.1. To consider any other urgent business agreed by the Chair  None.	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
9.1. To consider the confidentiality of any items discussed during the meeting  None.	
9.2. To consider any areas of risk discussed during the meeting  None.	
<b>10. DATES OF NEXT MEETING</b>	

Tuesday 28 <sup>th</sup> January 2020	12:00 – 14:00	Abbey School	Teaching, Learning & Wellbeing
Tuesday 17 <sup>th</sup> March 2020	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management
Tuesday 12 <sup>th</sup> May 2020	12:00 – 14:00	Abbey School	Teaching, Learning & Wellbeing
Tuesday 9 <sup>th</sup> June 2020	16:00 – 19:00	Craggs Community School	Leadership Summit
Tuesday 7 <sup>th</sup> July 2020	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management

**Minutes approved**

CHAIR	SIGNATURE	DATE
Alison Warner		28/01/20