



**Abbey School Local Governing Body
Business Meeting
Tuesday 30th November 2021 at 12:00 noon
Abbey School with MS Teams Link**

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| Those Present: | | |
| Luci Windle | Exec. Headteacher | LW |
| Alison Warner | Chair – Safeguarding Link Governor | AW |
| Louise Abbott | Support Staff Governor | LA |
| Janine Brullo | Parent Governor | JB |
| Ivy Dorchester-Brown | Governor – Wellbeing Link Governor | ID-B |
| Tayla Hamilton | Staff Governor | TH |
| Sue Hodgkinson | Parent Governor – Family Champion, WAVEE and Careers | SH |
| Dawn Jeffery | Parent Governor | DJ |
| Jim McIntosh | Governor – Finance Link Governor | JMcI |
| Sonia Seymour-Thackery | Parent Governor – Vice Chair & T&L Link Governor | SS-T |
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| Also Present: | | |
| Wayne Askham | Head of School | WA |
| Joel Hardwick | Assistant CEO – Strategy & Partnerships | JH |
| Jill Newbolt | Assistant Headteacher | JN |
| Emma Sheedy | Governance Clerk | ES |
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| Apologies: | | |
| Ian Tankard | Parent Governor – Careers Link Governor | IT |
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| No Apologies: | | |
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| 1. APOLOGIES FOR ABSENCE | Actions |
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| 1.1. To receive apologies for absence Apologies were received for IT. | |
| 1.2. To accept apologies for absence Apologies were accepted for IT. | |
| 2. OUTSTANDING ACHIEVEMENT AWARDS | |
| 2.1. Outstanding Achievement Awards There was a discussion about the Outstanding Achievement Awards and JH explained that the Awards can be tailored to a schedule more suitable to Abbey. LW explained that Abbey hold weekly 'Positive Pants' mentions, which are anonymous, and is an opportunity to say thank you. This has been ongoing for the last two years and has been a real success. A Governor stated she does not support individual awards as it goes against the school ethos with separating people out and would prefer to continue with 'Positive Pants'. It was agreed for LW to provide a 'Positive Pants' summary for the next Business Meeting – 15 th March 2022 – and to continue that mechanism for future in place of achievement awards. ACTION: LW to provide a 'Positive Pants' summary for the next Business Meeting on 15 th March 2022. | LW 15/03/22 |
| 3. ITEMS OF URGENT BUSINESS | |
| 3.1. Chair to determine any items of urgent business 3.1.1. Governor Training Session. 3.1.2. Louise Abbott was welcomed to the meeting and was formally appointed, to the Governing Body effective 30 th November 2021, which Governors un-animously approved. | |
| 4. DECLARATION OF INTERESTS | |
| 4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received. It was agreed to address agenda items 6.2, 6.3. and 6.4. first, as some members of Staff needed to leave the meeting due to other commitments. | |
| 5. ABBEY SCHOOL LOCAL GOVERNING BODY MINUTES | |
| 5.1. To approve the minutes of the following meeting: The minutes of the meeting held on 5 th October 2021 were reviewed and a Governor stated she did not feel the minutes were a true reflection of the lengthy discussions held with regards outcomes and progress. The Governor also queried why an action had been included on the tracker with regards the | |

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| <p>Careers Fair as this information was provided in the meeting and the Clerk explained that not all Governors were in attendance that day and the Trust endeavours to provide all Governors with the information. LW added that IT, who was not present at the last meeting, received the information and attended the Careers Fair to support Abbey School.</p> <p>ACTION: LW to provide the Clerk with revised wording for the minutes of 5th October 2021.</p> <p>[SS-T left the meeting at 13:02].</p> | <p>COMPLETED</p> |
| <p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p> | |
| <p>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p> | |
| <p>6. ITEMS TO BE CONSIDERED</p> | |
| <p>6.1. Headteacher Report</p> <p>Governors received the Headteacher Report in advance of the meeting. Discussion/challenge was as follows:</p> <p>Governors also received a copy of the Unicef RRSA Accreditation Report Silver: Rights Aware.</p> <p>LW advised Governors of the B11 review, which focused on the early reading framework, Post 16 and communication. The Chair asked if Governors should receive a notification when something has been uploaded to GovernorHub and the Clerk explained that notifications are only sent when something has been posted on the Noticeboard with a link to the uploaded file. JH added that he is receiving GovernorHub Noticeboard notifications without issue.</p> <p>A Governor queried absence at Section 2.8. – 36 other days in total were authorised for other absences – non-illness and LW advised of medical appointments etc.</p> <p>A Governor queried Section 2.10 and asked how the staff are and LW advised nobody is currently suffering with long COVID and only one member of staff has been hospitalised.</p> <p>The Chair asked if any anybody has suffered with COVID twice and LW advised of one pupil case.</p> <p>LW explained that COVID is really impacting on staff and absence has never been as high compared to previous years. At times, Abbey are having to use supply staff. However, Abbey have not had to reduce their offer or reduce the full time timetable. A good proportion of students are tested in school and staff test regularly too.</p> <p>A Governor queried the missing word on Page 9 – to map out the? and LW apologised for this anomaly.</p> | |

Governors received the Abbey Curriculum Our Foundations and Wider Curriculum and Governors were asked to start familiarising themselves with the document, which is also on the website under Curriculum Statement, as this will be an area of focus for Ofsted.

A Governor asked if Abbey have seen benefits of Seesaw and LW provided context and explained this will continue should Abbey need to provide a remote offer. This will also be used for homework solutions going forward. LW explained that Abbey need to check that families still have devices. **The Governor further asked how many families still have devices on loan** and LW explained that some families have not returned them despite reminders. LW also explained about the problems with families not checking the devices, as pupils have emailed staff at 1 a.m. and letters have been circulated regarding this.

Abbey have achieved the Gold Anti-Bullying Award and two pupils went along and talked about Abbey's approach to Bullying. LW reported to Governors that the pupils were amazing.

A Governor asked about the incidents of threats, aggression or physical violence and LW provided the definition of 'physical violence' and examples. LW confirmed there were 15 instances not the number of individuals. LW explained that Abbey use restorative practice. **The Governor asked if progress is being made** and LW advised yes and there is then work with the family to see impact there as well.

A Governor asked why the exclusion data has been included and LW explained about Ofsted's shift in reporting Peer on Peer abuse etc. LW further spoke about restorative practice and outlined some of the key processes. **A Governor asked if parents/carers are cooperating with restorative practice** and LW advised yes.

A Governor queried attendance at Section 4.5. and LW explained that persistent absence (PA) is high due to rebooked holidays and changes in COVID related absence coding. Governors were reminded of the coding changes in relation to COVID. Whereas previously COVID was given an authorised code, it is now under the general illness code hence some students appearing on the persistent absence list.

LW outlined the areas of development, which are to secure the Artsmark award as a reflection of the high-quality arts provision throughout school. To introduce further dips into reading activities to ensure consistent and secure phonics teaching. To further develop Governors' understanding of the Quality of Education and the new Ofsted Framework.

6.1.1. Appendix 1 - Updated SIP

LW explained that the SIP will be updated following feedback from the B11 review.

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| <p>6.1.2. Health & Safety (Competent Person) Audit Report</p> <p>Governors received the H&S and Competent Person Audit Report. LW provided an overview of Pro Aktive – the Trust’s Competent Person provider.</p> <p>A Governor asked who is responsible regarding the school remaining open and LW advised the Headteacher and Trust. Snow day decisions fall to the Headteacher and school is only closed if this is essential.</p> <p>A Governor asked about Horizon with regards school closures and LW explained that our hub follows Horizon and is aware they make their decision very late, which can impact Abbey. There was a discussion about corporate transport being cancelled on 29th November and communication was poor. LW advised that attendance is recorded as unauthorised if due to a transport issue.</p> | |
| <p>6.2. Safeguarding Report</p> <p>Governors received the Safeguarding Report and discussion/challenge was as follows:</p> <p>A Governor queried multi agency working and the increase in pupils in receipt of support via an Early Help Plan and WA explained that families have struggled during Lockdown and this allows us to address attendance concerns also. WA added that the Early Help process is a preventative one before concerns escalate to Child in Need or Child Protection Plan. The Governor asked if this is this something that staff address or do parents self-refer and LW advised it is a bit of both. LW explained that Abbey have a Link Early Help Worker and each LA has its own Link Early Help Worker and Educational Welfare Officer (EWO).</p> <p>[ID-B joined the meeting at 12.14 p.m.]</p> <p>The Chair asked if school record whose attended interview panels and WA advised yes and this can be evidenced.</p> <p>WA outlined that a consideration for action is for Governors to undertake Quality of Education Training over term 2 to link QofE to safeguarding.</p> <p>LW provided context regarding the Whisper App, which is an Anonymous Reporting Form, and referrals may be investigated by a specific team within MASH. Referrals can be made for any LA, school or child whether at Abbey or not and Abbey are really trying to promote this. Referrals are received by the Abbey Safeguarding .team which are then referred on as appropriate. A Governor asked if this should be seen in other schools and LW explained some schools buy into it and some don’t. LW added that this is on the first page of the website – report an issue. A Governor asked about work load and response and LW advised there is very little.</p> | |
| <p>6.3. LAC Report</p> <p>Governors received the LAC Report and LW advised Governors that Rachael Yorke has taken over as LAC Designated Teacher but unfortunately she is not available and in another meeting.</p> <p>A Governor noted the low numbers in lower school.</p> | |

A Governor queried there being 12 LAC on the front page but then only 11 further on in the report and WA explained this is to do with their joining and the reporting timeline. LW also added that one pupil ceased to be LAC, one pupil has gone onto Adulthood and two pupils have joined.

The Chair asked how much contact do pupils have with Virtual Head/Advisor and WA explained about the changes following COVID. Ordinarily, there would be three times per year but now the approach is one face to face and two virtual and this is can be difficult as children are expected to sit in front of a screen and tell somebody how they're feeling.

The Chair asked about the definition of 'light touch LAC' and LW provided context.

The Chair queried attendance at 86% of one pupil and LW explained this is due to COVID. LW explained that when reporting attendance at this time of year absence percentages can appear accentuated because of the short period. Attendance codes have also changed.

LW explained that PEPs stands for Personal Education Plans, which are done termly.

There was a discussion about placements as children sometimes do not find out until the day and Abbey are trying to work with stakeholders to ease this transition and support the children with the transition.

JH asked about annual reviews and WA advised seven have taken place this term.

6.4. Community Voice Report

Governors received the Community Voice Report, which JN overviewed. Discussion/challenge was as follows:

There was a discussion that parents naturally only contact school when there's an issue not to celebrate or as a thank you **and a Governor asked if there is an issue with school phoning parents and vice versa** and LW advised no. LW is just keen to encourage all communication - the good/bad/ugly. **The Governor asked if a policy should be devised** and LW advised this was not necessary. **A Governor agreed with LW that a policy is not required and supported encouraging all positive and negative communications between home and school.**

JN provided an overview of the Youth Sport Trust programmes.

A Governor asked if these events happen during the school day and LW advised yes to all with the exception of Netball, which is 6-8 p.m. at EIS.

JH asked about the response to the Twitter feed and LW provided context and explained that Abbey have only ever received two bizarre responses. LW added that she believes Twitter is more controlled than Facebook, which can encourage over familiar communications. The Twitter feed is also included on the website, so it is fully inclusive as some families are not on Twitter.

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| <p>JH asked about opportunities for carbon zero and LW spoke about the work of Tayla Hamilton. There was a discussion about the Mandate Group and JN explained that the School Council are very passionate about this.</p> <p>The Chair asked about foster parents' engagement with the school and JN explained this is similar to before but may improve when face to face resumes.</p> | |
| <p>6.5. Budget Monitoring Report</p> <p>Governors received the Budget Monitoring Report for information purposes.</p> <p>The Finance Link Governor explained that he meets with school regularly to discuss the budget/finance. LW advised Governors of the consideration of moving the Post 16 from Rotherham Town Centre to main site to provide a Hub (Pod). Some of the carry forward would be utilised for this. Governors commended this.</p> <p>[JB left the meeting at 2.54 p.m.].</p> <p>The Finance Link Governor commended the school being in such good financial position and commended LW, all of SLT and the Trust for their financial scrutiny.</p> | |
| <p>6.6. Teacher Pay and Appraisal Review</p> <p>Governors received the Teacher Pay and Appraisal Review, which Governors received for information and will be signed off by the CEO. LW explained about the transition to Upper Pay Scale (UPS), which some Teachers do not wish to work towards.</p> | |
| <p>6.7. School Admission Refusals</p> <p>Since September there have been 67 refusals and seven places offered. There are currently only four places left for September 2022. There are currently 216 pupils on roll. There has been an increase in tribunals.</p> <p>The Chair asked if Abbey are drawing from any wider areas and LW advised of Wakefield.</p> | |
| <p>7. GOVERNANCE MATTERS</p> | |
| <p>7.1. Governors to complete Activity Log</p> <p>Governors were reminded to email any activity to clerkingservices@nexusmat.org</p> | |
| <p>7.2. Trust Verbal Update of Key Issues</p> <p>JH explained about the pressures faced with recruitment and COVID. The Trust are looking at online options for Christmas events to protect families/children.</p> <p>Working with LAs with regards their sufficiency needs and hope to develop this in a more strategic way but this is taking time.</p> | |
| <p>8. ANY OTHER URGENT BUSINESS</p> | |
| <p>8.1. To consider any other urgent business agreed by the Chair</p> <p>8.1.1. Training dates to be shared in January for a Governor Training day. ACTION: LW to share details of the Governor Training Day.</p> | <p>LW ASAP</p> |

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| 9. CONFIDENTIALITY & RISK | |
| 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. | |
| 10. DATES OF NEXT MEETINGS | |

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| Tuesday 25 th January 2022 | 12:00 – 14:00 | Abbey School | Quality of Education |
| Tuesday 15 th March 2022 | 12:00 – 14:00 | Abbey School | Business Meeting |
| Tuesday 10 th May 2022 | 12:00 – 14:00 | Abbey School | Quality of Education |
| Tuesday 28 th June 2022 | 16:00 – 19:00 | Crags School | Leadership Summit |
| Tuesday 5 th July 2022 | 12:00 – 14:00 | Abbey School | Business Meeting |

Minutes approved

| CHAIR | SIGNATURE | DATE |
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