



**Abbey School Local Governing Body
Safeguarding, Leadership & Management
Tuesday 1st December 2020 at 12:00
via MS Teams**

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| Those Present: | | |
| Luci Windle | Exec. Headteacher | LW |
| Alison Warner | Governor – Chair | AW |
| Zoe Berry | Teaching Staff Governor | ZB |
| Ivy Dorchester-Brown | Governor – Wellbeing Link Governor | ID-B |
| Sue Hodgkinson | Parent Governor | SH |
| Peter Macaulay | Support Staff Governor | PM |
| Jim McIntosh | Governor – Finance Link Governor | JMcI |
| Sonia Seymour-Thackery | Governor – Vice Chair | SS-T |
| Marion Tapp | Governor | MT |
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| Also Present: | | |
| Joel Hardwick | Assistant CEO – Strategy & Partnerships | JH |
| Jill Newbolt | Assistant Headteacher | JN |
| Emma Sheedy | Governance Clerk | ES |
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| Apologies: | | |
| Wayne Askham | Head of School | WA |
| Janine Brullo | Parent Governor | JB |
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| No Apologies: | | |
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| 1. APOLOGIES FOR ABSENCE | Actions |
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| <p>1.1. To receive apologies for absence</p> <p>Apologies were received from WA and JB.</p> <p>The Clerk informed the Chair that JH and/or the CEO would attend LGB's going forward.</p> | |
| <p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from WA and JB.</p> | |
| 2. ITEMS OF URGENT BUSINESS | |
| <p>2.1. Chair to determine any items of urgent business</p> <p>None.</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 SCHOOL LOCAL GOVERNING BODY MINUTES | |
| <p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 6th October 2020 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>There were no matters arising.</p> | |
| 5. POLICIES | |
| <p>5.1. Policies for Review</p> <p>None.</p> | |
| <p>5.2. New Policies</p> <p>None.</p> | |
| 6. ITEMS TO BE CONSIDERED | |
| <p>6.1. Headteacher Report</p> <p>Governors had received the Headteacher Report in advance of the meeting, which LW overviewed and discussion/challenge was as follows:</p> <p>LW advised of the output of recent classroom observations, which was very positive and school is settled. Pupils have returned after half term equipped with a whole range of</p> | |

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| <p>new skills and this is pleasing. Behaviour and attitude is exemplary; pupils are very settled and potentially the lack of movement and mixing around the school is assisting.</p> <p>LW provided an update regarding The Duke of Edinburgh and The National Citizenship programmes and creative ways are being explored to continue to offer delivery of both.</p> <p>LW commented that only essential visitors are currently allowed in school but emphasised that Covid has provided a positive reminder of the strength of the school community. There was a discussion regarding the term 'recovery curriculum', which Governors deemed derogatory of the efforts of all involved.</p> <p>LW spoke positively about Music therapy and the impact this has made to several pupils and the desire to explore this further via the budget.</p> <p>JH asked of any learning points identified and LW commented about the positive use of MS Teams, holistic approaches to support Staff wellbeing and the efforts to support Staff as much as possible.</p> <p>A Governor queried mental health and LW explained that a further update will be undertaken.</p> | |
| <p>6.2. Safeguarding Report</p> <p>LW provided an overview of the Safeguarding Report.</p> <p>LW spoke about the intent to roll out training via the Educare online package of training to Governors.</p> <p>LW explained that the new 175 audit will be sent to the Chair for review.</p> <p>The Chair asked if Abbey are receiving support from external agencies and LW advised yes, although the majority are working from home. LW explained about the challenges faced with referrals to Early Help.</p> <p>The Chair asked for an update regarding flu vaccinations and LW provided this.</p> <p>The Chair asked JH about the Covid vaccine and JH explained about the ongoing discussions with RMBC around this area, but the lack of information so far about how a vaccine would be rolled out.</p> | |
| <p>6.3. Community Voice Report</p> <p>It was agreed for 6.3. to be discussed first, so JN could return to teaching.</p> <p>JN provided an overview of the Community Voice Report and explained that Jess Tapp has taken on the School Council and is concentrating on fund raising.</p> <p>The Chair asked for further information regarding any pupils that are really struggling to communicate and engage and JN explained how this is managed.</p> | |

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| <p>There was a discussion regarding Family Voice and LW provided context regarding the support offered to Parents/Carers during the pandemic and the ongoing project with a return to work assistance programme.</p> <p>The Chair queried following up with Parents/Carers who do not usually engage and JN explained that Parents/Carers really value the school's efforts to engage in communication.</p> <p>The Chair asked if anything had fallen by the way side and JN explained about trips etc.</p> <p>A Governor queried if the class Twitter feed engagement is monitored and what level of engagement there is and LW provided this information.</p> <p>A Governor asked for more information regarding the Winter Wonderland and JN explained that school are still exploring the latest guidance/restrictions.</p> <p>[JN left the meeting at 12:26]</p> | |
| <p>6.4. Academy Self-Assessment Health & Safety Report</p> <p>LW overviewed the report and no issues were raised.</p> | |
| <p>6.5. Competent Person Audit & Action Plan</p> <p>No issues were raised with the Competent Person Audit & Action Plan.</p> | |
| <p>6.6. Budget Monitoring</p> <p>JMcI shared with Governors a verbal update regarding the positive budget monitoring report and LW provided context regarding the staffing budget. LW also explained about staff having ownership for their own teaching budget as part of their development.</p> | |
| <p>6.7. SIP/SEF Update</p> <p>The SIP was overviewed by LW.</p> <p>The Chair queried how Governors can substantiate the last column (Governor checked) and LW explained how this could be achieved.</p> <p>ACTION: LW to provide Link Governors with the SLT Staff list.</p> | <p>LW 26/01/21</p> |
| <p>6.8. Teacher Pay and Appraisal Review</p> <p>LW provided an overview of the Teacher Pay and Appraisal Review, which Governors approved.</p> | |
| <p>6.9. School Admission Refusals</p> <p>Since September, 90 consultations have been undertaken with 72 refusals and 18 offers for September 21. LW advised Governors of a forthcoming tribunal.</p> | |
| <p>6.10. Annual Self-Assessment – NGA Skills Audit</p> <p>The Clerk advised that several Skills Audit Forms were outstanding and these would be followed up by email.</p> | |

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| 6.11. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors JH provided an update regarding RMBC's plans to open a Special School at the former Dinnington College site. The Chair asked for an update regarding the new school in Sheffield and JH provided this. | |
| 7. GOVERNANCE MATTERS | |
| 7.1. Governors to complete Activity Log The Clerk asked Governors to email any activity to Clerking Services. This should include date and a brief overview of activity or training undertaken. | |
| 8. ANY OTHER URGENT BUSINESS | |
| 8.1. To consider any other urgent business agreed by the Chair 8.1.1. The Chair queried any interest for Parent Governors and LW provided an update. | |
| 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 MEETING | |

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| Tuesday 26 th January 2021 | 12:00 – 14:00 | MS Teams | Teaching, Learning & Wellbeing |
| Tuesday 16 th March 2021 | 12:00 – 14:00 | Abbey School | Safeguarding, Leadership & Management |
| Tuesday 11 th May 2021 | 12:00 – 14:00 | Abbey School | Teaching, Learning & Wellbeing |
| Tuesday 29 th June 2021 | 16:00 – 19:00 | Crags School | Leadership Summit |
| Tuesday 6 th July 2021 | 12:00 – 14:00 | Abbey School | Safeguarding, Leadership & Management |

Minutes approved

| CHAIR | SIGNATURE | DATE |
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