



Abbey Academy Council Meeting Tuesday 12 March 2024 at 12:00 Abbey School

Those Present:	Role	Initials
Luci Windle	Executive Headteacher – via Teams	LW
Wayne Askham	Head of School	WA
Ian Tankard	Chair	IT
Rachael Kent	Parent Governor	RK
Nicola Morris	Governor	NM
Dawn Jeffery	Parent Governor	DJ
Also Present:		
Lyndsay Foster	Governance Clerk	CLERK
Apologies:		
Joel Hardwick	Assistant CEO	JH
Louise Abbott	Support Staff Governor	LA
Jim McIntosh	Governor – Finance Link Governor	JMcI
Janine Brullo	Parent Governor	JB
Niall Horstead	Staff Governor	NH
No Apologies:		
Ivy Dorchester-Brown	Governor – Wellbeing Link Governor	ID-B

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from LA, NH, JMcI, JH & JB</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were received from LA, NH, JMcI, JH & JB</p>	
2. ITEMS OF URGENT BUSINESS	
<p>LW shared the new post-16 site is almost complete. Council Members agreed to visit the site at the end of the meeting for a walk-around.</p> <p>DJ asked about school transport with the post 16 students? LW confirmed that they will revert to the same transport arrangements as before COVID-19.</p> <p>DJ asked if the students will come into the main school building for lunchtimes? LW mentioned that they will utilise the building for specialised rooms if necessary, but the students will have access to a kitchen and other facilities within the building. They aim to encourage independence and use the kitchen in the house for food preparation. WA added that they conduct travel training and utilise community facilities extensively. With 15 hours of teaching, they have found better opportunities with local businesses for work experience, which they consider safer than being based in the town centre. Additionally, they have increased access through school over the 15 hours, providing various opportunities for students.</p> <p>IT asked will Post16 use Nexus HQ facilities? LW mentioned that they are awaiting to see what the building offers and explained how it is currently used. They are waiting for the café and facilities to be completed adopting a "try before you buy" attitude.</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>None.</p>	
4. ABBEY SCHOOL ACADEMY COUNCIL MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The Minutes of the meeting held on 21st November 2023 were approved as a true record with no amendments.</p>	

<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the action tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>IT enquired about the Vice chair position, which also still on the action tracker has it been decided?</p> <p>LW said that no one has taken up the Vice Chair position yet. Anyone interested can inquire with the central office or LW.</p>	
<p>5. ITEMS TO BE CONSIDERED</p>	
<p>LW provided a brief overview of the Headteacher report highlighting the TA toolkit document which has proven to be very useful and research-based. The TAs have been actively involved in compiling this document. They are also continuing with English and literacy lead groups, as well as participating in larger Nexus trust groups and English hub activities with the local authority to expand their knowledge.</p> <p>Additionally, LW discussed the new post-16 building and its associated costs which have increased significantly over the past 8 years due to rising material and labour expenses.</p> <p>IT asked if there's been any challenges from LA with building works?</p> <p>LW confirmed there has been challenge due to rising cost.</p> <p>Staff sickness absence was briefly discussed but overall was really good in school.</p> <p>IT asked how many stages are there to the sickness procedure?</p> <p>LW provided an overview of the system and protocols for staff turnover explaining that there are three stages and various triggers over a 12-month period. They expressed confidence in the fairness of the system and noted that there were no significant concerns regarding staff turnover.</p> <p>LW explained that the recent school inset day was dedicated to Team Teach training. Due to changes in who covers the training, it has been shifted to annual renewal, posing challenges regarding staff availability. However, this has been addressed by having three Team Teach members to train staff continuously. Additionally, a staff member in Discovery, who is advanced trained, can train outside the trust and also train parents and carers.</p> <p>IT inquired about the possibility of comparing the school's staff retention figures with those of the trust.</p> <p>LW agreed to share Discovery data to facilitate this comparison.</p> <p>LW mentioned she wouldn't oppose the idea. This is something that requires coordination with Nexus Central Team.</p> <p>LW gave a brief overview regarding the Jo Sharp 'mocksted' call and its benefits to the school.</p>	

ACTION: LW to share Discovery data on retention
ACTION: JH to look into sharing the trust data to compare staff retention to see how the school compares.

WA expressed that staff typically leave for promotional opportunities but the school champions personal professional development by providing training and nurturing.

LW discussed staff development and growth within school is really good, they have one member of staff who came as apprentice and is now one of the team teach trainers.

DJ enquired if staff left and changed their mind after leaving can they come back?

LW said that if recruitment has taken place then this is not possible. WA emphasised the importance of understanding why staff leave and how the school can support their professional growth, even if it means they leave for promotion.

WA informed of the communication promise they have running through school through all ages up to post 16.

There's a greater awareness of signing through school and using Makaton, song of the term is really popular with the pupils and there signing more.

LW outlined that Hull University is working with the school and a pupil gained a Blue Peter badge for her writing completed in collaboration with the University.

WA discussed the big ideas day and how the joint culture day between Discovery and Abbey will be enriching experiences for the students, foster a sense of pride in their heritage and create opportunities for cultural exchange and understanding.

WA described how pupil progress is now more personalised to pupils' individual needs and is having a positive impact on pupils. This will then be reviewed at year end to assess impact and next steps.

The school has moved to online level functional skill testing which has had a much bigger impact on the pupils. Jo Sharp has monitored the school Phonics and feedback has been that it's proven to make a difference for students.

Sport sanctuaries within the school reveals that they provide students with designated areas where they can regulate their emotions and take a break. Tracking behaviour within the school is a bit more challenging compared to others, primarily because there are fewer incidents of severe behaviours. Jo Sharp noted that while behaviour within the school is generally excellent, students may still experience crises due to their individual needs or external factors

WA highlighted the freedom students have to move around the school and utilise the space, noting that apart from a few locked rooms, they have the freedom to roam and are trusted to do so responsibly.

ACTION:
LW
09/07/24
JH
09/07/24

<p>The 'Bar' report discussed briefly with an overview indicating stability compared to the previous discussion. Additionally, it was noted that there have been no exclusions or suspensions.</p> <p>IT asked are the incidents isolated? LW mentioned that there is additional work associated with addressing the behaviour of individual students which stem from external factors and languages they have picked up. WA elaborated stating that it's important to understand and address the root cause of the incident or language which may not always be fully understood at first glance.</p> <p>LW provided an overview of the absence charts included in the report for information IT praised the school for effectively communicating with parents in a positive manner.</p> <p>LW shared that the DFE has requested the school becomes an attendance hub, serving as a network lead for special schools to promote and share successes. They are currently awaiting confirmation on whether the school will assume this role.</p> <p>A concise summary was provided regarding the community voice report detailing the various events and activities the school has participated in over the past 12 months as well as upcoming events for the current month. The comprehensive school calendar was highlighted as a significant asset in planning and organising these events.</p> <p>RK mentioned that while the 'Seesaw' app has been a valuable addition there have been some challenges with parental engagement or usage.</p> <p>LW provided an overview of the School Improvement Plan (SIP) and the Self-Evaluation Form (SEF) documents during the meeting.</p>	
<p>5.2. School Dashboard Summary</p> <p>A document was provided for information and a brief overview was given during the meeting.</p>	
<p>5.3. Budget Report</p> <p>The budget report was discussed and provided for information. LW mentioned that an updated version has been provided this week and a clerical error has been corrected, affecting the Revenue in Year (Surplus)/Deficit. The new Post 16 provision on site has had an impact on the position.</p>	
<p>5.4. School Calendar – for information</p> <p>The document was discussed for information purposes.</p>	
<p>5.5. Cabinet Member and MP's Feedback from Pupil Parliament – verbal</p>	

<p>Pupil A and B came in to discuss the newsletter and the recent involvement of the Pupil Parliament in various events. They also shared details around upcoming events that the parliament is planning to organise.</p> <p>IT asked Pupil A do they decide on the advice they give on the Newsletter? Pupil A shared that each class has a representative in the Pupil Parliament and they collaborate to offer advice and suggestions.</p> <p>LW asked what they had planned in for this half term? Pupil A mentioned that they have Red Nose Day and an anti-bullying day planned.</p> <p>IT asked about the staff shout outs and how they go about it? Pupil A mentioned that they visit each class and give their representative's contributions for the shout-out newsletter to the staff members</p> <p>Pupil A and LW discussed the ITV award ceremony hosted by the Youth Sport Trust which celebrates various sport charities and athletes. Miss Newbould had already attended to receive her award. Pupil A talked about his interview for the program which will be aired on ITV on 23 March, at 8pm. Each area will have a 20-minute documentary accompanying it.</p> <p>IT asked how they feel about being on Pupil Parliament? Pupil A mentioned enjoying the staff shout-outs and encouraging ideas or fundraising for items they want in school. Pupil B added that they also raise issues or suggestions such as the size of school crumpets being too small. Pupil A mentioned that they've agreed to have a pupil selected weekly to be visible in school and the playground, so if there are any issues, they can pass them on. Pupil A also mentioned that they meet at Nexus with other Pupil Parliaments to discuss and compare ideas.</p>	
<p>5.6. Skills Audit – Governor Self-Assessment – Verbal</p> <p>Skills audit discussed, and forms were handed out along with an email link to follow.</p>	<p>ACTION: CLERKING SERVICES 13/03/2024</p>
<p>6. TRUST MATTERS</p>	
<p>6.1 Trust Verbal Update of Key Issues</p> <p>Holgate is scheduled to join the Trust in September under the new name chosen by students; Lotus Academy. Derrymount is acting as a sponsor school in Nottingham, while Bents Green and Levett have applied to join the MAT.</p>	
<p>7. ANY OTHER URGENT BUSINESS</p>	
<p>7.1. To consider any other urgent business agreed by the Chair</p> <p>WA mentioned that the school is undergoing the development of a new website and a photographer has already visited to capture new images, with the design phase pending.</p>	
<p>8. CONFIDENTIALITY & RISK</p>	

8.1. To consider the confidentiality of any items discussed during the meeting	
None.	
10. DATES OF NEXT MEETING	

Tuesday 9 July 2024	12:00 – 14:00	Abbey School
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Minutes approved

CHAIR	SIGNATURE	DATE
JOEL HARDWICK	JOEL HARDWICK	15 TH March 2024