



**Abbey School Local Governing Body
Teaching, Learning & Wellbeing
Tuesday 8th October 2019 at 12:00
Abbey School**

Those Present:		
Luci Windle	Executive Headteacher	LW
Wayne Askham	Head of School	WA
Ivy Dorchester-Brown	Governor	ID-B
Sue Hodgkinson	Parent Governor	SH
Jim McIntosh	Governor	JMcI
Peter Macaulay	Governor	PM
Sonia Seymour-Thackery	Governor	SS-T
Also Present:		
Warren Carratt	Nexus MAT CEO (Acting Chair 08/10/19)	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Joanna Hedge	Nexus MAT HR Consultant	JH
Apologies:		
Zoe Berry (Mat. leave)	Teaching Staff Governor	ZB
Janine Brullo	Parent Governor	JB
Jill Tune	Governor	JT
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from JC, ZB, JB and JT.	
1.2. To accept apologies for absence Apologies were accepted from JC, ZB, JB and JT.	
2. ITEMS OF URGENT BUSINES	
2.1. Chair to determine any items of urgent business Introductions were made around the table and CEO welcomed Joanna Hedge to the meeting, HR Consultant for the Trust. The CEO will chair the meeting in the absence of a Chair today, though will hold no voting rights. The following item was determined as urgent business and discussed at agenda item 6.9: <ul style="list-style-type: none"> • Appointment of Chair 	
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 received.	
4. ABBEY LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 9 th July 2019 were approved as a correct record with no amendments.	
4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters arising from the Minutes There were no matters arising.	
5. POLICIES	
5.1. Policies for Review None.	
5.2. New Policies None.	
6. ITEMS TO BE CONSIDERED	
6.1. Teaching & Learning Report	

Governors had received the Teaching & Learning Report in advance of the meeting, which was discussed/challenged as follows:

90% of the pupils achieved or exceeded their targets. Abbey had the most successful year for GCSE results and some pupils achieved as many as 5 or more qualifications, which are in line with their mainstream peers. Abbey were slightly disappointed with their results for Math's, however Math's was lower nationally, so this continues to be an area for development and improvement.

PP pupils continue to do well.

There are currently 12 LAC pupils and they are doing well but more engagement required with Carer's regarding home learning. LW advised that LAC Carer participation is low at Parent Workshops.

A Governor asked for more clarity regarding 'Carers' and what the difficulties were and WA/LW advised this refers to Foster Carer's and data indicated the problem was understanding and development of language. LW explained her hypothesis regarding this and explained it was very difficult; some children are embarrassed they have a Foster Carer and often school is the only break Foster Carer's get, so they are therefore reluctant to commit to more.

KS1 data indicated a higher % of pupils of achieving 1 step below target or not meeting targets compared to other KS's.

CEO asked if the gap would narrow if Abbey provided an EYFS intake and LW advised potentially but felt children benefit from being within an inclusive EYFS setting. WA/LW advised Abbey are implementing the following to try and improve communication; increase SALT from 0.5 to 1 day a week, visits to Kelford School, PEC's training. WA outlined what their top teaching and learning priorities were; communication, development of communication champions – pupils and staff, sharing of good practise on Wednesday's for staff, responding – further opportunities moving up school, promoting green pen work, 'live' marking and providing verbal feedback, collaboration between children and staff; exploring opportunities. There is also a synergy board in the staff room to share ideas.

A Governor asked if WA/LW support teachers using social media and they do but the introduction of the staff room synergy board had been well received and encourages teachers to talk and share idea's also.

LW explained that the teachers coming through into the profession are some of the first that would have taken SAT's and SEN children do not fit this hence why Abbey prefer to develop their own teachers from TA level.

CEO queried Pupil Premium End of 2018-19 PP less than expected progress 16% and WA apologised for the error and advised it should be 10% not 16%.

WA/LW provided Governors with an update regarding Horizon and explained there are 7 pupils there, all are very bright and ARE but would not settle in a mainstream environment. JMI recently visited with LW and commented how amazing it is. CEO explained this is why an EYFS provision should be explored as a significant growth opportunity for Abbey, however funding is an issue.

<p>CEO queried ring fenced grants and asked how many mainstream schools were involved and LW advised that Abbey partner with around 26 schools and is currently hosting a Student Teacher from St. Bernard's School.</p> <p>A Governor asked if there was a job description for the Parent Charter Champion and was provided with information regarding this.</p>	
<p>6.2. Behaviour Log</p> <p>The Behaviour Log up until end of the school year had been shared with Governors in advance of the meeting.</p> <p>A Governor asked if behaviour had been problematic during the last two weeks of term and LW advised pupils appeared more settled and parents were less anxious too. Staff, however, found the last two weeks difficult.</p>	
<p>6.3. Wellbeing Report</p> <p><u>Attendance</u></p> <p>Governors had received the Wellbeing Report in advance of the meeting. Overall attendance for 2018/19 was 94.4% and LW advised that attendance was currently low due to a sickness bug.</p> <p>A Governor commented that she felt attendance could not be helped as it's the nature of SEN children. Some are only on part time tables and building pupil resilience can be tough.</p> <p>A Governor asked what Abbey's hygiene protocols were and LW advised deep cleaning, Dettol sprays, hand sanitizers and hygiene stations in every class.</p> <p>A Governor asked what the consequences were for unauthorised absence and LW advised each case was reviewed on a case by case basis but this may require further discussion and input with Governors.</p> <p>ACTION 1: LW/WA to review current term attendance data and provide Governors with an update at the next meeting.</p> <p><u>Behaviour</u></p> <p>To avoid duplication of information, CEO suggested amending the Wellbeing Report format going forward by removing the logs at 2.1. Behaviour Incidents and 2.2. Breakdown of Incidents by Key Stage 2018/19 as the Behaviour Log at 6.2 provided this information. This was opposed by a Governor and there was a discussion. LW suggested Abbey provide the 'internal' bar chart document, including RPI's and this was agreed.</p> <p>ACTION 2: LW/WA to the provide the 'internal' Behaviour Bar Chart Report at the next meeting.</p>	<p>LW/WA 28/01/20</p> <p>LW/WA 28/01/20</p>
<p>6.4. LAC Report</p> <p>The LAC Report had been shared with Governors in advance of the meeting and WA provided a brief overview. There are 12 LAC.</p> <p>A Governor asked how WA's workload was affected by being Designated Teacher for LAC whilst being Head of School also and WA advised it was</p>	

<p>something very close to his heart, an integral part of being the Head of the School and would not want to give it up. Assistance is provided by the LAC Advocate, Karen.</p> <p>LW advised that attendance was down for LAC. End of the year was 96.9% but is now 94.9% and this was due to 1 pupil currently out of school.</p> <p>A Governor asked for more information regarding foster carers being offered the opportunity to meet others through a foster carers group and LW advised this had been trialled a few times in different ways but there was a lack of interest. A Governor felt this was too rigid a statement to make and LW/WA noted this.</p> <p>A Governor queried the scheduled training in relation to the SIP and LW advised this was included on the QA but would re-send the dates to Governors. ACTION: LW/WA to distribute SIP training dates to Governors.</p>	<p>LW/WA 03/12/19</p>
<p>6.5. Pupil Premium Plan</p> <p>The Pupil Premium Plan had been shared with Governors in advance of the meeting and there were no issues to note.</p>	
<p>6.6. SIP/SEF</p> <p><u>SEF</u></p> <p>LW provided an overview of the SEF, which had been shared with Governors.</p> <p>A Governor challenged Quality of teaching against career expectations (July 2018 teacher on a page) on page 5, asking why it was included and what the criteria was and LW provided an explanation on the teaching standard categories.</p> <p>A Governor queried the comment on page 6 regarding Chair of Govs appointed in September 2017 and CEO explained this referred to the 1st Chair appointed, Mary Smith.</p> <p><u>SIP</u></p> <p>There were no issues raised by Governors regarding the SIP.</p>	
<p>6.7. School Admission Refusals</p> <p>LW provided Governors with an update and advised 25 children had been refused and 8 offered places. 172 currently onsite with 7 likely to leave. LW advised she would like to retain this as an agenda item and provide updates going forward.</p>	
<p>6.8. Annual Self-Assessment – NGA Toolkit</p> <p>CEO advised Governor’s that NGA Annual Self-Assessment documents would be distributed by the Clerks, from the Central Trust.</p>	
<p>6.9. Appointment of Vice Chair & Link Governors</p> <p><u>Appointment of Chair</u></p> <p>CEO provided Governors with an overview regarding the position of Chair, explaining John Coleman had stepped in as Acting Chair, though this was always a short term measure as the DfE prefer for named Directors of the Trust to not also be a Chair or Governor of an LGB. John’s term ended on 31/8/19.</p>	

<p>CEO further provided Governors with information regarding a recommended candidate, Alison Warner. Alison is a Chair for many governing bodies across Sheffield and South Yorkshire and is very focused on ensuring challenge. However, CEO invited any other expressions of interest from other Governors and if so to email him direct by 18/10/19, as he had understood this invitation had been made previously but had been informed it hadn't. If no expressions of interest are received, then Alison Warner would take post of Chair. CEO would Chair the next meeting on 03/12/19 and formally introduce Alison.</p> <p><u>Appointment of Vice Chair</u></p> <p>It was agreed Sonia Seymour-Thackery would be appointed as Vice Chair.</p> <p>Role descriptors had been shared with Governors in advance of the meeting for the following and it was agreed LW would update the summary document and circulate to Governors.</p> <p>6.9.1. Teaching & Learning Link Governor</p> <p>6.9.2. Safeguarding Link Governor</p> <p>6.9.3. Finance Link Governor</p> <p>6.9.4. Wellbeing Link Governor</p> <p>ACTION: LW to update and circulate Abbey School LGB Governor Roles.</p>	<p>LW/WA 03/12/19</p>
<p>6.10. School dates for 2020/2021</p> <p>The RMBC schedule was tabled and it was agreed the RMBC dates would be adopted for Abbey, with inset dates to be agreed at a later date.</p>	
<p>6.11. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>CEO advised Governors that Craggs Community School had recently converted. 3 Doncaster schools are in the process of converting also; Coppice, Heatherwood & North Ridge. The Trust are also undergoing the pre-opening phase for Bader School.</p> <p>The pre-opening phase of Sheffield School Discovery will commence September 2020 and LW will be the Executive Headteacher.</p> <p>The Trust have also applied to open a 2nd free school in Sheffield and this cohort is very similar to Becton School.</p> <p>CEO advised Governors to be aware that the Trust would be advertising for several Leadership positions in the near future, due to vacancies in the new converter academies.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to report on:</p> <ul style="list-style-type: none"> a) Any function exercised on behalf of the LGB <ul style="list-style-type: none"> • The activity log was completed by Governors. 	

b) Any training and development undertaken <ul style="list-style-type: none"> The activity log was completed by Governors. 	
c) Visits to schools within the MAT <ul style="list-style-type: none"> The activity log was completed by Governors. 	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair There item of urgent business declared was addressed at 6.9.	
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	

Wednesday 20 th November 2019	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Tuesday 3 rd December 2019	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management
Tuesday 28 th January 2020	12:00 – 14:00	Abbey School	Teaching, Learning & Wellbeing
Tuesday 17 th March 2020	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management
Tuesday 12 th May 2020	12:00 – 14:00	Abbey School	Teaching, Learning & Wellbeing
Tuesday 9 th June 2020	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Tuesday 7 th July 2020	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE
		03/12/19