



**Abbey School Local Governing Body
Teaching, Learning & Wellbeing
Tuesday 28th January 2020 at 12:00
Abbey School**

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

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence	

Apologies were received from JMcI and SS-T.	
1.2. To accept apologies for absence	
Apologies were accepted from JMcI and SS-T.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business	
The following item of urgent business was determined:	
2.1.1. Governors Development Session	
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 3 rd December 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	
None.	
5. POLICIES	
5.1. Policies for Review	
None.	
5.2. New Policies	
There was a discussion regarding the statutory RSE policy, which will be tabled in the near future.	
The Chair queried the Complaints Policy and CEO advised it is a Trust policy.	
6. ITEMS TO BE CONSIDERED	
6.1. Teaching & Learning Report	
Governors had received the Teaching & Learning Report in advance of the meeting and a verbal overview delivered by WA. Discussion/challenge was as follows: The Chair queried with interest a statement within the NPQH External Review Report regarding STEAM street being heavily weighted towards capitalist gain and WA commented that the Reviewers wanted to look more at charities being involved but the purpose of STEAM street is for pupils to understand the world of work and business. The next stage is for Parents to be invited to an Open event.	

<p>A Governor queried if McLaren attended the launch of STEAM street and WA advised no.</p> <p>WA provided an overview Abbey's Top 3 Teaching & Learning Priorities and explained; how these will be delivered.</p> <p>Planning was discussed in detail and LW shared with Governors an example of a planning sheet. A Governor asked if every member of Staff has access to the planning sheet for each pupil and LW/WA confirmed they do. A Governor asked how Staff feel about the planning sheet and LW advised Staff were positive about the approach. This will commence next term and there will be feedback in Summer 1 to evaluate impact.</p> <p>A Governor queried SALT and LW explained about the challenges Abbey face with the access and availability of SALT.</p> <p>There was a discussion regarding the format of documents being legible to view online and/or for Governors to print themselves and it was agreed all documents would now be sent to Clerks in pdf format. ACTION: LW/WA to send all LGB papers to the Clerks in pdf format.</p> <p>There were discussions regarding Post School Destinations. A Governor challenged pupils not continuing in Post 16 and why Abbey do not encourage this and LW explained this is pupil driven and usually College is the best way forward.</p> <p>The Chair commented on the NPQH Review regarding a Careers Evening as she felt the context of Abbey had not been acknowledged and this was further discussed.</p> <p>The Chair also commented on the statement 'The school is adamant that pupil's opinions and needs are at the heart of what they do' within the MAT School Improvement Partnership Report and this was discussed.</p> <p>CEO and Governors commented on the clear, positive reports tabled and extended thanks to LW/WA for their efforts.</p>	<p>LW/WA 17/03/20</p>
<p>6.2. Teaching & Learning Link Governor Report/Update</p> <p>LW advised there was a report from SS-T but this was not linked to Teaching & Learning. This was queried by a Governor and LW provided more information regarding report content.</p> <p>There was a suggestion for IB-D to commission a Staff wellbeing review, following roll out of the planning initiative and this was noted.</p> <p>CEO outlined why Link Governor Report/Updates are agenda items and explained about the importance/aim of Learning Walks.</p>	
<p>6.3. Behaviour Log</p> <p>Jill Newbolt provided an overview on Behaviour and the report is compiled.</p> <p>Governors noted the decrease in number of incidents and there was a discussion about the two-week transition prior to the six weeks' holidays, which would suggest the</p>	

<p>transition was effective.</p> <p>A Governor asked who determines if an incident is a bullying or non-bullying incident and JN explained about the criteria/definition of bullying. LW also explained that the vast majority of pupils join Abbey because their former setting was not right and some may have potentially been bullied. The pupil therefore transitions with that language, which at times can be used in the wrong context.</p> <p>LW reminded Governors that Abbey had been recommended for the Gold Award for Bullying.</p>	
<p>6.4. Wellbeing Report</p> <p>A Governor asked if Abbey have parental support with bullying and JN explained there are very few bullying incidents and it was not really a problem. JN also outlined how incidents are resolved when they do arise.</p> <p>The Chair queried attendance data and if Abbey have parental support and JN explained two pupils underwent significant surgery, which has directly impacted attendance. One pupil was also declared medically unfit to attend by External Services and has not attended in the autumn term. Without this pupil, KS4 authorised absence would have been 5.4%. WA also provided Governors with an overview of the Robot Pilot. A Governor asked how this affects attendance and WA advised the pupil is marked as in attendance.</p> <p>CEO queried the need for a policy or procedural statement for the Robot Pilot and LW/WA agreed with this. ACTION 1: LW/WA to address a policy or procedural statement for the Robot Pilot.</p> <p>A Governor asked if families continue to take full days off for minor appointments and JN advised this had improved, however for situations which arise and are out of parents control the pupil is given a medical mark.</p> <p>A Governor asked for more information regarding how the School Council address issues around behaviour and JN explained about the Worry Club. It was agreed to include specifics/examples in future reporting and for Wellbeing Link Governor to further explore this. ACTION 2: LW/WA/JN to include specifics/examples of School Council input regarding behaviour. ACTION 3: Wellbeing Link Governor to further explore School Council's input regarding behaviour.</p> <p>CEO queried attendance trends and if there is a strong evidence base around challenging the LA and Social Care and LW confirmed there is. A Governor applauded Abbey for sending pupils home when the early signs of illness are identified.</p>	<p>LW/WA 12/05/20</p> <p>LW/WA/JN 12/05/20 IB-D 12/05/20</p>
<p>6.5. Wellbeing Link Governor Report/Update</p> <p>None.</p>	
<p>6.6. LAC Report</p> <p>Governors had received the LAC Report in advance of the meeting and discussion/challenge was as follows:</p>	

<p>A Governor queried the data as Page 1 indicated 12 LAC but Page 2 indicated 11 and WA explained this was due to one pupil being off-rolled.</p> <p>The Chair asked about support from Hull LA and WA explained support is low and the sharing of information can be difficult to work around.</p> <p>A Governor asked the differences between PP+ and LAC and WA provided an overview.</p> <p>A Governor asked for more information regarding Virtual Heads and WA provided this.</p> <p>A Governor asked for more information regarding the voice of LAC and WA explained that LAC have their own Student Voice Council.</p>	
<p>6.7. Pupil Premium Plan</p> <p>JN explained the report format had been changed, in accordance with planning, and WA spoke about the elements of funding.</p> <p>There was a discussion about breakfast/lunch/snacks for PP children and Parent views. A Governor queried if a pupil does not eat and LW advised this would be a safeguarding issue. A Governor asked if parents are advised if their child has not eaten their school dinner and LW explained if a re-occurring situation yes, if a one off then no.</p> <p>There were discussions re ICT and Middle Leaders.</p> <p>A Governor asked about 71% in Writing and WA reiterated the importance of the development of the Oracy programme; because if pupils cannot say it, they cannot write it.</p> <p>[JN left the meeting at 13:34].</p>	
<p>6.8. School Admission Refusals</p> <p>LW advised Governors of 84 refusals and 11 acceptances. Tribunals may be forthcoming.</p> <p>CEO explained the LA have been given every opportunity to add more provision at Abbey but declined.</p> <p>A Governor asked for more information regarding the 11 accepted and LW provided this.</p>	
<p>6.9. Teacher Appraisal 2019-20</p> <p>Discussed via the action tracker.</p>	
<p>6.10. Proposed New Governor – Marion Tapp</p> <p>LW provided more information regarding Marion Tapp, the proposed new Governor. Marion is an ex-Headteacher from Kimberworth, with a strong background in education who will bring a wealth of experience. There was a unanimous vote to appoint Marion Tapp as a Governor.</p> <p>ACTION: Maria Simpson to send Marion Tapp’s contact details to the Chair.</p>	COMPLETED

6.11. Annual Self-Assessment – NGA Skills Audit	
Forms were duly completed.	
6.12. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors	
Becton and North Ridge Schools are due to join the Trust on 1 st April 2020.	
Wider leadership recruitment is ongoing following the creation of new posts.	
There is a shared INSET day on 24th February at New York Stadium; offering a range of workshops with a focus on Wellbeing and there will be Guest Speakers.	
CEO advised of a positive interview with the DfE regarding opening a further free school in Sheffield and the outcome is anticipated March 2020.	
CEO provided Governors with information regarding an ongoing School Term Dates Consultation 2021-22 at one of the academies within the Trust.	
7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log	
Completed.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair	
8.1.1. The Chair provided feedback regarding RoSIS Governance Development at Wales School.	
8.1.2. The Chair provided more information regarding the content of the Governors Development Day. The date was agreed to be 9 th March 2020. CEO offered his apologies.	
ACTION: Clerk to distribute the agenda to all Governors not in attendance.	COMPLETED
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	

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	Crags Community School	Leadership Summit
Tuesday 7 th July 2020	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE
Alison Warner		17/03/20