



**Abbey School Local Governing Body
Business Meeting
Tuesday 15th March 2022 at 12:00
Abbey School**

Those Present:		
Luci Windle	Exec. Headteacher	LW
Alison Warner	Chair – Safeguarding Link Governor	AW
Louise Abbott	Support Staff Governor	LA
Tayla Hamilton	Staff Governor	TH
Dawn Jeffery	Parent Governor	DJ
Sonia Seymour-Thackery	Parent Governor – Vice Chair & T&L Link Governor	SS-T
Jill Newbolt	Assistant Headteacher	JN
Also Present:		
Joel Hardwick	Assistant CEO – Strategy & Partnerships (Via MS Teams)	JH
Barry-John Simmons	Governance Clerk	Clerk
Apologies:		
Janine Brullo	Parent Governor	JB
Ivy Dorchester-Brown	Governor – Wellbeing Link Governor	ID-B
Wayne Askham	Head of School	WA
Jim McIntosh	Governor – Finance Link Governor	JMcI
No Apologies:		
Sue Hodgkinson	Parent Governor – Family Champion, WAVEE and Careers	SH
Ian Tankard	Parent Governor – Careers Link Governor	IT

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for JB, ID-B, WA & JMCI.	
1.2. To accept apologies for absence Apologies were accepted for JB, ID-B, WA & JMCI.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Presentation to Staff Nominee(s) – Positive Pants Summary LW confirmed she will forward the positive pants report and quality assurance cycle. ACTION	LW 10.05.22
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business LW asked for the following item to be raised: <ul style="list-style-type: none"> ▪ The charter gold re-accreditation letter. 	
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.	
5. ABBEY SCHOOL LOCAL GOVERNING BODY MINUTES	
5.1. To approve the minutes of the following meeting: The minutes of the meeting held 25 th January 2022 were approved as a true record with no amendments.	
5.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
5.3. Matters arising from the Minutes There were no matters arising.	
6. ITEMS TO BE CONSIDERED	
6.4 Community Voice Report JN gave a brief overview of various achievements at the school and future links such as that with Harlow, alongside details of a successful parent drop in and wellbeing evenings for staff.	

LW explained what re-accreditation for the gold charter involved and mentioned the great feedback the letter detailed which highlighted the school as a safe and inspirational place. DJ explained how the charter day worked with children and staff and how it went fantastically well and that she really enjoyed it. LW will forward the letter to the governors. **ACTION**

LW
10.05.22

AW passed on congratulations for the success with the Gold Charter.

6.1. Headteacher Report

LW updated how they have been working with Harlow Academy and explained more about the school and how Abbey are helping support due to the staff expertise and resources they have.

AW agreed the importance of partnerships such as that with Harlow.

AW asked does it put more pressure on leadership being involved in this? LW explained the wider picture in terms of helping the school and sharing the expertise.

AW asked how the school was getting on with staff recruitment? LW explained that they had taken on a music specialist in a HLTA capacity who started on the 14th March. LW explained they are currently fully staffed but how they will potentially lose some staff to Discovery as opportunities arise for staff to progress in their careers and one to retirement and that they will target recruiting replacements for anyone who moves on.

AW asked about Quality of Education. LW explained how deep dives have looked at all subjects and will continue to find ways to improve.

AW asked about developments from page 8 of the report. LW explained it had been difficult with disruptions as so much time had been missed, but that they were looking as expected PRE-COVID and that they will have more of idea in August after assessments of where they are at.

AW asked about funding? LW mentioned that the Youth Sports trust had offered £2000 on sports equipment. LW also explained how seesaw was still used if children are at home.

AW asked about behaviour in school? LW confirmed behaviour is very settled at school with the exception of one pupil whose behaviour is going through a difficult period and staff are using team teach methods appropriately to keep everyone safe, which is not often required at Abbey.

SS-T asked are staff doing refresher training on hold practice? LW confirmed there was training provided every year and that the main focus needed to be the speed of moving to the necessary intervention given that it was not used frequently.

DJ asked about whether children are taken out and if the staff are scared when in the hold situation. LW explained it depends on the child and how settled they are at home and staff want to help the child and keep them safe and always prioritise de-escalation.

<p>AW asked about attendance. LW explained attendance coding hasn't helped numbers but that parents have been very supportive and though they have above average figures they still would like attendance to be higher. LW explained persistent absence has reduced and how attendance has been targeted with positive reinforcement.</p> <p>LW discussed personal development and explained the UNICEF rights respecting school award that all children are exposed to at Abbey. TH went on to explain how it has been used and developed in school. LW recommended governors when they come in to school to ask children about it.</p> <p>LW gave an overview of really strong high outcomes for post school employment at 84%.</p> <p>AW thanked for the full and detailed report</p> <p>6.1.1. Appendix 1 - Updated SIP (attached document)</p> <p>No questions.</p> <p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report (attached document)</p> <p>LW discussed how sickness has now settled and COVID was not as prevalent but will still take time to be back to normal.</p> <p>LW explained about the risk assessment around COVID led by trust has helped and mentioned the school was still asking for twice weekly LFT tests.</p> <p>LW gave positive feedback on the involvement of Ian Clayton from Proactive as a really helpful point of contact and valuable resource.</p>	
<p>6.2. Safeguarding Report</p> <p>LW reported safeguarding issues as being very low at present and explained how staff are very good at recognising any signs early, to avert issues.</p>	
<p>6.3. LAC Report</p> <p>LW explained what the LAC pupil council was and how it benefited the children and that it would be worthwhile for governors to attend one of their meetings.</p> <p>AW asked if having pupils from 4 authorities cause more workload. LW explained Liz Shimwell is now the LAC teacher in school moving forward due to the workload from 4 authorities of pupils.</p> <p>SS-T asked why the number changed of LAC? AW explained why this changed with 3 particular children who are still on role and how placements of all LAC are settled.</p>	

<p>6.4. Community Voice Report</p> <p>Covered at the beginning of the item.</p>	
<p>6.5. Budget Monitoring</p> <p>AW asked is the budget healthy? LW explained about the plot of land they are hoping to add a Pod on for Post 16 provisions but that the cost and supply of building materials was holding this up. LW discussed how the in-year budget was fine and that they may look at a PE specialist to access more funding across the 3 schools.</p>	
<p>6.6. Annual Self-Assessment – NGA Toolkit</p> <p>AW asked if this had been used. LW mentioned this might be an item to look at when more governors are in attendance, at the next meeting.</p>	
7. GOVERNANCE MATTERS	
<p>7.1. Governors to complete Activity Log</p> <p>AW asked if these were completed. LW confirmed governors were using this.</p>	
<p>7.2. Trust Verbal Update of Key Issues</p> <p>JH reiterated the information regards Harlow and the positive feedback from LW's involvement. JH updated on how they are lobbying Local Authorities on the employment levy funding and how Rotherham had subsequently agreed to pass this on from April 1st.</p> <p>JH left the meeting at 12.50pm.</p>	
8. ANY OTHER URGENT BUSINESS	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	
9. CONFIDENTIALITY & RISK	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
10. DATES OF NEXT MEETING	

Tuesday 10 th May 2022	12:00 – 14:00	Abbey School	Teaching, Learning & Wellbeing
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Tuesday 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit
Tuesday 5 th July 2022	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE