



**Abbey School Local Governing Body
Safeguarding, Leadership & Management
Tuesday 16th March 2021 at 12:00
via MS Teams**

Those Present:		
Luci Windle	Exec. Headteacher	LW
Alison Warner	Governor – Chair	AW
Janine Brullo	Parent Governor	JB
Ivy Dorchester-Brown	Governor – Wellbeing Link Governor	ID-B
Tayla Hamilton	Staff Governor	TH
Sue Hodgkinson	Parent Governor	SH
Dawn Jeffery	Parent Governor	DJ
Peter Macaulay	Support Staff Governor	PM
Jim McIntosh	Governor – Finance Link Governor	JMcI
Sonia Seymour-Thackery	Governor – Vice Chair	SS-T
Ian Tankard	Parent Governor	IT
Marion Tapp	Governor	MT
		MT
Also Present:		
Wayne Askham	Head of School	WA
Joel Hardwick	Nexus MAT Assistant CEO	JH
Emma Sheedy	Governance Clerk	ES
Apologies:		
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence None.	
1.2. To accept apologies for absence None.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business None.	
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 SCHOOL LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 26 th January 2021 were approved as a true 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 5.1.1. The Sex & Relationships Policy was reviewed and approved by Governors. The Chair queried any issues raised by Parents/Carers and LW advised of none.	
5.2. New Policies None.	
6. ITEMS TO BE CONSIDERED	
6.1. Headteacher Report The Headteacher Report had been shared in advance of the meeting, which was overviewed by LW and discussion/challenge was as follows: There are 164 placement refusals to date. Attendance is good and LW shared with Governors the issues faced with Parents/Carers sending children to school when unwell. Extra-curricular activities are limited but school are trying to fill the gap with House	

<p>events. The UNICEF rights respected award is awaiting a confirmation date on final assessment. There is a significant amount of Year 11 pupils leaving for College courses rather than staying at WAVEE. LW explained the school are still prioritising the management of COVID and related risks.</p> <p>A Governor queried the Y11 pupils not transitioning to WAVEE and is this cause for concern and LW explained that Abbey always receive applications for Post 16 from other schools. LW added that sometimes retaining a pupil is not always right. LW shared with Governors an overview of the two pathways. A Governor asked if Horizon has Post 16 and LW advised no. Barnsley College provide a three-day offer in accordance with the SEN Code of Practise.</p> <p>The Chair asked how the sickness issue has been communicated to Parents/Carers and LW explained a strongly worded letter was distributed before Christmas. LW explained that where there are indications that families may be breaking COVID restrictions school respond on a case-by-case basis. Numerous letters have been sent and a Facebook post also. A Governor queried the recent COVID incidents and suggested gentle, constant letters home, which LW noted. A Governor recommended sign posting Parents/Carers to external agencies to assist with better understanding the Government guidance and vaccination programme e.g. REMA, Sense and LW noted this.</p> <p>A Governor queried report item 2.3. and asked about the development of SLT and middle leaders and LW explained about The Discovery School and potential opportunities due to growth across the Trust, Abbey has a fully recruited senior leadership team at this time.</p> <p>A Governor queried report item 3.2. regarding the assessment of wider curriculum areas and LW explained that the tracking systems and assessment are not as formalised as for core subjects. LW provided an example regarding PSD.</p>	
<p>6.2. Safeguarding Report</p> <p>The Chair asked if the training courses have proved useful and LW advised yes.</p> <p>There was a discussion, which due to confidentiality was agreed to be recorded separately in a Confidential Appendix.</p> <p>The Chair queried e-safety and online learning and LW provided context, explaining there have been a few incidences where links to join lessons have been shared outside of the school community but this was effectively managed, with support and input from home.</p> <p>JB asked for assistance with her Educare log in details and it was agreed for LW to address this via Karen Blakemore, Office Manager. ACTION: LW to arrange for Karen Blakemore to assist JB with her Educare log-in.</p>	<p>LW 06/07/21</p>
<p>6.3. Community Voice Report</p> <p>WA gave a verbal overview of the Community Voice Report.</p>	

<p>Governors extended thanks and those with experience of it stated the remote offer at Abbey has been very good. Governors believe Abbey’s work ethic is unbelievable; staff go above and beyond and “never left their side”.</p> <p>WA explained about Workforce Voice and the Positive Pants awards etc.</p> <p>A Governor queried staffing turnover and WA explained turnover is very low and stable; staff generally only leave to progress their careers.</p>	
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>The Academy Health & Safety Self-Assessment Report was overviewed by LW and Governors raised no queries.</p> <p>LW advised that 33 members of staff have received their COVID vaccination and a further 8 are booked in.</p>	
<p>6.5. Competent Person Audit & Action Plan</p> <p>Governors were advised of the progress made for the items included on the Action Plan.</p>	
<p>6.6. Budget Monitoring</p> <p>JM provided Governors with an overview of the Budget Monitoring Report and commented very positively about the school’s position, the work over recent years, and the support from Nexus MAT.</p> <p>LW explained that school would now be further exploring the list of 13 outstanding jobs, to make the school even better. Karen Blakemore will manage these projects.</p> <p>The Chair asked if staff are provided with any training on the budget and financial accountability and LW explained that, every Department Leader prepare a SEF and an action plan for presentation to LW, which makes up the curriculum budget.</p> <p>A Governor commented positively regarding the new road but queried if it requires additional staffing around pick up/drop off and LW explained it continues to be supervised by two members of staff.</p>	
<p>6.7. SIP/SEF Update</p> <p>LW provided an update for the SIP/SEF.</p>	
<p>6.8. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>JH extended thanks to all staff for their continued work throughout very difficult times and appreciated the positive comments received from Governors about the school’s work.</p> <p>JH spoke about delivery of the SEMH framework across the Trust to share best practice.</p> <p>JH advised Governors that the Trust have submitted an expression of interest for the new RMBC Special School.</p> <p>The Chair asked if the Leadership Summit will be taking place and the Clerk/JH asked Governors to keep the date in their diaries for the time being.</p>	

7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log Governors were asked to email activity to clerkingservices@nexusmat.org	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair None.	
9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting There was a discussion at 6.2. which due to confidentiality was agreed to be recorded separately in a Confidential Appendix.	
9.2. To consider any areas of risk discussed during the meeting None.	
10. DATES OF NEXT MEETING	

Tuesday 11 th May 2021	12:00 – 14:00	Via MS Teams	Teaching, Learning & Wellbeing
Tuesday 6 th July 2021	12:00 – 14:00	Abbey School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE