



**Abbey School Local Governing Body
Business Meeting
Tuesday 5th July 2022 at 12:00
Abbey School**

Those Present:		
Luci Windle	Executive Headteacher	LW
Louise Abbott	Support Staff Governor	LA
Tayla Hamilton	Staff Governor	TH
Sue Hodgkinson	Parent Governor – Family Champion, WAVEE and Careers	SH
Dawn Jeffery	Parent Governor	DJ
Jim McIntosh	Governor – Finance Link Governor	JMcI
Jill Newman	Assistant Headteacher	GN
Also Present:		
Wayne Askham	Head of School	WA
Luci Windle	Executive Head of School	LW
Emma Heyes	Minute Taker	EH
Apologies:		
Sonia Seymour-Thackery	Vice Chair & T&L Link Governor	
Alison Warner	Chair – Safeguarding Link Governor	AW
Ian Tankard	Parent Governor – Careers Link Governor	IT
Janine Brullo	Parent Governor	JB
No Apologies:		
Ivy Dorchester-Brown	Governor – Wellbeing Link Governor	ID-B

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for AW, SST, IT and JB.	

<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for AW, SST, IT, JB and ID-B.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Presentation to Staff Nominee(s) – Positive Pants Summary</p> <p>LW explained that the school were not participating in the Trust Achievement Award initiative due to having the Positive Pants scheme in place at Abbey which they feel worked very well for recognising positive behaviour and practice in school. DJ asked if it would be possible to see examples of how this worked. LW is to send Governors a couple of examples.</p>	LW
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business to be considered.</p> <p>LW informed Governors that TH would be leaving Abbey School to take up a new position. LW is to look at the recruitment of a new Staff/Teacher Governor in the new term.</p>	LW
4. DECLARATION OF INTERESTS	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
5. ABBEY SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held 10th May 2022 were approved as a true record with no amendments.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>A discussion took place around the introduction Academy Councils in the new academic year and how this may impact on Governor roles and expectations. SH requested a role description, for the role of Governor, to be sent to everyone for guidance. JM asked if the Trust still need the same number of Governors to attend. EH to take back to the ACEO for further clarification and for information to be shared with Governors.</p>	JH
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>WA went through the Headteacher report, page by page, taking comments and questions.</p> <p>Sickness absence – LW put some context to the figures in the report and explained that Abbey’s sickness absence level was very good, in comparison to some schools. SH</p>	

<p>questioned the processes involved in Stage 1 and Stage 2 sickness absence. WA provided an explanation.</p> <p>Workforce turnover – LW commented that staff retention is good at the school. LW explained that there would be some movement next term due to staff moving onto other opportunities at Discovery and Harlow/Fountaindale. JM asked if the school had been able to backfill positions and LW confirmed that they had.</p> <p>DJ asked if the size of the text could be increased in the Covid Catch-Up and Ring-Fenced Grants section of the report. WA is to try to accommodate this in the future. For Governor information, WA explained that, from the new year, the funding would change from being only accessible by children on free-school meals to all children.</p> <p>Behaviour and Attitudes – WA explained that Governors will see a change in the reporting format in this section in the future. This is to reflect the amendments made in Keeping Children Safe in Education which provides definitions and explanations for the categories that are reported upon.</p> <p>6.1.1. Appendix 1 - Updated SIP</p> <p>A RAG rated action table had been shared with the LGB. The majority of actions on the table were completed (green). LW asked WA if there was anything particular that he wanted to bring to Governor’s attention. WA responded that Abbey School had been involved in a number of projects, both locally and nationally, which, he felt, demonstrated Abbey’s continuing commitment to be challenged, develop good practice and improve so that families have access to the best quality of education. LW confirmed that a new SIP was currently being written and would be shared with Governors, when available.</p> <p>SH asked if school trips were now taking place which WA confirmed.</p> <p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report</p> <p>LW took the LGB through the Business Manager’s H&S report. LW confirmed that the Business Manager would be resuming her full-time position back at Abbey School at the beginning of the new term.</p> <p>LW stated that progress was being made in relation to the ‘Living with Covid’ section as, gradually, normality was resuming in school due to there no longer being a requirement to conduct regular testing.</p> <p>SH asked if the national food crisis situation was impacting at all on school meals at the school. LW responded that they not seen any change in the quality being offered to pupils. LW provided an overview of the work that had also been offered to help families. This included; the provision of a food bank, encouraging families to come into school to help out and get experience and assistance in writing CV’s. LA will also be looking at how this can further develop next year.</p>	
<p>6.2. Safeguarding Report</p>	

<p>6.3. Referrals – LW explained that there had been no major safeguarding episodes at school this year. WA explained that Section 175 audit had demonstrated that Abbey is strong in this area.</p> <p>LW requested that all Governors access the on-line Safeguarding training that will be available in the new year.</p>	<p>ALL Governors</p>
<p>6.3. LAC Report</p> <p>LW explained that Abbey School had a higher than average proportion of Looked After Children in school, from across the 4 authorities. WA explained that LAC attendance at school is high, and always had been, in comparison to local and national figures.</p> <p>LW explained that Rotherham Virtual School had funded music therapy, for one day a week, for children on the edge of care, and that this will continue next year.</p>	
<p>6.4. Community Voice Report</p> <p>GN took Governors through the Community Voice report. She explained that Abbey School was extremely strong in pupil voice initiatives and had a nurturing culture of listening to children, young people and their families.</p> <p>WA stated that they have a couple of opportunities coming up where families could come into school - Sports Day (8th July, 10.00-12.00) and the Summer fair (19th July, 1.00-3.00). Governors were invited to attend, either or both, events, if they wished to do so.</p> <p>LW stated that Governors were always welcome to attend any of the events that took place in school throughout the year.</p> <p>LW informed Governors that Abbey pupils are part of a Special Olympics project where they regularly go to Harlow School and lead on delivering activities with the children there. She commented on the project’s massive success and how proud she was of what Abbey pupils had achieved.</p>	
<p>6.5. Budget Monitoring</p> <p>LW took Governors through the budget report- and highlighted the changes that had taken place with the Central Trust’s Finance Team. She explained that the current budget was being carried forward to fund a post-16 project at the school. She explained that the project was currently on-hold due to an issue with planning permission but that pupils could still continue to attend the town centre building until the issue is resolved. LW to update at the next meeting.</p> <p>LW confirmed that the school were financially secure for 2022-23 and that demand for places at Abbey School was continuing to rise.</p>	
<p>6.6. Register of Interest Update</p>	

Clerking Services will be e-mailing Governors with a registry of interest from to be completed and returned.	
7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log None.	
7.2. Trust Verbal Update of Key Issues LW provided an update on Discovery Academy and that the building was almost complete, all places had been filled and that recruitment was almost complete. She explained that Harlow (new name to be Fountaindale) is now in a much better and safer place and that the school (and Beech Academy, another school in Mansfield) would be joining Nexus Multi Academy Trust in September.	
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 None.	
9.2. To consider any areas of risk discussed during the meeting None.	
10. DATES OF NEXT MEETING	

Tuesday 29 th November 2022	12:00 – 14:00	Abbey School
Tuesday 14 th March 2023	12:00 – 14:00	Abbey School
Tuesday 4 th July 2023	12:00 – 14:00	Abbey School

Minutes approved

CHAIR	SIGNATURE	DATE