



ABBNEY PRIMARY SCHOOL

A caring, sharing, achieving school

Minutes of the meeting of the Local Governing Body (04) Tuesday 8th July 2025 at 5:30pm at Abbey Primary School

Present: Martyn Bowler (MB) (chair), Neil Harris (NH) (headteacher), Bev Nita (BN), Laura Wooderson (LW), Laura Townsend (LT), Elizabeth Robinson (ER), Steven Potter (SP), Maxine Bithel (Mbi) (**arrived at 5.49pm**)

Absent: Thomas Farrand (TF), Jacob Skinner (JS)

Clerk: Donna Williams (DW)

Membership:

Staff governors: Neil Harris (NH) (headteacher), Laura Townsend (LT), Steven Potter (SP)

Parent Governors: Thomas Farrand (TF), Jacob Skinner (JS), Elizabeth Robinson (ER)

Co-opted governors: Martyn Bowler (MB) (chair), Maxine Bithel (MBi), Bev Nita (BN), Laura Wooderson (LW)

Quorum: 4

Key:

A red typeface and italics are used to highlight governors' support, questioning and challenge

ITEM	DISCUSSION & DECISIONS	RESPONSIBILITY	TIMESCALE
	Apologies for absence and preliminaries		
4.1.1	The meeting was called to order at 5:30pm. It was confirmed that proper notice had been given and that the meeting was quorate, with 8 governors present, including the Headteacher. Apologies for absence were received and accepted from Jacob Skinner (childcare) and Thomas Farrand (work) due to childcare and work issues.		
4.2	Declaration of interests		
2.2.1	Governors to declare particular interests (financial or otherwise) in any of the agenda items to be discussed at the meeting		

PART A - Public

ITEM	DISCUSSION & DECISIONS	RESPONSIBILITY	TIMESCALE
	No interests in the business of the meeting (financial or otherwise) were declared. Due diligence is given to this at all meetings.		
4.2.2	Update Declaration of Interests forms as required This was actioned at the Autumn 1 meeting.		
4.3	Minutes of the previous meeting and matters arising		
4.3.1	The minutes of the previous meeting held on 28th April 2025 were confirmed as a true record by all present at the meeting. Minor amendments were made and signed by the Chair. Clerk to add to GovernorHub.	DW	
4.3.2	MB reviewed the minutes and matters arising have been dealt with. Link visit not completed but will be replanned for the autumn meeting.		
4.4	Urgent business arising since the issue of the agenda		
4.4.1	There was none to report.		
4.5	Communications from the Executive Team		
4.5.1	There were none to share.		
4.6	Headteacher's Report		
4.6.1	Headteacher's Report Mr Harris presented the Headteacher's Report. Governors were invited to ask questions and request clarifications. A data pack was also included for Governors to review prior to the meeting. <u>Key Highlights:</u> School Improvement Priorities The 5 school improvement priority areas for 2024/25 were included with the HT report. Quality of Education Discussed throughout the HT Report and data pack. Pupil Premium Grant & LAC Current profile for PP and LAC children is included with the HT report. <i>Q. A Governor asked if the service children were always recorded within the PP numbers?</i> <i>A. Yes. They receive different funding, but it falls under the same umbrella.</i> <i>A Governor noted that the numbers for service children was quite high for the area.</i>		

PART A - Public

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	SEND There are currently 54 children on the SEND register. There are 48 children at SEND support level and 6 children who currently have Educational Health Care Plans (EHCPs). An additional 4 EHCP requests have been submitted and accepted and are currently in the final stages of assessment. The HT highlighted the success of the mini residential for 4 children with the most complex needs. <i>Q. A Governor asked if the provision would continue?</i> <i>A. Yes. It was really successful and had a positive impact on the children and the staff.</i> Pupil Attendance All year groups have improved their attendance over the year and above the national average. Persistent absentee percentage is currently at 7.9% compared to 18.4% nationally. 5th in the list of Nottinghamshire schools for attendance. Behaviour Report (incl. Exclusions & Suspensions) 1 child has received 3 fixed term suspensions totalling a period of 9 days. An HLN bid has been made to support the suspended child with part time alternative provision. <i>Q. A Governor asked if the part time provision was at the school?</i> <i>A. The HT confirmed that nothing has been confirmed yet, but initial thoughts are that it would potentially be something like be 2 days at 1 venue and 3 days at another. Not sure if school provision fits with the needs of the child. The school is working in partnership with the parent.</i> Key actions following behaviour analysis were detailed in the HT report. Plans in place to dig deeper into the increase in physical contact against pupils. <i>Q. A Governor asked if the 16 prejudice instances in a half term is a sign of things getting worse?</i> <i>A. Social media and misunderstanding of terminology are large factors. All instances are logged. Policy is the first time is a warning and then escalation to exclusion is next.</i> <i>Q. A Governor asked if the school are being more diligent in recording instances?</i> <i>A. Yes. We record everything. If 4 children are involved in 1 incident, it is recorded as 4 incidents.</i> Health & Safety No updates to report Equality & Diversity and Accessibility update (if any)		

PART A - Public

ITEM	DISCUSSION & DECISIONS	RESPONSIBILITY	TIMESCALE
	No updates to report Operations update No updates to report Human Resources Staffing, including absences, changes and vacancies, and teacher allocations for next year were included within the HT report. There have been a number of changes, negotiations with the Trust and reallocations. The HT reported that 2 further resignations had been received since the report was written. Advertisements for all vacancies were happening and sufficient cover in place until the end of the year. <i>Q. A Governor asked what was happening with the PPA cover?</i> <i>A. The HT confirmed that the intention is to keep it as 1 day a fortnight.</i> <i>Q. A Governor if the Trust completed exit interviews with staff?</i> <i>A. They used to, but none had been completed recently.</i> <i>Q. A Governor asked if informal exit interviews could be completed by Governors, excluding Staff Governors?</i> <i>A. It was agreed this would be useful. Chair to confirm with the Trust to confirm the process.</i> Complaints (if any) Recorded as a confidential item. Parental & Community Engagement The Friends of Abbey Summer Fair was held on Sunday 6th July. This is usually their biggest fundraiser. PE & Sports Premium Report (update) We are delighted to have received the Equal Access trophy this year for our work in ensuring equal access for girls particularly in sporting events. Upcoming Challenges The following were noted by the HT: - finances - staffing - increasing SEND numbers - Uncertainties with the new Ofsted framework	MB	

PART A - Public

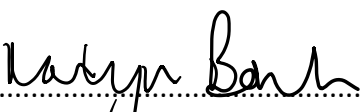
ITEM	DISCUSSION & DECISIONS	RESPONSIBILITY	TIMESCALE
4.7	Termly Safeguarding Report		
4.7.1	IT system filtering & monitoring update (Smoothwall) There have not been any level 3 grade or above incidents flagged since the last Headteacher's report to Governors. Covered in the HT report. Instances of child-on-child sexual abuse None to report. Off rolling Data included with the HT report and confirms the school keeps receipts of posting of pupil files and records from the school when they have been received. Single Central Record (SCR) review update Chair to complete the check prior to the end of this term. Evaluate contextual safeguarding risk (school-specific) Mental Health support in school continues to be an area of concern in school and provision is strong. There are no children in school on a Child Protection Plan. Trust Safeguarding Audit Report (if applicable) Nothing to report. Local Authority School Safeguarding Audit Nothing to report.	MB	
4.8	Chairs' Report		
4.8.1	No issues to report at this point in the term.		
4.9	Governing Board matters		
4.9.1	Governor recruitment and reappointment The Clerk reported on the following constitution updates: 1 x co-opted governor vacancy 1 x parent governor vacancy 1 x staff governor, Steven Potter, term is due to end on 21st December 2025. All vacancies to be addressed in the autumn term.	MB/NH	
4.9.2	Governor visits – planning and reporting		

PART A - Public

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	It was agreed that governor monitoring visits will focus on areas of the school improvement plan, ideally one per term. For all visits, contact can be made through the headteacher. There is the option to use Microsoft Teams to meet with staff. Governors confirmed that the following visits had taken place this term: Mr Skinner stated that he would conduct a Health and Safety link governor visit during the term and would liaise with Mr Harris to arrange this. Maxine Bithel completed 4 staff invigilation's.	JS	
4.9.3	Governor Link – OPAL School is in the process of implementing the OPAL (Outdoor Play And Learning) programme. Link Governor required. To be appointed during the autumn term (admin) meeting.	MB/NH	
4.9.4	Governor training and development To be reviewed at the autumn (admin) meeting.	MB	
4.9.5	Meeting dates (2025/26): Autumn term (admin) – 6th October 2025 @ 5.30pm (Chaired by Di Dakin – date TBC) Autumn term – 24th November 2025 @ 5.30pm Spring term – 23rd March 2026 @ 5.30pm Summer term – 13th July 2026 @ 5.30pm		
4.9.6	Skills Audit To be reviewed at the autumn (admin) meeting.		
4.10	Policy review and approval		
4.10.1	Policies & documents for approval None for approval. To be reviewed at the autumn (admin) meeting.		
4.10.2	Policies & documents to note: To be reviewed at the autumn (admin) meeting.		
4.10.3	Policies & documents for discussion: To be reviewed at the autumn (admin) meeting.		
4.11	Confirmation of out-of-committee decisions (if any)		

PART A - Public

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4.11.1	There were no out-of-committee decisions to note.		
4.12	Correspondence		
4.12.1	Letter from resigning member of staff shared with the Governors by the HT.		
4.13	What have we achieved that will positively impact our pupils?		
4.13.1	Key upcoming challenges for the year ahead have been identified, with plans in place to overcome or mitigate these challenges, including: - Comprehensive HT report and challenges made. - Data – positive and going in the right direction and credit to the staff - Challenges about the SEND provision		
4.14	Feedback from and to the ONE Board of Trustees		
4.14.1	No feedback received from the Trust Board. No feedback to be given to the Trust Board.		
4.15	Determination of confidentiality and communication		
	It was resolved that the following items would be recoded as confidential: 4.6.1 - Complaints		
4.16	Close and confirm the date of the next meeting		
	The meeting closed at 6.45pm . The next meeting is planned for Monday 6th October 2025 starting at 5:30pm. This will be at Abbey Primary School. The facility will be made available for governors to attend via the Teams online meeting platform if required.		

Signed  (chair)
The chair should also initial each page of the document.

Date 23/03/24

Enclosures:

Appendix 1 - Feedback to the Board of Trustees

Distribution (when approved):

Local Governing Body

Abbey Primary School LGB secure electronic folder ('Governor Hub')

School/Clerk's file (hard copy)