

**THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL**  
Minutes of a meeting of the Governing Body held at the school on  
**Wednesday 13 February 2019 at 6:30 pm**

**Membership**

Name	Initials	Designation	Term of Office End date	Present
Mr. Andy Taylor	AT	Acting Head	Ex-Officio	Present
Mrs. Liz Bailey	LB	Co-opted Governor (Chair)	02/03/2019	Present
Mr. Cassim Bakharia	CB	Foundation Governor (Vice Chair)	20/03/2021	Apologies
Ms. Kate Nicklin	KN	Staff	06/10/2020	Apologies
Ms Eibhlish Fleming	EF	Foundation Governor	11/02/2023	Present
Mr. Simon Whitlock	SW	Co-opted	22/05/2021	Present
Mr. Oluwafela (Fela) Ajayi	FA	Parent Governor	25/09/2021	Not present
Ms. Cheryl Cowie	CC	Parent Governor	16/11/2021	Present
Mr Geoffrey Paul	GP	Parent Governor	24/03/2022	Not present
<b>Vacancy</b>		Co-opted		
Mr. James Rene	JR	Local Authority	26/09/2020	Present
Ms. Laura Deitz	LD	Foundation Governor	16/07/2022	*Present
<b>Also attended</b>				
Mr. Mike Garrick	MG	Clerk	N/A	Present

<b>1.0</b>	<b><u>WELCOME, APOLOGIES FOR ABSENCE &amp; ANY CHANGES TO THE ORDER OF THE BUSINESS FOR THE MEETING</u></b>
1.1	The Chair opened the meeting by welcoming everyone in particular, Eibhlish Fleming (EF). All present introduced themselves. Apologies for absence were received and accepted from Cassim Bakharia and Kate Nicklin. Laura Deitz was present by remote attendance.
1.2	There was no change to the order of the agenda.
<b>2.0</b>	<b><u>DECLARATIONS OF INTEREST</u></b>
2.1	<b>Declaration of Interests:</b> No declaration of interest was received in any items appearing on the agenda of this meeting.
2.2	<b>Register of Business Interests:</b> Governors were reminded of the need to complete a declaration of interest, if they had not already done so or if they have had a change in their circumstances.
<b>3.0</b>	<b><u>GOVERNING BODY MEMBERSHIP AND RESPONSIBILITIES</u></b>
3.1	<b>Appointments:</b> The governors were notified that Eibhlish Fleming (EF) had been appointed as a Foundation Trust Governor for 4 years with effect from 11 February 2023. Laura Deitz agreed to be the mentoring link with EF.
3.2	<b>End of term of Office:</b> Liz Bailey (LB) (Co-option) end of term - 2 March 2019. LB advised that she was willing to be considered for co-option for a further period but intended to stand down at the end of the academic year. She had been a governor at the school for 17-18 years and Chair since 2013/14. After discussion, the governing body re-appointed LB as a co-opted governor (term 4 years) noting her intention to stand down at the end of the academic year.
3.3	<b>Co-option:</b> The Chair advised that a working group of governors (Chair, Vice Chair CC and LD) saw 2 candidates after advert on the Inspiring Governance website. Based on skill set, the group felt that Loantha Ebanks-Chambers (LEC) was the most suitable for Brent Knoll. Information was provided about LECs experience and skills.

3.3.1	<p>The Chair and Head also advised that Lucy Govan (LG), long standing member of staff had resigned and was due to leave the school shortly. She expressed interest in becoming a governor. The Head spoke about her knowledge, work and commitment to the school. Information was provided about Associate Membership and noted that this was discussed with LG as a possibility. After discussion and consideration, the governing body AGREED and appointed:</p>								
3.3.2	<ul style="list-style-type: none"> <li>• Loantha Ebanks-Chambers as a Co-opted governor of the school for the 4 year - period ending 13 February 2023.</li> </ul>								
3.3.2	<ul style="list-style-type: none"> <li>• Lucy Govan as an Associate Member (sub-committee membership to be decided) for a 4 Year term ending 13 February 2023.</li> </ul>								
3.4	<p>The Chair felt that going forward, that the governing body should create a protocol for appointing co-opted governors. The Clerk advised of the applications held at the LA and availability of an application form for candidates/prospective governors to complete.</p>								
3.5	<p><b>DBS Checks:</b> Governors were reminded that all governors are legally required to complete a DBS check. It was noted that arrangements would be made for the checks to be carried out by the school in respect of the new governors. Serving governors to be contacted by the school office, as and when their DBS check require renewal.</p>								
	<table border="1"> <thead> <tr> <th data-bbox="220 898 344 931"></th> <th data-bbox="344 898 1166 931">Action</th> <th data-bbox="1166 898 1310 931">Who</th> <th data-bbox="1310 898 1500 931">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 931 344 1003">A1</td> <td data-bbox="344 931 1166 1003">Protocol for appointing co-opted governors</td> <td data-bbox="1166 931 1310 1003">Chair</td> <td data-bbox="1310 931 1500 1003">Summer 2 FGB</td> </tr> </tbody> </table>		Action	Who	When	A1	Protocol for appointing co-opted governors	Chair	Summer 2 FGB
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A1	Protocol for appointing co-opted governors	Chair	Summer 2 FGB						
4.0	<p><b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b></p>								
4.1	<p>The minutes of the meeting held on 19 December 2019 were considered and AGREED as a correct record and was duly signed by the Chair.</p>								
4.2	<p><b>Matters Arising</b> (not included elsewhere on the agenda</p>								
4.2.1	<p><b>Progress 8</b> – previous minutes section 5.2.1: The Chair asked that an explanation of what ‘Progress 8’ means be included on the school website.</p>								
4.2.2	<p><b>Pupil Premium (PP)</b> - previous minutes section 5.2.2. It was noted that Simon Whitlock was now the PP Link.</p>								
4.2.3	<p><b>Challenge Partners Review:</b> A draft report had been received following the School Improvement Visit by Challenge Partners. The Head stated he had not had time to go through the report in detail but that the findings were positive. The Head felt that although the process was very rigours and challenging, that it was also very supportive. He also commented that Michael Roach the Director of Lewisham learning had also visited and given positive feedback. It was AGREED that a copy of the draft report would be posted on BKS Connect and that the final report would consider at the next meeting.</p>								
4.2.4	<p><b>Parents Concerns</b> – recording arrangements – previous minutes section 7.12: The Chair <b>asked</b> for clarification on the school’s system for recording complaints. The Head advised that the complaints were logged on the school Management Information System. He stated that reporting of complaints would be included in the revised format of the Headteacher’s report.</p>								
4.2.4.1	<p>The Chair advised that the issue of complaints/concerns had been raised at a parents’ forum meeting. There was a detailed discussion about the process of escalation and difficulty of deciding when a concern becomes a complaint.</p>								
4.2.4.2	<p>It was AGREED that the process and schools’ procedures be considered when the Complaints Policy is next reviewed. Also, that parents be provided with a simple guide on how they can</p>								

4.2.5	follow up any concerns that are not formal complaints. It was noted that CC and LD were booked to attend Governor training on handling complaints.												
4.2.5	<b>LSA Exit Interviews</b> – previous Minutes section 7.9: It was noted that this was being considered by the Resources Committee.												
4.2.6	<b>Health &amp; Safety (H&amp;S) Report</b> – previous minutes section 9.2. It was noted that the report had been finalised and would be included for governor’s attention on BKS Connect. The H & S adviser was due to visit the school shortly to finalise the action plans. It was noted that review of the progress on implementation would be undertaken by the Resources committee.												
4.2.7	<b>Ofsted Preparation</b> - previous Minutes section 8.1: The Head advised that a session for staff had been arranged for 1 March 2019 and that all governors were welcomed to attend.												
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<b>5.0</b>	<b><u>REPORTS FROM COMMITTEES AND WORKING GROUPS</u></b>												
5.1	<b>Resources Committee:</b> Simon Whitlock gave a report back on the meeting held on 5 February 2019. He highlighted that the school budget continued to be in a healthy position. The committee considered and agreed a recommendation by the Head to replace the school’s mini buses. One bus to be leased for 5 years at a cost of £26k, the committee would later consider a plan for replacing the remaining buses. The committee also discussed the progress on the fitting of air conditioning in various areas; the investigation of the high utility and energy costs; the commissioning of a maintenance schedule for equipment in the school.												
5.1.1	<b>Q</b> What is the issue with the utility/costs? It was stated that the bills were unexplainably high, particularly the charges for water. It was noted that follow up was being undertaken by James Rene (JR) - Geoff Paul (GP) offered to assist if needed. There was also discussion about the Service Level Agreements and the committee will be receiving an update at the next meeting on the new arrangements for monitoring and evaluating the therapies. The committee discussed the level of reserves and going forward, will be creating a strategy for using the reserves linked to the school’s development plan priorities.												
5.1.2	It was noted that the 2019/20 budget and 3-year plan would be considered at the next meeting. The Chair advised that the reporting of the budget had improved. The Bursar had been asked to provide a simple easy to read summary of the budget which subject to other priorities, would be available at the next meeting.												
5.1.3	<b>Q</b> Has there been any progress on the review of the administration roles? The Head advised that this was ongoing including investigation of the possibility of appointing a School Business Manager.												
5.14	A number of policies were reviewed and approved by the committee these were <ul style="list-style-type: none"> <li>▪ Education visits</li> <li>▪ Financial Transactions</li> <li>▪ Habitual and Vexatious Complaints</li> </ul>												
5.15	The School Financial Value Standards was agreed by the committee and signed off for submission to the LA by the deadline of 28 February 2019.												
5.16	The governing body agreed the proposed leasing of a mini bus as recommended and endorsed the actions of the committee												

5.17	<b>Curriculum and Pupil Welfare Committee:</b> It was noted that no meeting of this committee had taken place since the last full governing body meeting but that a meeting was scheduled for March 2019.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A4	Mini bus lease - Agreed	Head	Immediate
6.0	<b><u>REPORT BACK AND DISCUSSION ON GOVERNANCE REVIEW</u></b>			
6.1	The Chair reported back on the meeting with Michele Robbins (MR) for the review which several other governors also attended. Governors were reminded of the review of governance that took place last year and the actions taken including reduction of the number of committee meetings. Because there had already been a review MR agreed to provide a mini-review.			
6.2	The Chair advised that key documents were provided which were thoroughly analysed. The review was done using the context of the Ofsted grade descriptors. It included looking at the governors input in the SEF and SIP and whether current structures and ways of working were impacting on the effectiveness of the governing body. A series of recommendations were made which included in summary, that the governing body have 3 instead of 2 committees – Resources, Teaching & Learning and a third covering safeguarding and parental engagement and pupil voice -the Chair felt that this would be in line with the new Ofsted framework. Also, suggested was that the number of full governing body meetings be reduced from 6 to 4 meetings per year - 2 being held in the Autumn term and one in the Spring and Summer terms. Other changes recommended included, amendments to the format of the Headteachers Report; matching governors’ skills to where they are most effective.			
6.3	Laura Deitz (LD) spoke about the work she was doing including preparing a link report template; a number of actions in response to the recommendations had already been initiated. LD felt that the next steps was to assign each governor to one or more of the SIP and SESS priorities. She advised that she will be completing the revised documentation -during half term.			
6.4	It was noted the MR provided a lot of documentation as part of the review including role descriptions for Chair and safeguarding link. The Chair undertook to arrange for the documents to be uploaded to BKS Connect for other governors to access.			
6.5	The Head was asked for his view on the recommendations. He felt that the recommended committee structure and reduction in the number of full governors meeting should be adopted. The Chair felt that the new committee structure provided opportunities for involving the staff including receiving presentations on various areas.			
6.6	Discussion took place about the effectiveness of the committees. The governors felt that progress had been made over the last year in respect of the work of the curriculum and Pupil Welfare Committee but not enough. The Resources committee was felt to be working effectively. Reference was made to a need for all governors to be engaged and for the workload to be shared. It was suggested the committee meetings and link visits be scheduled before the full governors’ meetings so that reports back can be shared with the whole governing body.			
6.7	The governing body agreed to adopt the recommended structure on a trial basis. By the next meeting governors to decide which committee they want to be a part of. The Head stated that next term he would be preparing a meeting schedule for 2019/20 that aligns the committee and full governing body meetings.			
6.8	LD welcomed feedback on the draft documents on BKS Connect. It was agreed that prior to the next full governors meeting, that governors be asked by email which committee they would like to be on; that link responsibilities be allocated for each area of the SIP and SESS ; that an away day be held after Easter to consider the review, finalise the action plan and agree a			

	schedule of meetings for 2019/20.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A5	Governance Review – Discussion and action plan	All	Next FGB
	A6	Link area to the SESS and SIP – To be agreed	Chair & All	Next FGB
	A7	Away Day to be arranged	Head & Chair	After Easter
<b>7.0</b>	<b><u>GOVERNOR INPUT INTO SES/SIP</u></b>			
	It was noted that this was included as part of item 6.			
<b>8.0</b>	<b><u>OFSTED</u></b>			
8.1	The Head invited governors to attend the Ofsted training session being provided by Jason Hughes (Consultant) about Ofsted for staff at the school. The session would be held on 1 March from 1:30 to 2:30 pm.			
8.2	There was discussion about the need to have back-ups to the Ofsted committee – these were members of the governing body who would come in when Ofsted arrives. It was noted that the members were - Chair, Vice Chair, SW and CC; JR and EF agreed to be back-up.			
8.3	The governors were referred to articles in the Governors Information Pack on the proposed new Ofsted framework.			
8.4	<i>JR left the meeting at 8:25 pm</i>			
<b>9.0</b>	<b><u>PUPIL PREMIUM AND PE PREMIUM</u></b>			
9.1	Simon Whitlock (SW) Pupil Premium Link Governor, gave a verbal report. He advised that a meeting had been arranged with the relevant member of staff at the school and would take place after half term.			
9.2	SW reported attendance on LA training on 22 February which was led by Michael Roach from Lewisham Learning. SW advised that he reviewed the information on the school website and felt that it was compliant; also, that the school was underselling itself in terms of the support provided for PP students. He reported that he would be attending a session on the 19 March with the PP lead the course was about effectively supporting pupils entitled to PP.			
<b>10.0</b>	<b><u>SAFEGUARDING AND HEALTH AND SAFETY</u></b>			
10.1	<b>Safeguarding Report:</b> CC reported that she made a visit in January to see the Single Central record, which was in order except for a couple of small matters being investigated. CC stated that there were several documents to be reviewed and that she would be contacting the Head and Safeguarding lead after half term to go through these. It was noted that she will be meeting to review the SCR once every half term.			
10.2	<b>School Health &amp; Safety Self-Monitoring Checklist:</b> The Head advised that arrangements were in hand for the LA self-audit to be completed and returned electronically to the LA by the deadline of 1 March 2019. The governors were referred to the H & S policy available on the website, there were no changes to be made at present. After discussion, the Health & Safety Policy was AGREED – period for review annual.			
10.3	<b>Health and Safety (H &amp; S) Report:</b> The Head reminded that Fela Ajayi was the link for Health and Safety had offered to have an input so far had not done so. There were several actions required, the H&S Adviser would be visiting to assist with the preparation of the action plan.			

	Governors asked if it was possible to the H & S Adviser to attend a full governing body and provide 'bite sized' training for governors on about the H & S responsibilities of the governors. The Head undertook to ask.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A8	Health and Safety Policy – Agreed; to be reviewed Annually	School	Annual Review
	A9	Health & Safety Adviser to be invites to give a presentation at governing body meeting	Head	Summer FGB
<b>11.0</b>	<b><u>INFORMATION TO BE PUBLISHED ON THE SCHOOL WEBSITE</u></b>			
11.1	The Head advised that the website had been reviewed by Jason Hughes and he made some recommendations and by Rob Thomas. The site was compliant but further work being done on the site.			
11.2	<b>Q</b> Who is responsible for updating the site? The Head stated that following Lucy Govern leaving, a member of the Admin Team, Drew Hewlett, had been allocated additional hours to cover the update the site as a short-term arrangement.			
11.3	It was noted that action was needed to ensure that the Governing Body Email addresses was working correctly, clarification was provided that this was the email address that parents etc d use to make contact. The Chair advised that Michele Robbins made recommendations in the review about the governor information on the website and this would be included in the governor's action plan.			
<b>12.0</b>	<b><u>POLICY REVIEW</u></b>			
	It was noted that the Health and Safety Policy had been agreed earlier in the meeting.			
<b>13.0</b>	<b><u>TRUST UPDATE</u></b>			
13.1	The Head gave an update on the meeting of the Trust which took place the previous day. The Trust agreed to appoint a part time fund raiser; additional administrative support was agreed in respect of the company secretary; a meeting had been arranged with a web designer to develop the Trust website. The Trust had secured grant funding for holiday provision for Easter for 1 week on each site.			
13.2	<b>Q</b> Is there provision for half term? It was stated that there was not. The intention was to expand the provision over time, the recruitment of the fundraiser was part of this strategy. The Chair advised that going forward the Trust will also be reviewing its governance structure.			
<b>14.0</b>	<b><u>GOVERNORS' ACTIVITIES, TRAINING AND INFORMATION FOR GOVERNORS</u></b>			
14.1	<b>Visits to the school</b> , meetings attended and other activities: It was noted that reports back from visits were now logged on BKS Connect. The Chair reported a visit made with Laura to receive information and discuss transition, KS2 and KS3 – issues of parental engagement was raised. Reference was made to the need to ensure that visits are relevant to the school improvement priorities. The Head invited governors to attend learning walks being undertaken on 5 or 19 March (9:30 am -11:00 am).			
14.2	<b>Governing Body training:</b> It was noted that SW attended PP training; CC reported her attendance on the effective governance training and undertook to put the handouts and slides from the 3 modules on BKS Connect. She also advised that she will be attending training on keeping children safe in education taking place on 12 March and going forward also wanted to attend safer recruitment training. SW advised that he also seek to book on the next safer recruitment course. The Head advised that it was possible to undertake this training online – he undertook to find out more information and pass it on to the governors concerned.			

14.2.1	The Chair asked that the log of governor's attendance on training (on BKS Connect) be kept up to date. CC asked all governors to send her the details of the courses they attend, and she will update the log.		
14.2.2	Comment was made that access to online sources would be helpful. The Chair stated that the governing body was already a member of the NGA and that they provide online resources. She confirmed that the governing body held membership and undertook to resend the access information		
14.3	<b>Items from the Governors' Information Pack:</b> Governor noted the list of suggested articles provided from the GIP.		
14.4	<b>Governor representation on Lewisham Schools Forum:</b> Governors noted that the Lewisham Governors' Association (LGA) was seeking nominations for governor representatives to the Schools Forum: - 1 primary school governor representative (becoming vacant in March 2019) and 1 special school governor representative (becoming vacant in March 2019).		
		<b>Action</b>	<b>Who</b>
	A9	Access to NGA website – information on how to access.	Chair
			<b>When</b>
			ASAP
<b>15.0</b>	<b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b>		
15.1	<b>Full Governing Body Meeting: -</b>		
	<ul style="list-style-type: none"> <li>• Wednesday day 3 April 2019 @ 6:00 pm</li> <li>• Wednesday 5 June 2019 @ <b>6:30pm*</b></li> <li>• Wednesday 17 July 2019 @ 6:00 pm</li> </ul>		
15.2	<b>Resources Committee:</b> Tuesday: 30 April 2019 at t 5:30 pm		
15.3	<b>Curriculum &amp; PW Committee:</b>		
	<ul style="list-style-type: none"> <li>• Wednesday: 13 March 2019 @3:30 pm and</li> <li>• Wednesday: 15 May 2019 @ 3:30 pm</li> </ul>		
<b>16.0</b>	<b><u>ANY URGENT BUSINESS</u></b>		
	There was no other business to consider.		

Signed \_\_\_\_\_ Date \_\_\_\_\_