

## THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL

Minutes of a meeting of the Governing Body held at the school on

**Wednesday 19 December 2018 at 6:00 PM**

### Membership

Name	Initials	Designation	Term of Office End date	Attendance
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	Present
Ms Kate Nicklin	KN	Staff	06/10/2020	Present
Mr. Tom Doodson	TD	Foundation Governor	09/03/2020	Not present
Mr. Simon Whitlock	SW	Co-opted	22/05/2021	Present
Mr. Oluwafela (Fela) Ajayi	FA	Parent Governor	25/09/2021	Present
Ms Cheryl Cowie	CC	Parent Governor	16/11/2021	Present
Mr Geoffrey Paul	GP	Parent Governor	24/03/2022	Present
Vacancy		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>	<p><b><u>WELCOME &amp; APOLOGIES</u></b></p> <p>The Chair opened the meeting by welcoming everyone; no apologies for absence were received.</p>
<b>2.0</b>	<p><b><u>SCHOOL LEADERSHIP</u></b></p> <p>The Chair provided a confidential report which was considered in the confidential section ( Part 2) the meeting.</p>
<b>3.0</b>	<p><b><u>THE BUSINESS FOR THE MEETING</u></b></p> <p>There was no change to the order of the business.</p>
<b>4.0</b>	<p><b><u>DECLARATIONS OF INTEREST &amp; REGISTER OF INTERESTS</u></b></p> <p>Declarations of Interest: No declaration of interest was received in any item appearing on the agenda of the meeting.</p>
<b>5.0</b>	<p><b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b></p>
5.1	Minutes: The minutes of the meeting held on 19 September 2018 had been circulated with the Agenda. After consideration, the minutes were AGREED as a true record and was duly signed by the Chair.
5.2	<b>Matters Arising</b> (not included elsewhere on the agenda)
5.2.1	<b>‘Progress 8’</b> – The Chair asked for clarification of Progress 8 – previous minutes section 2.4 It was stated the Assistant Heads would provide this clarification when they next report to the governing body on data.
5.2.2	<b>Pupil Premium</b> – Previous minutes section 5.2.3: The Head advised that a brief update was included in the Headteachers Report. He advised that the member of staff leading on

	<p>this area had been unwell.</p> <p>5.2.3 <b>Agenda Plan</b> - Previous minutes section 6.1: It was noted that a plan had been sent to the Head and Chair for purpose of assisting with planning for the agendas.</p> <p>5.2.4 <b>School Evacuation</b> – Previous minutes section 7.3.1: The Head advised that the proposed visit from Fela Ajayi had not yet taken place.</p> <p>5.2.5 <b>Communication App</b> – Previous minutes section 5.2.1: Laura Deitz (LD) gave an update on the generating interest in taking forward the Communication App; there had been discussion with other special schools in the Borough and elsewhere in South East London. She spoke about a meeting with the technical support company for the school, preparation of Business Plan. There was a question (<b>Q</b>). ‘Will the system use an existing platform? It was stated that an existing platform that will be tailored to meet the needs.</p> <p>5.2.6 In response to questions about the application and benefits. LD advised that she was happy to arrange demonstrations for governors, staff and parents. The Head commented that the information about the App until a decision is made to commit/ proceed. LD advised that the purpose of the ‘App’ was to provide a single point of communication between school and parents. She gave an example of the range and depth of information that can be shared with parents.</p>
6.0	<p><b><u>GOVERNING BODY-</u></b></p> <p>6.1 <b>Vacancies:</b> It was noted that there was a Co-opted place. The Chair advised that she posted the vacancy on the NGA website. There had been 3 responses, one of whom visited the school on the previous day and had met with the Head, Chair and Vice Chair. The person concerned works in the Arts and encouraging accessibility to the Arts and has fund raising experience. There was a view that these skills, particularly fundraising was a good fit for working with the Trust.</p> <p>6.2 The Chair advised that Tom Doodson had resigned and that there was therefore now also a Foundation Governor vacancy.</p> <p>6.3 <b>Q</b> What about the other 2 respondents who have expressed an interest? The Chair stated that she would be meeting another interested person in the New Year.</p> <p>6.4 Discussion took place about options for support staff representation. Information was provided that the Trust would have to agree/appoint to the Foundation place, the governing body could appoint Associate Members (who could would not have a vote on the governing body but could vote at Committee) or the governing body could propose to increase its size by varying the Instrument of Government.</p> <p>6.5 The Head agreed to find out if there was any interest amongst the support staff for representation in the governing body and report back at the next meeting. It was AGREED that the person concerned be recommended to the Trust for appointment as a Foundation Governor to the governing body. It was noted that to the next meeting of the Trust will be on 12 February 2018.</p> <p>Decision on the appointment to the co-opted vacancy, possible appointment of associate members and or amending the Instrument of Government to increase the number of governors, be considered at the next meeting.</p> <p>6.6 <b>End of term of Office</b> during the academic year: It was noted that the term of office of Liz</p>

6.7	<p>Bailey term of office end on 2 March 2019. It was noted that a decision will be made on appointing re-appointing would be made at the next meeting.</p> <p><b>DBS Checks</b> – The governors were reminded that governors were legally required to complete a DBS check. LD advised that she was currently waiting an outcome following submission of the necessary documents to the school office.</p>
7.0	<p><b><u>HEADTEACHERS REPORT</u></b></p> <p>7.1 The Head advised that he changed the format following discussion with the Chair and the School Improvement Adviser. He spoke about the Challenge Partner Review of the school that would take place in February 2019. Also, about the training and the reviews of other Special Schools that he and Deputy Head would be undertaking at other Challenge Partners schools. Information was provided about other partnerships including the Lewisham Special Schools Network and cross borough work with other special schools.</p> <p>7.2 There was a question (Q) Are there any opportunities for Brent Knoll to lead on any areas? The Head undertook to investigate this – suggesting that the school’s work on a Personal Development tracker was a possibility.</p> <p>7.3 Q What will the Autism Accreditation in January 2019 involve? The Head explained that the school already holds the accreditation the purpose of the visit was for the purpose of quality assurance.</p> <p>7.4 Q Attendance – how does the school follow up on poor attendance and persistent absence? The governors were taken through the process – daily follow up, telephone calls to parents, letters to parent’s home school visits. The Head cautioned that there were sometimes safeguarding issues linked to attendance problems. It was noted that CC had visited and taken through several anonymised case studies.</p> <p>7.5 Q Is there any data about the number of parents’ complaints and how they had been dealt with? It was noted that formal complaints were recorded; most concerns are dealt with on a face to face basis by class teachers or SLT and were not escalated to the formal stages. There was discussion about recording these faces to face contacts (perhaps using standard 1-page recording sheet) for purposes monitoring and analysis. The Head undertook to consider the feasibility, discuss with the staff and report back to the governing body.</p> <p>7.6 A governor asked what provision was being diversity (BME focused) activities. Reference was made to the work done in PHSE, Black History Month, primary ‘around the world’ assemblies and visits to different places of worship.</p> <p>7.7 There was discussion about the safeguarding provision in particular for the students with challenging behaviour mentioned in the report.</p> <p>7.8 Q What progress had been made with the student who assaulted a member of staff? The Head advised of the work with the LA to identify more appropriate provision. The LA had identified a more suitable setting, as an interim the school was supporting home learning via an LSA. Q How is the school ensuring the safety of the LSA and how many hours? The Head advised that three sessions a week was being provided and that a parent is always present. He commented that the school was able to meet the child’s educational but not his social and environmental needs – hence the needs for a setting that better fits this student's needs.</p> <p>7.9 There was questioning by governors about the LSA harmonisation, the devolving of the LSA appraisals to the class teachers, and possible reasons for the high level of mobility, The Head advised that exit interviews were being done and AGREED that the feedback should be considered at a future (Summer term) meeting of the Resources Committee.</p> <p>7.10 The governors discussed the proposed phasing of the lunchtimes, the development of the Year 6 to Year 7 transition, the provision of therapies and interventions, the Early Years – change from a play focused approach and the rolling programme of EYFS development.</p>

7.11	There was also discussion about the National curriculum requirements and relevance to the needs of students/learners. LD spoke about her visit to the school and seeing some lessons in operation. Information was provided about differentiation, the focus on equipping students to be more independent and the broadening of the curriculum within the framework starting in September 2019.			
7.12	There was a question about action taken to fill the gap in Educational Physiologist provision support. The Head advised that the provision was via the NHS, but the level of support was 50% down since April. A new appointment had been made with effect from January 2019 which would reduce the gap in the provision.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A1	Parental Concerns – Create & implement sheet for recording parents’ concerns/informal complaints.	Head	Next FGB
	A2	LSA – Exit Interviews: Feedback from exit interview to be considered by the Resources Committee	Head	Summer Resource s Comm
<b>8.0</b>	<b><u>OFSTED</u></b>			
8.1	The governors felt that there was a need for further opportunities to be briefed on the Ofsted expectations. The Head advised that arrangements were in place for a School Improvement Adviser (Jason Hughes) to undertake information sessions for Teachers and Support Staff; he AGREED to also invite governors to attend.			
8.2	The Chair advised that the Lewisham were funding a project on effective governance and that Brent Knoll had been included. A reviewer/consultant had been appointed and had made contact. Noting that a review had been undertaken earlier in the year, the Chair advised that she was asked a number of challenging questions and provided with initial feedback based on reviewing the website, minutes of meetings. The reviewer suggested that a half-day session be undertaken in January 2019 with the governing body governors. Suggested dates to be circulated to the governing body.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A3	Ofsted Information session – Governors to be invited	Head	As & when arranged
	A4	Review of governance – Date to be agreed and circulated	Chair	As above
<b>9.0</b>	<b><u>SAFEGUARDING and HEALTH AND SAFETY</u></b>			
9.1	Safeguarding: A report on safeguarding including relevant data was included in the Headteachers Report.			
9.2	<b>Health and Safety:</b> The Head advised that an LA Audit had been done in the previous week. The verbal feedback was positive, but the written report was awaited. When received the recommendations would be referred to the Resources committee for consideration. This was also the position as regards the LA H & S online self-audit those schools were required to complete by the end of February 2019.			
<b>10.0</b>	<b><u>COMMITTEES &amp; LINK GOVERNORS</u></b>			
10.1	<b>Resources Committee:</b> Simon Whitlock gave a report back on the meeting held on 4 December 2018, the key points were, his election as Chair, review of the terms of reference and the very healthy position of the budget. There was discussion about possible use of the surplus and reserves replacement of mini buses – leasing arrangements have been proposed and are being explored; an update on the School Business Manger feasibility and			

	<p>a request to the Bursar to also provide the headline figures of the budget in a graphic format.</p>
10.1.1	<p>The TOR had been circulated with the agenda, it was noted that the document had been reviewed and recommended at the last meeting of the committee. After consideration, the governing body AGREED the TOR for the Resources Committee (including Pay)</p>
10.1.2	<p><b>Catering Contract:</b> The Head sought agreement for an extension of the Catering Contract for a further year. The purpose was to align the school with Watergate (as part of the Trust) with a view to joint tendering in the future. It was noted that the cost had not been increased – the amount involved was approximately £87K. After consideration, the governing body AGREED to extend the Catering Contract for a further year.</p>
10.2	<p><b>Curriculum Committee:</b> Report back from the meeting held on 21 November 2018. It was noted that the committee considered the role committee monitoring various areas of the SIP and evidencing practice via link visits. LD had prepared a summary of the areas and would be doing further work on who should be linked to which areas – for confirmation at the next meeting of the committee. Discussion took place about the need for the increase in membership of the committee – it was noted that GP had joined the committee, and that the new prospective Foundation governor be invited to join.</p>
10.2.1	<p>The TOR recommended by the had been circulated, after consideration the TOR was AGREED.</p>
10.3	<p><b>Link reports:</b> Governors were reminded of the existing links areas, it was AGREED that SW would be link for Pupil Premium replacing Tom Doodson. There was discussion about the need for governors to share the range of tasks and to undertake link visits, to report back and write up the visits for posting on BKS Connect.</p>
10.3.1	<p>Kate Nicklin left the meeting at 8:00 pm</p>
<b>11.0</b>	<p><b><u>TRUST UPDATE</u></b></p>
11.1	<p>The Head reported back on a recent joint meeting of the Trust. Each school in the Trust was being asked to contribute £7500 to cover the cost of running the Trust and a further £15K towards the development of the work of the Trust. The contract of the consultant ended at the end of November 2018 and the Trust was looking at alternative ways of pursuing its development objectives.</p>
11.2	<p>There was particular reference to afterschool and holiday schemes. The governing body discussed sustainability, opportunities for fundraising and charging. After consideration, the governing body AGREED, the requested funding contribution to the Trust.</p>
<b>12.0</b>	<p><b><u>GOVERNORS' ACTIVITIES AND TRAINING AND DEVELOPMENT</u></b></p>
12.1	<p>It was noted training courses must be booked online and reports back on any training sessions attended since the last meeting. CC reported that she had attended a number of course in the last two terms and would be posting some of the resources from the training on BKS Connect. She encouraged other governors to attend training and to read the Governors Information Pack (GIP) that had been circulated.</p>
<b>13.0</b>	<p><b><u>POLICY REVIEW</u></b></p>
13.1	<p>Governors approval was sought for a number of policies, links to access each of the policy</p>

	was included in the Headteachers Report. It was noted that review dates for the policies were also proposed as follows: -																								
13.2	<table border="0"> <thead> <tr> <th><u>Policy</u></th> <th><u>Recommended date of review</u></th> </tr> </thead> <tbody> <tr> <td>EYFS Policy</td> <td>02.11.2019</td> </tr> <tr> <td>SEN and Access</td> <td>25.10.2019</td> </tr> </tbody> </table>	<u>Policy</u>	<u>Recommended date of review</u>	EYFS Policy	02.11.2019	SEN and Access	25.10.2019																		
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13.4	It was noted that the policies below had been reviewed but not significantly amended: -																								
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13.5	After discussion the policies above (and recommended review dates) were AGREED by governing body. It was noted the policies would be added to the website.																								
<b>14.0</b>	<b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b>																								
14.1	<p><b><u>Full Governing Body Meeting</u></b>  Wednesday 13 Feb 2019 @6:30 pm*  Wednesday 3 April 2019 @ 6:00 pm  Wednesday 5 June 2019 @ 6:30pm*  Wednesday 17 July 2019 @ 6:00 pm</p>																								
14.2	<p><b><u>Resources Committee</u></b>  Tuesday: 5 February 2019 at 5:30  Tuesday: 30 April 2019 at t 5:30 pm</p>																								
14.3	<p><b><u>Curriculum &amp; PW Committee</u></b>  Wednesday: 13 March 2019 @3:30 pm  Wednesday: 15 May 2019 @ 3:30 pm</p>																								
<b>15.0</b>	<b><u>ANY URGENT BUSINESS</u></b>																								
	There was no urgent business to consider, this part of the meeting ended at 8:35																								