

BRENT KNOLL SPECIAL SCHOOL
Meeting of the Governing Body of the School
held Remotely on
Wednesday 1 July 2020 at 6:00 pm

Membership	Initials	Designation	Term of Office End date	Attendance
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
Ms Lucy Govan		Co-opted Governor	10/11/2023.	Apologies
<i>Vacancy</i>		<i>Foundation Governor</i>		
Ms Jenny Jones	JJ	Staff Governor	10/11/2023	Present
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	Apologies
Ms Cheryl Cowie	CC	Parent Governor	16/11/2021	Present
Ms Laura Deitz	LD	Parent Governor	02/07/2023	Present
Ms Loantha Ebanks-Chambers	LE	Co-opted	13/02/2023	Not present
<i>Vacancy</i>		<i>Local Authority</i>		
<i>Vacancy</i>		<i>Foundation Governor</i>		
Also present				
Ms Rachel Edwards Coutts	RE	Associate Member	02/04/2023	Not present
Mr. Mike Garrick	MG	Clerk	N/A	Present

1.0	<u>WELCOME AND APOLOGIES FOR ABSENCE</u>			
	All were welcomed to the meeting. Apologies for absence were received and noted from Lucy Govan and Oluwafela (Fela) Ajayi.			
2.0	<u>DECLARATION OF INTEREST</u>			
	No declaration of interest was received in any items appearing on the agenda of this meeting.			
3.0	<u>MINUTES & MATTERS ARISING</u>			
3.1	Minutes : The minutes of the ordinary meeting held on 21 April 2020 had been circulated (via the Governors file on the school's website) with the agenda papers prior to the meeting. After consideration, the minutes were AGREED as a true record and was approved for signature by the Chair.			
3.1.1	It was also agreed that the minutes of the Special Meeting held on 11 June 2020 would be considered at the next full governing body meeting.			
3.2	Matters Arising : There were no matters arising from these minutes not covered elsewhere on the agenda of this meeting.			
		Action	Who	When
	A1	Special Meeting 11 June 2020 – Draft Minutes to be considered at next FGB meeting	Clerk	Next FGB
4.0	<u>GOVERNING BODY MEMBERSHIP</u>			
4.1	Changes since the last meeting : There had been no change to the membership since the last meeting.			
4.2	Vacancies : Governors were reminded that there were currently three vacancies as follows : - 1 x LA and 2 x Foundation. It was noted that the Chair had been taking action to identify suitable candidates for consideration, however, the process had been postponed due to the Corona Virus emergency. Further action would be pursued in the Autumn term.			

5.0	<u>HEADTEACHERS REPORT (COVID 19 UPDATE)</u>
5.1	The Headteachers written report had been circulated prior to the meeting. The Head reminded of the update provided at the special meeting held on 11 June and the weekly updates provided since the start of the lockdown. He made reference to an announcement from the Government (expected shortly) in which further guidance on full reopening of the school would be announced. It was likely that all pupils will be in attendance in September ; the school was planning to initially carry forward this year’s timetable into next year and review the same at the end of the Autumn. The constraints of the COVID mitigation measures meant that movement around the school would be limited. Plans were therefore being made for the students to remain class based and for the specialist teachers to go to the classes (rather than students moving around) to deliver the curriculum. Governors were reminded that the situation remained fluid and subject to continuous review.
5.2	The Head was thanked for his update .

6.0	<u>FINANCE</u>
6.1	Budget Closing of 2019/20 budget : SW reported back on the closing of the 2019/20 budget. The budget had been closed with a small in- year overspend of £37K. The budget had been managed well and the outturn in each budget area was as forecast. It was noted that the overspend arises from the purchase of new lockers.
6.1.1	He reminded that, overall, the school had significant accumulated carry forward reserves. SW advised that the Bursar was working on a simplified reporting format to enable governors to see/understand the budget and see where it was being spent more easily. After consideration, the governing body AGREED the 2019/20 budget outturn.
6.2	2020/21 budget and 3 Year Plan: SW advised that the Pay and Resources Committee held a meeting on 8 June to discuss the school’s 2020/21 budget and 3 year plan. The school was carrying forward an accumulated surplus of approx. 1million. The committee and the school envisaged planned capital projects and other spend on developmental areas which would reduce the surplus at the end of the 3 year period to approx. £600K.
6.2.1	In answer to a governor question about the use the surplus , the Head and SW spoke about the inclusion of a contingency element in each year and also the flexibility to respond to reduced income for example arising from a change in the student intake profile. It was noted that extra costs arising from Covid19 were being monitored and information had recently been received from the LA about the methodology for seeking refund of these costs from the Government. SW advised that in the Autumn, the Pay and Resources committee would be reviewing the budget progress and looking at the Service Level Agreements (SLA) including value for money.
6.2.2	It was noted that the intention was move to a 5 year plan, a balanced budget each year , discuss further the planned use of the accumulated surplus and set in place a target for an acceptable level of surplus. After discussion, the governing body AGREED the 2020/21 Budget and 3 year plan .

	Action	Who	When
A2	2019/20 Budget Outturn - Agreed	Head	Immediate
	2020/21 Budget & 3 Year Plan - Agreed		

7.0	<u>COMMITTEE REPORTS</u>
7.1	Pay & Resources Committee: SW reported that the Committee discussed the delays in installing the new lockers. There had been difficulties due to Covid19 ; the arrangement was now that the lockers would be installed in the middle 2 weeks of the summer break. The school holiday scheme would be operating in the first 2 and last 2 weeks of the holiday.

7.1.1	<p>There had also been discussion about the Terms of Reference, adjustments were made removing reference to asbestos – as there was none in the school and removal of a superfluous section. However, the main concern was whether the Head or his representative needed (as currently stated in the TOR) to be in attendance for the committee meeting to go ahead. It was felt that in some circumstances, meeting should be able to go ahead without the Head being present. The Clerk advised against meetings involving considerations and or decisions relating to the use of school resources going ahead without the Head or his representative being present. It was AGREED that this matter be discussed when the TOR is next reviewed i.e. in the Autumn term 2020. It was felt that whatever is decided that it should be applied to all the committees. The budget was also discussed at the meeting and staffing update provided .</p>
7.1.2	<p>It was also reported at the Committee meeting that the LA had appointed a new project manager to progress the actions to address the remaining building defects. These related mainly the solar panels and glazing. The building company had gone bust, but the LA had withheld a sum of money to remedy the problems. SW advised that in recruiting new governors that there was a need to replace the skills, relating to Building and Maintenance, following the resignation of James Rene.</p>
7.1.3	<p>It was noted that the school was in compliance with the LA's H & S requirements . The committee considered and agreed the school GDPR policy. The policy had been updated to include the arrangements for retention of students records and the notice requirements relating to the CCTV. After consideration, the governing body noted and endorsed the decisions and actions of the committee.</p>
7.2	<p>Children, Families & Community Committee : CC provided a report on the meeting of the committee held on 10 June 2020. She advised that the committee received report on the online learning being provided for students, including the possibility of extending the face to face engagement/learning to primary pupils. The committee received information about the changes to the environment arising from Covid19 – it was noted that students were dealing with the changes well . There had been very positive feedback received from families to the support being provided by the school. The SDP was mainly on hold, work on emotional regulation and wellbeing would be taken forward in the Autumn. CC provided information to the governors about her link con tact with the DSL and SBM about safeguarding matters including the logging of Concerns and the Single Central Record.</p>
7.2.1	<p>Reference was made to the need for a recovery curriculum in the Autumn - Q Has there been any development ? The Head advised that existing year groups would move up in September – e. g Year 7 to Year 8 . He spoke about the transition work done with the existing year 11 students ; the greater numbers expected in Year 7 and the taster sessions – including slides put together by the Assistant Heads to show pupils/students what the school will look like and what they will be doing in the first few days when they return in September . Governors were also informed of the creation of a virtual achievement assembly – families would be sent a link so that they can view the same at home.</p>
7.2.2	<p>It was noted that the Trust had provided £5K for additional support (food parcels) for families in receipt of Free school meals. Also, that the LA transport would continue to deliver the food parcels during the summer holidays. The committee also considered and agreed the appendix to the Safeguarding policy. CC advised that information was provided on the family survey - a further survey was to be undertaken in the Autumn term ; the school twitter account was being progressed - guidance and support would be obtained from Watergate school who had already set up an account. CC stated that a further governors skills audit would be undertaken when new governors are in place. After consideration, the governing body noted and endorsed the decisions and actions of the committee.</p>
7.3	<p>Teaching & Learning Committee: LD reported back on the meeting held on 16 June 2020, she advised that there had been some overlap in the matters discussed by the C, F & C committee . The SIP areas for this committee had been paused , the work on data , benchmarking , the curriculum review, and personal development would be picked up again in the Autumn term . The committee also received an update on the quality of teaching prior to lockdown - all teaching was good or outstanding ; there were 2 teachers in need of</p>

7.3.1	<p>improvement and 1 where the teaching was in adequate. The teacher that was inadequate had now resigned. Information was provided about the learning opportunities provided for students; the induction plans for new teachers ; the SEF had also been postponed. The Head advised that the staff would be reviewing what progress had been made with SIP and SEF in 2019/20 and formulate the 2020/21 SIP.</p> <p>RSE information had been circulated to parents/families as part of the consultation on the revised policy. The Head advised that he had not received any feedback from the consultation but that he would be providing opportunities for parents in the Autumn to meet with the DSL, the Key Stage Co-ordinator or himself to explain what is being delivered and how it will be delivered. The plan was to fully implement the new policy from January 2021. After consideration, the governing body noted and endorsed the decisions and actions of the committee.</p>
8.0	<p><u>SAFEGUARDING</u></p> <p>The Head reminded that the updates on safeguarding had been provided at the committee meetings and in the updates provided to governors. Comment was made that the contacts from the school with families had been proactive, welcomed and appreciated. It was noted that the safeguarding appendix stating the arrangements in place during the lockdown, had been updated and the risk assessments relating to COVID19 would continue to be reviewed as and when circumstances change.</p>
9.0	<p><u>HEALTH AND SAFETY</u></p> <p>9.1 The Head spoke about receiving staff views ; he advised that the LA had appointed an officer to go through the guidance from the Government and summarise the contents– this was welcomed by Heads. SW reminded that there was a concern at the special full governors meeting held on 11 June about the Risk Assessment document produced by the school. He advised that the LA had been asked subsequently to review the school’s document again and they have confirmed that they are of the standard and quality that they expect.</p> <p>9.2 The Head advised that he awaited details of any specific concerns/issues about the Risk Assessments et-al as set out in the document discussed at the Special meeting. When received, he was willing to address/ respond to them. Governors were asked to note that the risk assessments would continue to be revisited as necessary as and when circumstances change, and new/updated guidance is received from the LA and or Government.</p>
10.0	<p><u>STAFFING (Non-confidential)</u></p> <p>10.1 Staffing: The Head advised that a teacher experiencing difficulties had resigned and another has resigned due to career progression to a more senior roll. Recruitment action had been taken to fill the arising vacancies. The school was therefore fully staffed for teachers in September.</p> <p>10.1.1 However, there were LSA vacancies for September , the Head spoke of one the LSAs leaving to start a PGCE course, he commented that the LSA role provided an opportunity for graduates to gain experience before going into teaching. He advised that there were 2 agency LSAs (that the school had used in the past) who had committed to providing cover for (1 term) the Autumn ; thereafter the vacancies would be covered by long term supply staff.</p> <p>10.1.2 Q Recruitment of the teachers – what process was used ? The Head explained that the process was done virtually – there were 5 applicants , 3 interviewed and 2 appointed. He stated that in place of the teaching observation, candidates were given a scenario and asked to prepare a lesson plan and also say what resources would be required to deliver the lesson. The Head felt that the process was as rigorous as possible in the circumstances .</p> <p>10.1.3 Q Where were the vacancies advertised? The Head advised that the role was advertised in the Times Education Supplement.</p> <p>Performance appraisal : The Head reminded that due to the COVID19 situation , the SDP</p>

10.2.	had been paused. He advised that the targets set for 2019/20 were generic across department and phases for purposes of consistency. The performance appraisals for 2019/20 would be undertaken in the context of the circumstances of COVID19 and the agreement with the staff Unions and Government guidelines. The Head spoke of the alignment of the departmental budgets and curriculum plans with academic rather than the financial year. Information was also provided about the progress of the Post16 pilot to start in September 2021, establishment of Learning Pathways and the LA agreement to the Admissions criteria.			
10.2.1	Governors were reminded that the LSA harmonisation had been agreed, allied to which was the introduction of an appraisal process and setting of targets. The Head clarified that the period of review September to July, with the new period beginning in September so that class teachers can be involved in the target setting. Decisions were to be made about how these targets will be reviewed.			
11.0	<u>POLICIES</u>			
11.1	Relationship and Sex Education Policy : The policy had been drafted and feedback received from staff but nothing from parents following consultation. Some governors stated that they could not open the document. The Head undertook to resend the document electronically after the meeting. There was discussion about the content of the policy, the communication/ explanation about what will be delivered and how it will be delivered. The Head advised that the new policy would take effect from September but would not be implemented until January 2021 – schools had been given a degree of flexibility having regard to the COVID19 situation. Reference was made to the emphasis on delivery of content to students that is both age and developmentally appropriate.			
11.2	Q Can parents withdraw their children ? The Head explained that there was a right of withdrawal from Secondary but not from that for Primary pupils. Any parental request by a family to withdraw their child needed to be made in writing and discussed with the school. It was noted that discussions needed to be documented and appended to the students records.			
11.3	After discussion, the governors AGREED the Policy in principle . Governors were asked to send in any comments to the Head by the end of term. The governors also AGREED to further review the policy as an agenda item at the next full governing body meeting.			
		Action	Who	When
	A3	RSE Policy to be considered at the next FGB meeting	Head & Clerk	Next FGB
12.0	<u>GOVERNING BODY TRAINING</u>			
	Governors were referred to the training programme for governors detailed in the Summer 2020 Newsletter. The LA were exploring options for e-learning or virtual training. During COVID19 all face to face training had been cancelled. The governors were also asked to note that bookings for training courses needed to be made on online, details were provided in the Newsletter.			
13.0	<u>SCHOOL TERMS AND HOLIDAY 2020/21</u>			
13.1	The School Terms and Holiday Dates for 2020/21 had been circulated. The dates for the academic years 2021/22, 2022/23 and 2023/24 had been published on the LB Lewisham website.			
13.2	Also noted was that for community schools, governors and Head's do not have delegated authority to vary these dates. The Head notified that there were INSET dates yet to be allocated for 2020/21.			
14.0	<u>GOVERNING BODY MEETING FOR 2020/21</u>			
14.1	A draft schedule of meetings for 2020/21 had been circulated. After discussion, the following dates were agreed :			

14.2	<p>Full Governing Body Meetings (Start 6:00 pm) Wednesday - 30 September 2020 Wednesday - 25 November 2020 Wednesday - 25 March 2021 Wednesday - 16 June 2021</p> <p>There was discussion about whether a specific/separate Pay Committee meeting should be held to consider the Heads Recommendation for Pay and Performance . It was AGREED that this should be considered as a Confidential (Part 2) item by the Pay and Resources Committee in the Autumn term 2020</p>		
14.3	<p>Pay & Resources (6:00pm)</p> <p>Tues 10 November 2020 Tues 2 March 2021 Tues 27 April 2021</p> <p>NB : Dates of un-clerked meetings to be decided.</p>	<p>Teaching & Learning (4:00pm)</p> <p>Tues 17 November 2020 Tues 9 March 2021 Tues 4 May 2021</p> <p>NB : Dates of un-clerked meetings to be decided.</p>	<p>Children, F& C (6:00 pm)</p> <p>Wed 11 November 2020 Wed 10 March 2021 Date to be decided</p> <p>NB : Dates of un-clerked meetings to be decided.</p>
15.0	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business to consider , this part of the meeting ended at 7:35 pm</p>		