

**BRENT KNOLL SPECIAL SCHOOL**  
**Meeting of the Governing Body of the School held Remotely**  
**on Tuesday 21 April 2020 at 5:00pm**

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

<b>1.0</b>	<b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>  The Chair opened the meeting by welcoming everyone, no apologies for absence were received.
<b>2.0</b>	<b><u>DECLARATIONS OF INTEREST &amp; REGISTER OF INTERESTS</u></b>  <b>Declarations of Interest:</b> No declaration of interest was received in any items appearing on the agenda of this meeting.
<b>3.0</b>	<b><u>ELECTION OF VICE CHAIR</u></b>  3.1 Governors were invited to elect a Vice Chair for the period ending the first meeting in the Autumn term 2020. No nomination for the role was received. The governing body AGREED to delay the election until the Autumn term 2020. Noting that , as an interim the Committee Chairs were able to provide support to the Chair of the governing body as and when necessary. 3.2
<b>4.0</b>	<b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b>  4.1 <b>Minutes:</b> The minutes of the meeting held on 11 December 2019 had been circulated . After consideration , the Minutes were AGREED as a true record and approved for signature by the Chair . 4.2 <b>Matters Arising (not included elsewhere on the agenda) :</b> There were no matters arising not included elsewhere on the agenda of this meeting.
<b>5.0</b>	<b><u>GOVERNING BODY ORGANISATION AND PROCEDURES</u></b>  5.1 <b>Appointments &amp; Resignations:</b> There had been no change to the governing body since the last meeting.  5.2 <b>Vacancies:</b> There were currently 3 vacancies , 2 Foundation places and 1 Local Authority place following the resignation of James Rene . The Chair advised that efforts were underway to recruit to the vacancies. Arrangements were in place for the Chairs ( FGB and the other 2

5.3	<p>committee Chairs ) to interview interested candidates , however, this had been put on hold due to the current emergency and will be picked up again as soon as circumstances allow.</p> <p><b>Remote Attendance Policy</b> :An amended Policy to take account of current (COVID19 ) circumstances had been circulated. After consideration , the Policy was AGREED.</p>
5.4	<p><b>DBS Checks:</b> Governors were reminded that they are legally required to complete a DBS check and an overseas check if necessary and to ensure that their DBS check is renewed when required.</p>
<b>6.0</b>	<p><b><u>HEADTEACHER'S REPORT</u></b></p>
6.1	<p>The Headteachers Report had been circulated prior to the meeting. A request was made to have the Report earlier so that governors have time to review the contents. The Head stated that his intention was always to provide the report a week in advance of the meeting , however, due to currentcircumstances it had not been possible .</p>
6.2	<p>The Head spoke of a very positive response by staff to the crisis , a rota system was in place , and a number were self-isolating ( in line with the Government and Public Health England guidance) either because they themselves had health conditions or were shielding a member of their household. The school remained open for vulnerable students and those of key workers. Additional cleaning measures were in place during the days and a deep clean of the school undertaken over the Easter break,</p>
6.3	<p>The staff were keeping in touch with students regularly , particular attention was being given to identification of the most vulnerable families. The DSL was in contact with these families more frequently and where necessary liaising with social services and other external agencies.</p>
6.4	<p>The Head advised of the provision of food packages distributed to families with the help of the Lewisham Transport Service . The School had, via the Trust, obtained a fund of £5K to supplement the FSM vouchers available to qualifying families.</p>
6.5	<p>Information was provided about the meetings ( at least once per week ) between the Heads of Special Schools and also with the LA and Public Health England. Information was provided that the school had undertaken RAG rated risk assessments and the provision of personal protective equipment (PPE) , gloves and masks, for use if any pupils/students display symptoms.</p>
6.6	<p>Q Are there any parents that the school have not been able to contact ? The Head advised that there had so far only been one , efforts were being made to make contact by , telephone , email, and post. It was noted that the matter had been passed on to the Attendance and Welfare Service, the Head, stated that he would be making a home visit it this case. .</p>
6.7	<p>Q How are the LA Assisting ? It was explained that the school is required to provide weekly information to the LA and DfE and was also in regular contact with the Attendance and Welfare service if there was a need for follow up with a family.</p>
6.8	<p>Q What is the process if families circumstances change ? The Head advised that form tutors and class teachers were in contact weekly andask about circumstances using questions drafted by Emma Moore, the School Home Liaison Officer and DSL . The school had already undertaken assessments to determine those who should be in school , re-assessments would be undertaken if family circumstances change.</p>
6.9	<p>The Head was thanked for the weekly update , he advised that these would continue during the crisis</p>
<b>7.0</b>	<p><b><u>FINANCE REPORT</u></b></p>
7.1	<p><b>2019/20: Budget Report and 2020/21 Budget and 3 Year Plan.</b> Governors were reminded</p>

7.2	<p>that the budget setting process had been extended until June 2020 and formal approval of the budget by the full governing body was now required. It was noted that approval of the Outturn for last year and proposed budget for 2020/21 would be considered at the next Pay and Resources Committee meeting and then at the full governing body meeting in July.</p> <p><b>Catering contract :</b> The Head thanked those governors who responded to the communications on the Catering contract. A majority of governors agreed with the new contract as recommended. Governors were advised that due to Government changes, it was necessary to extend the existing arrangements until May 2020 and then move on to the new contract. The governors endorsed the Catering Contract decision; it was agreed that SW will speak separately to the Head to look at the reason for the delay.</p>
7.3	<p><b>Schools Financial Value Standard:</b> The SFVS document had been considered and discussed at the meeting of the Pay and Resources committee on 11 February and was recommended for approval by the full governing body subject to which the submission was made to Lewisham local authority by the deadline of 14 February 2020. After consideration, the SFVS was Approved by the governing body</p>
8.0	<p><b><u>COMMITTEE REPORTS</u></b></p>
8.1	<p><b>Pay &amp; Resources Committee:</b> The draft minutes of the meeting held on 11 February had been circulated. SW highlighted the main areas of discussion; the Budget for 2019/20 was balanced. The LA had introduced a new bench marking tool to provide monitoring of spend against a DfE recommended average – however, this has had to be adjusted for Special Schools . The committee also received progress on the procurement of new lockers , the provision had been delayed due to the lockdown; also considered were the ongoing position concerning outstanding defects – the LA had appointed a new Project Manager to liaise with the School and the Administrator following the collapse of Lakehouse the contractors.</p>
8.1.1	<p>The online annual H &amp; S self-audit had been completed and returned to the LA; no issues had been raised by the LA. It had been proposed that the H &amp; S consultant be invited to attend this meeting to provide the governors with an overview of H &amp; S at the school. Governors were reminded that it had been necessary to postpone this.</p>
8.1.2	<p>The committee also received reports on the Asset Register , Equality Information, and objectives; also considered and agreed the whistleblowing , Data Protection and Health &amp; Safety policies and the school Accessibility Plan. A GDPR review had been done and the school came out well. After the discussions, the governing body noted and endorsed the actions and decisions of the committee .</p>
8.2	<p><b>Teaching &amp; Learning Committee:</b> The draft minutes of the meeting held on 10 March 2020 had been circulated. : LD highlighted the discussion on the progress of the School Development Plan ; the report on the quality of teaching, the whole school training on safeguarding , the work on peer observation and curriculum development.</p>
8.2.1	<p>The Head advised that a SSAT SEND Exceptional Outcomes award had been received in recognition of the schools work on meeting the needs of SEND. The governing body commended the school on receipt of the award. The Head also advised that places had been found for all Year 11 students, however , due to the COVID situation, it was unlikely that the school would be able to provide the transition planned for the students. The governors were advised that in principle agreement had been given to using space at the planned Greenvale School expansion site for the Brent Knoll Post 16 pilot project.</p>
8.2.2.	<p>EF and the Chair reported a link visit in March to discuss the curriculum development , performance appraisal and quality assurance. Most teaching was good or outstanding , there were 2 teachers requiring improvement – the staff concerned were receiving support , there was 1 teacher judged as inadequate this member of staff had , however, resigned with effect from Easter</p>

8.2.3	<p><b>Q</b> Under performance; is there a process for picking up /continuing to support these staff when the school resumes ? The Head advised that there was a process in place overseen by the middle leaders ; if more detailed interventions are necessary this was done by the SLT. Staff were able to benefit from the collegiate approach being taken with the peer observations. After the discussions , the governing body noted and endorsed the actions and decisions of the committee .</p>								
8.3	<p><b>Children, Families &amp; Community Committee:</b> The minutes of the meeting held on 4 March 2020 had been circulated. CC, Chair of the committee highlighted the increase in the number of Emotional Literacy Support Assistants from 2 to 3. Work was being done on pupil wellbeing, information was also provided about the use of the Myconcern software , the level 1 training on Safeguarding for all staff. Work had been done by the School Business Manager to make the Single Central Record more robust and include a record of governor training.</p>								
8.3.1	<p>The committee also discussed the arrangement for monitoring around Attendance, the plans for Easter holiday provision. The Head advised that the school would be open over half term to vulnerable children – there was no charge to parents but costs to the school which the school will seek to reclaim from the DfE. CC advised that the Parents Forum had been renamed The Families Forum. A survey of Families had been undertaken; the level of response was not as good as last year reasons for this would be reviewed. Strong feedback supporting the proposals for improved crossing facilities outside the school had been received and sent on to the LA.</p>								
8.3.2	<p>The committee reviewed the Home School Agreement ; the policy on Supporting Children with Medical Conditions , the Physical Intervention Policy , Complaints Policy and the Mental Health and Emotional Wellbeing Policy.</p>								
8.3.3	<p>Safeguarding the committee received a copy of the Safeguarding review undertaken by the LA in January 2020. CC highlighted that 33 of 45 areas reviewed achieved a best practice rating . Information was provided about the decision on the retention of records after they leave the school . Also, CC reported her visits each half term to review the SCR. A suggestion was made that the school set up a Twitter Account – this was being looked into. After the discussions , the governing body noted and endorsed the actions and decisions of the committee .</p>								
	<table border="1"> <thead> <tr> <th data-bbox="209 1256 304 1294"></th> <th data-bbox="304 1256 1198 1294">Action</th> <th data-bbox="1198 1256 1353 1294">Who</th> <th data-bbox="1353 1256 1505 1294">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1294 304 1429">A 1</td> <td data-bbox="304 1294 1198 1429">H &amp;S Consultant to be invited to a governors meeting to provide an overview on H &amp; S in the school.</td> <td data-bbox="1198 1294 1353 1429">Head &amp; Chair</td> <td data-bbox="1353 1294 1505 1429">As &amp; When possible</td> </tr> </tbody> </table>		Action	Who	When	A 1	H &S Consultant to be invited to a governors meeting to provide an overview on H & S in the school.	Head & Chair	As & When possible
	Action	Who	When						
A 1	H &S Consultant to be invited to a governors meeting to provide an overview on H & S in the school.	Head & Chair	As & When possible						
9.0	<p><b><u>SAFEGUARDING &amp; H &amp; S REPORT</u></b></p>								
9.1	<p><b>Safeguarding report:</b> CC advised that her link contact concerning safeguarding was available in the link folder in the governors area of the website.</p>								
9.2	<p><b>Health and Safety report:</b> – postponed until the next meeting.</p>								
9.3	<p><b>H &amp; S Online - Self Audit :</b> It was noted that the Self Audit had been completed and submitted , as mentioned earlier in the meeting , to the LA by the required deadline of 30 March.</p>								
10.0	<p><b><u>POLICY REVIEW</u></b></p> <p><b>Changes to Relationships, Health and Sex Education from September 2020</b>  The Department for Education (DfE) has issued new guidance for Relationships Education, Relationships and Sex Education (RSE) and Health Education (HE), which will come into effect in primary, special, and secondary schools from September 2020.  The Head reported that work was underway to revise the school policy, the amended policy would be available for governors to consider at the next full governing body meeting.</p>								

<p><b>11.0</b></p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><b><u>GOVERNORS' ACTIVITIES AND TRAINING</u></b></p> <p><b>Visits to the school, meetings attended and other activities:</b> The Chair reminded that 5 governors attended the 1 day level 1 training on Safeguarding provided at the schools. The Head advised that the school has access to an online safeguarding course and would make this available to the governors on request.</p> <p>Governors were asked to note that all in person LA governor training had been cancelled. Arrangements were being made to provide or and or to sign post online training. Details would be circulated by the LA to all governors as and when these are available .</p> <p>Reference was made to provision from ' Modern Governors' who provide an application; also, the information provided by The Key and NGA . It was noted that the school subscribes to the latter 2. The Head AGREED to provide governors with the login details so that they can gain access.</p>			
<p><b>12.0</b></p>	<p><b><u>DATES &amp; TIMES OF FUTURE MEETINGS</u></b></p> <p>The next meeting was scheduled for Wednesday 1 July 2020 at 6:00 pm</p>			
<p><b>13.0</b></p> <p>13.1</p> <p>13.1.1</p> <p>13.1.1</p> <p>13.1.2</p>	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b>Trust Contribution 2020/21 :</b> The Head reported back from the last meeting of the Brent Knoll and Watergate Trust Board. The school had contributed £15K last year towards the infrastructure costs and the same amount was being requested for £2020/21. The success of the Trust in offering holiday schemes and the work of the fundraiser in bringing in funds of £50K were highlighted. Governors expressed concerns about whether being part of the Trust continued to be of benefit to the school; also the sustainability of the organisation going forward with regard to the prospect of a tight financial position in the future and the lack of capacity in SLT of both schools to drive the work of the Trust.</p> <p>Governors were in favour of contributing funds to the Trust for a further year as long as it was clear how things could be different in a years' time. Needs included a plan with a clear pathway for delivery and sustainability. There was a view that the schools can collaborate and jointly fund the fundraiser without the umbrella of the Trust. The suggestion was made that the funding be agreed for 6 months and that in that time a comprehensive plan be provided by the Trust. The Head spoke about opportunities to consider the matter further at the next Trust meeting in June and at the AGM in October 2020.</p> <p>After consideration, the governing body AGREED the requested £15K ; SW agreed to support the Head on engaging with the Trust to raise the concerns /reservations about the usefulness and future of the Trust.</p> <p><b>Commendation to the Staff :</b> Governors recorded their thanks and appreciation to the Head and staff for the work they had done so far for students and their families in response to the COVID19 crisis.The Chair and Head AGREED to write to the staff .</p>			
		<p><b>Action</b></p> <p><b>A2</b> <b>Commendation to the Staff</b>– Letter of thanks for work done in response to COVID19</p>	<p><b>Who</b></p> <p>Head &amp; Chair</p>	<p><b>When</b></p> <p>ASAP</p>