

**BRENT KNOLL SCHOOL**  
 Minutes of a meeting of the Governing Body  
 held REMOTELY on  
**Wednesday 24 March 2021 at 6:00 pm**

| Membership<br>( Instrument 2.3.15)<br>PG x3 , LA x1, Staff x1 , Head x 1,<br>Foundation x 3 , Co-option x 3. Total 12 | Initials | Designation                | Term of Office<br>End date | Attendace |
|---|----------|----------------------------|----------------------------|-----------|
| Mr. Andy Taylor   | AT       | Headteacher                | Ex-Officio                 | Present   |
| Ms Lucy Govan   | LG       | Co-opted Governor          | 10/11/2023.                | Apologies |
| 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<br>(Chair) | 02/07/2023                 | Present   |
| <i>Vacancy</i>  |          | <i>Co-opted</i>            |                            |           |
| Mr Rohan Grove  | RG       | Local Authority            | 29/11/2024                 | Present   |
| Mr James Bamford  | JB       | Foundation Governor        | 01/12/2024                 | Present   |
| Mr James Cherry   | JC       | Foundation Governor        | 01/12/2024                 | Present   |
| Ms Rachel Edwards Coutts  | RE       | Associate Member           | 02/04/2023                 | Present   |
| <b>Also present</b>   |          |                            |                            |           |
| Mr. Mike Garrick  | MG       | Clerk                      | N/A                        |           |

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| <b>1.0</b> | <b><u>WELCOME , APOLOGIES FOR ABSENCE &amp; ANY CHANGE TO THE BUSINESS</u></b>  |
| 1.1        | The Chair opened the meeting by welcoming everyone, apologies for absence were received and accepted from Lucy Govan.   |
| 1.2        | There was no change to the business of the meeting.   |
| <b>2.0</b> | <b><u>DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u></b>  |
| 2.1        | <b>Declaration of Interest for the meeting:</b> No declaration of interest was received in any items appearing on the agenda of this meeting.   |
| 2.2        | <b>Annual Register of Interests:</b> Members of the governing body were reminded of the need to complete and return the annual declaration form to the Clerk ( with copy to the Chair of the governing body) if they had not already done so. |
| <b>3.0</b> | <b><u>GOVERNING BODY MEMBERSHIP</u></b>   |
| 3.1        | Changes to the governing body since the last meeting. Details of appointments made since the last meeting were provided as listed below.  |
| 3.1.1      | Foundation Governor Appointments: James Cherry and James Bamford had been appointed as Foundation Governors by the Brent Knoll and Watergate Trust for a term of 4 years ending on 1 December 2024 .  |
| 3.1.2      | Local Authority (LA) Appointment : Rohan Grove had been appointed by the LA as an LA Governor for a 4-year term ending 29 November 2024.  |

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| 3.2        | Terms of Office ending before the next full governing body meeting : Simon Whitlock (SW) - Co-opted governor term ends on 22/05/2021. Governors noted that this term of office end would occur prior to the next meeting. After discussion , SW was asked if he was willing to stand for another term , he advised that he was willing to be considered. SW withdrew whilst the matter was considered. After discussion and a vote, the governors voted unanimously to appoint SW for a further 4-year term ( running on from his current term) ending 22.May 2025.   |
| 3.3        | <b>Vacancies:</b> Governors were advised that there was a Co-option vacancy arising from the resignation of Loanntha Ebanks-Chambers. Arrangements to fill the vacancy to be discussed at the next meeting.   |
| 3.5        | <b>DBS Checks:</b> Governors were reminded that they are legally required to complete a DBS check. New governors needed to arrange ( with the school ) within 21 days of their appointment/election for an application for DBS to be undertaken. Serving governors needed to ensure that their DBS check is renewed every three years.  |
| <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 25 November 2020 had been circulated 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.   |
| 4.2        | <b>Matters Arising:</b> There were no matters arising which were not covered elsewhere on the agenda of the meeting.  |
| <b>5.0</b> | <b><u>HEADTEACHERS REPORT</u></b>   |
| 5.1        | The Headteachers Report had been circulated ( via the Governors Area on the website) prior to the meeting. The Head took the governors through his report and answered questions.   |
| 5.2        | The Head gave an update on the full re-opening of the school which took place on 8 March , he advised that specialist teachers were again moving between classes as per the arrangements at the start of September 2020 . Secondary aged students were being offered testing on site, there was currently a low take up, but home testing options would be made available where students can be helped by their families. The Administration was now located in one zone instead of two. There was now a reduced risk (i.e., testing and vaccinations) of transmission of Covid19 impacting in such a way that all the SLT and Admin would be out at the same time. It was noted that lateral flow tests were all being administered in school – the Head stated that this would continue until Easter. |
| 5.3        | There had been one child and one member of staff who tested positive for Covid19 , both were now back following the quarantine period. The Head spoke about the undertaking of individual risk assessments and the weekly briefings for Heads provided by the Local Authority and the information/guidance from Challenge Partners. He recorded his thanks to the staff for their hard work commitment and resilience in ensuring that the school remained open throughout. This was endorsed by the governing body who also recorded their thanks and appreciation.  |
| 5.4        | The governors were provided with an update on the progress of the SIP and SES . The Head advised that the executive summary had been done and referred to the SIP priorities -some of which could not be progressed due to the pandemic and consequent disruptions . The Head spoke of the development and effectiveness of the distribution of responsibilities to the curriculum and middle leaders in driving school improvement.  |
| 5.5        | The school had been invited by SSAT join following on from the school's achievement in SEND in the previous year. CC had regular communication with the DSL and Pastoral Manager during the lockdown to ensure that support for those who need it was in place. The Head felt that this work had a big impact with families and had opened the way for better interaction between parents and class teachers. Remote learning had therefore strengthened the links between home and school.   |

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| 5.6  | The governors noted that the full day safeguarding review had not yet taken place, it was due in June and two governors (CC and RG) would be invited to attend. The H&S review had been postponed; a new date was to be arranged. There was now only one LAC at the school, the transitioning of that student/pupil into the school had gone smoothly.  |
| 5.7  | Communication with parents/families: The Head highlighted that, because of the new arrangements necessitated by Covid, the SLT was now more visible at the start of the day as pupils and students arrive. A staggered arrangement was in place at the end of the day for pupils/students to be collected to avoid congestion. A weekly newsletter was being provided to inform and connect with families and to celebrate activities taking place in school. The Head shared with the governors a success story relating to progress of a former student who had progressed to Bromley College and been awarded Student of the year and was now in employment. He undertook to include an article in the end of term newsletter. |
| 5.8  | Information was provided about the use of emails to replace the contact book; details were provided of the adjustments/provision (using verbal communication) made for those families without or limited access to devices or have literacy problem.  |
| 5.9  | Family forum: Governors were asked for ideas on how to improve the community and family engagement. Discussion took place on building on the success of using the two-way Seesaw also about setting up activities in school in which families can participate.  |
| 5.10 | It was noted that the information on Pupil Premium and use of the PE premium had been reported at the sub-committee meetings.   |
| 5.11 | The Trust: The Head spoke about the Trust wanting to move away from reliance on the Headteacher of the two schools in terms of the governance and operation. The Trust was now seeking to advertise for a volunteer CEO to lead the Trust going forward.  |
| 5.12 | Q What is the financial commitment to the Trust? The Head advised that it was £7500 which was to cover several fixed costs – Admin and clerking. He reminded that the Trust recruited a Fundraiser who had successfully raised money to deliver the holiday schemes. The Trust was however moving towards reducing the reliance on financial contributions from the two schools. The governing body AGREED the funding (£7500) for allocation to the Trust.   |
| 5.13 | Post 16: A copy of the school's proposal for a 1-year Post 16 provision had been circulated with the Headteachers Report. The proposals and discussions with the LA and Greenvale school had gone well and discussions would be taking place with the Pay and Resources Committee about funding of posts for the pilot starting in September 2022 – 4 or 5 prospective students had been identified.  |
| 5.14 | Pupil numbers were slightly above the capacity but there were a couple of students due to leave shortly. Attendance in the context of Covid, was good, those families with less than 90% had been identified and were being worked with.  |
| 5.15 | Staffing: Several members were off with stress relating to Covid and there was 1 member going through the ill Health capability process.  |
| 5.16 | Governors were notified of a reportable accident in which a pupil/student sustained a fracture. Information was provided about the investigation, meeting with the family and the actions taken.  |
| 5.17 | <b>Exclusion:</b> The Head advised that there had been a 2-day fixed term exclusion. The reason was shared with governors, also the support in place and involvement with external agencies. He felt that it was necessary to identify provision that meets this students' needs and to arrange a managed move to that provision.   |
| 5.18 | The Head was thanked for his report.  |

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| <b>6.0</b> | <b><u>COMMITTEES REPORTS</u></b>  |
| 6.1        | <b>Pay Resources Committee:</b> A report from the meeting held on 2 March 2021 was provided by SW. He advised that the committee received an update on the current budget and 3-year projection. There had been some changes to the budget plan for the year. The variances related to the Covid19 which led to additional spend in some areas and reduced spend in others but overall, the school continued to have a healthy carryforward in line with previous forecast. The committee noted that the school proposed to increase spend on wellbeing, personal and social development activities particularly for those students given the disruptions that have occurred during the year.   |
| 6.1.1      | Q Are there any plans to increase the support/provision of home school support? The Head advised that he was working on proposals for a funding a role to support the work of the DSL. The additional role would be focus on supporting the administrative side of the work to free up the DSL to focus on the engagement and advisory side of the work.  |
| 6.1.2      | SW advised of the committee's discussion about the school plans for a 3-to-5-year budget plan which included modelling to take account of possible changes in terms of banding and the admissions profile. The SFVS draft submission was discussed, the committee received information and asked questions about the levels of spend on various areas with reference to bench marked data using the DfE bench marking tool. The governing body approved and endorsed the decisions and actions of the committee.  |
| 6.2        | <b>Teaching &amp; Learning Committee:</b> Report from the meeting held on 9 March 2021 was provided by EF. She advised of the presentation given to members of the committee by the Assistant Heads. (at the un-clerked meeting preceding the 9 March) on the remote learning provision.  |
| 6.2.1      | The committee received reports on the level of engagement with the remote provision, using the Seesaw platform and the improved capacity for two-way communication between families and the school. Information was also provided about the online library provision that had been introduced, the committee would be meeting with the middle leaders to receive more details on curriculum development and priorities identified from the RAG rated (initially on Maths and English) assessments. Details were also provided on the development of the middle leaders including their responsibilities in relation to the appraisal process, assessment, monitoring and evaluation and driving the curriculum review and development. The governing body approved and endorsed the decisions and actions of the committee.                 |
| 6.3        | <b>Committee membership Review:</b> CC advised that Rachel Edwards Coutts (REC) had expressed a wish to join the T & L committee. It was noted and agreed that the existing membership would remain until the end of the academic year. Re-assignments to be reviewed for September 2021/22 at the Summer term 2021 or Autumn term 2021 full governing body meeting.  |
| 6.4        | <b>Children, Families &amp; Community:</b> Report from the meeting held on 10 March 2021 was provided by CC. She advised that she would be arranging with the school to undertake a review of the Single Central Record; the committee were provided with information about the school's actions on mental health and wellbeing; the improvement in communication between the school and families and the work being done with pupils and students on communication and personal and social development.  |
| 6.4.1      | The school website was currently compliant, but oversight was ongoing. The committee agreed that the family survey should be postponed – it was last done in October 2020 at that time, the level of response was disappointing. The committee discussed options for improving turnout at Family forum meetings including change of times to the evening and providing and including families in social activities. Also providing more opportunities for parents to engage with each other and provide mutual support and share information and experience. CC advised that a letter would be sent to parents/families asking for their views on timing and content of meetings. The complaints policy was also discussed, and some suggestions made. The governing body approved and endorsed the decisions and actions of the committee. |
| 6.5        | <b>Link Governors Reports:</b> The governing body noted the link meeting by EF and SW with the PP   |

|             | lead ( one of the Middle Leaders ) to review the revised PP statement and plan. This included work being done to put in place processes to evidence and measure the impact .   |      |          |     |      |    |   |      |          |
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| <b>7.0</b>  | <p><b><u>FINANCIAL MANAGEMENT</u></b></p> <p>7.1 <b>2020/21</b> budget and three-year projection: An update on the budget was provided as part of the report back from the last Pay and Resources Committee meeting. It was noted that the school continued to have a healthy carryforward, that going forward some of these funds would be used to provide, fun, social and personal development activities. After consideration, the governing body endorsed and AGREED the 2020/21 budget update.</p> <p>7.2 <b>2021/22- and 3-year plan:</b> Governors were advised that the 2021/22 budget and plan for the following 3 years would be considered at the next Pay and Resources committee meeting and brought forward for agreement at the next full governors meeting. It was noted that the submission deadline for the 2021/22 budget to Lewisham would be <b>15 June 2021</b>. Should an extension to 30 June be required (due to a deficit budget) this could be agreed with the LA.</p> <p>7.3 <b>Schools Financial Value Standard:</b> A copy of the SFVS draft return had been circulated with the agenda papers prior to the meeting. It was noted that the document had been considered at the last Pay and Resources Committee Meeting and recommended for agreement. After consideration, the SFVS submission was AGREED for signature by the Chair governing body. It was noted that the deadline date for submission to the Lewisham local authority was 28 May 2021.</p> |      |          |     |      |    |   |      |          |
| <b>8.0</b>  | <p><b><u>SAFEGUARDING &amp; HEALTH AND SAFETY</u></b></p> <p>8.1 <b>Safeguarding Report:</b> Governors were referred to the detail's information and data in the Head Report (page 3), including online safety incidents MyConcern referrals, Children in need meetings, children in need, child protection plans, children with special guardians. A full day safeguarding review was schedule for June, the governor links would be invited to attend.</p> <p>8.2 <b>Health and Safety Matters:</b> The Head reminded of the ongoing review of Risk Assessment being undertaken and advised that all being well, the school H &amp; S adviser would be invited to the next full governors meeting and would provide an update on Health and Safety in the school.</p>  |      |          |     |      |    |   |      |          |
|             | <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Who</th><th>When</th></tr> </thead> <tbody> <tr> <td>A1</td><td>H &amp; S Adviser Invited to attend the next full governing body meeting.</td><td>Head</td><td>Next FGB</td></tr> </tbody> </table>  |      | Action   | Who | When | A1 | H & S Adviser Invited to attend the next full governing body meeting. | Head | Next FGB |
|             | Action   | Who  | When     |     |      |    |   |      |          |
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| <b>9.0</b>  | <p><b><u>POLICY REVIEW</u></b></p> <p>Complaints Policy/Procedure : The policy had been discussed at the last CFC meeting RG made some suggestions and these had now been incorporated. After discussion, the Policy was AGREED by the governing body.</p>   |      |          |     |      |    |   |      |          |
| <b>10.0</b> | <p><b><u>UPDATE FROM CHAIR ON ANY CHAIR'S ACTION TAKEN</u></b></p> <p>There had been no reportable actions by the Chair.</p>   |      |          |     |      |    |   |      |          |
| <b>11.0</b> | <p><b><u>GOVERNING BODY PROCEDURES, ACTIVITIES, &amp; INFORMATION FOR GOVERNORS</u></b></p> <p>11.1 Race Equality Pledge : A copy of the LA Race Equality Pledge had been circulated. The Head introduced the document , he advised of the work undertaken by Headteachers in Lewisham , he highlighted the importance of SEND in the context of the school . There was discussion about communication of the policy to parents ; a proposed letter to parents and carers had been circulated with the agenda papers . Discussion took place about the wording of the pledge and consideration about what holding the school to account in terms of the policy might look like. It was noted that pledge , if agreed would be uploaded to the school website along with information which places it in</p>   |      |          |     |      |    |   |      |          |

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| 11.2 | <p>context of the school as a special school. After consideration, the governing body AGREED the Race Equality pledge .</p> <p><b>Governing Body training:</b> CC reminded of the need to keep her advised of any courses/training they attend. She also stated that a tab would be created in the governor's area of the website to show the updated skills audit highlighting any gaps and or training needs. A copy of the LA governor training schedule had been circulated; the Head invited governors to contact him by email if they have identified courses that they wish to attend. It was noted that EF attended training on School Data and RG attended NSPCC training on Safeguarding.</p> |
| 12.0 | <p><b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b></p> <p>Governors note that the next full governors meeting would be held on: -</p> <ul style="list-style-type: none"> <li>▪ <b>Wednesday 16 June 2021 at 6:00 pm</b></li> </ul> <p>There being no further matters to consider , this part of the meeting ended at 7:30 pm</p>   |