

BRENT KNOLL SCHOOL

Minutes of a meeting of the Governing Body
held REMOTELY on

Wednesday 25 November 2020 at 6:30 pm

Membership	Initials	Designation	Term of Office End date	Present
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 (Vice Chair)	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 (Chair)	02/07/2023	Present
Ms Loanntha Ebanks-Chambers	LEC	Co-opted	13/02/2023	Apologies
Vacancy		Local Authority		
Vacancy		Foundation Governor		
Vacancy		Foundation Governor		
Ms Rachel Edwards Coutts	RE	Associate Member	02/04/2023	Present
Also				
Mr James Bamford	JB	Prospective Governor	N/A	Present
Mr James Cherry	JC	Prospective Governor	N/A	Present
Mr Rohan Grove	RG	Prospective Governor	N/A	Present
Mr. Mike Garrick	MG	Clerk	N/A	Present

1.0	<u>WELCOME , APOLOGIES FOR ABSENCE & ANY CHANGE TO THE BUSINESS</u>
1.1	The Chair opened the meeting by welcoming everyone, in particular James Bamford (JB) , James Cherry (JC) and Rohan Grove (RG) – prospective governors . The governors present introduced themselves. Apologies for absence were received and noted from Lucy Govan and Loanntha Ebanks-Chambers.
1.2	Changes to the business of the meeting: The governors agreed to re-order the agenda by taking the Committee Reports (i.e., item 5 on the agenda) prior to the Headteachers Report.
2.0	<u>DECLARATIONS OF INTEREST, BUSINESS FOR THE MEETING and REGISTER OF INTERESTS</u>
2.1	Declaration of Interest for the meeting: No declaration of interest was received in any items appearing on the agenda of this meeting.
2.2	Annual Register of Interests: The governors were reminded of the need to complete and return the annual declaration of business interest form to the Clerk (with a copy to the Chair) if they had not already done so. The information was required for publication on the school website.
3.0	<u>GOVERNING BODY MEMBERSHIP</u>
3.1	Changes to the governing body since the last meeting. There had been no change to the membership of the governing body since the last meeting.
3.2	Vacancies: Governors were reminded that there were 3 vacancies - 1 x Local Authority (LA) and 2 x Foundation. The Chair reported that James Bamford (JB), James Cherry (JC) and Rohan Grove (RG) had expressed interest in becoming governors, visited and following discussion/interview by the Head and herself were being recommended for the positions available. JB and JC to the Brent Knoll and Watergate Trust Board for appointment to the

	Foundation Governor vacancy and RG to the LA for appointment to the LA vacancy.
3.2.1	The three recommended candidates gave a summary of the skills and experience they bring to the governing body. JB spoke of his experience in Banking, work for UNISEF and being a local resident; RG advised of his research background in the Civil Service and with the NSPCC; JC spoke of his work in the Civil Service, publishing of educational books and teaching experience.
3.2.2	After consideration, the governing body approved the recommendation (JB, JC and RG) to the respective appointing bodies - The Local Authority and the Trust Board for appointment to the vacancies as mentioned above.
3.3	DBS Checks: Governors were reminded that they are legally required to complete a DBS check. New governors (when appointed or elected) needed to arrange with the school within 21 days to apply for the check to be done. Serving governors needed to ensure that their DBS check are renewed every three years.
3.4	Governing Body Code of Conduct: It was noted that Cheryl Cowie (CC) had circulated the code of conduct. Those present were reminded that they must sign the document and return it to CC by email as soon as possible.

	Action	Who	When
A 1	Foundation Governor Appointments : Recommendations to be made at the next Trust Board Meeting (2 December 2020)	Head & Clerk	2 Dec
A 2	Local Authority Governor : Recommendation to LA	Clerk	ASAP

4.0	<u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u>
4.1	The minutes of the meeting held on 30 September 2020 had been circulated. Governors were asked to note that there had been an amendment to section 11.1.1 clarifying that the photocopying contract was awarded to Photocopiers Direct. The amended version had now been included in the meeting folder in the governor's area of the school website. After discussion, the minutes were AGREED as a true record and approved for signature by the Chair.
4.2	Matters Arising
4.2.1	Safeguarding Report – previous minute's section 12.1: Cheryl Cowie (CC) advised that the annual safeguarding link report for 2019/20 had now been added to the governor's folder on the school website.
4.2.2	Remote Learning Policy – previous minutes section 14.5: The Head advised that the AGREED policy (no amendments were received from governors following the last meeting) was now published on the school website.

5.0	<u>COMMITTEES REPORTS</u>
5.1	Resources Committee: Simon Whitlock (SW) provided a report back on the meeting of the Pay and Resources Committee held on 10 November 2020. He advised that the committee TOR had been agreed unchanged; the school budget was discussed - a healthy surplus was projected for 2020/21; the 3-year budget plan could not however be completed due to several problems with the LA template. SW advised that he subsequently met with the Head and Bursar and completed the revised 3-year plan for consideration later at this meeting. The committee received information on Staffing – the spend was under budget mainly due to a reduction in the need for agency staff. The preparation (and submission to the LA) of the SFVS was delegated to the Head and SW by the committee.
5.1.1	The committee also commended the work done by the Assistant Heads to review, reorganize

	and align the provision of therapies to the changing needs of students. The Head shared a plan to rationalize staffing levels/arrangements around the changes and was taking advice from HR.
5.1.2	Premises: the committee received information about the changes put in place including work to improve the ventilation in the Admin area. There was a question (Q) from one of the governors. Q Can the cost of the ventilation work be recovered from the Government? The Head stated that this was not clear, but the school would investigate whether a claim can be made as a COVID-19 expense. A report was provided on the handling of a recent positive COVID-19 case and on the review of the stock of laptops. The committee reviewed and recommended the School's Financial Transactions Policy for approval. The governing body noted, agreed, and endorsed the decisions and actions of the committee.
5.2.	Children, Families & Community: CC provided a report on the meeting of the committee held on 11 November 20. She was elected as Chair; the TOR was agreed without change; details were provided about safeguarding, the plans/strategy for supporting Pupil Premium and Looked After Children. The progress on the School Improvement Plan had slowed because of the COVID situation. The committee were also provided with an update on the mental health and wellbeing support provided for students and staff.
5.2.1	A family survey had been undertaken; the number of responses received was less than in the previous year but those received were supportive of the school's response to COVID. CC advised that a further family/parents survey would be undertaken at a later point in the year - after the COVID situation is over. The committee noted that the provision of after school clubs and out of school activities were currently limited; the new Pupil/Student Forum had been constituted and a meeting held. The governing body noted, agreed, and endorsed the decisions and actions of the committee.
5.3	Teaching & Learning Committee: Eibhlish Fleming (EF) gave a report from the meeting held on 17 November 2020. She advised of her election as Chair, the TOR was agreed; the Assistant Headteachers gave a presentation about the impact of COVID lockdown on pupils and students, including necessary changes to routines and structures. Students were now class based with specialist teachers who were ((with suitable PPE) moving between classes. The committee was provided with details of the curriculum recovery measures, including Reading recovery and the wellbeing activities for example the weekly Brent Knoll mile. Teachers were undertaking RAG rated assessments of student achievement in English, Maths and their engagement in learning to identify those in need of additional support. The committee also noted that post COVID, the school will review some of the new measures with a view to continuing those that have proved beneficial. The governing body noted, agreed, and endorsed the decisions and actions of the committee.
5.3.1	The Chair shared with the other governors, her experience as a parent, of how the school handled the recent positive COVID case. She commended the communication and the range, quality and variety of education materials and support made available to families and pupils/students who were required to self-isolate.
5.4	Link Governors Reports: SW reported meeting with the Head and the Middle Leader with responsibility for Pupil Premium. They discussed the use of PP funds for 2019/20 and plans for 2020/2. SW felt that it would be beneficial for the PP plan to also be considered by the T & L committee in terms of the content and impact of the plan. The governing body noted, agreed, and endorsed the decisions and actions of the committee.
6.0	<u>HEADTEACHERS REPORT</u>
6.1	The Headteachers Report was made available to governors prior to the meeting, he drew attention to the links in the Report to supporting documents in particular the staff survey. Governors were informed of the plan to include the school in a COVID19 testing regime to start in the Spring term. Jenny Jones (JJ) gave report on the training she attended which was provided by Public Health England (PHE). She felt that the test was relatively quick and easy

	to implement and would be offered to staff and students.
6.2	Q How will the school address those pupils/students who are reluctant to have the test? The Head advised that the school was working with PHE and the other special schools in the Borough to address this and any other operational challenges that may occur.
6.3	The Head also spoke about the division of the school into separate zones so that if there is a positive case in one zone, the whole school would not be impacted.
6.4	The developments undertaken in respect of the School Improvement Plan (SIP) were highlighted; the work undertaken by the middle leaders to quality assure teaching and learning and on moderation. Reference was made to the promotion of reading for pleasure, focus on improving social communication and interactions, this included the introduction of structured games and other social activities at lunchtimes.
6.5	Challenge Partners: The Head reported that the school had moved from the local Primary Hub to the Pan London Special Schools Hub along with Watergate and Greenvale schools. He felt that the change to this Hub provided wider reach and more closely aligned to issues specifically relating to Special schools. It was noted that there would a Challenge Partner review in the Spring Term.
6.6	Safeguarding: The Head reported on a recent meeting with the NHS following a gap of some months. The meeting was used to go through the health of every pupil/student. Following on from the meeting, actions in respect of a number of issues, such as the weight, of some students, were to be dealt with. It was also agreed that going forward, there would be a meeting three times per year.
6.7	The Head highlighted that there had been an increase in the number of referrals, the stated that this due more to increased staff awareness rather than an increase in child protection issues. The weekly SLT meetings with the DSL were continuing and the school were aware of who the disadvantaged and vulnerable pupils/students and families.
6.8	It was noted that there had been no significant change to the data provided at the last meeting. The Head spoke of the positive and impactful work being done EM and the benefits to the school in terms of building the relationship between families and the school. CC advised that EM was also leading on the Family (Parents) Forum, consideration was being given to possible ways of improving attendance – for example holding the meetings at different times.
6.9	Communication with parents and families: The Head felt that there had been an improvement in the interaction with parents arising from the new arrangements for dropping off students in the mornings. Reference was also made to the move from a termly to a weekly newsletter, the weekly virtual assemblies, there were plans for a virtual end of term assembly.
6.10	School Roll: The school was currently one over numbers, clarification was provided that the student concerned had moved outside the Borough, but the school would be taking him off roll until confirmation is received that he has been enrolled in appropriate provision elsewhere.
6.11	Attendance: Attendance improved in the second half of term, it was noted that the rate was just 4% down on the same period last year. There was no discrepancy between the attendance rates between year groups.
6.12	Exclusion: There had been a fixed term exclusion of a student/pupil for one day, a summary was provided about the issues involved and the internal actions taken, and support being provided.
6.13	The Head stated that the staffing was stable, 2 new teachers had started this term; 2 new LSA had been appointed awaiting references; a support assistant had resigned, and an Admin appointment would be re-advertised as the appointee has decided not to take up the role. Reference was made to CPD training attended by staff.
6.14	There had been no reportable accidents. The Head advised that a fire drill would be held before the end of term, the normal schedule of the drill had been delayed due to the

6.15	problematic behaviour of a student maliciously triggering the alarm.								
6.16	Q Is the plan to roll out the COVID-19 testing to students daily? It was stated that it was.								
6.17	Q What about parental consent? JJ and Head advised that a letter would be sent to parents, the testing was optional and not mandatory.								
6.18	Q Why is there testing? The Head spoke about the testing being a way of monitoring and supporting the COVID19 mitigation.								
16.18	The Head was thanked for his report.								
7.0	<u>FINANCIAL MANAGEMENT</u>								
7.1	2020/21 Budget and 3-year plan: Governors were asked to refer to the plan included in the agenda pack. SW highlighted that the projected outturn for the 2020/21 was an underspend of approximately £220K. The underspend arises from a fall in spending on agency staff due to COVID19 and increased income from pupil/student numbers this included enrolment of 4 out of borough students falling into the highest band. SW clarified that the school's aim was to achieve a balanced budget each year i.e., to spend the income received each year on the students in situ in that year.								
7.2	The current 3 Year budget plan envisaged drawing on some of the accumulated surplus in Years 2 and 3. The projected overspend (above the allocated current forecasted budgets) for these years as estimated at £163K in 2021/2 and £300K in 2022/3.								
7.3	The school was currently reviewing its IT provision, for example, many of the laptops were approaching 5 years old and there was a need for upgrading of software. The estimated cost of the replacement and upgrade was approximately £50K if this spend takes place in the current year the projected underspend for 2020/21 (£220K) would therefore be reduced to approx. £172K.								
7.4	After consideration, discussion and vote the governing body AGREED the revised 2020/21 and 3 Year Plan.								
8.0	<u>SAFEGUARDING AND HEALTH AND SAFETY</u>								
8.1	Safeguarding Report: Nothing further was added to the report provided earlier in the meeting.								
8.2	Keeping Children Safe in Education (KCSIE): Governors were reminded of the need to complete and return the declaration circulated. Each governor was required to confirm that they have read and understood at least Parts 1 and 2 of the KCSIE document. The document to be returned to the Clerk.								
	<table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>A3</td> <td>KCSE Declaration to be signed by each governor and returned to the Clerk</td> <td>All Govs</td> <td>ASAP</td> </tr> </tbody> </table>		Action	Who	When	A3	KCSE Declaration to be signed by each governor and returned to the Clerk	All Govs	ASAP
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9.0	<u>POLICY REVIEW</u>								
9.1	The following were circulated : <ul style="list-style-type: none"> ▪ RSE Policy Recommended by the Committees for approval : <ul style="list-style-type: none"> ▪ Teaching and Learning Committee Terms of Reference (TOR) ▪ Resources (TOR) ▪ Children, Families and Community (TOR) ▪ Financial Transaction Policy 								
9.2	RSE Policy: The Head reminded that the Policy had been agreed at the last meeting . It was now being represented because it had been updated to include the curriculum map. The additional work had been undertaken by the curriculum leads for implementation in the Spring								

9.3	<p>term 2021. After consideration, the RSE Policy was AGREED.</p> <p>Committee Terms of Reference: The governors noted that the TOR had been considered and recommended by the respective committees. After consideration, the committee terms of reference for Teaching and Learning Committee, Resources Committee and Children, Families and Community committee were AGREED.</p>			
10.0	<p><u>UPDATE FROM CHAIR ON ANY CHAIR'S ACTION TAKEN</u></p> <p>There had been no Chair's Action to report.</p>			
11.0	<p><u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u></p> <p>Governing Body training: The Chair referred to the training offer available via the LA for governors. She also advised of the information available from The Key and National Governors Association (NGA).</p>			
12.0	<p><u>DATES AND TIMES OF FUTURE MEETINGS</u></p> <p>Full Governing Body Meetings (Start 6:00 pm)</p> <ul style="list-style-type: none"> • Wednesday - 24 March 2021 • Wednesday - 16 June 2021 			
13.0	<p><u>ANY URGENT BUSINESS</u></p>			
13.1	<p>Skills Audit: CC Advised that she would be sending out a Skills Audit form for governors to complete. It will help to identify any gaps and training needs. She also asked that each governor provide her with an alternative contact email address and telephone number. There was discussion about committee memberships – the chair suggested was made that :</p> <ul style="list-style-type: none"> ▪ Rohan Grove – C F C ▪ James Bamford – Resources ▪ Rohan Grove – T & L 			
13.1.1	<p>CC Referred to the possibility considering changes the membership as part of reviewing the assignments post the Skills Audit.</p>			
13.2	<p>Laptop /IT Replacement Costs: The Head advised that review , the schools IT service provider had obtained , four quotes (copies available in the governor's area), the cheapest of which was from Dell. The Head recommended that this be accepted – he advised of the quote included and enhanced/extended warranty of 5 years.</p>			
13.2.1	<p>The estimated costs was £50K cost. After consideration, the governing body unanimously AGREED the expenditure.</p>			
		Action	Who	When
	A 3	Skills Audit : CC to circulate	CC	By next FGB
	A 4	Governors alternative contact email address and contact number - to CC.	All	By next FGB