

## BRENT KNOLL SPECIAL SCHOOL

Minutes of a meeting of the Governing Body held REMOTELY on  
**Wednesday 6 October 2021 at 6:00 pm**

<b>Membership</b> ( Instrument 2.3.15) PG x 3 , LA x1, Staff x1 , Head x 1, Foundation x 3 , Co-option x 3. Total 12	<b>Initials</b>	<b>Designation</b>	<b>Term of Office End date</b>	<b>Attendance</b>
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
Ms Lucy Govan	LG	Co-opted Governor	10/11/2023.	Present
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)	22/05/2025	Present
<b>Vacancy</b>		<i>Parent Governor</i>		
Ms Cheryl Cowie	CC	Parent Governor	16/11/2021	Present
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2023	Present
<b>Vacancy</b>		<b>Co-opted</b>		
Mr Rohan Grove	RG	Local Authority	29/11/2024	Apologies
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	No present
<b>Also</b>				
Mr Paul Shaw	PS	Assistant Head	N/A	Present
Mr. Mike Garrick	MG	Clerk	N/A	Present

<b>1.0</b>	<b><u>Welcome , Apologies for absence and any Changes to the Business of the Meeting</u></b>
1.1	The Chair welcomed everyone to the meeting, apologies for absence were received and accepted from Rohan Grove. The Head advised that Gaynor Eames could not attend, as planned, due to personal circumstances.
1.2	<b>Changes to the business of the meeting:</b> The governing body agreed to receive the Achievement and Outcomes report presentation as the next item.
<b>2.0</b>	<b><u>Achievement Report &amp; Outcomes for the last academic year</u></b>
2.1	Paul Shaw (PS), Assistant Head gave a presentation (screened) on achievement outcomes for the last academic year. He stated that Ofsted would not be considering the outcomes for the last 2 years (2019/20 and 2020/21), the nearest point of comparison would therefore be 2018/19. The governors were reminded that the school received a SEND exceptional outcomes award from SSAT for both academic and personal outcomes in 2018/19. Brent Knoll was also in the top 10% of Special Schools nationally overall, in terms of Progress 8, and was in the top 5% in terms of progress in KS2. The school had also achieved a Music Mark school award for its commitment and provision of high-quality music.
2.2	<b>Q</b> Is the music award available only to Special Schools? Governors noted that this was an award available for all schools who achieve the standards,
2.3	Reference was made to the 2020/21 arrangements for assessment and tracking of progress. Assessment was based on Red Amber Green (RAG) rating of pupils/students position in respect of Maths, English and engagement in learning. The information/data gained was being used by subject leaders to identify those that are struggling. Governors were shown the scale (1-4) that was being used; 4 indicated concern. Data was shown about the percentage of pupils/students who were of concern each term. Progress had been made from an initial position of 14% causing concern each term across the academic year. The RAG for the Autumn was currently in progress and would be compared to data for the end of the summer term. The RAG rating was being used

	as a quick and effective way for subject leaders to identify those in need of support and put the necessary interventions in place.
2.4	<b>Q</b> How does the school know whether pupils/students (graded 4) had fallen behind due to Covid or other reasons? PS felt that the main reasons were absences due to the Covid lockdowns and associated anxieties. The Head spoke of several students who were struggling to get back into the school routines and also pupils new to the school who had not had the normal transition
2.5	He reminded of the personal development tracker and the six areas of personal development. Baseline assessments had been done at the start of the year, but the targets could not be reviewed due to the lockdown. The school was now base lining again this half term and would review these assessments in February and June 2022. An extra tab had been added to track engagement in learning and a tab for Attendance would be added later in the year.
2.6	Attainment: All students how had taken an exam passed but there were fewer students taking GCSEs this year due to amount of time lost due to the lockdowns and other covid19 restrictions. PS advised of the alternative awards for English, Trinity Arts awards and AQA Unit awards.
2.7	Information was provided about post16 provision, 11 students had secured places in specialist 6 <sup>th</sup> form College provision and 6 into FE colleges. A breakdown was shown of the courses that students were following including vocational, taster courses and 1 animal husbandry.
2.8	PS outlined several operational challenges that the school would be seeking to resolve during the year. This included arranging work experience placements, post 16 visits, arranging independent travel training; the Duke of Edinburgh Award Scheme (that had not yet resumed); holding annual review meetings and parents and carers workshops.
2.9	Governors were asked to note that the next steps included undertaking internal moderation, book looks - the reintroduction of every child reading in class, the Brent Knoll mile and work to create three distinct pupil/student pathways and outcomes. PS also referred to KS3 work on STEM skills; the KS4 lessons for preparing for adulthood - which included life skills and employability skills.
2.10	There was discussion and questioning about the GCSE outcomes and the contribution that cohort specific factors make to variations in performance.
2.11	<b>Q</b> What is the school doing in respect of alcohol and drug education and will this be tracked? It was noted lessons were taking place as part of PHSE and were being tracked, it was suggested that the leads for PHSE could be invited to give a report to the committees – Children and Families Committee. SW felt that having regard to added vulnerabilities of the pupils/students that it was important to explain the dangers in an appropriate way. He advised that he had access to resources from the Alcohol Education Trust , that he was able to share. He undertook to send this information to the Head and make it available in the Governors sections of the school website.
2.12	PS was thanked for his presentation; he left the meeting at 6:42 pm
<b>3.0</b>	<b><u>Declaration of Interest and Register of Interests</u></b>
3.1	<b>Declaration of Interest:</b> No declaration of interest was received in any item appearing on the agenda of this meeting.
3.2	<b>Register of Interest:</b> Governors were reminded that the governing body must maintain and update annually, a register of the pecuniary interests of its members. Also, to publish key information about their members and associate members on the school website. A declaration form had been circulated prior to the meeting, governors were reminded of the need to complete and return the form to the Clerk. The documents received would be collated and sent on to the school for retention.
<b>4.0</b>	<b><u>Election of Chair</u></b>
4.1	<b>Term of Office of the Chair and Vice Chair:</b> Governors endorsed the previous decision that the

	term of Office of the Chair and Vice Chair should be 2 years. Also, that it should be alternated so that the Chair and Vice Chair roles did not become vacant in the same year. .			
4.2	<b>Election of Chair:</b> It was noted that the term of office of the Chair was up for re-election. Governors were asked in advance to nominate candidates for the role. Laura Deitz was nominated, she accepted the nomination, and no other was received. Following a vote , Laura Dietz was unanimously elected Chair until the Autumn term 2023			
4.3	<b>Vice Chair:</b> It was noted that the term of office of the current Vice Chair Simon Whitlock (2-year term) ends in the Autumn 2022.			
<b>5.0</b>	<b><u>Governing Body Membership</u></b>			
5.1	<b>Changes to the Governing Body:</b> Governors were advised of the following : -			
	<ul style="list-style-type: none"> <li>▪ <b>End of term of Office :</b> Mr. Oluwafela (Fela) Ajayi on 25/09/2021 as a Parent Governor</li> <li>▪ <b>End of term of office due before the next meeting:</b> Cheryl Cowie 's term of office as a Parent Governor ends on 16/11/2021</li> <li>▪ <b>Vacancies :</b> There are 2 Vacancies – Co-option x 1 ; Parent Governor x 1</li> </ul>			
5.2	<b>Parent Governor Vacancies:</b> It was noted that CC term of office as a parent governor ends prior to the next full governors meeting. The Head and Chair agreed to make the arrangements for the election to 2 Parent Governor roles.			
5.3	<b>Co-option Vacancy:</b> Governors were reminded that Oluwafela (Fela) Ajayi had asked to be considered for the Co-option role. The Chair reminded that following advertisement several interested candidates had been identified. She advised that the skills audit will be reviewed to identify skills needs and a recommendation and/ or options would be presented at the next the full governors meeting.			
5.4	<b>DBS Checks:</b> Governors were reminded that they are legally required to complete a DBS check. The requirement was for new governors to decide with the school within 21 days of their appointment to start the application process and serving governors to ensure that their DBS check is renewed every three years. It was noted that the school Admin team would notify governors in advance when their DBS needs to be reviewed.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 1</b>	Co-option : Recommendation to fill the FGB vacancy	Chair	Next FGB
<b>6.0</b>	<b><u>Minutes of the last meeting and Any matters Arising</u></b>			
6.1	<b>Minutes:</b> The minutes of the meeting held on 16 June 2021 had been circulated with the agenda papers prior to the meeting. After discussion, the minutes were AGREED as a true record and approved for signature by the Chair			
6.2	<b>Matters Arising :</b> Governors were asked to note the action on the matters arising as follows :			
6.2.1	<b>EYFS Policy – Revised Policy to be provided</b> (Previous Minutes section 7.11) – Included in item 14 on this agenda.			
6.2.2	<b>Pupil Premium</b> – Report from 2020-21 & plans for 2021-22 ( Previous minutes section 8.2) Included as part of agenda item 9 on this agenda			
6.2.3	<b>Headteacher Pay &amp; Performance Committee</b> to be set up (Previous minutes section 9.4.4) Included as part of item 7 on this agenda			
6.2.4	<b>Appointment of representative to the Brent Knoll &amp; Watergate Trust</b> (Previous minutes section 17.2) Included as part of item 7 on this agenda.			

6.2.5	<b>Discussion on future of the Trust</b> (Previous minute's section 17.2): An update on the Trust would be provided at the next FGB meeting.		
	<b>Action</b>	<b>Who</b>	<b>When</b>
	A 2	Future of the Cooperative Trust – To be updated at the next FGB	
<b>7.0</b>	<b><u>Governing Body Committees</u></b>		
7.1	<b>Committee Memberships and Reports:</b> It was noted that the membership of the committees had been agreed at the last full governing body meeting. Un-Clerked meetings had been held; the reports back were as follows :		
7.2	<b>Teaching &amp; Learning Committee :</b> 4 October 2021 ( Un-clerked) : EF reported on the SIP and allocation of areas of the SIP being overseen by the committee to each member – respective areas were sections 1.1, 1.2, 3.1 and 3.2 , these were being linked to a schedule of visits. There was also discussion about the appraisal and quality assurance arrangements including observations and school improvement support.		
7.3	<b>Children, Families &amp; Community Committee:</b> Meeting 28 September 2021 (Un-clerked): CC reported that the committee discussed the Safeguarding action plan , RG and CC would be monitoring the progress ; sections of the SIP being overseen by this committee had been assigned to members so far – sections, 2.1 , 2.12 and 2.13. RG to link with Mental Health and Wellbeing- CC and RG to attended courses. Also reported was the Prevent training being attended by RG. CC would also undertake the same. CC advised that she would be reviewing the latest skills audit to identify any gaps and or training needs. The committee was focusing on more engagement with the community via the family forum, workshops and events. A Pupil Forum meeting had been arranged, the local Member of Parliament (MP) would be attending, the Head advised that the school's concerns relating to road safety would be raised with the MP .		
7.4	<b>Pay &amp; Resources Committee:</b> Meeting 5 October 2021 (Un- clerked) SW advised that the meeting discussed the maintenance contract and premises management arrangements. The contract with Electro had been extended by a year but was now due to end. It was noted that the company was also providing temporary Premises Officers services. Options were explored and the committee recommends that the existing contract be extended for a further 6 months whilst the school seeks to recruit a Premises Manager. The costs of the action recommended was £19K. After consideration, the governing body AGREED the recommendation for extension of the existing arrangements with Electro for a further 6 months.		
7.4.1	<b>Q</b> Will the recruitment of a Premises Manager be more cost effective? The Head felt that it would, he reminded that the school was returning to the previous in-house arrangements. The Premises Officer retired due to ill health and subsequently had passed away, it was always anticipated the role would be filled.		
7.4.2	The committee discussed progress in resolving outstanding building defects and the recovery of costs via retained funding held by the LA. Also , development work and improvements including replacement of dining room furniture, provision of a covered area in the playground, the immersive room. SW with the support of a former governor will be looking at the SLAs and contracts and bench marking and in terms of value for money and their social and ethical polices, for example whether they pay the London Living wage.		
7.5	<b>Headteacher Performance management Committee:</b> The governing body appointed, the Chair, Eibhlis Fleming and James Bamford. Adviser - Rob Thomas (Provisionally but to be confirmed )		
7.6	<b>Review of committee terms of reference:</b> Governors were reminded that committees should review their terms of reference annually and should report any changes to the Governing Body for approval. It was noted that this would be done at the Clerked meeting of each committee later in the term.		

<b>8.0</b>	<b><u>Governing Body Procedures, Activities and Information for Governors</u></b>			
8.1	<b>Remote Participation/ Policy for meetings:</b> The Virtual attendance policy was circulated, the Head advised that the pre-pandemic policy had been updated to reflect the change to the number of meetings and the current circumstances. The Policy was AGREED.			
8.2	<b>Governing Body Code of Conduct:</b> The governing body AGREED to adopt the NGA code with added commitment statement in respect of Brent Knoll as per the previous year CC stated that she would be circulating the code for signature by each governor			
8.3	<b>Agenda plan for 2021-22:</b> It was noted that each of the committees include a plan of the items to be covered each term and annually within their terms of reference. The Chair of the FGB and Committee Chair's would review the business to be covered and policies to be reviewed ahead of the respective meetings each term.			
8.4	<b>Governing Body training: Governors:</b> Details of the training available to governors via the LA had been circulated with the agenda papers prior to the meeting. Governors were asked to note that booking must be done online, and that attendance remains virtual.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 3</b>	Governing Body Code of Conduct: Document to be circulated to each governor for signature .	CC	By next FGB
<b>9.0</b>	<b><u>Headteacher's Report</u></b>			
9.1	The Headteacher's Report had been circulated with the agenda papers prior to the meeting. The Head reported that there had been a Covid19 outbreak since the return to school in September. The school had taken action in line with the school's Outbreak Management Plan, this included the re-instatement of some restrictions and measures set out by Public Health England, guidance from the LA and sharing information and practice with other Special Schools. The position had now improved and some of the additional control measures relaxed but the school continued to be vigilant and take a cautious approach. Governors noted that staff were testing twice per week and also some of the secondary aged students.			
9.2	Governors were reminded that the school development was being driven by the Middle Leaders, the Head highlighted the contributions that they were making to the personal development of staff and the curriculum. The approach was now on whole school development of curriculum areas that was cross the phases. A curriculum handbook was being prepared for each subject area.			
9.3	The School Improvement Plan (SIP) Executive Summary had been finalised, the Senior and Middle Leaders were currently completing the details for each of the sections. The progress towards the SIP objectives would be monitored by each the committees at meetings, also , link contacts by governors with individuals with responsibility for the various priorities in the SIP and visits to evidence the work taking place. The Head stated that the Self Evaluation Statement (SES) would be completed during the year and supported by evidence including feedback from the link engagement by governors. He referred to the Challenge Partners review due in February 2022 and an LA (Lewisham Learning) review to take place in late Spring or Early Summer. It was noted that the LA rated the school as Green which denotes that it was not judged to need a high level of school improvement support.			
9.4	The Head reported that the SLT were continuing to be available and visible at the start and end of the school day; the Home School Liaison work continued to work well, the weekly newsletter was returning with the emphasis on the positive family form meeting had been held this term , the numbers attending ( 22 families represented ) was a significant improvement on the previous meeting.			
9.5	Pupil Premium and Physical Education and Sports Grant: It was noted that the schools must use a prescribed template from September 2021 to demonstrate how their spending decisions are informed by research evidence and use a strategy statement template to publish the premium strategy. The deadline for publication was December 2021. The Head advised that the statement			

	would be available at the next full governors meeting.
9.6	<b>Pupil Forum:</b> The Head reported that representatives had been elected from the secondary phase pupils from Years 5 and 6 had not at this point being included because of the difficulties in organizing across the zones. Governors noted that the position would be reviewed later in the year with a view to including the younger pupils, also noted was that members of the CFC committee were invited to meetings.
9.7	<b>Post 16:</b> It was reported that the proposed one-year pilot had been agreed to start from September 2022. The Head stated that the school had so far identified 7 students from Year 11 that would benefit from a place. He also advised that he would be meeting with the new lead for SEND and Complex Needs, at the LA shortly to discuss some of the operational matters.
9.8	<b>Q</b> Will students from other schools be allowed to attend? The Head stated that pupils from other schools could potentially be offered places, for example from bases at Addey and Stanhope School and Conisborough College.
9.9	<b>Pupil data:</b> Reference was made to the current roll – 157, noting that 25 new pupils/students were admitted in September. There were 4 students in the process of moving to other provision, they would not be removed from the roll until they are placed, and the school receives confirmation of the same. The Head highlighted a dispute with the LA about SEN transport that led to 2 pupils not attending, the matter was now in hand and a resolution being sought.
9.10	Details of an exclusion was provided, information in relation to which to be included in Part 2 (Confidential) section of the meeting.
9.11	<b>Safeguarding:</b> Reference was made to the information in the Head's Report, including the data on the number of 'My concern' referrals, Child in need meetings, Child in Need plans and the number of Children Looked After currently at the school.
9.12	<b>Staffing:</b> It was noted that there had been 3 positive covid19 staff cases in the first week of term, the members of staff concerned had all now returned. A new full time LSA had started this term and another part -time LSA had recently been appointed awaiting references. However, 2 LSAs had left this term. A new Family Support Worker (0.6) had also been appointed on a 1-year contract.
9.13	The Head highlighted that the school received 12 x CO2 monitors and drew attention to the works that had been completed over the summer break including the external landscaping.
9.14	The governors thanked the Head for his report.
<b>10.0</b>	<b><u>Financial Management</u></b>
10.1	<b>2021/22 budget and three-year projection :</b> Governors noted that the budget was on track , the full position would be reported to the Pay and Resources Committee at its next meeting and to the wider governing body at the next full governing body meeting. It was noted that the deadline for submitting the reviewed budget plan for 2021/22 - and 3-year projection to the Lewisham Schools Finance Team was Mid November (schools with surplus) or End of November (schools with Deficit Recovery Plan).
10.2	<b>Schools Financial Value Standard:</b> Governors agreed to delegate any action needed to meet SFVS requirements to the Pay and Resources Committee. It was noted that the SFVS documents must be submitted to Lewisham local authority by 14 February 2022 and that although the actions can be delegated to a committee a detailed report should be provided to the full Governing Body and the Chair of Governors must sign the completed SFVS form.
<b>11.0</b>	<b><u>Ofsted</u></b>
	The Head advised that the usual inspection timetable had slipped, and the school was not currently in the Ofsted window. He referred to the development work being done, he stated that

	the SES would be completed, and the school was working to secure and embed curriculum developments. Also referenced were the deep dives with the middle leaders into areas of the curriculum and review of safeguarding that will be undertaken as part of the new inspection routine.			
<b>12.0</b>	<b><u>Safeguarding &amp; Health and Safety</u></b>			
12.1	<b>Safeguarding report:</b> Details were included in the Head's report, it was also noted that the safeguarding policy had been updated and would be discussed later in this meeting.			
12.2	<b>Health and Safety report:</b> The Head advised that the LA online self-audit had not gone ahead last year. An update on the health and safety within the school including progress in relation to the health and safety action plan would be provided at the next Pay and Resources Committee meeting.			
12.3	<b>Keeping Children Safe in Education:</b> The Head advised that the INSET on the new statutory KCSIE guidance had been provided on the first day back in the Autumn term. Staff were required to sign and confirm that they understand the requirement. He advised that the understanding of staff would be evaluated via a quiz. Governors were asked to ensure that they read the KCSIE document which contains substantive changes since previous issue and reflects the findings from Ofsted's Rapid Review Report into sexual abuse in schools. It was noted that Annex G in the guidance provides a table of the substantive changes from 2021. A declaration for governors to sign to confirm their understanding would be circulated.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 4</b>	KCSiE declaration to be signed by governors. CC to circulate	CC	By next FGB
<b>13.0</b>	<b><u>Equalities Data &amp; Objectives</u></b>			
	It was noted that schools are required to publish equalities data online and set equalities objectives. The data and objectives should be updated annually, and the objectives and equalities policies reviewed every four years. The school policy had been circulated with the agenda papers prior to the meeting. The Head advised that the equalities data and contextual information in the policy had been updated. After consideration, the Policy was AGREED.			
<b>14.0</b>	<b><u>Policy Review</u></b>			
14.1	<b>Pay Policy:</b> The Pay Policy was circulated, no change was reported, and pay values remain unchanged following the Government pay freeze effective from 1 September 2021. After consideration, the Policy was AGREED.			
14.2	<b>Performance Appraisal Policy:</b> The Performance Appraisal Policy was not, currently, in need of review.			
14.3	<b>EYFS Policy:</b> A copy of the policy had been circulated. Governors were reminded of the changes in the requirements, it was noted that the school approach had been moderated with other special schools, JJ referred to the daily tooth brushing and Yoga sessions and the transition arrangements into and out of EYFS. After consideration, the Policy was AGREED.			
14.4	<b>Safeguarding Policy and Update Summary:</b> The document and summary had been circulated, it was noted that the policy had been updated to include the requirements of the new KCSIE. After consideration, the Policy was AGREED.			
14.5	Lucy Govern (LG) left the meeting at 7:50 pm			
<b>15.0</b>	<b><u>Update from Chair on Any Chair's Action taken</u></b>			
	No Chairs action was reported.			

16.0	<p><b><u>Information to be Published on the School Website</u></b></p> <p>Governors were reminded of the need to check that information published on the school website meets legal requirements, is up-to-date and includes key information about governors and associate members and their registered interests, the school's complaints procedure, use and impact of the Pupil Premium, equalities data and objectives and the school's SEND provision. Also, of the requirement to publish, how many school employees (if any), at the school who have a gross annual salary of £100,000 or more in increments of £10,000. It was noted that no staff members at the school fall into that category. The Head stated that LG and Fela Ajay had undertaken the reviewed of the website. The Chair undertook to follow up with Lucy; James Cherry (JC) undertook to also review website, the Head stated that he would him , for reference, a copy of the statutory list of things that schools must publish on their website.</p>
17.0	<p><b><u>Dates &amp; times of future meetings</u></b></p> <p>The dates of the full governing body and committee meetings were AGREED as follows: -</p> <p>17.1 <b>Full Governing Body: -</b></p> <ul style="list-style-type: none"> <li>▪ Wednesday - 6 Oct 2021at 6:00 pm</li> <li>▪ Wednesday - 24 November 2021 at 6:00 pm</li> <li>▪ Wednesday - 23 March 2022 at 6:00 pm</li> <li>▪ Wednesday - 22 June 2022 at 6:00 pm</li> </ul> <p>17.2 <b>Pay &amp; Resources</b></p> <ul style="list-style-type: none"> <li>▪ Tuesday -:16 November 2021 at 6:00 pm*</li> <li>▪ * <i>Pay Committee Meeting to be arranged</i></li> <li>▪ Tuesday - 1 March 2022 at 6:00 pm</li> <li>▪ Tuesday - 17 May 2022 at 6:00 pm</li> </ul> <p>17.3 <b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>▪ Tuesday - 9 November 2021 at 4:00 pm</li> <li>▪ Tuesday - 8 March 2022 at 4:00 pm</li> <li>▪ Tuesday 24 May 2022 at 4:00 pm</li> </ul> <p>17.4 <b>Children, Families &amp; Community</b></p> <ul style="list-style-type: none"> <li>▪ Tuesday - 2 November 2021 at 6:00 pm</li> <li>▪ Tuesday -15 March 2022 at 6:00 pm</li> <li>▪ Tuesday- 7 June 2022 at 6:00 pm</li> </ul>
17.0	<p><b><u>Any urgent business</u></b></p> <p>There was no other business to consider , this part of the meeting ended at 8:02 pm</p>