

## BRENT KNOLL SCHOOL

Minutes of a meeting of the Governing Body held REMOTELY on  
**Wednesday 16 June 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.	Apologies
Ms Jenny Jones	JJ	Staff Governor	10/11/2023	Present
Ms Eibhlish Fleming	EF	Foundation Governor	11/02/2023	Apologies
Mr. Simon Whitlock	SW	Co-opted (Vice Chair)	22/05/2025	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	Apologies
<b>Vacancy</b>		<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	No Present
<b>Also</b>				
Clair Firmin	CF	H& S Consultant	N/A	Present
Mr. Mike Garrick	MG	Clerk	N/A	Present

Item	
<b>1.0</b>	<p><b><u>WELCOME AND APOLOGIES FOR ABSENCE</u></b></p> <p>The meeting was chaired by Simon Whitlock. The Head advised that the Chair, Laura Deitz, could not attend due to an accident involving a family member. An apology for absence was also received from Eibhlish Fleming. After consideration, the governing body accepted these apologies.</p>
<b>2.0</b>	<p><b><u>DECLARATION OF INTEREST</u></b></p> <p>No declarations of interest were received in any item appearing on the agenda of this meeting.</p>
<b>3.0</b>	<p><b><u>HEATH &amp; SAFETY (H &amp; S)</u></b></p> <p>3.1 Clair Firmin (CL), the School Health and Safety consultant, was present and gave an overview of the support provided for the school. She advised the governors of her previous long experience for Lewisham Local Authority (LA), the last 6 years of which was working in H &amp; S. Information was provided about the guidance and support she provides for the school including preparing and reviewing the Covid19 risk assessments, implementing the Covid operational procedures and mitigations. Also, overseeing the statutory maintenance with Elecro. CL highlighted that the school achieve 100% compliance in the last LA H &amp; S audit.</p> <p>3.2 There was a Question (<b>Q</b>) Are there any ongoing concerns emerging from Covid19? CL spoke about the anxiety common to schools across the Borough and the need to constantly review risk assessments and adjust practice in accordance with operational learning and changes to local and national guidance.</p> <p>3.3 <b>Q</b> Are things being done at other schools that can be recommended for Brent Knoll? CF advised that the processes in place at Brent knoll were outstanding. All was going well</p>

	<p>particularly having regard to the nature of the pupil /student community. She spoke of the importance of the continuing focus on staff mental health and wellbeing measures in addition to those for pupil/students.</p>
3.4	<p><b>Q</b> Can residential trips go ahead? CF advised that trips were allowed with effect from 21 May. The school had booked a residential trip to Macaroni Woods for Year 11 to attend in the penultimate week of term. No other schools would be attending the Centre at the same time.</p>
3.5	<p><b>Q</b> As governors, what should we be looking for in respect of H &amp;S? CF advised that Covid19 safety measures would be the priority going forward. Other areas that will be looked included reviewing the arrangements for administering medication, first aid and looking at other potential risks in the workplace. Governors were asked to note that, one of the effects of the mitigation measures, was a reduction in the number of incidents of infectious disease - excluding Covid19. The Head and CL stated that some of the routines introduced during Covid19 were likely to continue post Covid19.</p>
3.6	<p><b>Q</b> What are the plans for reviewing H &amp; S for the Autumn? It was agreed that this would be best considered by the Pay and Resources Committee at its next meeting. CF AGREED to attend the next meeting of this committee to answer any detailed questions about the scope of the work she undertakes to support the school in respect of H &amp; S.</p>
3.7	<p>CF was thanked for attending, she left the meeting at 6:20 pm</p>
<b>4.0</b>	<p><b><u>MINUTES &amp; MATTERS ARISING</u></b></p>
4.1	<p><b>Minutes:</b> The Minutes of the meeting held on 24 March 2021 had been circulated with the agenda papers. After consideration, the Minutes were AGREED by the governing body and approved for signature by the Vice Chair</p>
4.2	<p><b>Matters Arising:</b> There were no other matters arising that were not being covered elsewhere on the agenda of this meeting.</p>
<b>5.0</b>	<p><b><u>GOVERNING BODY MEMBERSHIP</u></b></p>
5.1	<p><b>Changes since the last meeting:</b> There had been no change to the membership since the last meeting</p>
5.2	<p><b>End of Term of Office before the next meeting:</b> Governors were asked to note that Oluwafela (Fela) Ajayi 's term of office as a Parent Governor ends on 25 September 2021. It was noted that the school would arrange for an election to be held to fill the vacancy in the Autumn term.</p>
5.3	<p><b>Vacancies: - 1 x Co-option:</b> The Head advised that the Chair had received details and spoken to a couple of potentially suitable candidates earlier in the academic year. It was noted that filling the vacancy would be considered at the Autumn term 2021 meeting. Oluwafela (Fela) Ajayi advised that he wished to be considered for co-option to the vacancy, when it is discussed in the Autumn term</p>
5.4	<p><b>DBS Checks:</b> The governors were reminded that they are legally required to complete a DBS check. Also, that serving governors needed to renew their DBS every three years. Cheryl Cowie (CC) advised that she would be checking the school's Single Central Record (SCR) before the end of term.</p>

<p><b>6.0</b></p> <p>6.1</p> <p>6.2</p> <p>6.2.1</p>	<p><b><u>FINANCIAL MANAGEMENT</u></b></p> <p><b>2020/21 Out-turn:</b> Governors were informed that the budget for the year was in surplus and that this was consistent with the forecasts throughout the year. SW advised of the headline figures. It was highlighted that there had been additional cost pressures arising due to Covid19 but there had also been reduced areas of spend notably in respect of staff and staff training costs. The Pay and Resources (P&amp;R) Committee discussed the outturn in detail at its last meeting on 9 June 2021 and recommend that the 2020/21 outturn be approved. After consideration, the governing body AGREED the 2020/21 budget outturn.</p> <p><b>2021/22 budget and three-year projection:</b> SW reported that the Bursar presented a proposed budget for 2021/22- and 3-year plan at the meeting of the P &amp; R committee meeting on 9 June. The plan presented was in fact for 5 years, the last 2 years of which were for internal school purposes only. The P &amp; R committee held an un-clerked meeting prior to the 9 June to look at some of the variables that might impact on the accuracy of the budget forecast, year on year. This included pupil/student numbers, rising costs and changes to the LA funding arrangements. Possible changes to the funding may involve reducing the amount of place funding (currently £10K per pupil/student) and or the amount allocated for each band. The committee also discussed options to use some of the surplus to invest in the school's infrastructure over a 3-year period.</p> <p>The P&amp;R committee recommended the 2021 budget and 3-year plan for approval. After discussion, the governing body AGREED the 2021/22 budget and 3 -year plan. It was noted that the plan would be signed off by the Chair and submitted to the LA prior to 30 June 2021.</p>
<p><b>7.0</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b><u>HEADTEACHERS REPORT</u></b></p> <p>Headteacher's Report had been circulated with the agenda papers prior to the meeting. The Report included a summary of the highlights since the last full governors meeting , update on the SIP and SESS , development of Middle Leaders , Safeguarding , communication with families , Pupil Premium and PE Premium , Pupil Voice , developments with the Brent Knoll and Watergate Trust , the Post 16 Proposal , the school profile – pupil roll , SEND profile, Governor Visits , Attendance – including pupil persistent absence , Behaviour and Exclusion , Staff absence , Premises and health and safety issues, Accidents , Fire drills over the year ; quality assurance work undertaken during the year and continuing professional development and engagement events.</p> <p>The Head highlighted that the vision statement remained unchanged but had not progressed as envisaged. He referred to the areas of SIP focus – around teaching and learning, Emotional regulation and addressing barriers to learning, Academic and Social progress; Senior and Middle Leadership – effective monitoring and developing of pupil progress using local and national networks for validation. Governors were asked to note the progress and supporting evidence. The Head spoke about the committee structure – and the support and challenge being provided at the clerked and un-clerked meetings and the contact with the middle leaders. He reminded that that under the new framework, Ofsted will be selecting areas for a deep dive with middle leaders. Reference was made to Reading, Maths, English, and Foundation subjects. A lot of work was being done on curriculum development; subject coordinators were working on a across school basis. The school's current priorities were on mental health and wellbeing, addressing any gaps and on recovery rather than catch-up.</p> <p>There was a question (<b>Q</b>) about the allocation of sections of the SIP to the various committees. Clarification was provided that the allocation of areas for oversight to each of the committees was included in the SIP and covered in the committee terms of Reference (TOR). It was noted that each committee would review its TOR at the Clerked meeting in the Autumn term 2021. The Head stated that the aspects of the school SIP that had not been realized in the current year, would be taken forward into the next academic year.</p>

7.4	<p><b>Safeguarding:</b> The Head spoke about the role of the DSL/ Pastoral Manager – there had been a significant increase in workload around family engagement arising from Covid19. The work involved providing early help and more support to families to remove barriers to pupil/students learning. There was a proposal from the Head that the staffing for this area be increased by 0.6 (at scale 6) for a year. The role would be to take on some of the more administrative aspects of the work and thus free -up the DSL’s time to undertake the more specialist areas. Governors discussed the proposal.</p> <p><b>Q</b> Will the post be advertised externally? The Head advised that it would. If the field of candidates was not suitable, the role would be re-advertised.</p>
7.6	<p><b>Q</b> How had the 0.6 and not full time been arrived at? The Head explained that he had gone through the needs with the EM, the DSL, the view was that 0.6 would be sufficient but if full time was needed it could be extended.</p>
7.7	<p><b>Family forum:</b> Governors noted that some virtual events had taken place, and the trial of evening meetings to improve attendance. CC spoke about the intention to undertake a survey with families to find out what topics they would like the forum to cover in the 2021/22 year.</p>
7.8	<p><b>Pupil Voice:</b> Information was provided about the development of a new reward system – in which students have a say in the rewards provided; there was a weekly cycle of assemblies being held and a half termly charity events. The Head also spoke about the work being undertaken in this area by the Assistant Head, Sam Waring.</p>
7.9	<p><b>Post 16 Proposal:</b> The Head advised that he recently met with the Head of Greenvale about use of a space at their new extension site. The proposal would now be considered by the LA High Needs Panel, the Head felt that it was likely to be agreed. He stated that the proposal, which was a pilot, was targeted to start in September 2022.</p>
7.10	<p><b>Pupil/Student data:</b> Governors noted that there were 156 pupils and students on roll, this was 2 above the planned admission number -154. However, there were 2 pupils who were due to leave the school as they were moving out of the Borough. The Attendance rate was 90.42% and it was noted by the governors that the rate of persistent absence was less than before the pandemic.</p>
7.11	<p><b>Exclusions:</b> The Head provided summary information about the challenge faced in dealing with a particular student including the engagement with the family and external agencies. The Head advised of an incident involving an online safety issue and reported the actions taken by the school. Governors felt that the school had dealt with the matter appropriately and well.</p>
7.12	<p><b>Staffing:</b> There were 2 resignations, one to take up a role abroad and the other for a promotion. Confirmation was provided that 2 new teachers had been appointed for September 2021. It was noted that there were 2 LSA and 2 mid-day meal supervisor and a long-term absence. CPD information was noted, and the Head explained the new Early Careers Framework for teachers which replaces NQT.</p>
7.13	<p><b>EYFS Framework :</b> Jenny Jones (JJ ) briefed the governors on the changes to EYFS framework effective from September 2021. The areas of learning and development remain unchanged - this consisted of 3 prime areas - communication and language, physical development and personal, social and emotional development and specific areas such as literacy, maths, understanding the world and expressive arts and design. The area of emotional regulation was felt to be a key one for the school. The governors noted the introduction of yoga from September and the inclusion of teaching oral health/hygiene. Also, that the new assessment outcomes at EYFS in relation to the (7) areas of learning would now be either Achieved or Emerging , the Exceeding category was being dropped by the</p>

7.14	DfE. The school's policy was under review and would be ready for governors' consideration in the Autumn term 2021			
7.15	The governing body thanked the Head for his Report.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A1	<b>EYFS Policy:</b> Revised policy to be considered in the Autumn term	Head	Autumn 1 meeting
<b>8.0</b>	<b><u>PUPUL PREMIUM &amp; PE/SPORTS PREMIUM – NEW REQUIREMENTS</u></b>			
8.1	<b>Pupil Premium and PE/Sports Premium:</b> Governors were informed of the new Guidance on what information should be displayed online in relation to Pupil Premium and PE/Sports Premium. The Head advised that the PE /Sports Premium Carried forward from the 2019 into 2020 academic year, would be spent by the end of the 2020/21 year.			
8.2	<b>Pupil Premium Strategy Statements:</b> It was noted that, as part of the conditions of the funding for 2021 to 2022, schools were required to demonstrate how their spending decisions are informed by research evidence, referring to a range of sources including the Education Endowment Foundation's (EEF) toolkit in line with the EEF's Pupil Premium guide.			
8.3	<b>Q</b> Are there any changes to reporting requirements? Governors were advised that all schools were required to use a prescribed template provided by the DfE to publish their pupil premium strategy and report outcomes. The Head advised that the new requirements would be taken forward by the PP lead and plans for 2021/22 would be available to governors in the Autumn term.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	A 2	<b>Pupil Premium:</b> Use and impact report 2019 to 2021 information and plans for 2021/22 – to be presented in the Autumn term	Head & PP Lead	Autumn 2 Governor's meeting
<b>9.0</b>	<b><u>COMMITTEE REPORTS</u></b>			
9.1	<b>Teaching &amp; Learning Committee:</b> A report back on the meeting of this committee held on 4 May 2021 was provided. The committee discussed school improvement plan (SIP), curriculum development and the work of the middle leaders. Also, on the RAG rated assessment undertaken for Maths and English, the progression to a similar exercise for pupil and student engagement in learning and the use of finding to drawing up action plans to support the individual needs of pupils and student. The committee discussed the value of link visits and would be receiving updates at the next un-clerked meeting on the Reading for Pleasure and the plans to move the library to create a new story telling space. Governors noted that the details about the SIP and curriculum development was included in the Head's Report. The governing body noted and approved the decisions and actions of the committee			
9.2	<b>Children &amp; Community Committee:</b> CC provided a report on the meeting of the committee held on 8 June 2021. She advised that there had been no further action on getting a zebra cross near the school, it was understood that this was due to constraints on Council funds. However, discussion with the local campaign group and Council were ongoing. The committee also received an update on safeguarding, actions on persistent absence; update on the Family forum and the efforts, draw up a calendar of events and activities that addresses the needs of families and improves engagement.			
9.2.1	<b>Q</b> Can the survey be sent to families via class teachers? The Head advised that class teachers send out a weekly newsletter and therefore information – for example dates of Forum meetings and activities can be added.			

9.2.2	Information was provided that an email had been sent to parents about the Summer Club – there had been a big response. It was suggested that a part of the time be used to get parents/family views about timing of meeting and subject areas that the Forum should cover.								
9.2.3	The committee had also received information about the work being done on mental Health and the Wellbeing of pupils, students, and staff. The governing body noted and approved the decisions and actions of the committee								
9.3	<b>Pay and Resources Committee:</b> Simon Whitlock (SW) gave a report back on a meeting of the committee held on 9 June 2021. He reminded of the details reported earlier as part of the item on Financial Management including the recommended agreement to the 2020/21 budget outturn and 2021/22 budget and 3-year plan; also, the spending to improve the school infrastructure, the provision for the TTO staff back pay and the proposed increase in the Home School staffing capacity. The committee noted that options for the school maintenance arrangements would be considered at the next un-clerked meeting of the committee. The governing body noted and approved the decisions and actions of the committee								
9.4	<b>Committee Memberships:</b> The committee memberships for 2021/22 were AGREED as follows:								
9.4.1	<b>Teaching &amp; Learning Committee:</b> Headteacher, Laura Deitz, Lucy Govan, James Cherry, Eibhlish Fleming and Rachel Edwards – Coutts.								
9.4.2	<b>Pay and Resources Committee</b> (Includes Pay Committee): Headteacher, Simon Whitlock, James Bamford, and Lucy Govan								
9.4.3	<b>Children, Families &amp; Community:</b> Headteacher, Cheyl Cowie, Jennifer Jones and Rohan Grove								
9.4.4	<b>Headteachers’ Pay and Performance:</b> Decision deferred until next FGB. It was noted that there was a training course being held by the LA on Headteacher’s Performance related pay and appraisal on 22 June 2021								
9.4.5	<b>Link Governors</b> <ul style="list-style-type: none"> <li>• Safeguarding: Cheryl Cowie</li> <li>• Health and Safety:</li> <li>• Building: <i>Vacancy</i></li> <li>• Mental Health &amp; Wellbeing : Cheryl Cowie and Rohan Grove</li> </ul>								
9.4.6	<b>Staff Discipline, Grievance, Pupil Discipline, Appeals, Complaints Panel and any other ad hoc committees:</b> All governors are members but Any 3 eligible governors (not previously involved and without an interest) may be called in rotation to sit on the above g committees and panels.								
9.4.7	<b>Governor training and development:</b> There was a discussion about whether the link role for this area should continue. It was AGREED that it should not, governors were asked to notify CC when they attend training so that this can be logged. It was also AGREED that an item on Training should be included on the agenda of each committee meeting to highlight any relevant training being provided by the LA and identify any gaps/training needs.								
	<table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>A 3</td> <td><b>Headteachers’ Pay and Performance:</b> To be decided at the next FGB.</td> <td>Clerk &amp; Chair</td> <td>Next FGB</td> </tr> </tbody> </table>		Action	Who	When	A 3	<b>Headteachers’ Pay and Performance:</b> To be decided at the next FGB.	Clerk & Chair	Next FGB
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A 3	<b>Headteachers’ Pay and Performance:</b> To be decided at the next FGB.	Clerk & Chair	Next FGB						

<b>10.0</b>	<b><u>REPORT FROM THE CHAIR &amp; ARRANGEMENTS FOR ELECTION OF CHAIR AND VICE CHAR FOR 2021/22</u></b>		
10.1	<b>Chairs Action:</b> No Chair's action was reported to have taken place since the last full governing body meeting.		
10.2	<b>Election of Chair and Vice Chair – Arrangements for the Start of next academic year:</b> The governing body discussed the procedures for the election of the Chair and Vice Chair.		
10.2.1	<b>Chair:</b> Governors had previously agreed 2-year (alternate) terms of office for the role of Chair and Vice Chair. In accordance with this, the term of office of LD as Chair, ends at the start of the first meeting of the full governing body in the <b>Autumn term 2021</b> .		
10.2.2	<b>Election of Vice Chair:</b> The current term of office of the Vice Chair (SW) ends at the start of the first meeting of the full governing body in the Autumn 2022. It was AGREED that the Clerk would write to governors ahead of the first FGB in the Autumn and ask for any nominations for Chair and having received the same then circulate the names for a vote – to be returned to the Clerk; the outcome to be notified at the full governors meeting.		
		<b>Action</b>	<b>Who</b> <b>When</b>
	A 4	<b>Election of Chair:</b> Clerk to write to governors ahead of next FGB to ask for nominations	Clerk Start of Autumn term f
<b>11.0</b>	<b><u>SAFEGUARDING &amp; RISK MANAGEMENT</u></b>		
11.1	<b>Safeguarding report:</b> It was noted that the Report on Safeguarding was included in the Head's Report. Governors were advised that the guidance on Keeping Children Safe in Education (KCSE) had been updated and would take effect from September 2021. The Head advised that staff INSET would be provided in the Autumn on the changes. It was noted that the school's Safeguarding policy would be updated in the Autumn and governors and all staff were required to read and confirm in writing that they had read at least parts 1 and 2 of the guidance.		
11.2	<b>Risk Management:</b> Governors were advised of the risk management measures in place particularly to mitigate Covid19, including the ongoing review of risk assessment earlier in the meeting.		
11.2.1	<b>Q</b> Has the school experienced any cyber-attacks? The Head advised that a ransom ware attack had been attempted. However, it failed, the school working with Couve ( IT provider) had been successful in ensuring that the school's data was secure.		
<b>12.0</b>	<b><u>POLICIES</u></b>		
12.1	<b>Staff Capability Policy:</b> The policy had been circulated with the agenda papers prior to the meeting. The Head advised that the school adopts the LA policy. After consideration, the governing body AGREED the Policy.		
12.2	<b>Admissions Policy:</b> The Head reminded of the review by the LA of the criteria for admissions to each of the Special Schools so that there was consistency across the Borough. He advised that this resulted in a clearer definition for Brent Knoll. After consideration, and subject to a typographical error (notified to the Head) the governing body AGREED the Policy.		
<b>13.0</b>	<b><u>PERFORMANCE RELATED PAY AND APPRAISAL</u></b>		
13.1	<b>Governor Appraisers:</b> It was noted that the governing body would appoint the appraisers and External Adviser to review the performance of the Headteacher, in the Autumn term.		

13.2	<b>Pay Committee and Pay Appeals Committee:</b> It was noted that members of the Pay and Resources Committee would meet in Autumn term to specifically to consider the Head's recommendations for staff pay and progression
13.3	<b>Performance Appraisal Policy and the Pay Policy Review.</b> The Head reminded that the school follows the LA policies. There had so far not been any changes notified, however, the pay scales would be updated in the Summer and published by the LA in the Autumn. Subject to the any changes made by the LA, these policies were AGREED by the governing body.
<b>15.0</b>	<b><u>SCHOOL TERM / HOLIDAY DATES</u></b>  A link to the school terms and holiday dates for the 2021-22 and 2022-23 academic years had been provided to governors. It was noted that neither the Head or the governing body have the delegated authority ( from the LA) to vary these dates.
<b>16.0</b>	<b><u>MEETING DATES FOR 2021/22</u></b>  The dates of the full governing body and committee meetings were AGREED as follows: -
16.1	<b>Full Governing Body: -</b> <ul style="list-style-type: none"> <li>▪ Wednesday - 6 Oct 2021 at 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>
16.2	<b>Pay &amp; Resources</b> <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>
16.3	<b>Teaching &amp; Learning</b> <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>
16.4	<b>Children, Families &amp; Community</b> <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>
<b>17.0</b>	<b><u>ANY OTHER BUSINESS</u></b>
17.1	<b>Home School Support – Increased Staffing:</b> The governing body discussed and voted on the Heads proposal to increase the staffing by 0.6 (Scale 6) initially for 1 year. By unanimous vote, the governing body AGREED the proposal.
17.2	<b>Brent Knoll &amp; Watergate Trust update:</b> The Head reported on a meeting of the Trust Board that took place on the previous day. He spoke about activating the Trust Forum and the actions to increase membership and appoint more trustees. He advised that there was a need for a representative from the governing body to sit on the Trust. Although, in the past it was the Chair of the governing body there was no requirements in the Articles of Trust. The current Chair could not attend the Trust meetings due to timing. After consideration the governing body AGREED to discuss the appointment of a representative to the Trust at the first meeting of the governing body in the Autumn term.
17.2.1	<b>Q</b> Any there any benefits for the school in remaining part of the Trust? The Head outline some of the concerns, the call on the leadership time from the schools in respect of the

17.3	<p>operation of the Trust also the financial contribution required from each of the schools. He advised that the fundraising had improved following the appointment of fundraiser, this had reduced the contribution required from each of the schools. The amount of time required of the Heads and the financial contribution from the schools were not sustainable . The Trust were therefore seeking to appoint a CEO and working towards the Trust generating its own income. It was proposed that the school's involvement with the Trust be discussed at the Autumn terms meeting.</p>			
17.4	<p><b>Celebration and thanks for Staff:</b> It was proposed that a celebratory event (such as an end of term BBQ) be held to thank the staff for their hard work and support for pupils/ students and families over the past year. The Head advised he would discuss this with the staff. It was AGREED that if an event was to be arranged, that, if possible, governors be invited. Also, recommended that a letter of appreciation be sent to the staff from the Chair. The Vice Chair (SW) advised that he contact the Chair to arrange this.</p> <p><b>Governing Body thanks to Fela Ajay for his service:</b> Fela spoke of enjoying and finding his period as a member of the governing body as being enjoyable and rewarding. He stated that he was willing to provide help and support for the school, irrespective of being a governor. He expressed a willingness to be considered for the co-option vacancy when it is discussed. The governing body formally thanked Fela for his service as a member of the governing body and for his contribution as a parent governor. He was reminded that, subject to continued eligibility ( i.e., having a child on roll) that he could stand again for election for a further term as a Parent Governor.</p>			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 6</b>	<b>Appointment of a governing body representative</b> to the Brent Knoll and Watergate Trust	Chair	Autumn1st FGB
	<b>A7</b>	<b>Brent Knoll and Watergate Trust:</b> Brent Knoll future participation	Chair	Autumn 2nd FGB