

**BRENT KNOLL SPECIAL SCHOOL**  
**Minutes of a meeting of the governing body held remotely**  
**held on Wednesday 23 March 2022 at 6:00 pm**

Membership (Instrument 2.3.15) PG x 3, LA x1, Staff x1, Head x 1, Foundation x 3, Co-option x 3. Total 12	Initials	Designation	Term of Office End date	Attendnace
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	Apologies
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>		Parent Governor		
Ms Cheryl Cowie	CC	Parent Governor	16/11/2025	Present
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2023	Present
<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	Not present
<b>Also</b>				
Mr. Mike Garrick	MG	Clerk	N/A	Present

<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 noted from Jenny Jones.
1.2	There was no change to the business of the meeting.
<b>2.0</b>	<b><u>DECLARATIONS OF INTEREST</u></b>
	No declaration of interest was received in any item appearing on the agenda of this meeting.
<b>3.0</b>	<b><u>GOVERNING BODY MEMBERSHIP</u></b>
3.1	There had been no change to the governing body since the last meeting.
3.2	It was noted that there were currently 2 vacancies (1 Parent Governor and 1 Co-opted). The Chair advised that a prospective governor (an Architect) with experience that would contribute particularly to matters at the school relating to Health and Safety and Premises, had been identified. She had agreed to be put forward as a governor but later decided to withdraw because she did not feel able to give the commitment necessary. The vacancy would therefore be re-posted on the Inspiring Governance website.
3.3	The Chair notified that Rachel Edwards Coutts (REC) had not attended any governors meeting in the last year and therefore had not complied with the code of conduct and commitments that all governors have signed up to. After consideration, the governing body AGREED to remove REC as an Associate Member on the grounds of no attendance. The Chair undertook to write and advise REC of the governor's decision.
3.4	<b>DBS Checks:</b> Governors were reminded that they are legally required to complete a DBS check. Serving governors needed to ensure that their DBS check is renewed every three years. New governors needed to make arrangements with the school within 21 days (of their appointment/election) to start the application process. The Chair advised that the renewal of her DBS was currently in process. Other governors were advised that they could contact Cheryl Cowie (CC) if they needed any information about the process.

<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b></p> <p><b>Minutes:</b> The Minutes of the meeting held on 24 November 2021 had been circulated prior to the meeting. After consideration, the Minutes were AGREED as a true record and approved for signature by the Chair.</p> <p><b>Matters Arising:</b> There were no matters arising which were not covered elsewhere on the agenda of the meeting.</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><b><u>FINANCIAL MANAGEMENT</u></b></p> <p>It was agreed that details of the 2021/22 budget and the 2022/23 budget and three-year projection would be reported as part of item 8.1 below. Governors were reminded that the final outturn for 2021/22 and proposed budget for the 2022/23 year would be discussed in detail at the next clerked meeting of the Resources committee. Also, that it would be presented for agreement at the Summer terms full governing body meeting i.e., on 21 June. The applicable LA deadline was 15 June, therefore the submission needed to be made by the deadline but must include the date at which it will be considered for sign off by the full governing body.</p> <p><b>Schools Financial Value Standard:</b> Governors noted that the SFVS document had been completed in line with delegation arrangements previously agreed by the governing body and was submitted to the LA by the deadline date of 14 February. It was felt that there were good processes in place to assist the governors in relation to the budget and budget monitoring. After discussion, the governing body AGREED and endorsed the submission.</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><b><u>HEADTEACHERS REPORT</u></b></p> <p>The Headteachers Report had been circulated to governors prior to the meeting. The Report included a summary of work and key activities at the school since the last full governing body meeting. Also, details of Covid19 related matters, work on the SIP and SES documentation, communication with families, the pupil forum, the Brent Knoll and Watergate Trust, Post 16 proposals, Place Planning, Curriculum Review, Mental Health and Wellbeing; pupil data, SEND Profile, Transition Arrangements, details of Governors Visits; Attendance data including persistent absences; Behaviour and exclusions; Safeguarding information; staffing, Premises and health and safety; Accidents; data on the Quality of Teaching and Learning and continuing professional development that had taken place.</p> <p>The Head highlighted that since the easing of the Covid19 restrictions the school was operating two zones, one for Teaching and a separate zone for Admin. He highlighted the move towards more in-person meetings, planning for more offsite visits; the school now obtained an allotment near the school and planning was being done for a Year 11 residential to take place at the end of the summer term. The football and breakfast clubs had been reinstated and an Easter holiday scheme had been arranged.</p> <p>Governors were informed of the Government's proposal not to continue testing for Covid19 in schools. The Head advised that he had written to the local MP to ask her to raise the matter – a copy of the letter had been circulated. He felt that if free testing was not to continue, that the school should pay for tests as it was beneficial to the organisation and management of the school whilst Covid19 as an infectious disease continues.</p> <p>School Self Evaluation: The Head drew attention to the addition of an evidence box to the School Improvement Plan which was being populated with evidence to support the school self-evaluation statements. A Challenge Partners visit was due in the summer term. The Head spoke about the process that would be followed and advised of a review by Lewisham Learning also due in the summer term. Reference was made to the intention to seek views from Lewisham Learning on the Self-evaluation. The judgements would be based on the evidence gathered to support the SIP.</p>

6.5	Information was provided about the curriculum development plans; the Head spoke about the work on the intent and lead being provided by the curriculum leaders on the implementation across the whole school as part of the curriculum development over the next 3 years.
6.6	The governors were informed that the engagement with parents and families was going well, the family forum's first meeting of the year attracted significantly more families than the previous meeting. Advance notice of workshops, activities and events for families had been published on the school website. The Head advised of his proposal for a Special School Safeguarding Hub to address contextual safeguarding issues that was currently being considered by the LA. It was also reported that a 0.6 Home School Support Worker had now been appointed and was making regular visits to targeted families.
6.7	Pupil Premium and PE and Sports Grants: The required information had been published on the school website. It was noted that EF would be arranging to make a link visit to speak to the Pupil Premium lead. The pupil forum now included representation from upper primary pupils. The Head spoke about the contribution being made by the forum on the Traffic safety concerns outside the school including meeting with Ellie Reeves the local MP. It was noted that Cllr Alan Hall had been invited to attend a meeting of the Pupil Forum and that he had been instrumental in getting a crossing in front of Forest Hill School.
6.8	There was a question <b>(Q)</b> Would the Parents Survey be helpful when the Council Team visit the school to discuss the Road Safety issues outside the school? The Head stated that information and quotes from the survey were included in the letter that had been sent to the Council.
6.9	<b>Q</b> Would it be useful to provide a video showing the situation outside the school in the Morning and Afternoon? The Head commented that this could be considered. Discussion took place about the impact of the local 'schools streets' schemes. The concern was expressed that the amount of traffic on Perry Rise had significantly been increased and worsen the problems outside the school.
6.10	The Head gave an update on a meeting of the Brent Knoll and Watergate Trust. A charity had been set up by the Trust Forum called 'Biskitz.' The purpose of the charity was to fundraise to support the delivery of the objectives of the Trust. The governors noted the work undertaken by SW to enable the charity to be set up quickly and at low costs i.e., £850 rather than the £6K-£12K according to advance quotes. It was noted that going forward, the fundraising by Biskitz would include bringing in unrestricted funds that can be used to finance a paid CEO in addition to that of a fundraiser. It was noted that the Trust schools would still have to contribute towards a small amount of administrative and running costs of the Trust e.g., clerking and insurance et-al.
6.11	The Post16 Pilot: The Head spoke about the plans for the pilot project scheduled to start in September 2022 and would be based at the new Greenvale School site at Mayo Road. It was noted that the current KS4 teacher would be working with Paul Shaw Assistant Head on creating the detailed timetable and the day-to-day delivery arrangements.
6.12	Place Planning: The school agreed to take an extra 8 pupils in September 2022, the Head reported that an additional classroom would be created by repurposing the current IT room. Primary pupils would be on the ground floor and the KS3 and KS4 would be located on the upper floor in the West and East Wings, respectively. The pupil/student numbers for September 2022/23 was currently 162, not including post 16. The Head felt that 164 was the maximum number that the school could accommodate. Governors were advised that the DT room would also be repurposed by removing machinery to create a more flexible space.
6.13	<b>Q</b> What machines will be moved? The Machinery for preparing materials.
6.14	<b>Q</b> Will there not be DT in the future? The Head stated that there would be, but resistant materials would not be used.
6.15	The Head spoke about the curriculum - development, management, and implementation. Discussion took place about the mental health and wellbeing survey of staff, pupils, and families. It was noted

	that the results were yet to be analyzed. The intention was to reintroduce pre-pandemic pupil and staff wellbeing activities as soon as possible.			
6.16	Reference was made to the Attendance rate, which was currently 93.1%, the Head commented that this was close to the rate pre-Covid19. There had been no exclusions since the last meeting, there was one pupil/student on roll who was being supported at another setting, a place was being sought in residential provision.			
6.17	Safeguarding: Safeguarding data had been included in the report, it was noted that there was one Child Protection case that had now been moved to Child in Need.			
6.18	The Head spoke about the staff sickness absences, there had been significant impact on the sickness absence rates due to Covid19, it was noted that there were currently 3 members of staff on long term sick and one member off due to surgery. Information was provided about the absence processes and procedures in place.			
6.19	Premises Health and Safety: The Head spoke about the ongoing arrangement for maintaining the premises, the risk assessments, and the easing of the Covid19 mitigations and arrangements for visual inspection of the fire extinguishers and the online H & S Audit which would be undertaken in the summer term. There had been one fire drill so far this term and another was due.			
6.20	Governors were asked to note that the quality of teaching and learning data had not yet been updated for the Spring, however, quality assurance reviews were ongoing, this included book reviews and learning walks; teacher mid -year appraisals were in progress. Staff training and CPD was continuing, reference was made to the courses that had taken place in the Autumn and so far in the Spring. The Head spoke about a request from St Dunstan's College who asked to visit and do some observations in EYFS, KS1 and KS2. There was no funding involved, however the school was seeking a tradeoff that would allow students in KS4 to use the St Dunstan's Jubilee Sports Ground for PE.			
6.21	<b>Q</b> How is the audit of community links with the school going? The Head advised he would be undertaking the Audit at some point during the coming year.			
6.22	The Head was thanked for his Report.			
<b>7.0</b>	<b><u>SCHOOL UNIFORM CHANGES</u></b>			
7.1	<b>School Uniform:</b> Governors were advised that there was new statutory guidance on school uniform that came into effect in November 2021. Schools were required to engage with parents and pupils when they are developing their school uniform policy and ensure that second-hand uniforms are available for parents to acquire. It was noted that governing bodies needed to ensure that the policy is published on the school website and that any actions required were in place before parents purchase uniform items in the summer of 2022.			
7.2	Discussion took place about the school uniform. The Head stated that most students prefer to wear jogging pants; that the school is flexible and responds to individual needs and that the policy was not enforced in Year 11. The governors were asked to note that wearing of branded uniform was not mandatory. The Head stated that the policy would be updated, and a letter would be sent to parents to ask them to send in used uniforms.			
7.3	CC spoke about an existing informal network of parents on a 'Whats App' group that share information on 'used uniform. CC advised that this could be extended to the whole school. It was felt this matter could be further discussed at the next CFC committee meeting.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 1</b>	Uniform Policy: To be updated	Head & CFC	Next Comm & FGB
<b>8.0</b>	<b><u>COMMITTEES &amp; WORKING PARTIES</u></b>			

8.1	<p><b>Resources Committee:</b> Simon Whitlock (SW) reported on the meeting held on 1 March 2022. It was noted that the committee received an update on the school budget and discussed the cleaning contract. The budget was proceeding as planned, there were no surprises, the current forecast was for a surplus of approximately £146K (about 3% of the annual budget), this would add to the existing carryforward reserves at the start of 2022/23. It was noted that the outturn for 2021/22 and budget proposal for 2022/23- and 3-year projection would be provided at the next clerked meeting.</p>
8.1.1	<p>The committee spent time at its un-clerked meeting earlier in the term and at the Meeting on 1 March considering the options for the Cleaning Contract. The existing contract ends in August 2022, options were either to go out to tender in the Summer or to extend the existing contract. The committee recommended that the latter option in that it would maintain the continuity of the existing service and allow further time to plan the future maintenance arrangements and embed the Premises Officer role. The committee noted that the company concerned provided an efficient and effective service which was value for money. The annual cost for the extension was £77,800 per year. The recommendation was for the contract with Westgate to be extended by 2 years - a total value of £155,600. After discussion, the governing body unanimously AGREED to extend the Westgate Cleaning contract for a further 2 years at the cost quoted.</p>
8.1.2	<p>It was noted that the committee also agreed the Health and Safety policy. The governing body agreed and endorsed the decisions and actions of the committee.</p>
8.2	<p><b>Teaching &amp; Learning Committee:</b> Eibhlish Fleming (EF) reported back on the clerked meeting of the committee held on 8 March 2022. She advised that the committee received an update on the progress of the curriculum development including the creation of 3 learning pathways, the extension of EYFS priorities into Year 1, the plans for KS3 in which all 6 classes will follow the same topic grouped around the 3 pathways. A lot of work was being done on mapping and checking of coverage to ensure that the national curriculum requirements are met. The committee was provided with details on the increase in pupil numbers and creation of an extra class and focus on Reading for pleasure and plans to develop the library. After consideration, the governing body agreed and endorsed the decisions and actions of the committee.</p>
8.3	<p><b>Children, Families and Community Committee:</b> Cheryl Cowie (CC) provided a report on the meeting held on 15 March 2022. The committee were advised of the work being done on the SIP by the Senior and Middle Leaders, also of the forthcoming 'Green School' visit by Lewisham Learning and the intention to engage with them to review and support the school's Self Evaluation. The staff had undertaken Behaviour Management training and trained in safe restraint and work was being on the positive behaviour approach. The committee was provided with details about the work being done by Sam Waring (SW), Assistant Head, which included tracking the students with positive handling and support plans and gathering case studies to illustrate outcomes around emotional regulation. Staff were using the incident monitoring system and the data generated was being reviewed strategically.</p>
8.3.1	<p>The Pupil Premium strategy was now on the school website. Safeguarding information was provided around the suggestion of a safeguarding hub with a view to setting up a cross Borough SEND focused workshops and information for families being via the Ravensbourne Institute. Information was also being provided to families about the rest bite care provision available from Ravensbourne.</p>
8.3.2	<p>CC reported that the Single Central Record had been checked and those governors whose DBS was due to run out had been notified. She felt that there was a need for more governors to be trained in Safer recruitment. Road Safety: The governors were reminded that CC was a member of the Bell Green neighbourhood forum and would be taking forward the school's concerns on road safety at every opportunity. The mental health and wellbeing staff survey had been undertaken, the results were still being analyzed and a survey of families had been sent and would be resent again to families after Easter.</p>
8.3.3	<p>Discussions had also taken place at the meeting about communication with parents, some parents had complained that they were not receiving communication sent out by the school. It was suggested</p>

	<p>that the issue of the school newsletter be changed from Fridays to Mondays. The Head also undertook to review the contact information – email addresses and phone numbers (for texts) of parents as these were the main methods by which the school contacts with families. The governing body agreed and endorsed the decisions and actions of the committee.</p>
8.4	<p><b>Link Governors Reports:</b> Governors were reminded that the skills gaps identified at the last skills audit included the areas of Premises and Health and Safety. It was noted that these were areas to be considered when vacancies were being filled. The governors noted that SW made a remote link visit in April, JC, RC visited earlier in the term , EF before Christmas and had arranged for visit to see a session in KS3 , LG also planned to visit after Easter , CC was due to visit in the Summer and will be attending the next Pupil Forum and RG would also be arranging for visit after Easter.</p>
8.5	<p><i>LD lost remote connection - SW (Vice Chair) chaired the meeting from 7:30 pm onwards.</i></p>
<b>9.0</b>	<p><b><u>SAFEGUARDING &amp; HEALTH AND SAFETY</u></b></p>
9.1	<p><b>Safeguarding report:</b> The report on safeguarding was included as part of the Headteachers Report. Governors were reminded that it was essential that governors understand their safeguarding responsibilities and that they should sign and return the KCSIE declaration and return it to the Clerk or CC.</p>
9.2	<p><b>Health and Safety report:</b> It was noted that an update was included in the Headteacher’s Report.</p>
<b>10.0</b>	<p><b><u>POLICY REVIEW</u></b></p> <p>The Special Education Needs and Accessibility Plan had been circulated prior to the meeting. The Head advised that section 4 of the policy had been updated, after discussion, the governing body AGREED the Policy.</p>
<b>11.0</b>	<p><b><u>UPDATE FROM CHAIR ON ANY CHAIR’S ACTION TAKEN</u></b></p> <p>It was noted that the Chair had been working with the Head to recruit to the vacant Co-opted governor role and would be helping with the process to elect a parent governor to the Parent Governor vacancy.</p>
<b>12.0</b>	<p><b><u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u></b></p>
12.1	<p><b>Governing Body training:</b> Details of training available from the LA had been circulated. CC asked that governors provide feedback and copies of any course material and the Certificate of Attendance. There was a file in the governors’ section of the school website into which the information/details were to be deposited.</p>
12.2	<p>The governor’s half termly newsletter had been circulated, no comments were received.</p>
<b>13.0</b>	<p><b><u>DATES AND TIMES OF FUTURE MEETINGS</u></b></p> <p><b>Full Governing Body Meeting:</b> It was noted that the next meeting would be held on Tuesday 21 June 2022 at 6:00 pm</p> <p>There were no further matters to consider, this part of the meeting ended at 7:35 pm</p>