

BRENT KNOLL SPECIAL SCHOOL
Minutes of a meeting of the governing body held at the school
on TUESDAY 21 JUNE 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 | Attendance |
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| Mr. Andy Taylor | AT | Headteacher | Ex-Officio | Present |
| Ms Lucy Govan | LG | Co-opted Governor | 10/11/2023. | Present |
| Vacancy | | <i>Staff Governor</i> | | |
| Ms Eibhlish Fleming | EF | Foundation Governor | 11/02/2023 | Present (R) |
| Mr. Simon Whitlock | SW | Co-opted (Vice Chair) | 22/05/2025 | Present (R) |
| Vacancy | | <i>Parent Governor</i> | | |
| Ms Cheryl Cowie | CC | Parent Governor | 16/11/2025 | Present (R) |
| Ms Laura Deitz | LD | Parent Governor (Chair) | 02/07/2023 | Present (R) |
| Vacancy | | <i>Co-opted</i> | | |
| Mr Rohan Grove | RG | Local Authority | 29/11/2024 | Present (R) |
| Mr James Bamford | JB | Foundation Governor | 01/12/2024 | Apologies |
| Mr James Cherry | JC | Foundation Governor | 01/12/2024 | Apologies |
| Also | | | | |
| Mr John Norris | JN | Bursar | N/A | Present |
| Mr. Mike Garrick | MG | Clerk | N/A | Present |

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| 1.0 | <p><u>Welcome and apologies for absence</u></p> <p>The Chair opened the meeting by welcoming everyone, apologies for absence were received from James Bamford and James Cherry.</p> |
| 2.0 | <p><u>Declarations of Interest & DBS Check reminder</u></p> |
| 2.1 | No declaration of interest was received in any item appearing on the agenda of this meeting. |
| 2.2 | DBS Check: Members of the governing body were reminded of the need to ensure that their DBS Check was in date - renewal was required every 3 years. It was noted that renewal should be arranged via the School Administration and that EF was due for renewal in September and LG in November. |
| 3.0 | <p><u>Any changes to the Business for the meeting</u></p> <p>There was no change made to the business of the meeting.</p> |
| 4.0 | <p><u>Governing body membership</u></p> |
| 4.1 | Changes to the Governing Body: Governors were informed that Rachel Edwards Coutts has been removed as an Associate Member due to non-attendance at any meeting for a period exceeding 6 months. Also, that there was a vacancy arising following the resignation of Jenny Jones as the Staff Governor. |
| 4.2 | Eibhlish Fleming (EF) advised that she would be moving out of London to take up a new job. She stated that she was willing to remain as a governor (attending remotely) until a suitable replacement is identified. |
| 4.3 | The governing body recorded its thanks and appreciation to both Jenny and Eibhlish for |

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| <p>4.4</p> <p>4.5</p> <p>4.6</p> | <p>their Commitment, hard work and the support provided to the school and governing body as governors of the school. After consideration, the governing body AGREED the offer from EF to remain as a governor with remote attendance until a replacement is found.</p> <p>The Head advised that he had sought nominations to fill the staff governor vacancy, the deadline was coming up shortly. Also, so far, there had not been any interest shown in respect of the Parent Governor vacancy. He spoke of his intention to try again in the Autumn term as there may be more interest from parents of new students starting in September 2022.</p> <p>Vacancies to be filled: The governing body noted that going into the new academic year there were the following vacancies:</p> <ul style="list-style-type: none"> ▪ 1 x Co-option ▪ 1 x Parent Governor ▪ 1 x Staff Governor ▪ 1 x Foundation (EF) <p>Update on recruitment to be provided at the next meeting.</p> |
| <p>5.0</p> <p>5.1</p> <p>5.2</p> | <p><u>Minutes of the last meeting & matters arising</u></p> <p>Minutes: Minutes of the meeting held on 23 March 2022 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.</p> <p>Matters Arising: There were no matters arising not included elsewhere on the agenda of this meeting.</p> |
| <p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> | <p><u>Financial Management</u></p> <p>2021/22 Budget: The Bursar was present and reported to the governors on the 2021/22 outturn and the Budget 2022/23- and Three-year rolling budget plan covering 2022/23, 2023/24 and 2024/25. He advised that there was a healthy surplus at the end of 2021/2 and that this would be added to the reserves. Governors were reminded of the strategy to use some of the reserves to support school improvement, additional infrastructure, and one-off costs, and projects. He highlighted the additional planned spending for 2022/3, 2023/4 and 2024/5 which would reduce the surplus from approx. £1.6 million to approximately £417K by the end of year 3.</p> <p>The funding arrangements were explained, there were 162 expected to be on roll in September. It was noted that there was a place funding of £10K per students and additional funding dependent on the students individual Band. Separate funding for 8 students had been provided for the 1 year post 16 provision.</p> <p>Information was provided that pupil numbers had increased and therefore the budget allocation, it was necessary to open and staff an extra class in the Autumn. Reference was made to the rising costs relating to staff including anticipated pay rises, increase in pension and national insurance contributions. The Bursar advised that a prudent approach had been taken in planning the budget and a contingency of £20k included in each of the 3 years, the amount if not used would therefore increase the projected surplus for each year.</p> <p>The governors noted that the budget had been presented to the resources committee who recommended the outturn for 2021/22 be agreed and recommended to 2022/23</p> |

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| <p>6.5</p> <p>6.6</p> | <p>Budget and 3-year plan be approved by the governing body. After discussion, the governing body AGREED the 2021/22 outturn, the 2022/23 budget and 3-year plan.</p> <p>The Bursar was thanked for his report, he left the meeting at 6 :30 pm</p> <p>Governors were asked to note that the deadline for submission of the budget to the LA was 30 June and that this would be met. The submission of the second review of the 2022/23 budget was due on 15th November 2022.</p> |
| <p>7.0</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> | <p><u>Headteacher's Report</u></p> <p>The Headteacher's Report and Self was circulated to governors prior to the meeting. The Report provided a summary of key actions and occurrences since the last meeting. Also details of communication with families, pupil premium and PE and sports grant, the pupil forum development with the Brent Knoll and Watergate Trust; the Post 16 project, place planning; quality assurance, Curriculum Review; Mental Health and Wellbeing, student information – school roll and pupil profile. Details of governors' visits; attendance data – including persistent absence; behaviour and exclusions, Safeguarding, staffing and staff absence data; premises, health, and safety; quality of teaching and learning and continuing professional development.</p> <p>The Head advised that the Self Evaluation Statement (SES) was a summative document that was now complete. A copy of the document had been circulated with the agenda papers prior to the meeting. He advised that Safeguarding and Mental Health and Wellbeing were included as separate sections and advised that considerable progress had been made on the SIP. It was noted that the Challenge Partners Review had been re-scheduled for the Autumn. Reference was made to the continuing work on wellbeing, the quality of teaching and staff professional development – the Head spoke about recording the training undertaken within local networks. The communication with families was going well, reference was made to the weekly newsletter and the survey of parents that had been undertaken. It was AGREED that, going forward, governors be included in the circulation of the newsletter.</p> <p>The additional school support worker was making an impact, the Head recommended to the governors that the 0.6 role be extended for a further year. Information was provided about the discussions at the last CFC committee meeting about the need for some families to have a point of contact in the holidays. After consideration, the governing body AGREED the Heads recommendation that the 0.6 Home School role be extended for a further year and be changed to all year around so that parents have access to help during the school holiday periods.</p> <p>Q Is the role partly funded from the Pupil Premium Grant? The Head advised that it was.</p> <p>Governors noted the use and impact of the Pupil Premium and Sports Grants, details of which had been published, as required, on the school website The daily mile had now been established as part of the curriculum, there were still issues in relation to swimming - the position would be reviewed in September; also, St Dunstan's College had agreed to use of their Jubilee Sports Ground for sports days and the like.</p> <p>The Pupil Forum had picked up during the year, some of the pupil representatives would be continuing in 2022/23. The forum had undertaken a virtual tour of parliament arranged by the local MP; an actual tour would be arranged later in the Year. The forum was also focusing on the environment in particular implementing separation of waste; they had also made decision in relation to the reward system.</p> |

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| 7.7 | The Trust Forum: The Head updated that the new Biskitz Charity had been set up, they were seeking a one-off contribution of £5000 from the Trust to meet start- up costs including creating a website, administrative costs, and insurance. The Head reminded of the successful fundraising by the Trust to run the holiday provision. The purpose of setting up a Charity via the forum was to increase the scope of the fundraising so that the Trust could be self-sustaining |
| 7.8 | Q Have Watergate agreed to make a contribution? The Head stated that the proposal had not yet been taken to the governors of the school. |
| 7.9 | Q Has allowance been included in the Brent Knoll budget to make the requested contribution? The Head confirmed that there was provision. After consideration, the governing body AGREED the requested one-off contribution (of £5000) to the Trust for the purpose of making a donation to the Biskitz Charity. |
| 7.10 | Post 16 Pilot: The Head advised that the arrangements were now in place, he had visited the new Greenvale school extension site. More collaboration was taking place with Greenvale, seven of the eight places had now been allocated. Details were provided about the staffing arrangements and agreement was sought to advertise (internally) for a 0.6 Acting Deputy Head for 1 year, this would allow a Deputy to be assigned to the post 16 cohort. After discussion, the governing body AGREED the recommendation. |
| 7.11 | Q How much will the additional role cost? The Head advised that it was likely to be an extra £2K. |
| 7.12 | There was questioning by the governors about the safeguarding arrangements. Governors were informed that the systems used by each of the schools were different – Greenvale uses CPOMs and Brent Knoll – MyConcern. Arrangements were in place for DSLs for each of the schools to meet weekly. Governors felt that there was a need for reference to be made in the SIP (under Safeguarding) that refers to the Safeguarding arrangements for the Pilot project. It was AGREED that CC and RG would make a link visit next academic year to see the arrangements at the Pilot project. |
| 7.13 | Governors were reminded that the school’s strategy was to deliver the curriculum review over a 3-year period. Reference was made to the resumption of external, enrichment, and wellbeing activities, engagement with families and the surveys of pupils, staff, and families. The Head advised that the feedback from the surveys were positive, the data was being collated to identify the priorities going forward. |
| 7.14 | It was noted that a Financial Audit had been undertaken but the final report had not yet been received. Governors were asked to consider the ICT tender proposal for improving the school’s ICT infrastructure. Governors were provided with a copy of the tender document and the 3 quotes – from Crossover, AspiraCloud and Covue IT Ltd. |
| 7.15 | The recommendation to the governors by the Head was to accept the quote from Couve for a 3-year contract at £25K per year. After consideration and discussion, the governors AGREED the recommendation because the quote was the lowest of the three, the company has a good reputation and provides excellent service and value for money. It was noted that the total value of the contract was £75K over the 3 years. |
| 7.16 | The governors discussed the Attendance data. The Head spoke about a tribunal case involving a student on roll who was not attending and also highlighted the removal of a student, who had not been attending, from the school roll. Governors noted that the at- |

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| | tendance rate was 93% excluding those who were on roll but non-attending for various reasons; also highlighted was the reduction in the number of students who were persistently absent. | | |
| 7.17 | <p>Q What impact is there when a non-attender is blocking places that would otherwise be available to other students? The Head stated that, in these circumstances, if a place was needed, he was prepared to consider going over numbers.</p> | | |
| 7.18 | <p>Safeguarding: CC and RG advised of their review of safeguarding, there had been an online safety incident occurred which was successfully dealt with by the school, details were provided about the staffing arrangements for September including teacher and support staff recruitment, the fire risk assessment would be undertaken before the end of term and interviews for the Premises Officer role would be taking place shortly.</p> | | |
| 7.19 | No reportable (RIDDOR) accidents had taken place since the last meeting. | | |
| 7.20 | The Head was thanked for his Report. | | |
| | | Action (A) Summary | Who |
| | A1 | Governors to be included in circulation of school newsletter | Head |
| | A2 | Contribution to Brent Knoll & Watergate Trust (for Biskitz Charity set up costs) agreed. | Head |
| | A3 | Agreement to ICT 3-year contract with Couve IT | Head |
| | A4 | Post 16 Pilot (0.6) temp D/Heads role Agreed | Head |
| | A5 | CC and RG to visit post 16 Pilot to see Safeguarding arrangements in place | CC & RG |
| 8.0 | <u>Schools White Paper and SEND Green Paper</u> | | |
| 8.1 | The governors were provided with a link to the summary of the Schools White Paper and SEND Green Paper. | | |
| 8.2 | <p>The White Paper: The Head stated that he attended a briefing for Headteachers at which the matter was discussed. The paper was concerned with the improvement of standards and with the academisation of schools; the Government's aim was for all schools to be academies or part of multi-academy trusts by 2030. In summary the view of the LA and other Heads was that the academisation deadline was some way off and that there were more immediate and urgent matters for schools to focus on, for example covid19 recovery. It was noted that the Government would publish further details later in the year.</p> | | |
| 8.2.1 | <p>The SEND Green paper: The review was in response to the recognition that the current system was failing to deliver for children, young people, and their families. The Head felt that the proposal for a single national SEND and alternative provision system was good but questioned whether additional funds would be made available to deliver the proposals. Discussion took place about the impact on the school in term of vision and ambition for students and young people. It was noted that the consultation period would close on 1 July 2002. It was noted that after the completion of the consultation the DfE would be publishing a national SEND delivery plan, setting out the government's response to the consultation and how the proposals will be implemented.</p> | | |
| 9.0 | <u>Committees and Link Governor Reports</u> | | |

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| 9.1 | <p>Teaching and Learning Committee Meeting: EF gave a report back from the meeting held on 24 May 2022. She advised of the presentation provided by Jo Wylie about the Post 16 Pilot including the curriculum offer for students and the plans for reviewing the project and making decisions about the next steps. After consideration, the governing body noted and agreed the decisions and actions of this committee.</p> |
| 9.2 | <p>Children, Families and Community Committee: CC reported back from the meeting held on 7 June 2022. She advised that the committee went through the progress on the SIP areas being covered by the committee. Reference was made on the work on self-regulation and the Studio 3 on low arousal. Also, to the work being done by the DSL on safeguarding and family support; the road safety progress and consultations including suggestion to reduce risk by providing wider crossing islands and traffic warning signs. Mental Health and wellbeing surveys of parents, staff and pupils had been done. RG felt that the outcomes were broadly positive but that there was a need to align the provision with the SEF and SIP. There were actions arising from the survey on which the school would be taking actions, members of the committee would be endeavouring to see some of the actions being implemented.</p> |
| 9.2.1 | <p>The Governing Body Family Survey had been sent but so far there was a limited response (20 replies from 150 families); the Head had been asked to resend the survey in the hope of getting more responses. CC agreed to send the link to the survey to the other governors. The school Twitter account had been set up – it was felt that this was an effective way of showcasing the school and to publicise activities and events and signpost to services. Discussion took place about establishing protocols and guidelines. CC asked governors to send any ideas to her. Details of activities for the Family Forum were being considered, the aim was to publish a schedule of topics/workshops and meeting for the 2022/23 year by September. After consideration, the governing body noted and agreed the decisions and actions of this committee.</p> |
| 9.3 | <p>Resources Committee Meeting: Report from the last meeting of the Resources Committee held on 14 June 2022. SW reported that the budget outturn for 2021/22 and 2022/23 and 3-year projection was considered, and efforts were continuing to appoint a premises manager. Discussion took place on the need to improve the school's IT infrastructure and an update provided on staffing. The committee would be meeting again to consider the service level agreements and contracts to review their efficiency, effectiveness, and value for money. SW thanked JC for his attendance at the last meeting as a temporary member, he had since agreed to remain on the committee as a substantive member. After consideration, the governing body noted and agreed the decisions and action of this committee.</p> |
| 9.4 | <p>Link Governor Reports: LG reported her meeting with the SLT to receive information about the plans for KS3 and the 3 Pathways – the decision was to name Knoll, Tor , and Dune. She reported the work done by the middle leaders – the collaborative and peer – to peer approach being taken. LG advised that she had also watched an assembly.</p> |
| 9.5 | <p>EF reported that she made a link visit and saw a KS3 STEM session, she also met with the Pupil Premium (PP) lead and noted that the plans for the use of the PP had been informed by evidence.</p> |
| 10.0 | <p><u>PE/Sports Premium</u></p> <p>A report on use of PE and Sports Premiums had been included in the Headteacher's Report, and had been published in accordance with the statutory requirements.</p> |

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| 11.0 | <p><u>Ofsted</u></p> <p>The Head advised that the Challenge Partners Review would assist in the school's preparedness, but the school was not currently within the Ofsted window. It was noted that the LA provides preparation for Ofsted training.</p> | | | |
| 12.0 | <p><u>Safeguarding, Health & Safety and Risk Management</u></p> <p>12.1. Safeguarding report: It was noted that a report on safeguarding had been included as part of the Headteachers Report. Also, that the school continued to have regard to risk management and to revisit and update risk assessments as and when necessary. The Head highlighted that it had been agreed that Special Schools in the Borough would form their own contextual safeguarding hub to consider contextual issues specific to SEND. Governors were advised that CC continued to review the school's Single Central Register on a termly basis. She advised that she was seeking to revisit/update her training on this at the earliest opportunity.</p> <p>12.2. Health and Safety Self-Assessment 2021/22: It was noted that the Lewisham schools annual online health and Safety assessment had been completed and submitted to the LA by the specified deadline. Any actions would be followed up with the assistance of the schools H & S adviser and reported back to the next meeting of the Resources committee.</p> <p>12.4. Data Protection Officer (DPO) Audit Outcomes: It was noted that governors are responsible for assuring that their school is compliant. Schools that purchase the Information Governance & Data Protection Officer SLA from Lewisham Services were being encouraged to contact the service to book their data protection audit, the result of which can be shared with the governors at a later date. Update on compliance to be provided in the Autumn term.</p> | | | |
| | | <p>Action</p> <p>A6 Data protection: Update on school's compliance to be provide in the Autumn term</p> | <p>Who</p> <p>Head</p> | <p>When</p> <p>Autumn FGB</p> |
| 13.0 | <p><u>Policy Review</u></p> <p>13.1. School Uniform Policy: The School Uniform Policy had been circulated to governors for consideration. The Head advised that the policy had been formulated in line with the new statutory requirements and guidance. It was noted that the Policy was based on a standard template and included the expectations in relation to uniform and the assistance available to families in hardship and making pre-used uniform available.</p> <p>13.2. Q What has the school done to get feedback from parents? The Head stated that information was being included in a notification to parents and the newsletter. It was also noted that families were able to discuss options with the School Home Support worker.</p> <p>13.3. Admissions Policy: Q The Admissions Policy – is it a 1- or 2-year period for review. The Head clarified that it was annual and was last reviewed in 2021. There was no change to the policy for 2022.</p> <p>13.4. After consideration, the governing body AGREED the School Uniform Policy (3-year review period) and the Admissions Policy.</p> | | | |
| 14.0 | <p><u>Governing body activities, training, and information for governors</u></p> | | | |

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| 14.1 | Governing Body training and Visits / Remote Visits: Report on visits had been provided earlier in the meeting. Governors were reminded that there was a file in the Governor's area for reports back from governor training and course materials. The Head advised that staff training on the Keeping Children Safe in Education would be provided in September, he undertook to extend an invitation to governors. It was highlighted that governors should consider undertaking safer recruitment training as this would assist if they join recruitment panels. Reference was made on the possible need to check the provenance of candidates on social media and online profiles when recruiting. |
| 14.2 | Governors' training course: Details of courses available from Lewisham had been circulated. Also, the Half Termly Governors Newsletter. Both were noted. |
| 15.0 | <u>Update from the Chair on any Chairs Action since the last meeting</u> No Chairs Action since the last ordinary meeting of the governing body was reported. |
| 16.0 | <u>Planning for the next academic year</u> |
| 16.1 | Governing Body Committees – Memberships 2022-23: Membership of the Committees were AGREED as follows: |
| 16.2 | Teaching & Learning Committee: Headteacher, Laura Deitz, Lucy Govan, James Cherry and Eibhlish Fleming. |
| 16.3 | Resources Committee (includes Pay Committee): Headteacher, Simon Whitlock, James Bamford, and James Cherry. |
| 16.4 | Children, Families & Community: Headteacher, Cheryl Cowie, Rohan Grove, Vacancy |
| 16.5 | Headteacher's Pay and Performance Management: Laura Deitz, Eibhlish Fleming; James Bamford and Adviser - Rob Thomas |
| 16.6 | <u>Link Governors</u> <ul style="list-style-type: none"> • Safeguarding: Cheryl Cowie • Health and Safety: Vacancy • Building: <i>Vacancy</i> • Mental Health & Wellbeing: Cheryl Cowie and Rohan Grove |
| 16.7 | Staff Discipline, Grievance, Pupil Discipline, Appeals, Complaints Panel, and any other ad hoc committees: 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. |
| 16.8 | Review of staff appraisal and performance related pay awards: To be considered by the Pay Committee (Part of the Resources committee) who will receive the Heads Recommendations on pay and performance |
| 16.9 | Election of Committee Chairs: Committees must elect a Chair at the first formal meeting in the Year and must review their Terms of Reference and refer to the full governing body for approval. |
| 16.10 | Arrangements for electing the Chair and Vice Chair of the Governing Body: The governors were reminded that the Chair and Vice Chair serve terms of 2 years. |

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| 16.10.1 | Election of Chair: It was noted that the current Chair Laura Deitz has been elected to serve until the first meeting of the full governing body until the Autumn term 2023* |
| 16.10.2 | Vice Chair: The term of office of the current Vice Chair, Simon Whitlock (2-year term) ends in the Autumn 2022. |
| 16.10.3 | The governing body AGREED not to make any changes to the current arrangements. |
| 17.0 | <p><u>School term / holiday dates:</u></p> <p>The school terms and holiday dates for the academic years 2022/23 and 2023/24 had been circulated. It was noted that the governors of Community schools (including nurseries, sixth forms, and special schools) could not alter the term and holiday dates set by the Local Authority.</p> |
| 18.0 | <p><u>Dates and times of future meetings</u></p> <p>A schedule of the dates of the full governing body and committees had been circulated. The dates of the full governors' meetings were AGREED as follows:</p> <ul style="list-style-type: none"> ▪ Wednesday 5 Oct 2022 at 6:00 pm ▪ Wednesday 23 Nov 2022 at 6:00 pm ▪ Wednesday 22 March 2023 at 6:00 pm ▪ Wednesday 21 June 2023 at 6:00 pm |
| 19.0 | <p><u>Any other business</u></p> <p>There was no other business to consider, this part of the meeting ended at 7:55 pm</p> |