

**Minutes of a meeting of the Governing Body of Brent Knoll Special School, held.  
at the school on Wednesday 27 September 2023 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
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
Ms. Lucy Govan	LG	Co-opted Governor	10/11/2023.	Apologies
Mr Gregory Marsden	GM	Staff Governor	13/07/2026	Present
Mr. Simon Whitlock	SW	Co-opted (Vice Chair)	22/05/2025	Present
Ms Catherine van Rooyen	CVR	Parent Governor	31 /10/2026	Present ( R )
Ms Cheryl Cowie	CC	Parent Governor	16/11/2025	Present ( R )
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2027	Medical Leave
Mr Rohan Grove	RG	Local Authority	29/11/2024	Apologies
Mr James Bamford	JB	Foundation Governor	01/12/2024	Apologies
Mr James Cherry	JC	Foundation Governor	01/12/2024	Present
Ms Irene Ferrero Anthony	IFA	Foundation Governor	28.03.2027	Present
Ms Cara Murphy	CM	Co-option Governor	21.03.2027	Apologies
<b>Also</b>				
Ms Kristina Leonnet	KL	Associate Member	21.03.2027	Present
Gaynor Peerless	GP	Assistant Head	N/A	Present
Paul Shaw	PS	Assistant Head	N/A .	Present
Mr. Mike Garrick	MG	Clerk	N/A	Present

No	Item
<b>1.0</b>	<b><u>Welcome , Apologies for absence and any Changes to the Business of the Meeting</u></b>
1.1	Apologies for absence were received and accepted from Lucy Govan, Rohan Grove, Laura Deitz , Rohan Grove, James Bamford, and Cara Murphy .
1.2	<b>Any Changes to the business of the meeting:</b> There was no change to the business of the meeting.
<b>2.0</b>	<b><u>School Performance Data 2022-23</u></b>
2.1	Paul Shaw (PS ) and Gaynor Peerless (GP) provided a presentation on the school attainment and progress data. PS reminded that the school was awarded an Exceptional Outcome SSAT SEND Award, in the 2019 for its innovative practice and the impact on learners.
2.2	PS explained the progress 8 Measure, which had placed the school in the top 10% of special schools nationally. The progress in Key Stage (KS) 2 in Reading, Writing and Maths had placed it in the top 5%. He highlighted that because of the uneven impact of the pandemic on schools from 2021/22 , the DfE recommended that making direct comparisons with other schools and comparing data with previous years, should no longer be made.
2.3	Governors were taken through the 2022/23 outcomes. All pupils were ‘Emerging’ at the end of Early Years. Information was provided that where pupils are working below the national standard the school uses a pre-KS points system 1-4 at KS1 and 1 to 6 at KS2 focusing on Reading Writing and Maths.
2.4	Details were provided showing the KS1 teacher assessments for each pupil in each year group for Reading , Writing and Maths. All pupils were working below the national KS1 standards. Most pupils were disapplied for the Phonics check. however, there were 2 pupils in Year (Y) 1 that were working towards and 2 at expected and 1 pupil in Y2 at he expected standards. The governors were asked to note that going forward, there was no longer a requirement for primary pupils to be assessed at the end of KS1.
2.5	In KS2 , Reading Writing and Maths , 5 pupils were entered for SATS. None met the expected

	standard. The outcome for Maths was better than that for Reading. GP advised that those pupils who were working below Standard 4 did not meet the Brent Knoll admission criteria for transfer into the secondary part of the school.
2.6	There was a question <b>(Q)</b> What happens to those who are working below standard 4 ? Clarification was provided that a different provision would be sought for that pupil. There were 5 pupils who transferred to other provision at the end of 2022/23 because the school could not meet their needs. The Head provided background information explaining the work done several years ago by the special schools in Lewisham to identify and clarify their respective provision and set admission criteria.
2.7	<b>Q</b> How does the school identify those that are disadvantaged ? The Head explained that data such as PPG receipt, FSM etc. is used to determine disadvantage and is analyzed in conjunction with data from the various assessment methods to determine performance of those groups
2.8	KS 3 : It was noted that the outcomes do not need to be reported but the school collects the data.
2.9	KS4: There were 6 students who sat GCSEs, this was one more than in the previous year . All achieved a grade between 1 and 9 . There were 2 students who got grade 4 or above , one for Art and the other for Maths. The average number of qualifications gained was 8 which was one above the average for last year , all students gained a level 1 qualification ( this was BTEC Home Cooking skills and Trinity Arts Awards) and 2 students got 5 level 1 qualifications which included 3 GCSEs.
2.10	PS took the governors through a slide showing a comparison between groups in Year11, and pointed out that the average number of qualifications went up in 2022/23 compared to the previous year.
2.11	The governors were provided with the data on secondary transfer , it was noted that 63% of pupils in Year 6 transferred into secondary at Brent Knoll , 21 % went to Greenvale and 11% to Drum Beat and 5% to other provision. .
2.12	Details were provided of the destination of the KS4 and KS5 students . It was noted that there were 9 different destinations for KS4 students . KS5 students went to either Bromley and Orpington College or Lewisham College. There was one student who as remaining for a second year on the Brent Knoll Post 16 provision. The Head reminded that the Post16 pilot focuses on preparing students , improving independence, and providing skills that enable them to better access Further Education.
2.13	<b>Q</b> Are students moving on to provision in the Borough or are they moving to other areas ? Clarification was provided that it was a bit of both. There was a student who was going on to a school in Swanley because it was close to his home.
2.14	<b>Q</b> How much impact does the availability of transport have on choices? The Head felt that it does have some impact but stated that the school gives importance to travel training and reminded that it was provided as part of the Post16 provision. The school has no control in respect of providing transport but does help, for example, by writing reports to support families requests to the LA. .
2.15	Internal Progress data: The governors were taken through the key findings , there was no significant differences between groups, PS highlighted that the groups were small which needed to be considered when looking at the percentages. Reference was also made to the tracking and monitoring that was being done.
2.16	<b>Q</b> A lot of the children are more creative than academic – has this been considered in planning the curriculum ? It was explained that creative opportunities were provided but that the national curriculum had to be followed in years 7 to 11.
2.17	<b>Q</b> Music – is it linked to a qualification? It was explained that in Y10 and Y11 students can work

	towards the Trinity Arts Award which was broadly based and flexible.
2.18	Details were provided of the additional provision/offer provided by the school which included , speech and language therapy, Occupational Therapy , ' Educational Psychology, Art therapy, 'Speech Bubbles' Drama ; Movement Works – Dance; Touch Typing – which was for secondary students and Safeguarding and pastoral school home support.
2.19	A summary of the outcomes for the therapies was circulated. The governors were asked to note the criteria for each area of support , it was noted that some were provided to all pupils/students and for others there was a referrals process.
2.20	Comment was made that it would be useful for the governors to know who is accessing the various therapies. GP advised that the school has this data.
2.21	It was also felt that it was useful to see the whole journey of the pupils/students towards the achievement. Reference was made to identifying which intervention and to therapies are the most effective. It was felt that it was often difficult to attribute outcomes to individual/particular provision, but the school tries to avoid pupils/students being provided more than one at a time.
2.22	CVR spoke of her Pupil Premium link visit to the school and being given examples of the support provided and the outcomes. She felt that including individual case studies would be a way of evidencing impact and showing the non-academic outcomes that are essential to the development of the pupils and students.
2.23	<b>Q</b> How is information held ? PS and GP spoke of the six areas across which the school monitors the personal and social development . Governors were shown a web diagram , it was highlighted that the development of emotional understanding was a SIP priority area.
2.24	Other pupil/student achievements made in 2022/23 were highlighted including the number of students that , following training , can now travel independently , pupils and students who had completed cycling proficiency , 13 students achieved the Duke of Edinburgh Bronze Award and all KS4 students had a two-week work placement.
2.25	Information was provided that baseline assessments had been done at the start of the year, another test would be done in February 2024. Discussion and questioning took place about consistency and moderation across the school. Clarification was provided that teachers start afresh at the start of each year and do not rely on the previous years data. PS advised that each cohort of pupils/students was different and therefore comparisons were not always helpful between cohorts.
2.26	The governors were informed of the checks undertaken by the SLT on the data and how the data fits into the annual review of pupils and students and how the school uses the data to identify the key priorities going forward.
2.27	The next steps and action included the introduction of a lunchtime club for primary pupils, providing a strategic CPD Induction programme for new staff, the Implementation of Curriculum Cycle 2; a new PE teacher was in post , a new qualification would be taught for PE . Post-16 provision would be continuing, and the school allotment would be further developed ,
2.28	PS advised that the Sensory Circuit Programme was being developed which was almost ready – Sam Waring was selecting the students who would benefit .
2.29	<b>Q</b> Where will the sensory circuit programme take place ? It was stated that this would be done in the former DT room, which was now called 'The Hub' . equipment had been purchased on the advice of the Occupational therapist .
2.30	The Head commended Paul and Gaynor particularly for the work they had undertaken on the 3 Learning Pathways. They were thanked for their presentation and left the meeting at 7:08 pm.

2.31	It was noted that a copy of the slides presented was available to governors in the governors' areas of the school website.			
<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 , pecuniary or otherwise, was received in any items appearing on the agenda of this meeting.			
3.2	<b>Register of Interest:</b> All governors were reminded of the need to complete and sign the 2023/24 Declaration of Interest form. It was noted that there was a file in the governors' area for the declaration to be lodged , the Clerk asked governors to also send him a copy. Governors were reminded that there was a legal requirement for this information to be published on the school website.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 1</b>	<b>Register of interest form ; - All governors to complete , a copy to be lodged in the file in the governor's area and copy sent to the Clerk</b>	All Govern ors	ASAP
<b>4.0</b>	<b><u>Election of Chair and Vice Chair</u></b>			
4.1	<b>The term of office of the Chair and Vice Chair :</b> It was noted that this could be between 1 and 4 years. The governing body previously decided that it should be 2 years. It was AGREED that consideration of the duration of the term of office of the Chair and Vice Chair be postponed until the next meeting of the governing body.			
4.2	<b>Election of Chair:</b> Governors were advised that the term of office of the Chair ( 2 years) ends at this meeting. After consideration , the governing body AGREED to postpone the election of a Chair until the next meeting of the governing body. .			
4.3	<b>Election of a Vice Chair:</b> It was noted that the current Vice Chair [ Simon Whitlock (SW)] remains in office , his 2-year term does not end until the first meeting in the Autumn term 2024.  This meeting was therefore Chaired by Simon Whitlock.			
<b>5.0</b>	<b><u>Governing Body Membership</u></b>			
5.1	<b>Changes to the Governing Body since the last meeting :</b> Laura Deitz had been re-elected as a Parent Governor, her term of office (4 years) ends 2 July 2027			
5.2	<b>Terms of Office ending before the end of the Autumn term 2023 :</b> Governors were advised that the term of Office of Lucy Govan , Co-opted Governor ends on 10 November 2023.			
5.3	<b>Term of Office ending before the end of the Spring term 2024 :</b> None.			
5.4	<b>DBS Checks:</b> It was noted that all governors were legally required to complete a DBS check. Those governors whose DBS were coming up for renewal had been contacted and advised of the action required.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 2</b>	<b>DBS : Notice of renewal and follow up with relevant governors to be by the school and CC.</b>	Head & CC	ASAP
<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 21 June 2023 had been circulated with the agenda papers prior to the meeting. After consideration, the Minutes were AGREED as a true record and approved for signature by the meeting Chair.			

6.2	<b>Matters Arising:</b> There were no matters arising that were not included elsewhere on the agenda of this meeting.			
7.0	<b><u>Governing Body Committees</u></b>			
7.1	<b>Committee memberships:</b> The Committee Memberships and Link Governor assignments were agreed at the last full governing body meeting ( Minutes section 15) . It was AGREED that Kristina Leonnet ( Associate Member ) would be added to the membership of the Children and Families Committee .			
7.2	<b>Review of committee terms of reference and election of committee Chairs:</b> The governors were reminded that they must elect a Chair for the respective committee at the first meeting of the academic year and also review the Terms of Reference (TOR). The TOR must be referred back to the full governing body for approval whether or not there are any changes.			
8.0	<b><u>Governing Body Procedures, Activities, and Information for Governors</u></b>			
8.1	<b>Remote Participation–review of arrangements:</b> Governors were reminded that there was an option to attend meetings virtually. This was providing that notice was given beforehand to the Head and Chair.			
8.2	<b>Review and adoption of Code of Conduct for Governors:</b> A copy of the National Governance Association’s (NGA) code of conduct for school governing bodies had been circulated. It was noted that changes to the previous document were highlighted. It was AGREED that CC would review the current code of conduct with a view to updating it, if necessary, for consideration at the next full governing body meeting.			
8.3	<b>Skills Audit:</b> It was noted that access to a skills audit form had been sent to governors for completion by CC with a request that the document be completed and returned for compilation and analysis.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 3</b>	<b>Code of Conduct</b> : Updated Brent Knoll Code to be presented at the next full governors meeting.	CC	Next FGB
	<b>A 4</b>	<b>Skills Audit</b> : Form to be completed and returned to CC.	All Govs	ASAP
9.0	<b><u>Headteacher’s Report</u></b>			
9.1	The following documents had been circulated with the agenda papers; Strategic Vision 2018-2023 Context Statement 2023-24; The school Self Evaluation Statement (SES) 2023 -24 and School Improvement Plan (SIP) 2023-24.			
9.2	The Head advised that the SES was almost complete, he would be arranging to include links to the evidence so that it can be accessed within the document . The SIP was in draft and would be presented and further discussed with the SLT and Middle Leaders .			
9.3	There was currently 1 Looked After Child at the school , there was no concern in respect of attainment and progress. The Head reported that the PE and Sports Premium use and impact information for 2022-23 had been published on the school website . He highlighted the participation of pupils and students in outdoor learning opportunities and the development of physical activities including weekly sessions of Movement Works. He advised that the Plan for 2023-24 would be ready for the next full meeting of the governing body.			
9.4	<b>Pupil Premium</b> – Use and Impact of the PP 2022-23 : It was noted that the strategy for 2022-23 had been published on the school website. The Head stated that the review of 2022-23 and plan for 2023 -24 would be reported at the next meeting of the governing body and published by the end of the academic year.			



	The Head was thanked for his report.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 5</b>	<b>PE &amp; Sport Premium</b> – Plan for 2023/24 to be provided at the next full governing body meeting.	Head	Next FGB
	<b>A 6</b>	<b>Pupil Premium</b> : Review of use and impact of the 2022-23 and Plan for 2023/24 to be reported at the next full governing body.	Head	Next FGB
<b>10.0</b>	<b><u>Financial Management</u></b>			
10.1	<b>Budget 2023/24:</b> The Head reported that there was no change to the 2023/24 Budget and 3-year projection. Further information was awaited on the staff salary increases and any additional funds that the school can expect to receive. The Head reminded that the planned budget over the next three years included additional spending on developments and school improvement. The LA Finance Team had asked for a meeting to discuss the budget plans. The school's plan for using the reserves would be explained at that meeting. An update on the budget and draft for the second budget submission would be provided at the next Pay and Resources Committee meeting and also at the next full governing body meeting. .			
10.1.1	<b>Q</b> What is the target level for the reserves ? Comment was made that provisionally approximately 10% of the annual budget, currently the reserves exceeds this amount, but the stated target was being worked towards. Further discussion would be undertaken by the Pay and Resources Committee.			
10.1.2	Comment was made that the Government contribution towards the teachers' pay increase of 6.5% would make a difference. It was understood that the school would be expected to fund 3.5% of this increase from its existing budget .The provision made in the school budget was 5%, 5%, and 3% respectively for each of the 3 years. The Head reported that percentage increase for support staff was higher than that for teachers and negotiations with the staff unions were not yet concluded.			
10.2	<b>School Financial Value Standards (SFVS):</b> The governing body delegated the action to complete the SFVS to the Head and the Pay and Resources Committee. The governors noted that the SFVS document needed to be submitted to Lewisham local authority by <b>14 February 2024</b> . A report on the submission was required at the Spring terms meeting of the Pay and Resources Committee and full governing body meetings.			
<b>11.0</b>	<b><u>Keeping Children Safe in Education</u></b>			
	<b>Keeping Children Safe in Education 2023 (KCSiE 2023):</b> The governors were advised that the statutory guidance on KCSiE had been updated with effect from 1 September 2023. Access to a copy of the full document was provided to all governors. CC reminded that a declaration for governors to sign to confirm that they had read and understand the document had been circulated. Governors were asked to ensure that they sign it . There was a file in the Governors area in which to deposit the signed document.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 7</b>	<b>KCSiE</b> : Governors to sign declaration confirming that they have read and understand the document.	All Govs	ASAP
<b>12.0</b>	<b><u>Information to be Published on School Website</u></b>			
12.1	The governors were reminded that the governing body needed to check that the information published on the school website meets legal requirements. Access to the DfE guidance was provided. The Head advised that the website had recently been checked by LG and the content was compliant , also that the school plans to improve the site . Taking forward feedback from the Family Forum, it would include more information for families such as newsletters and signposting			

12.2	to external support and wider services .		
	<b>Governors Attendance Information 2022/23:</b> The Clerk asked governors to check the attendance information circulated and to notify him of any corrections. Subject to any corrections, the document would be referred on to the school for publication at the end of the next full governing body meeting .		
	<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 8</b>	<b>Governors Attendance summary 2022-23 :</b> Governors to check their personal details and notify the Clerk of any corrections.	All By next FGB
<b>13.0</b>	<b><u>Policy Review</u></b>		
13.1	<b>Pay Policy:</b> The Head reported that there had been no change other than updating of the rates and scales. After consideration, the Policy was AGREED.		
13.2	<b>Performance Appraisal Policy:</b> The Head reported that there had been no change to the policy . After consideration, the Policy was AGREED.		
<b>14.0</b>	<b><u>Governors Training</u></b>		
14.1	A schedule of the governors training available from LB Lewisham in the Autumn term 2023 had been circulated. It was noted that information from the Skills Audit would be used to identify any future training needs.		
14.2	<b>Q</b> Is there a requirement for governors to renew safeguarding certificates annually ? It was understood that the certificates whilst in date remained valid . CC advised that she would be checking on the expiry dates with the school and would let governors know accordingly.		
<b>15.0</b>	<b><u>Dates &amp; Times of future meetings</u></b>		
15.1	<b>Full Governing Body ( Meetings start at 6:00 pm )</b> <ul style="list-style-type: none"> <li>▪ Wednesday 15 November 2023</li> <li>▪ Wednesday 27 March 2024</li> <li>▪ Wednesday 26 June 2024</li> </ul>		
15.2	There being no further matters to consider , this part of the meeting ended at 7:50 pm		

**Signed:** .....**Date:** 15 November 2023