

## Minutes of a meeting of the Governing Body of Brent Knoll Special School held at the School on Wednesday 15 November 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
<b>Vacancy</b>		Co-opted Governor		
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
Ms Cheryl Cowie	CC	Parent Governor	16/11/2025	Present ( R )
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2027	Present
Mr Rohan Grove	RG	Local Authority	29/11/2024	Present
Mr James Bamford	JB	Foundation Governor	01/12/2024	Present
<b>Vacancy</b>		Foundation Governor		
Ms Irene Ferrero Anthony	IFA	Foundation Governor	28.03.2027	Present (R )
Ms Cara Murphy	CM	Co-option Governor	21.03.2027	Present (R )
<b>Also</b>				
Ms Kristina Leonnet	KL	Associate Member	21.03.2027	Apologies
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	All were welcomed to the meeting. Apologies for absence were received and noted from Kristina Leonnet.
1.2	There was no change to the business of the meeting.
<b>2.0</b>	<b><u>Declaration of Interest and Register of Interests</u></b>
2.1	<b>Declaration of Interest:</b> No declaration of Interest was received in any item appearing on the agenda of this meeting.
2.2	<b>Register of Interest:</b> Governors were reminded to complete the Annual Register in Interest Form previously circulated and put a copy of the document in the governor's folder on the school website and also send a copy to the Clerk. The contents of the form was required as part of the governance information that must be published annually on the school website.
<b>3.0</b>	<b><u>Term of Office of the Chair and Vice Chair</u></b>
3.1	<b>Term of office of the Chair and Vice Chair:</b> Governors were reminded that currently the term of office for the roles of Chair and Vice Chair was 2 (alternating) years. After consideration the governing body AGREED to continue this arrangement.
3.1.1	It was noted that the term of Office of the Vice Chair continues until the first meeting of the full governing body in the Autumn of 2024. There was, however, now a need to elect a Chair for the 2 years ending Autumn 2025.
3.2	<b>Election of Chair</b> (Postponed from the last meeting): Laura Deitz was nominated, she accepted the nomination, and no other was received. After consideration, Laura Deitz (LD) was duly elected Chair until the first ordinary meeting of the governing body in the Autumn term 2025.
3.3	Catherine van Rooyen (CVR) expressed an interest, by way of succession planning, in putting herself forwards for election as Chair in the future. The Head and LD AGREED to follow -up with CVR to share details about the role.

<p>4.0</p> <p>4.1</p> <p>4.1.1</p> <p>4.1.2</p> <p>4.2</p>	<p><b><u>Governing Body Membership</u></b></p> <p><b>Changes to the Governing Body since the last meeting:</b> Governors were informed that the term of Office of Lucy Govan as a Co-opted governor ended on 10 Nov 2023; that James Cherry – Foundation Governor had resigned due to weight of other commitments. Also, that Gregory Marsden, Staff Governor, would be standing down as a governor because he was leaving the school at the end of term. He and his family were relocating to the North of England.</p> <p>There were no governors whose term of office was due to end prior to the end of the Spring term 2024.</p> <p><b>Vacancies:</b> The following governor vacancies therefore arise: 1 x Co-option , 1 x Foundation and 1 x Staff. Governors noted that the Chair and Head would be following up via the Local Authority’s recruitment arrangements and elsewhere to identify possible candidates for the Co-option and Foundation vacancies. Arrangements would be made in the Spring term for the election of a new Staff Governor.</p> <p><b>DBS Checks:</b> Governors were reminded that they are legally required to complete a DBS check. New governors should make arrangements with the school (within 21 days of their appointment) to start the application process and serving governors should ensure that their DBS check is renewed every three years. Cheryl Cowie ( CC) stated that she would be checking the position for 2023-24 with the School Admin to ensure that all were in date and/or renewal arrangements were put in place.</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p>	<p><b><u>Minutes of the last meeting and Any matters Arising</u></b></p> <p><b>Minutes:</b> The Minutes of the meeting held on 27 September 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 Chair .</p> <p><b>Matters Arising</b></p> <p><b>Future Data</b> - previous Minutes Section 2: Irene Ferrero Anthony( IFA) highlighted that she had asked that going forward, the attainment data showing outcomes should include the pupils/ students previous achievement so that the progress ( or otherwise) they make can be seen.</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b><u>Financial Management</u></b></p> <p><b>Budget 2023/24 and 3-Year Plan:</b> The Head reported that the Budget had been recently reviewed by the Pay and Resources Committee. The national staff pay rises had been factored into the budget and the school had taken a cautious approach so there was no substantive change to the end of year projection and 3-year plan presented earlier in the year.</p> <p>Simon Whitlock (SW) advised that the banding arrangements were being reviewed, the school was endeavouring to ensure that it was receiving the correct amount of income. The Head would also be benchmarking the percentage of the school’s budget spent on staffing against that of other similar schools. It was noted that a lot of the staff were very experienced and therefore at the top of their respective pay scales. It was, however, likely that going forward, the costs would be reduced as these staff leave.</p> <p>The Pay and Resources Committee had recommended the approval of the budget (2023-24- and 3-Year Plan) for approval by the governing body. After discussion, the governing body AGREED the Budget and plan as recommended for submission to the Local Authority.</p>
<p>7.0</p> <p>7.1</p>	<p><b><u>Headteacher’s Report</u></b></p> <p>The Headteacher’s Report included embedded links to the Self -Evaluation Statement Summary and Statement 2023-24, the PE and Sports Grant Strategy review and Plan. Also, the Challenge Partners Reviews of October 2022 and January 2023, the impact of the additional grants, the</p>

	<p>schools plan for collecting staff views, family /carers and pupil Voice and opinions throughout the year, communication with Parents, carers and the Community, details of Peer Reviews and School Improvement ; the progress on tackling race inequality in education , curriculum school events and activities , the Post 16 Provision. Ofsted Preparedness; Safeguarding Report and data; Mental Health and Wellbeing; creating the right environment for learning ; updates on the Quality of Education, Behaviour Attitudes and Personal Development ; Attendance data and commentary ; staff development , leadership and management ; Health and Safety including details of recordable accidents.</p>
7.2	<p>The Head drew attention to the Sports &amp; PE grant report and Pupil Premium (PP) strategy statement, He advised that some changes were being made to the 2023-24 PP strategy following a link visit by CVN. The statement was in draft and would be published by the end of the Autumn term 2023.</p>
7.3	<p>There was a question <b>(Q)</b> The PP strategy outlines the challenges that the school is trying to address, is it possible to include a baseline matrix against which progress can be measured? The Head advised that he would pass on the question/ suggestion to the Assistant Head, Paul Shaw, who is leading on this area.</p>
7.4	<p>Information was provided about the Pupil Forum meetings which were taking place little and often. It was highlighted that Cllr Chris Barnham would be attending a meeting of the forum on 8 December. It was noted that the Pupil/Student survey had been done and that the Staff and Family Survey would be undertaken in the Spring term 2024.</p>
7.5	<p>A copy of the Communication Policy and summary had been circulated to governors; the new Home School Agreement was sent to parents and the weekly newsletters were also being sent along with class emails. The Head reminded that parents were welcomed to attend the class assemblies.</p>
7.6	<p>Governors were referred to the Challenge Partners reviews in the last academic year and advised of the review that started earlier in the day. A full day review would be taking place on 17 November and feedback provided on 18 November. The Head advised that there would also be a half day review by Giles Osborne, Lewisham Learning School Improvement Adviser, on 5 December. The Head reported on the discussion by the Heads of Special Schools at their last Forum meeting. The areas discussed included local Ofsted inspections, Best Value and the Governments plans for SEND. He advised that he was now chairing this group following the retirement of Lynne Haynes former Head of Greenvale.</p>
7.7	<p>The school's work on tackling race inequality in education was progressing following the school and governing body sign up to the Lewisham Pledge. Reference was made to the leadership briefing by the LA and the Race Equality working group, work at Brent Knoll in celebration of black history month in October was being extended through the Autumn and into the Spring term. A meeting with the link governor was taking place and follow up to be undertaken to set the equality objectives for the next three years. Discussion took place about analysis of the staff, the breakdown would include race, gender, roles and distribution within the school.</p>
7.8	<p>The Head highlighted the on-going curriculum development in Key Stage 3 and the establishment of a third pathway nurture group in KS4. A new English Co-ordinator had been appointed to start in January 2024, this would be an internal appointment, there was a vacancy for a class teacher for which an external appointment would be made.</p>
7.9	<p>Information was provided about a Post16 Opportunities event and the KS4 class taking part in a project initiative by the Young Mayor called 'Champions of Inclusion'. Also highlighted were, the performance of the Makaton Choir at the 'Glee Club' boot camp and their progression in a youth talent competition to the regional final in January 2024; also the visit by KS4 students to the English National Opera.</p>
7.10	<p>The Post 16 Provision continued to be successful. The provision was currently operated at the school whilst outstanding issues relating to Safeguarding were resolved with the management of the site in Sydenham that had been identified for use. Governors were asked to note that the</p>

	provision has been extended into the 2024-25 academic year and work was to be done to get the DFE approval to make the provision permanent.
7.11	Ofsted preparedness: Reference was made to the session for governors provided by the School Improvement Adviser and the summary prompt and document provided by the Head to governors. Brent Knoll was now in the Ofsted window having previously been inspected in June 2019. The key documents, the School Improvement Plan and Self Evaluation Statements were in place. The embedded link ( in the Headteachers Report) to these documents was highlighted.
7.12	<b>Safeguarding:</b> Governors were asked to note that the annual review of safeguarding was scheduled for 28 March 2024, the review would be informed by a self – assessment document which will be completed by the school and submitted to the LA by the end of January 2024. The safeguarding data provided was discussed.
7.13	Q Is there any concern about comparative bias in the data? The Head made reference to the individual needs of pupils and students, availability of anecdotal rather than any local comparative data.
7.14	A high priority was currently being given to mental health and information provided about the work of the Designated Safeguarding Lead with the Mental Health Social work team and the long delays in getting appointments with Child and Adolescent Mental Health Service (CAMHS) . There was a continuing concern about Behaviour, governors were reminded of the use of the behaviour log, the system of referrals and the weekly meeting between the DSL, Assistant Head Sam Waring and Head to discuss support for pupils and students. Arrangements were also in place to monitor the most complex cases.
7.15	The school had successfully achieved the Music mark, the appraisal process for all teachers in respect of their performance in the last academic year had been completed. The SLT were undertaking learning walks, and all lessons were judged to be either Good or Outstanding. The staff induction programme was in place. A link was provided for governors to the weekly cycle of staff meetings, the INSET programme and safeguarding updates.
7.16	Pupil/Student Attendance was currently 92.36 % which was better than at the same point in the previous 2 years. The rate was better than both the Lewisham and National averages for Special schools. Governors were referred to the breakdown of the data and commentary.
7.17	Health & Safety: The Lewisham Statutory Compliance review had also been completed by the Premises Manager in conjunction with the LA representative, a score of 98% was achieved. The Head reported that a targeted H&S visit by Lewisham Council Corporate Health and Safety Team took place following a complaint by a parent and the publication of an article in the South London Press about an incident. A summary of the review of the findings by the H &S team was provided to the governors. Discussions on the matter took place in the confidential part (Part 2) of the meeting.

	Action (A)	Who	When
A 1	Baseline matrix against which to measure progress on PP objectives for 2023-24.	Head & Assist Head (SW)	Summer 2024 FGB ?

<b>8.0</b>	<b><u>Pupil Premium and Strategy Statement</u></b>  A Report on how the funds were spent in 2022/23 and use strategy for 2023-24 had been provided to governors and discussed as part of the Head's Report. It was noted that the aforementioned reports would be published on the school website by 31 December 2023.
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<b>9.0</b>	<b><u>Ofsted</u></b>  Information and consideration of preparedness for Ofsted was included as part of the Head's Report earlier in the meeting in the meeting.
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<b>10.0</b>	<b><u>Committee Reports &amp; Link Governor Reports</u></b>
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10.1	<p><b>Children, Families and Community Committee:</b> Cheryl Cowie (CC) provided a report back from the meeting held on 10 October 2023. She had been elected as chair of the committee; the Terms of Reference (TOR) was recommended for agreement by the governing body. The Communication Policy and Home School Agreement which had been made more user friendly was circulated and agreed by the committee. The committee also discussed and agreed the allocation of oversight of parts of the SIP to members of the committee.</p>
10.1.1	<p>The Mental health and wellbeing survey responses were awaiting analysis. The Safeguarding Action plan would be looked at by CC and Rohan Grove (RG) early in the Spring term to see what progress had been made including that in respect of mental health and wellbeing. The Family forum was working well, the last meeting was well attended. The Pupil Forum meetings were taking place regularly and the pupils/students engaged. The Members of the committee were encouraged to look regularly at the training offer available from the LA. The following policies were also agreed, SEN and Access Policy, Anti-bullying and Educational Visits. The committee agreed and endorsed the decisions and actions of this committee. CC was thanked for her report.</p>
10.2	<p><b>Pay and Resources committee:</b> Report back from the meeting held on 17 October 2023. Simon Whitlock (SW) provided a report back on this meeting. He was elected Chair of the Committee and the TOR agreed for approval by the governing body. The committee considered the Heads recommendations for pay and progression and were satisfied that an appropriate and robust process had been applied. The Heads recommendation was agreed by the committee. The committee also received an update on the school's finances and asked the school to benchmark the proportion of its spending that goes on staffing against that of other similar Special Schools.</p>
10.2.1	<p>The budget remained on track and included planned spending from the reserves on additional one-off projects and areas of development. The plans were prudent and conversative and there was flexibility and capacity for adjustments in future years. As reported earlier, the committee AGREED the budget. SW advised that at the un-clerked meeting held on 8 November the committee considered/reviewed the Service Level Agreements and programmed in regular reviews of performance. The committee noted that it was not feasible to were no alternative or similar providers for some services such as that provided by Movement Works or those from the NHS. A further un-clerked meeting had been arranged for 30 January to consider and complete the School Financial Value Standards (SFVS) for submission by 14 February 2024. The committee agreed and endorsed the decisions and actions of this committee. SW was thanked for his report.</p>
10.3	<p><b>Teaching and Learning Committee:</b> Report back from the meeting held on 7 November 2023. LD reported that the meeting was not quorate, one members term of office had ended and another had resigned as a governor. Decisions had to be postponed until the next meeting. It was envisaged that the vacancies on the committee would be filled when new governors are appointed to the governing body vacancies.</p>
10.3.1	<p><b>Q</b> Can governors from other committees assist the T&amp;L committee as an interim measure? The Chair felt that this was an additional commitment and governors already have a lot of commitments.</p>
103.2	<p>LD reported that, although the meeting was not quorate, the Head nevertheless, provided an update on the Self Evaluation Statement, the curriculum development, Attendance information and the work done so far on The Race Equality pledge. LD was thanked for the report back.</p>
10.4	<p><b>Link Reports:</b> Catherine Von Rooyen (CVN) advised that she will be undertaking a link visit in the Spring term. The plan by CC and RG to visit on Safeguarding and mental health and wellbeing was mentioned earlier.</p>
11.0	<p><b><u>Safeguarding &amp; Health &amp; Safety</u></b></p>
11.1	<p><b>Safeguarding Report:</b> A report on safeguarding was provided as part of the Heads Report. The pupil survey showed that 10% did not feel safe in some areas around the school, following on from this, the school had taken action/measures to address the issues raised and the pupils and</p>

	students would be resurveyed early in the Spring 2024 to see how effective these measures have been. It was noted that students/pupils feel safe in the playground and in the classroom. The aim was to ensure that all feel safe throughout the school. Confidential matters on Safeguarding were considered and discussed in confidential part of this meeting.
11.2	<b>Health and Safety report:</b> It was noted that a report on H &S had been included earlier as part of the Heads Report.
12.0	<b><u>Chairs Action</u></b> No Chair's Action was reported to have been taken on behalf of the governing body since the last ordinary meeting.
13.0	<b><u>Policy Review</u></b>
13.1	<b>The Terms of Reference (TOR)</b> fo the following committees had been circulated: - <ul style="list-style-type: none"> <li>• Children Families and Community</li> <li>• Pay and Resources</li> </ul>
13.1.1	It was noted that the T & L committee meeting had not been quorate and could not therefore be considered.
13.1.2	Children Families and Community (CFC) Committee: CC spoke about the discussions and clarifications around the period of some of the policies assigned for consideration by the CFC committee. There was a need to firm up the periods of review, it was noted that in most cases the review periods were annual.
13.1.3	After consideration, the TOR for the Children Families and Community and Pay and Resources committees were AGREED.
13.2	<b>Other policies to be considered</b> ( Policies below – had been reviewed but no changes made) <ul style="list-style-type: none"> <li>• Equality Policy</li> <li>• Relationship and Sex Education Policy</li> <li>• EYFS Policy</li> <li>• SEN &amp; Access Policy</li> </ul>
13.2.1	<b>Equality Policy:</b> The summary was provided of the Equality Policy; it was noted that the Equality data had been updated and that the objectives were being reviewed. After consideration the Equality Policy was AGREED noting that the policy would be looked at again as and when the objectives are updated.
13.2.3	<b>SEN &amp; Access Policy:</b> The SEN and Access Policy had been approved by the Children, Families and Community Committee. After consideration, the governing body AGREED the policy .
13.2.4	<b>Relationship and Sex Education Policy:</b> The policy had been circulated. After consideration the policy was AGREED.
13.2.5	<b>EYFS Policy:</b> The policy had been circulated, After consideration, the Policy was AGREED.
14.0	<b><u>Governors Visits and Training</u></b> No governors' additional visits to the school were reported or training attended since the last meeting. Details of the Training Available in Autumn 2023 had been circulated together with 'How to book yourself onto a course' which was summarized in the Governors Autumn Newsletter circulated with the agenda papers.
15.0	<b><u>Dates &amp; Times of future meetings</u></b>

	<p><b>Full Governors meetings (Meetings start at 6:00 pm) :</b></p> <ul style="list-style-type: none"> <li>▪ Wednesday 27 March 2024</li> <li>▪ Wednesday 26 June 2024</li> </ul>
<b>16.0</b>	<b><u>Any other business</u></b>
16.1	Thanks to Greg Marsden (GM) : Governors were advised that Greg would be leaving the school at the end of the term. He was leaving due to relocation. The governing body recorded its thanks and appreciation to Gregg for his services to the school as a teacher and contribution as a governor of the school.
16.2	GM withdrew from the meeting at 7;05 pm

**SIGNED : .....****Date : 27 March 2024**