

THE GOVERNING BODY OF BRENT KNOLL SCHOOL

Minutes of a meeting of the Governing Body held at the school on Wednesday 27 March 2024 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
Vacancy		Co-opted Governor		
Ms Gina Evans	GE	Staff Governor	20/02/2028	Present
Mr. Simon Whitlock	SW	Co-opted (Vice Chair)	22/05/2025	Apologies
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	
Mr James Bamford	JB	Foundation Governor	01/12/2024	Present (R)
Vacancy		Foundation Governor		Present
Ms Irene Ferrero Anthony	IFA	Foundation Governor	28.03.2027	Present (R)
Ms Cara Murphy	CM	Co-option Governor	21.03.2027	Present
Also				
Mr Paul Shaw	PS	Deputy Head Observer	N/A	Present
Ms Kristina Leonnet	KL	Associate Member	21.03.2027	Apologies
Mr. Mike Garrick	MG	Clerk	N/A	Present

1.0	<p><u>APOLOGIES FOR ABSENCE & DECLARATION OF INTEREST</u></p> <p>The Chair opened the meeting by welcoming everyone in particular Gina Evans , the new staff governor and Paul Shaw the Headteacher designate from September 2024.</p> <p>No declaration of interest was received in any item appearing on the agenda of this meeting.</p>
2.0	<p><u>GOVERNING BODY MEMBERSHIP</u></p>
2.1	<p>Changes since the last meeting: Governors were advised that Gina Evans(GE) has been elected as the new staff governor her term of office was 4 years ending 20 February 2028. GE introduced herself.</p>
2.2	<p>Vacancies: There were currently 2 vacancies , one Co-option, and one Foundation place.</p>
2.3	<p>DBS Checks: Reminder to governors that they must ensure that their DBS check continues to remain in date.</p>
3.0	<p><u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u></p>
3.1	<p>Minutes: The Minutes of the meeting held on 15 November 2023 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>
3.2	<p>Matters Arising: There were no matters arising not covered elsewhere on the agenda of this meeting.</p>
3.3	<p>Governing Body Staff Award Initiative : A report was provided that several governors had initiated a Governors' staff award scheme at the school. The proposal was to provide an award (a shield) to recognise the contribution of a member of staff each term. The scheme would cover any member of the school staff. Governors discussed the proposal, including the nomination process – CVR advised that she would help by producing a Google Form for</p>

3.3.1	<p>nominations. Nominations would be considered by the Chair, Vice Chair and Head who would decide who should win the award for the period concerned. After discussion , the proposal was AGREED by the governing body noting that there were still some details to be worked out.</p> <p>Q Is it possible to involve parents? Comment was made that the presentation could be done at an achievement assembly to which parents can be invited but further consideration would be given by the school.</p>
4.0	<p><u>HEADTEACHER'S REPORT</u></p> <p>4.1 The Headteachers written report to governors had been circulated prior to the meeting. The Head took the governors through the report and answered questions from the governors. He highlighted the successful recruitment of the new Head and thanked governors for their work and commitment throughout the process and commended the positive engagement of staff parents and pupils and student in the process.</p> <p>4.2 It was reported that the Council had now agreed to instal a pedestrian crossing outside the school. Governors commended the actions and follow up undertaken by the Head and local community in achieving this outcome. Discussions took place about the implications for parking and the concerns of the neighbours. Issues included parking on the pavements in the neighbouring streets at drop off and pick-up times. The Head advised that he would be speaking to the local Police Officer about possible measures and remedies to address these and any other concerns.</p> <p>4.3 It was noted that the Head had been nominated by the governors for a national award; he conveyed his thanks to the governing body. Update to be provided at the next meeting.</p> <p>4.4 Discussion took place about the development of the schools Key Stage (KS)5 provision. Governors were taken through the work done so far to develop the pathway, transition from KS3 to into KS4 , taking the stage not age approach.</p> <p>4.5 School Improvement Plan (SIP) progress: Reference was made to progress on the SIP areas so far , governors were asked to note that a full update would be undertaken in the Summer term, and this would be fed into a re-evaluation of the School Evaluation Form (SEF). The Head reminded of the distributive leadership model approach taken in relation to the work being done on the SIP and SEF. Governors were provided with links to the currently SIP and SEF. Also provided, was a link to the summative data report.</p> <p>4.6 PS was asked if there was anything different that he would like to do when he takes over as Headteacher. He advised that, in summary, things were going well, there were minor things he would look at but nothing significant at this point.</p> <p>4.7 The Governors were taken through the current work with Challenge Partners. Reference was made to the school's award as a Centre of excellence and report that a school in Saudia Arabia would be visiting. Lewisham Consultant Adviser, Giles Osborne, was due to make a visit to help the development work with the curriculum coordinators, as part of preparation for Ofsted, on how to address subject 'deep dives. It was noted that the Pupil Premium and Sports Premium plans and strategy were in place and published the Head mentioned in particular the provision via 'Movement Works' .</p> <p>4.8 It was noted that the KS1 tests were now optional and that the school would not be entering any candidates . Also, that KS2 tests were due in May but the school would not be entering any candidates this year . Information was provided about the preparation for GCSEs and other the examinations that would start at the end of May. It was noted that in the current cohort there were 2 students being entered for GCSE Maths and English. There was discussion about the KS2 tests , the Head felt that the test were too early for the current Y5 cohort . Also discussed was the reduced number of entries for GCEs . PS and Head spoke about the detrimental impact on the students arising from the move away from course work to</p>

	reliance only on examination performance.
4.9	The Head drew attention to the curriculum development, the structure for delivery , opportunities for differentiation and refinement by the co-ordinators . He highlighted that focus on the articulation of the assessment measures would be part of the forthcoming visit from Lewisham Learning.
4.10	Post 16 Provision: Reference was made to the success of the Post 16 provision over the past 2 years. Agreement had been given by the LA to a third year in 2024/25. The Head recommended that an application be made to the DFE for the provision to be made permanent. This was supported by the LA. Information was provided that the process involved publication of the proposals and a consultation. After discussion, the governing body supported and AGREED to Post16 education being made a permanent part of the school's provision and to the necessary application being made to the DfE.
4.11	Race Equality in Education: Governors were reminded that the school and governing body had signed up to the Lewisham race equality pledge. The Head confirmed that the pledge continued to regularly features in Leadership and other staff meetings. He spoke about the work done with CM , the link governor for this area in reviewing and refined so that the objectives are clearly stated, specific, measurable, achievable, relevant, and time-bound – SMART .
4.12	Details were provided of the events and activities that had taken place since the last full governing body meeting. The number of education and enrichment visits and activities had increased. Particular reference was made to the visit to the English National Opera production of the Magic Flute. Also, the participation of the Makaton Group in the ' Glee Club' competition and their progression to the finals on 28 April at the O2. It was noted that a link to the flyer for the event was included in the Heads Report; governors were encouraged to attend if they can.
4.13	The Head reported that travel training continued to make a big impact on the independence of students. Students had been presented with travel training awards at Lewisham Town Hall. The governors were also advised of the presence of students at the opening of the Mayow Park playground attended by the Mayor of Lewisham. Information was also provided about the work done by the PE co-ordinator to involve pupils and students in community and sporting events. The successful work taking place in the STEM curriculum was also reported.
4.14	Q Have there been any learning points during the implementation of the Post 16 provision? The Head and PS spoke about the practical challenges in securing a suitable site in the community. Space was shared at the new Greenvale site for the first year and a space identified at Ignition Brewery for the second. However, after a risk assessment it proved not to be suitable as the school would not have sole use of the area concerned. The provision was currently located at the school, however, the ambition remained to have a site that is located in the community. The Head reported the school's intention to meet with the leadership at Lewisham College to discuss whether there was scope to accommodate the Post16 provision.
4.15	Q Are there any systemic issues? It was felt that there were no system problems, things were felt to have broadly gone well. Comment was made that in the first year, the joint safeguarding support with the partner school could have worked better.
4.16	Safeguarding: Governors noted that the data was in the Head's Report and included the number of Children Looked After (1 child)and pupil/students with Special Guardians (3 children). The Head highlighted the course provided by the school for identified families, on how to manage challenging behaviour. Also, the increase in the number of Concerns around personal hygiene. It was noted that sessions had been undertaken by the Learning Mentor with groups of students. Also noted was the mental health and wellbeing plan in place which was being overseen by the DSL Emma Moore and Assistant Head, Sam Waring.

4.17	Governors were advised that further information about safeguarding would be provided later in the meeting and in Part 2 Confidential section of the meeting.
4.18	Attendance: Data was provided that included comparative information from the previous two years which was also broken down into Pupil Premium (PP) and non-PP pupils and students. The governors were asked to note that there was no significant discrepancy between groups in terms of the overall attendance figure. However, there was a discrepancy between PP and non-PP pupils and students . Pupil Premium pupils and students had a higher rate of persistent absence.
4.19	Health and Safety (H&S): The H & S audit had been completed with a 98% score; the statutory compliance review completed by the Premises Officer was also 98%. Information was also provided about the Fire drill and there had been no recordable accidents.
5.0	<u>RACE EQUALITY IN EDUCATION.</u> The governing body noted that an update was provided as part of the Head's Report earlier in the meeting.
6.0	<u>REPORTS FROM COMMITTEES, WORKING GROUPS & LINK REPORTS</u>
6.1	Children Families & Community Committee: A report back from the meeting of the committee held on 20 February 2024 was given by CC. She advised that the committee received an update on the progress on its oversight areas in the SIP , updating of the safeguarding policy was due to be undertaken, RG and herself would be meeting with the DSL to see the current provision.
6.1.1	The committee also received a report on the success of the universal free school meals for primary aged pupils being funded by the Mayor of London and the school's intention to include Halal meals as part of the next Catering contract . Discussion took place about the data and the apparent rise in the number of safeguarding concerns in particular those relating to hygiene. The committee felt that a narrative should be included with the data defining each of the categories of concern and also details of reasons for variations so that governors can see any factors that might be of strategic concern.
6.1.2	Transport was also discussed, the LA provision had reduced, there were now more pick-ups and drop offs by families taking place . Travel training for identified students was continuing successfully and the Council had now in principle agreed to install a pedestrian crossing in the vicinity of the school.
6.1.3	The committee received information about the Attendance rates. The rate for the school was better than local and national, however, there were a small number of families with specific issues being supported by the school and also several pupils' and students who were not attending because their parents were disputing their placements at Brent Knoll.
6.1.4	The committee looked at the breakdown data for absences in the various categories noting that there were differences in the rates of persistent absences. Governors noted that CVR and RG had booked to undertake LA training on looking at Special School Data.
6.1.5	It was noted that the committee agreed the Complaints Policy and Procedures and the Equality Policy . After consideration, the governing body noted, agreed, and approved the decisions and actions of this committee.
6.2	Teaching and Learning Committee: The governing body noted that the meeting scheduled for 27 February 2024 was postponed.
6.3	Pay and Resources Committee: Governors were provided with a report back from the meeting of the committee held on 5 March 2024. The committee were advised that the

	<p>projection was for a planned in-year deficit of approximately £111K for the year. This included the planned additional spending from the school's carry forward reserves on one- off projects and on identified areas of development. The carry-forward reserves into 2024/25 remained healthy but there was need for caution because the increases in costs, going forward, were not sustainable without additional funding. For example, to meet staff pay increases and the additional costs, such as pension and national insurance contributions. The objective was to operate on the basis of a balanced in-year budget, year on year. The committee noted that the budget planning for 2024/25 was underway and would be ready for presentation at the next clerked meeting of the committee.</p>
6.3.1	<p>The committee received an update on staffing, premises and health and Safety. The cleaning contract was up for renewal and arrangements made for tendering. This was being handled externally by a provider engaged for this purpose. Because of the value of the contract when tenders are received and evaluated any recommendations would be presented first to committee, but the decision would need to be made by the full governing body at the next meetings.</p>
6.3.2	<p>The School Financial Value Standard document had been completed , as per delegation to the committee and submitted to the LA by the required deadline. The committee were taken through the main areas of the document and agreed it submission pending the formal approval by the governing body.</p>
6.4	<p>Link Governor Reports: There was a need for a link governor for Health and Safety (H &S). It was understood that KL (Associate Member) had agreed but had not been able to come into the school so far because of work commitments. It was AGREED that this could be followed up with KL.</p>
6.4.1	<p>It was noted that Safeguarding and PPG governor link visits were being arranged by the respective governors with the school to take place in the Summer term.</p>
7.0	<p><u>FINANCIAL MANAGEMENT</u></p>
7.1	<p>2023/24 Budget Update: The update on the budget was reported to governors was provided as part of the earlier report back from the Pay and Resources committee earlier in the meeting. The governing body were advised that there had not been any notable change to the budget position since the March meeting. After consideration , the governing body AGREED the 2023/24 budget and 3-year plan update.</p>
7.2	<p>2024/25 budget monitoring and 3-year projection: Reference was made to the 3-year projection going forward and the impact of pay increases, national insurance, and pension contributions. It was not yet clear whether any additional funding would be provided to off- set some of these increases. There was also a level of uncertainty arising from an LA review on top -up funding.</p>
7.2.1	<p>The committee noted that the budget planning for 2024/25 was underway and would be presented at the next clerked meeting of the Pay and Resources committee. The date for submission of the 2024/25 budget to Lewisham was 15 June 2024 and for schools with a deficit, 30 June 2024</p>
7.3	<p>School Financial Value Standards(SFVS) : The document had been completed and sent to the LA . Reference was made to the reduction in the proportion of the budget spend on staffing. After discussion the governing body AGREED and approved the SFVS as submitted to the LA.</p>
8.0	<p><u>SAFEGUARDING AND HEALTH AND SAFETY</u></p>
8.1	<p>Safeguarding report: A report on Safeguarding was included in the Heads Report and the details discussed. Governors were asked to note that the LA self-assessment had been</p>

8.2	<p>completed ahead of the LA 31 January deadline and would form part of the LA Safeguarding review which was due to take place on 2 May .</p> <p>Health and Safety (H&S) report: It was noted that the Annual School Health and Safety Self-Assessment audit had been completed. There were no significant issues currently outstanding. The Health and Safety policy was reviewed and agreed at the last Pay and Resources Committee meeting.</p>
9.0	<p><u>EQUALITIES DATA AND OBJECTIVES</u></p> <p>The school equality data and Equality Policy had been reviewed and agreed at the last CFC committee meeting. The Policy had been published on the school website.</p>
10.0	<p><u>POLICY REVIEW</u></p> <p>There was no policy to review.</p>
11.0	<p><u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u></p>
11.1	<p>Details of the LA training offer for the Spring term had been circulated to the governing body. Governors were reminded of the need to save a copy of the completion certificate and any course materials in the relevant file in the governor's area of the school website. It was noted CC had circulated a copy of the guidance notes provided as part of Ofsted training.</p>
11.2	<p>It was noted that the Summer term training programme would be sent by the LA after Easter.</p>
12.0	<p><u>DATES AND TIMES OF FUTURE MEETINGS</u></p> <p>The next full governing body meeting was scheduled to be held on Wednesday 26 June 2024 at 6:00pm . CM stated that she could not attend and conveyed her apologies.</p>
13.0	<p><u>ANY URGENT BUSINESS</u></p> <p>There was no other business to consider, this part of the meeting ended at 7: 40 pm . PS and GE withdrew from meeting.</p>

SIGNED :DATE: 26 June 2024