

**Minutes of a Meeting of the Governing Body of Brent Knoll School  
held at the School on Wednesday 26 June 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	
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
<b>Vacancy</b>		Co-opted Governor		
Ms Gina Evans	GE	Staff Governor	20/02/2028	Present
Mr. Simon Whitlock	SW	Co-opted (Vice Chair)	22/05/2025	Present (R )
Ms Catherine van Rooyen	CVR	Parent Governor	31 /10/2026	Apologies
Ms Cheryl Cowie	CC	Parent Governor	16/11/2025	Present
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2027	Present
Mr Rohan Grove	RG	Local Authority	29/11/2024	Apologies
Mr James Bamford	JB	Foundation Governor	01/12/2024	Apologies
<b>Vacancy</b>		Foundation Governor		
Ms Irene Ferrero Anthony	IFA	Foundation Governor	28.03.2027	Present
Ms Cara Murphy	CM	Co-option Governor	21.03.2027	Apologies
<b>Also present</b>				
Ms Ebony Douglas	ED	Observer	N/A	Present
Mr Alex Lowe	AL	Observer	N/A	Apologies
Mr Tom Russell	TR	Observer	N/A	Present
Mr Paul Shaw	PS	( Head designate)	N/A	Present
Ms Molly O' Hanlon	MO	Observer	N?A	Present
Ms Kristina Leonnet	KL	Associate Member	21.03.2027	Not present
Mr. Mike Garrick	MG	Clerk	N/A	Present

	Led by
<b>1.0</b>	<b><u>WELCOME &amp; APOLOGIES FOR ABSENCE</u></b>
1.1	Chair welcome everyone to the meeting , in particular , the observers who were invited as prospective governors .
1.2	Apologies for absence were received and accepted from Catherine van Rooyen, Rohan Grove, James Bamford, and Cara Murphy.
<b>2.0</b>	<b><u>DECLARATIONS OF INTEREST &amp; BUSINESS FOR THE MEETING</u></b>
	No declaration of interest or additional business for the meeting was received.
<b>3.0</b>	<b><u>GOVERNING BODY MEMBERSHIP</u></b>
3.1	<b>Term of Office end dates</b> : The terms of Office of the following governors were due to end before the end of the Autumn term 2024: <ul style="list-style-type: none"> <li>• Rohan Grove (RG) – LA Governor Term end - 29 November 2024</li> <li>• James Bamford (JB) – Foundation Governor Term end 01 December 2024</li> </ul>
3.2	It was noted that decisions on the continuation ( or otherwise) of the terms of office would be considered at the first meeting in the Autumn term 2024. Cheryl Cowie (CC) reported that JB intended to stand down as a governor at the end of his term. However, he was willing to continue as an Associate Member thereafter if needed.
3.3	Discussion to take place in the Autumn with RG on whether he wishes to be recommended to the LA for consideration as an LA Governor.
3.4	<b>Vacancies:</b> It was noted that there were currently 2 vacancies ( 1 x Co-option and 2x Foundation Governors which includes the place of JB ), it was AGREED that the matter be considered later in the meeting.

	<p><b>DBS Checks:</b> A reminder was provided that all governors are legally required to complete a DBS check. New governors needed to make arrangements with the school within 21 days of their appointment to start the application process for a DBS to be carried out. Serving governors should ensure that their DBS check is renewed every three years.</p>
<b>4.0</b>	<p><b><u>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING</u></b></p>
4.1	<p><b>Minutes:</b> The Minutes of the meeting held on 27 March 2024 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>
4.2	<p><b>Matters Arising:</b> Governing Body Staff Award Initiative : Previous Minutes section 3.3 : Governors were advised that an update would be provided later in the meeting.</p>
<b>5.0</b>	<p><b><u>FINANCIAL MANAGEMENT</u></b></p>
5.1	<p><b>2023/24 Budget Outturn:</b> The Head reported that the outturn details were provided at the last Pay and Resources committee meeting, there had been no changes to the information since. The final position was an in-year deficit of £16K. He reminded that the school had an accumulated carry forward reserve; currently this was £1.2 million. The budget plan for the year had gone to plan , there were some variances notably on extra cleaning , meals supervision and headship recruitment. The Head reminded that the plan included one-off school development projects and additional provisions that can be scaled back if necessary in future years.</p>
5.2	<p><b>2024/25 Budget and 3 Year Plan:</b> The plan for 2024/25 was presented and discussed by the Pay and Resources committee at its last meeting. The Head advised that planning for the next period had been challenging due to uncertainty about staff costs and whether the Government will provide additional funds to help meet these costs. Also, it was not yet clear how much top-up funding would be paid per pupil/student. The school therefore planned based on the information at hand and guidance from the Local Authority. The current end of year projections for the 2024/25 year was £179K in-year deficit ; for 2025/26 an in -year deficit of £364K and 2026/27 an in-year deficit of £618K. This would lead to a reduction of the carry forward deficit to in the 3-year period to approximately £104K. The Head stressed , however, that the projections were based on very conservative assumptions and there was capacity for savings in various areas .</p>
5.2.1	<p>After discussion the governing body noted and <b>AGREED</b> the 2023/24 outturn; also <b>AGREED</b> the 2024/25 Budget plan and 3-year projection. It was noted that there would be a clearer picture when the budget is reviewed and the second 2024/25 budget ( and 3-year plan/projection ) is considered in November 2024.</p>
<b>6.0</b>	<p><b><u>HEAD TEACHER'S REPORT</u></b></p>
6.1	<p>The Headteacher's written Report and statement had been circulated prior to the meeting. Andy Taylor advised that this was his last report to the governing body as Headteacher of the School. He stated, however, that he would be remaining, as a volunteer with the Brent Knoll and Watergate Trust and had also agreed to Chair the Trust Board when the current Chair, Ruth Ellis, stands down at the next Trust AGM. In this capacity, he would be working with Greenwich University, the Heads of Watergate and Brent Knoll and the Cooperative school's network to refine the role of the Trust as a provider of expertise on SEND . Also, working with Biskitz Charity to inform their fundraising to deliver wider services ( e.g., holiday provision, advice and guidance, housing etc) for families and children and young people with SEND .</p>
6.2	<p>The Head reported on the preparations for handover to the new Head, this included updating on all operational matters, staffing arrangements and staff training. He reminded of the vision for the school agreed upon when he took over as Head and the positive achievements made thereafter. The school had now gained a local and national reputation for excellence and shares</p>

	<p>its expertise. Reference was made to the development and implementation of the 'Brent Knoll Way' – promoting pupil and students independence and self-regulation that has resulted in significant reduction in physical intervention. Also, the improvement in the communication and support for families.</p>
6.3	<p>Reference was made to the post 16 provision that had progressed from a pilot to a permanent (consultation period had now ended) provision at the School. The Head reminded of his 26 years of working at the school and recalled challenges overcome during that time including the transition into the new building.</p>
6.4	<p>The governors were referred to the School Improvement Plan (SIP) and Self Evaluation update included in the Headteacher's Report . It was noted that the SIP draft for the coming year was being worked on. The summative school data , Peer review and School Improvement visit reports were highlighted. Also , the training given by the School Improvement Adviser to the curriculum coordinators on Ofsted 'Deep Dives' covering the areas that will be looked at by the Inspectors if it is a graded inspection.</p>
6.5	<p>Details were provided about the Pupil Premium Plan and strategy, the use of the PE Sports grant , the work done on tackling race inequality – including refinement of the school policy strategy ; the curriculum development, school events and activities during the year and curriculum based trips since the last full governors meeting; the Post 16 provision ; Safeguarding data and commentary, work on mental health and wellbeing; quality assurance activities that had taken place during the term; behaviour incidents ; Attendance data and commentary; staff training and Health and Safety including the self-assessment audit and LA statutory compliance review, also accidents during the term.</p>
6.6	<p>The Head thanked the governors for his nomination for the Pearson Lifetime Achievement National Teaching Award in which he was a Silver Award Winner. It was noted that he had also been invited to the Gold Award ceremony later in the year.</p>
6.7	<p>The governing body recorded its thanks and appreciation to Andy for his hard work, commitment, and congratulated him on his many achievements in taking the school forward throughout his career at Brent Knoll and tenure as Headteacher of the school.</p>
<b>7.0</b>	<p><b><u>COMMITTEE REPORTS</u></b></p>
7.1	<p><b>Teaching and Learning Committee</b> : Report back from the meetings held on 30 April 2024 and 4 June 2024 . The Chair reported that It had not been possible to undertake the link visit to see all SIP areas assigned to the Committee consistently during the year. This was because of the gaps in the membership, however, now that the governing body vacancies were being filled, the link engagements can be resumed. It was noted that over the two meetings mentioned above, the committee were updated on the SIP curriculum developments, teaching and learning , staff training and progress of the Post16 provision.</p>
7.1.1	<p>Irene Ferrero Anthony (IFA )reported her attendance at governor training about the WRAP around care provision. She had also booked to attend an LA course on race equality, but this training was postponed/cancelled. After consideration, the governing body endorsed the decisions and actions of this committee .</p>
7.2	<p><b>Children, Families and Community Committee:</b> Cheryl Cowie (CC) Chair of the committee, gave a report back from the meeting held on 7 May 2024. She advised that (Ebony Douglas) ED attended the meeting as an observer and had previously attended a couple of LA governor training courses. Link visits to see focus areas had been undertaken by members of the committee. The committee discussed issues relating to pupil voice, in particular how to evidence the views of pupils and students who are non-verbal; also discussed was pastoral care. Cara Murphy (CM) reported back to the committee on the progress made on the recently acquired school allotment and how it was being linked to learning.</p>

7.2.1	CC advised that she was present during the LA safeguarding review (details included in the Heads Report). The safeguarding officer was impressed by the robust procedures, good practice, and ethos of the staff. She reminded that she comes into the school each half term to review the Single Central Register and meet with the DSL.
7.2.2	CC advised that she was preparing an induction pack for governors and that the annual governors survey of parents had been done, the results received but not yet analysed. When complete, the analysis, would be considered at the next meeting of the committee and published on the school website. The committee considered and agreed the following Policies: Attendance and Punctuality, Relationships and Sex Education and the Home School Agreement. The governing body agreed and endorsed the decisions and actions of this committee.
7.3	<b>Pay &amp; Resources Committee:</b> Report back from the meetings of this committee held on 12 June 2024. Details of the outturn for 2023/24 financial year and plan for 2024/25- and 3-year projection was shared earlier in the meeting. Governors noted that although the outturn was a small deficit, there had been additional spend on one off and development areas made as part of a strategic plan to reduce the budget reserves. The committee discussed the school ICT strategy and plan to improve cyber security a part of which was to introduce two forms of identification for those working off site. Tom Russell (TR) and the Head would be meeting with the Couve, the school's IT provider, to discuss the plan.
7.3.1	The committee also discussed the new cleaning contract which was now up for renewal. A tendering process had been undertaken by EDUCO acting on the school's behalf. Five companies responded and four tenders were received. These were evaluated and a presentation provided by each company. A report on the tendering, evaluation of submissions and recommendation) was provided for governors.
7.3.2	All factors taken into account the school's recommendation was that the contract should be awarded to Westgate at £88,375 per year ( £265,125 over 3 years) on the basis that it offers overall best value; the recommended company is locally based and have an established record of responding quickly to any problems. Reference was also made to the good service provided during the Covid pandemic. After discussion, the governing Body <b>AGREED</b> to award the Cleaning contract to Westgate.
8.0	<b><u>CHAIRS ACTION</u></b>  The Chair advised that she made various visits to the school to speak with the Head and Head designate about ongoing school business including progress on the handover. There had been no formal Chair Action taken on behalf of the governing body to report.
9.0	<b><u>PUPIL PREMIUM &amp; PE AND SPORTS PREMIUM</u></b>  9.1 <b>Pupil Premium:</b> The Head advised that the PP strategy and impact report for the previous year's funding had been published on the school website. The strategy for use of the 2024/25 funds would be published on the school website by 31 December 2024.  9.2 <b>PE &amp; Sports Premium:</b> A report on the use of the PE & Sports grant awarded in 2023-24 was provided as part of the Heads Report and had been published on the school website.
10.0	<b><u>OFSTED</u></b>  The Head reminded that the School Improvement Adviser provided training recently to the Curriculum Leaders focusing on 'Deep dives' into curriculum areas. PS reported that a lot of work had been done this year with the subject co-ordinators noting that some were new to the role. He stated that a key priority for the next academic year was to progress further with making the school Ofsted ready.

<b>11.0</b>	<b><u>SAFEGUARDING &amp; HEALTH AND SAFETY</u></b>			
11.1	Safeguarding report: A safeguarding report had been circulated, it included pupil data. It was reported and noted that all staff had received update training on Keeping Children Safe in Education (KCSiE) .			
11.1.1	<b>Q</b> Is there a danger that staff will forget the new information over the Summer break ? . PS stated that the changes were relatively minor and advised that at least one update on safeguarding is provided each half term.			
11.1.2	CC advised that governors needed to undertake training each year . It was noted that the school has an SLA for safeguarding with the LA , it includes training for staff. The Clerk stated that the next LA training offer would be published in September, but it was not known whether safeguarding training for governors would be included.			
11.1.3	Discussion took place about other sources of training for example via ‘The Key’; CC undertook to look into the possibilities. She advised that governors would be required to update themselves with any new requirements in the KCSiE document and to sign a declaration to confirm that they have read and understand them.			
11.2	<b>Health and Safety:</b> A report on Health and Safety was included as part of the Heads report. Details were provided about the online Health and Safety audit and outcomes; the school achieved a 98% score; the fire risk assessment had been completed and the LA statutory Compliance review undertaken which also achieved a 98% score.			
		<b>Action</b>	<b>Who</b>	<b>When</b>
	<b>A 1</b>	<b>Safeguarding update training for governors – CC to check for available provision.</b>	CC	Next FGB
<b>12.0</b>	<b><u>POLICY REVIEW</u></b>			
	The governors were advised that the Performance and Appraisal Policy and Pay Policy will be considered in the Autumn term.			
<b>13.0</b>	<b><u>GOVERNING BODY COMMITTEES &amp; PROCEDURES FOR THE NEXT ACADEMIC YEAR</u></b>			
13.1	<b>Sub -Committee Memberships 2024/25:</b> A draft committee membership was circulated to governors prior to the meeting. The following memberships were proposed and AGREED : -			
13.2	<b>Teaching &amp; Learning Committee :</b> Headteacher , Laura Deitz , Irene Ferrero- Anthony and Vacancy x 2.			
13.3	<b>Pay Resources Committee ( includes Pay Committee) :</b> Headteacher, Simon Whitlock, James Bamford, Catherine Van Rooyen and Kristina Leonnet			
13.4	<b>Children, Families &amp; Community :</b> Headteacher , Cheryl Cowie , Vacancy, Rohan Grove, and Cara Murphy			
13.5	<b>HT Pay and Performance Management :</b> Laura Deitz, James Bamford ,Catherine Van Rooyen and Professional Adviser .			
13.6	<b>Link Governor roles :</b>			
	<ul style="list-style-type: none"> <li>• Safeguarding: Cheryl Cowie</li> <li>• Health and Safety: Kristina Leonnet</li> <li>• PPG : Catherine Van Rooyen</li> <li>• Race Equality( Strategy) Cara Murphy</li> <li>• Building: <b>Vacancy</b></li> </ul>			

13.7	<ul style="list-style-type: none"> <li>Mental Health &amp; Wellbeing : Rohan Grove</li> </ul>												
13.8	<p><b>Adhoc Committees:</b> ( Staff Discipline, Grievance, Pupil Discipline, Appeals , Complaints Panel and any other ad hoc committees). Any 3 eligible governors not previously involved and without a conflict of interest.</p>												
13.9	<p>Allocation of committee membership roles for the new governor and Associate Members would be discussed at the next meeting.</p> <p><b>Agenda plan for 2024/25:</b> Governors were encouraged to plan the work of the Governing Body and committees for the coming year. To be considered at the next full governing body meeting.</p>												
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14.0	<p><b><u>GOVERNORS VISITS &amp; TRAINING</u></b></p>												
14.1	<p><b>Governors' visits to the school,:</b> IAF attended Local Authority (LA) training reported earlier in the meeting . She advised that she would be visiting the school to see the provision for Careers Advice and guidance that was being provided at the school. It was noted that this was one of SIP development areas.</p>												
14.2	<p><b>Governors Training :</b> Details of the training provided by the LA for the summer term had been circulated. Those present were reminded that the school buys into a service level agreement with the LA, the training was therefore free to governors.</p>												
14.3	<p>LA Governors Newsletter Summer 2024. The newsletter had been circulated with the agenda papers prior to the meeting. No issues were raised.</p>												
15.0	<p><b><u>DATES &amp; TIMES OF FUTURE MEETINGS</u></b></p>												
15.1	<p><b>Full Governing Body:</b> Wed : 25 Sept 2024 at 6:00pm; Wed 27 November 2024 at 6:00 pm Wed : 26 March 2025 at 6:00 pm and Wed : 25 June 2025 at 6:00 pm</p>												
15.2	<p><b>Teaching &amp; Learning:</b> Tues 8 Oct 2024 at 4:00 pm; Tues 25 February 25 at 4:00pm Tues : 13 May 2025 at 4:00 pm</p>												
15.3	<p><b>Children, Families and Community:</b> Tues: 5 Nov 2024 at 6:00 pm; Tues : 11 March 2025 at 6:00 pm; Tues : 17 June 2025 at 6:00pm</p>												
15.4	<p><b>Teacher PAY Committee Meeting:</b> Tuesday 15 October at 5:30 pm</p>												
15.5	<p><b>Pay &amp; Resources Committee:</b> Tues : 15 Oct 2024 at 6:00 pm; Tues : 4 March 2025 at 5:00 pm Tues: 10 June 2025 at 5:00 pm.</p>												
16.0	<p><b><u>SCHOOL TERMS &amp; HOLIDAY DATES 2024/25</u></b></p> <p>The Local Authority School Terms and holiday dates for 2024-25 had been circulated. Governors were advised that they do not have delegated authority to vary these dates.</p>												
17.0	<p><b><u>OTHER BUSINESS</u></b></p>												
17.1	<p><b>Governor and Associate Member Appointments :</b> The observers present were asked to withdraw from the meeting whilst the governing body made its decision on appointments. After discussion the governing body <b>AGREED</b> the appointments as follows :</p>												

<p>17.1.1</p> <p>17.2</p>	<ul style="list-style-type: none"> <li>• <b>Ebony Douglas</b> – Appointed as Co-opted Governor ( 4-year term)</li> <li>• <b>Tom Russell</b> - Appointed as an Associate member to be recommended for appointment as a Foundation Governor ( 4-year term) - Against existing vacancy.</li> <li>• <b>Molly O’Hanlon</b> Appointed as an Associate member to be recommended for appointment as a Foundation Governor ( 4-year term) – Against vacancy arising from James Bamford standing down.</li> </ul> <p>The following was noted , Kristina Leonnet had not been able to attend meetings due to personal circumstances. CC was liaising with her about continuing. Alex Lowe to be considered in the Autumn term for an Associate Membership.</p> <p><b>Impact Award</b> : Governors discussed details of the new award which was to be made each term to a member of staff (teacher or support staff) who achieve outstanding outcomes. Discussions took place about the nomination process; it was felt that the involvement of parents could make the process unmanageable. Governors approved the provision of a trophy and certificate; the same trophy to be passed on. The first presentation to be undertaken at the Achievement Assembly on 25 July 2024 .</p> <p>This Part of the meeting ended at 7:15 pm. Members of staff withdrew from the meeting.</p>										
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**SIGNED :** .....**DATE:** .....