Minutes of Meeting of the Governing Body of Brent Knoll School held at the School on Tuesday 10 December 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. Paul Shaw	PS	Headteacher	Ex-Officio	Present
Ms Ebony Douglas	ED	Co-opted Governor	25 06.2028	Present
Ms Gina Evans	GE	Staff Governor	20/02/2028	Apologies
Mr. Simon Whitlock	SW	Co-opted (Vice Chair)	22/05/2025	Present (R)
Ms Catherine van Rooyen	CVR	Parent Governor	31 /10/2026	Present
Ms Cheryl Cowie	CC	Parent Governor	16/11/2025	Apologies
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2027	Present (R)
Mr Rohan Grove	RG	Local Authority	29/11/2024	End of Term
Mr Tom Russell	TR	Foundation Governor	26/11/2028	Apologies
Ms Molly O' Hanlon	MO	Foundation Governor	26/11/2028	Present
Ms Irene Ferrero Anthony	IFA	Foundation Governor	28.03.2027	Present (R)
Ms Cara Murphy	CM	Co-option Governor	21.03.2027	Resigned
Also				
Ms. Charlotte Levey	CL	Observer	N/A	Present
Mr. John Norris	JN	Bursar Brent Knoll School	N/A	Present (Item 5)
Mr. Mike Garrick	MG	Clerk	N/A	Present

No	Item
1.0	**<u>Welcome , Apologies for absence and any Changes to the Business of the Meeting</u>**
1.1	The Chair opened the meeting by welcoming everyone in particular Charlotte Levey, an invited observer.
1.2	Apologies for absence were received and accepted from Gina Evans, Cheryl Cowie, Tom Russell and also from Cara Murphy who was now standing down as a governor.
1.3	There was no change to the business of the meeting.
2.0	**<u>Declaration of Interest and Register of Interests</u>**
2.1	**Declaration of Interest:** No declaration of interest was received in any item appearing on the agenda of this meeting.
2.2	**Register of Interest**: Governors were reminded that , if they had not done so already , they must complete document and lodge a copy in the named file in the governor's area of the school website with a copy to the Clerk.
3.0	**<u>Governing Body Membership</u>**
3.1	**End of Term of Office and Resignation**: Governors were advised that the term of office of Rohan Grove (RG) ended on 29 November 2024 and also that Cara Murphy (CM) was relocating and would therefore be standing down as a governor at the end of term. The governing body recorded their thanks and appreciation to Rohan and Cara for their engagement with the staff and school community, their commitment, support and work undertaken as governors of the school.
3.2	**New Foundation Governor appointments:** The governing body were advised that the Brent Knoll and Watergate Trust had considered and agreed the appointment of Molly O' Hanlon and Tom Russell as Foundation Governors of the school for a 4-year term ending 26 November 2028.

3.3	**Vacancies**: It was noted that resulting for the term end of RG and CM that there were now vacancies for a Local Authority Governor and Co-opted governor.
3.4	**DBS Checks:** The governors were reminded that **a**ll governors are legally required to complete a DBS check. New governors must arrange with the school within 21 days of their appointment to start the application process for a DBS. Serving governors should ensure that their DBS check is renewed every three years.
4.0	**Minutes of the last meeting and Any matters Arising**
4.1	**Minutes:** The Minutes of the meeting held on 25 September 2024had been circulated. After consideration, the minutes were AGREED as a true record for signature by the Chair subject to the following amendment - Molly O' Hanlon (MO) to take the Action at 11.2 and not Ebony Douglas (EB)
4.2	**Matters Arising:** There were no matters arising that had not been included elsewhere on the agenda of this meeting.
5.0	**Financial Management**
5.1	**Budget 2024/25 and Three -Year Plan:** The Bursar , John Norris (JN) joined the meeting for this item. He provided an update on the school finances – the budget for 2024/25- and 3-year plan. He explained that the first budget submission for the financial year was submitted earlier in May /June 2024 and the second submission with three-year plan considered at a meeting of the to the Pay and Resources Committee in October 2024.
5.1.1	There was no material difference between the projections in the first submission and the second - some additional income had been received and some additional one off (unplanned) costs incurred. The position in relation to Years 2 and 3 of the three-year plan was now more positive. In the original budget, the projection was that the school would need to draw down heavily on the reserves in 2025/26 and 2026/27. However, this was no longer the case due to additional income, reductions in some areas of expenditure and financial controls.
5.1.2	The projected carry-forward reserves from the previous year was £1.2 million, this would be reduced to approximately 1.1 million at the end of the current financial year. An in-year budget deficit of approximately £118K was forecast due to one off costs for pre-planned school improvements and some unplanned additional staffing costs.
5.1.3	JN reminded that a 5.5% increase was paid to staff in the current year , it was expected that inflation would be lower in the next and later years, and this would be fed through into lower pay rises. The school was now fully staffed; however, it had been necessary to increase the agency supply budget due to staff sickness absences. He advised that the Pay and Resources committee discussed the staffing costs. A majority of staff were experienced and long serving, as these staff leave in coming years they would be replaced by teachers newer to the profession who will start at a lower level on the pay scale.
5.1.4	The school continued to plan annually to achieve an in-year budget that is balanced which includes an element of contingency.
5.1.5	After consideration , the governing body AGREED the second submission of the 2024/25 budget and rolling 3-year plan for submission to the Local Authority. It was noted that the Chair of the Pay and Resources Committee and the Chair of the full governing body had signed off the budget document and the school had submitted the return to the Local Authority by the required deadline.
5.1.6	JN was thanked for his report , he left the meeting at 6:10 pm
6.0	**Headteacher's Report**
6.1	The Headteachers Report to the governing body was made available to the governors prior to

	the meeting. The Report included a school update and highlighted a number of key areas. It also provided information about the School Improvement Plan (SIP) and Self Evaluation (SEF) School data on pupil numbers , Attendnace, Safeguarding , Behaviour reports, Pupil Premium School Performance and Standards, Finance and Premises information , Health and Safety Equalities data and objectives, listed policies, with any changes for governors' approval ; staffing information, performance management information , CPD , Parental Engagement and communication , state holder (Parent, Pupil and Staff survey) views ; forthcoming challenges and notes of feedback following the recent Ofsted Inspection .
6.2	The Head reported that things had now settled down following a difficult start to the new academic year. There had been a very good response to the school Newsletter which contained contributions from across the school . He highlighted the addition of a section on equality and inclusion – work would be done after Christmas around auditing the Equality objectives, in particular, the one on the school workforce. The Lewisham Race Equality Pledge had also been added to the website – it was noted that all schools in Lewisham had signed up to the pledge.
6.3	Wellbeing surveys of parents, pupils/students and staff had now being completed and the findings from each would be considered by the school's Wellbeing Action Group and an action plan drawn up. A copy of the surveys would be made available to governors in the governors' area of the school website.
6.4	The Head spoke about the change of approach in respect of performance Management which would now be focused on the Teacher Standards. He advised that the observations relating to the performance of the standards would be tracked across the year .
6.5	During Ofsted the school's practice of the weekly meetings with the DSL , DDSL and himself on Behaviour and Attendance was commended. The Head reported that there had been a lot of external trips and visits , these included Dulwich Picture Gallery; Tate Modern, Sydenham Gardens and to see a performance of Cinderella. Staff training had taken place , sessions included Makaton (Levels 1 and 2), Epilepsy and Fire Safety, .
6.6	The Attendnace rate was currently 92.6% which although below the national target for all schools, was above the 85.5% average for Special Schools. Information was provided that transport issues were almost resolved ; the school was taking action to address persistent absence and promote good Attendnace. The first prize draw had taken places for all pupils and students who have achieved 100% Attendnace . The Head stated that he would be looking at the data to see if this incentive had made a difference.
6.7	Safeguarding : Reference was made to the use of CPOM in place of MyConcern. The Head spoke of the benefits of the new system which included Attendnace monitoring.
6.8	There was a question (**Q)** Has it been easy to transfer the data from the old to new system ? The Head stated that the CPOMs was easy to use and that migrating the data was in progress.
6.9	Reference was made to contextual safeguarding and whether there were any issues which impact on students at Brent Knoll. The Head advised that there were a small number of students in KS3 and KS4 who were independent travellers who made be exposed to gangs and gang violence . The Head reported that the local Police Officer comes into speak to students in KS3 and KS4 about local issues
6.10	**Q** Is there a danger that students get involved in County Lines ? The Head stated that there was a potential risk , however, the school does a lot of work around stranger danger and the new travel training programme includes coverage on contextual issues.
6.11	The Ofsted Inspection took place on 27 and 28 November. The Head felt that it was a collaborative experience. He shared the feedback on each area looked at during the inspection ; safeguarding , Attendnace , Behaviour and Attitudes, Quality of Education, Personal; Development, Leadership and Management and Governance. Also, on the meeting with pupils the Wellbeing group, the surveys; outreach and the website. He reminded that Ofsted was no

	longer providing one-word judgements but were now using a score card model.
6.12	He took the governors through is notes on the feedback at the end of the inspection. The school was now judged as outstanding in all areas. The 6th form was still being developed and would therefore be considered at the next inspection. The governors noted the reported comments on the succession planning and development of leadership at all levels and also the findings about the strength of the governance. Reference was made to the pupil voice , the wellbeing group and the positive feedback to the Ofsted surveys.
6.13	**Q** When will the outcome be circulated ? The Head stated that he was waiting for a letter from Ofsted setting out the outcome which can then be shared with parents/families.
7.0	**Pupil Premium and Strategy Statement** Information was provided about the current number of pupils receiving PP, the number had increased since last year. The intended impact of the funding in 2023/24 had been achieved. Work was being done with the help of Catherine Van Rooyen (CVR) ; Link for PP on drawing up the objectives for the 2024/25 these would be published on the school website by the 31 December 2024.
8.0	**Ofsted** A report back was provided earlier in the meeting.
9.0	**Committee Reports & Link Governor Reports**
9.1	**Committee assignments and link roles:** A list of the current committee membership and link assignments had been circulated. The Chair advised of a proposal to amalgamate the Teaching and Learning and Children and Community Committees . It was AGREED that a decision would be made at the Summer terms full governing body meeting.
9.2	**Children, Families and Community Committee :** Report back from the meeting held on 5 Nov 2024. The committee members elected Cheryl Cowie (CC) as Chair, reviewed and recommended the committee terms of reference, the members went through the areas of SIP being overseen by the committee. Information was provided on pupil Attendance, behaviour, and the impact of staff sickness absence at the start of term. Updates were also received on Looked After Children, Pupil Premium and Safeguarding, the provisions for supporting pupil and staff wellbeing, engagement with families and the Pupil Forum. A number of policies were considered and agreed – Physical Intervention, Anti-bullying , SEN and Access and the Safeguarding Policy recommend for agreement by the full governing body. The governing body noted and approved the decisions and actions of this committee.
9.3	**Pay and Resources Committee:** A meeting of the committee was held **on** 15 October 2024, the members elected Simon Whitlock (SW) as Chair, the terms of reference was reviewed and recommended for agreement by the full governing body. The Bursar presented and took the committee through the September (Month 6) budget monitoring report and dashboard summary which showed the income and expenditure highlighting variances and the reasons for them. Details of the finances were as reported earlier in this meeting. An update was provided on Health and Safety(H & S), and Premises; the school achieved 98% in the H & S, online safety audit ; improvement works undertaken included air conditioning in the reception area , and replacement of CCTV cameras. The school was now seeking estimates for converting disused changing rooms into a 6th Form base. A number of policies considered , these were - Finance Policy and Procedures ; Pay Policy and Charging and Remission Policy. All were recommended for approval by the governing body. The governing body noted and approved the decisions and actions of this committee.
9.4	**Teaching and Learning Committee:** The committee met on 8 October 2024, the members elected CVN as Chair, the terms of reference were reviewed and approved for recommendation to the full governing body. The committee received a report on PHSE from the Coordinator for Careers guidance at the school. The Head took members through the key

	development priorities on the Quality of Education, Attendance , Behaviour, standards and achievement ; also, the quality of teaching, the curriculum and the preparations for Ofsted. The Teacher Appraisal Policy was shared , it now reflected the school new approach to the assessment of teacher performance. The arrangements for the Brent Knoll Staff Awards was also discussed. The governing body noted and approved the decisions and actions of this committee.
9.5	**Link Reports** : It was noted that Irene Ferrero Anthony (IFA) undertook a link visit in October to look at Careers provision in the school.

		Action	Who	When
	A 1	**Combining the CFC and T & L Committees**: To be considered at the next meeting	Chair & All	Summer FGB

10.0	**Safeguarding & Health & Safety**
10.1	Safeguarding report : A report on Safeguarding had been circulated prior to the meeting. The report provided details of safeguarding training, list of the policies related to safeguarding and their review dates, comparative data on the number of concerns (Summer term compared to the Autumn term; referrals to external agencies , details of interventions ; Child Protection Plans, Child in Need (and number of meetings), and Early Help . There was 1 Child Looked After and 3 with special guardians. The report was noted .
10.2	**Health and Safety report :** A report on Health and Safety was included in the Headteachers Report. It was noted that the Fire Risk Audit was done on 1 November , a report back was awaited , when received would be finds would be reported to Pay and Resources Committee for consideration.
11.0	**Equalities Data and Objectives** Governors were reminded that schools are required to publish equalities data online and set equalities objectives for the next four years. The data and objectives needed to be updated annually, and the objectives and equalities policies reviewed every four years. The Head stated that the Equalities Policy and objectives had been reviewed in depth in the Spring term 2024 . A staffing analysis would be undertaken in the Spring term 2025 and the progress measures reviewed.
12.0	**Chairs Action** The Chair reported on actions to prepare for the Ofsted. Also, on her attendance during the inspection and later discussions with the Head about how it went, and actions needed going forward. The Chair also advised of her contacts with the committee chairs to look at the SIP allocations and assignments.
13.0	**Policy Review**
13.1	**Committee Terms of Reference** (TOR) : Governors were advised that the TOR of each of the committees were considered at their respective meetings and recommended for approval . After consideration the governing body AGREED the TOR of the Teaching & Learning, Committee, the Children, Families and Community and the Pay and Resources committees.
13.2	**0ther policies considered:** A list of reviewed policies was circulated; it was noted that no substantive changes had been made other than to add the name of the new Head and Chairs signature. After consideration , the governing body AGREED following policies; Anti-bullying, Assessment , Behaviour for Learning , Charging and remission ; Code of conduct , Complaints Procedure, Data Protection , Educational Visits , E-Safety, Equality , Family Partnership & Communication, Health and Safety , Homework, IT Security , Medical Needs, Pupil Attendnace, Physical Intervention, Provider Access , Records Management ; Teacher Appraisal, Intimate Care , School Uniform and Whistleblowing.

13.2.1	Also **AGREED** by the governing body were the following : - Pay Policy, that was updated with the new pay rates and scales ; Safeguarding Policy which governors noted had been updated to reflect the KCSiE 2024 changes; Finance Policy and Procedures and the Charging and Remission Policy following on from the recommendation by the Pay and Resources Committee.
14.0	**Governors Visits and Training**
14.1	**Governing Body training:** Details of the training available to governors in the Autumn term 2024 had been circulated. It was noted that the Spring terms training offer would be circulated by the LA early in the Spring term 2025 . Governors were encouraged to review the offer and attend training regularly.
14.2	**Academic Year 2023-24 Governor and Associate Members Attendance :** A record of attendance by governors to Clerked governing body meetings in the academic year 2023/24 academic year had been circulated. Governors were invited to send any corrections to the Clerk. It was noted that no amendments were received and therefore the information was now ready for publication, as part of the governance information, on the school website .
14.3	The Local Authority has asked that all governors, in particular LA governors, to update their ethnicity profile on the Lewisham Services for Schools database. A link to a guide to help governors with this was provided on the agenda paper.
15.0	**Dates & Times of future meetings** **Full Governors meetings (Meetings start at 6:00 pm) :** • Spring FGB - Wednesday : 26 March 2025 • Summer FGB - Wednesday : 25 June 2025
16.0	**Any other business**
16.1	**School Visit** : EB reported her visit to Pine Class and attendance at an Assembly , she commented that it was good to see the presentation and how happy the pupils and students were to receive the awards.
16.2	**Website Update**: Molly O' Hanlon (MO) advised that she had sent in the updates, following the website review and that these were now in place.
16.2.1	There being no further matters to consider , this part of the meeting ended at 7:10. Charlotte Levey was thanked for her attendance and withdrew from the meeting.