

THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL

Minutes of a meeting of the governing body held at the school on

TUESDAY 22 MAY 2018 AT 6:00 PM

Membership	Initials	Designation	Term of Office End date	Present
Mr. Andy Taylor	AT	Acting Head	Ex-Officio	Present
Mrs. Liz Bailey	LB	Co-opted Governor (Chair)	02/03/2019	Present
Mr. Cassim Bakharia	CB	Foundation Governor (Vice Chair)	20/03/2021	Present
Ms Kate Nicklin	KN	Staff	06/10/2020	Present
Mr. Tom Doodson	TD	Foundation Governor	09/03/2020	Present
Mr. Simon Whitlock	SW	Co-opted	22/05/2021	Present
Mr. Oluwafela (Fela) Ajayi	FA	Parent Governor	25/09/2021	Apologies
Ms Cheryl Cowie	CC	Parent Governor	16/11/2021	Apologies
Mr Geoffrey Paul	GP	Parent Governor	24/03/2022	Present
Mr. Tom Livingstone	TL	Co-opted	31/08/2020	Apologies
Mr. James Rene	JR	Local Authority	26/09/2020	Apologies
Ms Gill Stephenson	GS	Foundation Governor	20/03/2021	Apologies
Also				
Jackie Jones	JJ	School Improvement Adviser	N/A	Present
Liz Douglas	LD	Staff Member	N/A	Present
Mr. Mike Garrick	MG	Clerk	N/A	Present

1.0	<u>WELCOME , APOLOGIES & DECLARATIONS OF INTEREST</u>
1.1	The Chair opened the meeting by welcoming everyone, in particular Geoffrey Paul, the newly elected Parent Governor. Apologies for absence were received and noted from Tom Livingstone Gill Stephenson Fela Ajayi and Cheryl Cowie
1.2	Governors are reminded that they must declare conflicts and pecuniary interests before items are discussed, and must withdraw from the meeting while the item is under discussion. No declaration of interest was received.
2.0	<u>EXTERNAL REVIEW</u>
2.1	Jackie Jones (JJ) School Improvement Adviser was present and together with the Acting Head took the governors through the main findings of the External Review commissioned by the governing body at the start of the Spring Term. The review was undertaken in March having been delayed by the bad weather. A copy of the report had been circulated to the governors. The A/Head highlighted some of the positives identified in the review including the school ethos, environment; the development of the assessment system, targeted subject monitoring work being done and development of the middle leaders. He also drew attention to some of the areas of development including the need for more focused and purposeful Learning Walks and the development of case studies.
2.2	JJ commented that it was pleasing to see the progress that had been made. She advised that it was necessary to look at the Ofsted dashboard to see what are likely to be the main lines of enquiry for Ofsted. She spoke about the need to have clear milestones in the School Development Plan, who is responsible, who is monitoring and a RAG rating to show what has been done (Green) what has been started (Amber) and what has not been started (Red).
2.3	A governor asked about the support that the LA would provide. JJ advised that the school would receive a total of 8 days support; there were new arrangements for school Improvement in the LA.

	Lewisham Learning would identify and provide the school with a Local or National Leader of Education in the Borough to provide the needed support in the development areas.
2.4	There was a follow up question (Q) 'Will this be a Head from another school? It was noted that it could be or another Senior Leader.
2.5	Q Will this be an annual review? JJ stated that this review was a one off but an annual review would be provided as part of the Challenge Partners support. She advised that the level of support arises from the LAs assessment of the school's status as Amber.
2.6	Q What are the reasons for the school's status as Amber? JJ stated that this was due to the uncertainty about the leadership and the turbulence last year.
2.7	Q As the review provided any assurance to the LA? She stated that it had.
2.8	The Chair reminded that the external review of governance and the Safeguarding review would also feed into the School's Development Plan.
2.9	JJ was thanked for her attendance , she left the meeting at 6:20 pm
2.10	Q How many visits are there remaining? The A/Head explained that there were 6, he was arranging for one visit in each of the half terms.
3.0	<u>PUPIL PREMIUM GRANT</u>
3.1	Liz Douglas, the member of staff with responsibility for Pupil Premium provisions provided a presentation on the use of the Pupil Premium Grant at the school. She explained the purpose and statutory remit for use of the funds and the requirement to publish the use and impact of the funds annually. Qualifying for PP did not mean that pupils are lower ability. The funds were however for use to reduce difference – narrow the gap between PP children and their peers.
3.2	Q The information on the website for 2016/17 is this for the financial year? LD advised that there was overlap in terms of the spending between the financial and the academic year. It was noted that there would be discussion with the Head about the 2017/18 figures as the school would be changing to the 2017/18 academic year.
3.3	The governors were taken through the eligibility/qualification requirements for the PP including eligibility for free school meals and children adopted from Care. There were a high number of students who qualify 99 from a total roll of 154. The pupils tracker records held on SOLAR included identification of those children who are PP. Teachers were also aware of each child in their class. The needs of each student were considered carefully and barriers for leaning such as attendance, parental engagement, communication and self regulation.
3.4	Data was being tracked and monitored, comment was made that it was difficult to measure the impact of some aspects the PP spending. For example, improving the self esteem and confidence of students. LD made reference to discussions and information provided to Tom Doodson (TD) the link governor for PP. TD made reference to the social impact reports provided by Wide Horizons, as a model that might be used as an example/template going forward.
3.5	The Pupil Premium Policy had been circulated; LD spoke about the development of the strategy for PP going forward which was almost complete. There was now a PP coding that was being used to track all PP spending. The Head advised that the middle leaders have also been asked to identify any additional areas on which the PP may be spent.
3.6	It was noted that LD would be leaving at the end of term , the A/Head advised that a member of the

	middle leadership would take on the responsibility for PP , the decision on who this was to be had not yet been made.
3.7	Q How does it work in Early Years, as these pupils get free school meals anyway? LD stated that with the help of the School Home Support Officer, parents in Key Stage (KS)1 who are likely to qualify for PP had been identified and a letter had been drafted that will shortly be sent to these parents.
3.8	The governors were asked to consider the Pupil Premium Policy that had been previously circulated. After discussion, the governing body AGREED the Pupil Premium Policy for review annually.
3.9	Q Apart from details on SOLAR is there any other sources of Information used assess the impact of the PP funds? It was noted that there was access on the pupil tracker and other individual reports such as those provided by the therapist. Governors asked to see some examples of the PP evidence recorded at the next presentation on SOLAR data.
3.10	LD screened a copy of the 2016/17 PP report, it was noted that it was a change from the previous report and that it provides a template for the future report. Attention was drawn some of the areas of PP spending including speech and language provision, school trips and education visits, Music therapy, mentoring, independence training and self care.
3.11	Is the school able to evidence that the PP has been used on PP eligible students? The Head spoke about the coding of the PP funding allocated and the recording on individual student's records. The governors asked the Head to include the percentage of PP students accessing each of the interventions.
3.12	There was discussion about the provision of after school activities both educational and social. It was noted that some students were not able to stay after school because of the transport arrangements. This was a barrier and therefore in the future it maybe that some of the PP spend could be used to facilitate transport.
3.13	Q Are parents aware of the PP funding? Clarification was provided that the funding did not follow the individual child but was allocated based on the numbers that qualify and it was for the school to decide how it is deployed. Parents were advised of the interventions and activities to all children. It was felt that the more information made available to parents the better and that parents should be encouraged to provide feedback.
3.14	The governors were taken through the policy into practice document showing what was in place, the current intervention arrangements, Counselling, mentoring School Home Support activities, and social activities taking place targeted at diminishing the difference between PP and their peers. LD advised that occasionally PP funds were spend on an individual student on something needed to enable that child to access the provision – for example a laptop. It was noted that the procedure document was operational and would be added and amended by contributions from the middle leaders and any strategic decisions by the governors on the Vision for the school going forward.
3.15	A governor cautioned that there was a need t bear in mind in the planning of provision, that there would be budget challenges ahead.
3.16	The governors noted that LD would be leaving the school – retiring at the end of term but would complete report on the use and impact of the PP funding for 2017/18 for publication on the school website in the Autumn 2018.
3.17	The governing body recorded its thanks and appreciation to Liz Douglas for her presentation and for her work and contribution over the years to the life and work of Brent Knoll School.

3.18	LD left the meeting at 7:15 pm			
		Action	Who	When
	A1	SOLAR Data Presentation: Governors to be provided with examples PP students showing the evidence of PP interventions recorded.	A/Head & Deputies	Autumn FGB 2018
	A2	Pupil Premium Policy : Agreed to be reviewed annually	A/Head	Immediate
4.0	<u>TO AGREE THE REMINDER OF THE BUSINESS FOR THE MEETING</u>			
	There was no change to the remaining business of the meeting.			
5.0	<u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u>			
5.1	The minutes of the meeting held on 12 March 2018 had been circulated. After consideration, the minutes were AGREED as a true record and were duly signed by the Chair.			
5.2	Matters Arising			
5.2.1	Display of Children's Work – Previous minutes section 5.3: The Head advised that the Display screen in the Reception area will be used in the future to screen a rolling display of children's work.			
5.2.2	Website Compliance – Previous minutes section 5.4: The Head advised that Rob Thomas (Consultant Headteacher) had looked at the website and found it to be compliant.			
5.2.3	Governor Email Accounts – Previous minutes 5.2.1: It was noted that these had been sent up and the addresses passed onto the governors.			
5.2.4	Policy List - Previous Minutes section 5.4: It was noted that arrangements were in hand to circulate this list.			
5.2.5	Ofsted Tool Kit – previous minutes 7.5: The A/Head advised that he wanted to include in the document, additional named governors able to respond when Ofsted visit. Currently the Chair and Vice Chair, Gill Stephenson and Tom Livingston were listed. He asked that any other governors who might be available to contact him by email.			
5.2.6	Report from Rob Thomas – previous minutes 7.26: It was noted that the document had been circulated.			
5.2.7	INSET Days for 2018/19 – previous minutes 11.3: The A/Head advised that the decisions on these dates had not yet been made. They will be discussed and a decision made after half term.			
5.2.8	Access to Governance Information and Guidance 'The Key' – previous minutes 13.3: The Chair advised that she had attempted, unsuccessfully so far, to provide access to all governors. Arrangements were also being made to provide access to the National Governors Association (NGA). Updating on this to be provided at the next meeting.			
		Action	Who	When
	A3	Access to Governance Information and Guidance: Access to The Key or NGA website to be arranged - Update at the next meeting.	Chair & Head	Next FGB
6.0	<u>GOVERNING BODY MEMBERSHIP</u>			
6.1	Election/Appointments: Mr Geoffrey Paul (GP) had been elected as Parent Governor of the school			

6.2	<p>for a 4 year term of office from 25 March 2018 to 24 March 2022. GP had been welcomed, it was noted that information on New Governor training available been provided.</p> <p>Resignations: The governors noted that Ms Gill Stephenson would be standing down at the end of the academic year as a Foundation Governor of the School. The Chair advised that she was following up to arrange for a new Foundation Trust governor to be appointed.</p>
6.3	<p>Disqualification and Barring Service (DBS) Checks: The governors were reminded of the need for all members of the governing body to hold a current DBS check. The newly elected governor had made the necessary contact with the schools to arrange for the check to be undertaken.</p>
7.0	<p><u>GOVERNANCE REVIEW OF IMPACT AND PROGRESS (GRIP)</u></p> <p>7.1 Review of Governance: The report had been circulated. The governing body considered and reviewed the findings and recommended actions arising from the review undertaken by Matt Miller – National Leader in Governance.</p> <p>7.2 The Chair stated that she had already discussed the findings with the A/Head and SLT. She felt that the findings reflected the extent to which the governing body had been diverted from its core purposes by issues arising from the leadership recruitment.</p> <p>7.3 The governors went through the main points of the report noting the need to strengthen the commitment to attend training; the need to revise /update the code of conduct; to be more challenging on the data and to evidence this by challenge in the minutes; the need to focus on the core and strategic responsibilities; the setting of the vision, pupil/student achievement, the quality of the teaching and learning; the good management and effective use of resources. Also, providing support and challenge for the Head and Senior Leaders.</p> <p>7.4 Discussion took place about the numbers of meetings held annually and the committee structure. It was felt that there were too many meetings and a need to consider timings. The A/Head suggested that the work of this committee be focused in particular on the development areas in the School Improvement Plan and include members of that committee making link visits to see the work being done in these areas. Reference was made to the linking a governor to each of the development and core areas of the curriculum. Work was being done by Cheryl Cowie, the Link Governor for governor training and development on creating a Governors Visit reporting form.</p> <p>7.5 Governors were urged to make visits and to make a record of the purpose and report back to the governing body. It was noted that CB was due to visit to discuss the progress on the new procedures for the dismissal of students at the end of the school day. It was suggested an AGREED that he also meet with the A/Head to consider options for the Curriculum Committee meetings going forward.</p> <p>7.6 The governors felt that the Resources Committee was working well and AGREED that the number and timing of meetings for 2018/19 be considered at the next full governors meeting. The suggestion was made that the meeting day be changed to either Wednesdays or Thursdays..</p> <p>7.7 There was discussion about the need to provide the data in a clear, consistent and understandable format that facilitates effective monitoring. It was noted that the achievement data for 2017/18 would be presented in the Autumn term. The A/Head supported the suggestion that an Away Day be held to which the Assistant Heads be invited. He suggested that the governors be provided with the raw data achievement first and then be invited to put questions. The governors, however, felt that it would be better that the governors be provided with the ‘headlines’ as the starting point. Discussion took place about the information held about students on the tracker and providing further opportunities to see samples and case studies.</p>

7.7	A copy of the Impact Challenge and Evidence (ICE) Pack had been circulated. The governors felt that a separate meeting was required to complete the Pack; the A/Head undertook to provide and circulate to the governors separate information linking each of the criteria on the ICE pack to the SIP with a hyperlink to the support evidence held by the school. It was AGREED that a meeting be held on 20 June 2018 at 6:00pm. The Chair to circulate an email reminder.
7.8	Reference was made to the need for a summary for governors of where to find the key information, highlighting the schools current strengths and areas for development and where these are detailed in the SIP, SESS and other relevant documents. It was noted that the Chair and Vice Chair and other governors were frequently in school to meet on various issues with the A/Head and other members of staff – for example FA on Health and Safety, SW, TL and JR about Resources and Premises related issues and CB and GS on Safeguarding and curriculum and CC on parent and governor engagement. The governors were reminded of the need to evidence these engagements. The A/Head advised that going forward he would keep a record of these engagements and connecting this with the school Calendar.
7.9	The Chair advised that she would contact Matt Miller to ask if he was able to provide an example of an action plan from an outstanding governing body.
7.10	Being Strategic: A guide for governing boards: The governors were informed of the guide produced by the National Governance Association (NGA) and Wellcome Foundation for governors setting out an annual cycle for creating, monitoring and reviewing strategy along with advice and questions for governors to ask. The availability of this document was noted.

	Action	Who	When
A4	Curriculum Committee Chair to meet and discuss possible future arrangements for the Curriculum Committee meeting	CB and A/Head	Before Next FGB
A5	Meeting Days : Review days on which FGB meetings are held - Wednesdays or Thurs. next academic year	Clerk	ASAP
A6	Away Day : Governors Away day to be arranged for 2018/19	A/Head	By Next FGB

8.0	<u>REPORTS FROM COMMITTEES</u>
8.1	Resources Committee: The Chair gave a report back on the Budget setting meeting Report held on 18 April 2018. The committee received reports on the 2017/18 outturn and the budget for 2018/19 and 3 year plan. There was a healthy carry forward surplus at the end of 2017/18 and a predicted surplus for 2018/19. The school Bursar was present at the meeting to take the committee through the details. The committee made several recommendations about the presentation of the budget monitoring information going forward. The members of the committee asked some detailed questions about the service contracts and the existing roles and responsibilities for day to day administration of the budget and the need for oversight on premises related matters. The feasibility of employing a Business Manager was being looked into.
8.1.1	Also discussed were the Service Level Agreements for 2018/19, premises works to be done and the harmonisation of the Learning Support Assistant conditions. The committee agreed the 2017/18 outturn and 2018/19 budget and 3 year plan. The committee also agreed to accept the quote from Electro (£46K plus Vat) for the installation of Air Conditioning of several classrooms. The A/Head advised that he had obtained the necessary clarifications and confirmations concerning the period of the warranty. After consideration the governing body AGREED and endorsed acceptance of the quote.
8.1.2	A document setting out the proposal for harmonisation of the conditions of the LSAs was circulated. The A/Head explained the background and he highlighted the need for more staff support at the start of the day, Lunchtimes and at the end of the day. Currently the LSAs do not all start and finish at

	times that meets the schools needs. The proposals were to extend the LSA hours, there was an additional budget commitment of £70k, the A/Head, however, advised that budget savings were being made in other areas.												
8.1.3	A governor asked about possible reactions to the consultation. The A/Head pointed out that extra money was being paid for the additional time worked and that adjustments would be made to phase in the change for those individuals unable to move to the new arrangements when it is implemented in September. The governors noted the process of consultation including the involvement of the staff unions. Advice and guidance was being provided by Lewisham HR service. After consideration the governing body AGREED the proposal to be issued for consultation.												
8.1.4	Q Is the school undertaking staff exit interviews? The A/Head stated that this was being done, recruitment was continuing and he hoped to have a full complement of LSAs by the start of the new academic year.												
8.2	Curriculum and Pupil Welfare Committee: The draft minutes of the meeting held on 12 March 2018 had been circulated for information. There had been no meeting of this committee since the last full governing body meeting.												
8.3	Governor Link Reports: There was no report.												
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9.0	<u>SAFEGUARDING (Non – Confidential) and HEALTH & SAFETY (H& S)</u>												
9.1	Safeguarding Report: It was noted that the report was to be considered in Part 2 of the meeting. He advised of discussion with Fela Ajayi (FA) the link governor for H & S about the schools policy he advised that he will be recording the visit/engagement.												
9.2	Keeping Children Safe in Education: It was strongly recommended that all governors provide written confirmation, if they have not already done so, that they have read Part 1 of the DfE guidance Keeping Children Safe in Education. It was noted that there was a requirement for governors to have read and to sign an undertaking confirming that they have and understand the requirements. The document (the revised guidance) to be circulated at the next meeting.												
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10.0	<u>PROGRESS ON THE GENERAL DATA PROTECTION REGULATION (GDPR)</u>												
10.1	The governors noted that the new regulations were being implemented with effect from 25. May 2018. The A/Head gave a brief summary of the implications for the school, in respect of data and record keeping and the changes in procedures and additional documentation being put in place.												
10.2	The school had bought into the support and guidance SLA available from the Local Authority and also the buy in to the provision of a Data Protection Officer also provided by the LA.												
11.0	<u>EXTENDED SERVICE & COMMUNICATION WITH PARENTS AND CARERS</u>												
11.1	The Head advised of the parents and carers workshop taking place on 4 June, there was a request for a governor to attend to talk about the work of the governing body. The Chair felt that that another governor other than herself or the Vice Chair (who were regularly in the school) should attend. Governors willing to attend were asked to email the Chair.												

<p>12.0</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p><u>GOVERNORS' INFORMATION , ACTIVITIES AND TRAINING</u></p> <p>Governor Information: Governors were asked to note the range of training available included in the Governors Information Pack. The Head commented that the code of conduct needed to be amended to emphasize the need for a commitment to attend regular governor training. Reference was made to the Skills Audit undertaken by governors and coordinated by CC; The Chair advised that the analysis did not show any major gaps in terms of relevant skills and expertise. The governors felt that there was a need for a training plan and to keep a record of attendance.</p> <p>The governors were advised by the Chair that the LA Governors Service had put in a bid for Strategic Improvement Funding and advised that Brent Knoll was eligible for support if the bid was successful. This would include strategic governance support, development opportunities starting in September 2018 and ending March 2020. The Chair stated that she was later contacted by the Department for Education offering support opportunities from a National Leader in Governance. She explained that she was not sure if both opportunities were linked but expressed an interest and was awaiting for further information. It was not clear whether the two offers were connected. Update to be provided at the next meeting.</p> <p>There was no report of training attended by a governor since the last meeting.</p>
<p>14.0</p> <p>14.1</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>
<p>15.0</p> <p>15.1</p>	<p><u>DATES &TIMES OF MEETINGS FOR THE ACADEMIC YEAR</u></p> <p>The governors noted that the full governing body meetings was to be held on Tuesday 17 July 2018 at 6:00 pm</p>