



THE GOVERNING BODY OF BRENT KNOLL SPECIAL SCHOOL
Minutes of a meeting of the Full Governing Body held on
TUESDAY 13 MARCH 2018 AT 6:00 PM

MEMBERSHIP/ATTENDANCE

| Name | Initials | Designation | Term End date | Present/ Apologies |
|----------------------------|----------|--------------------------------|---------------|--------------------|
| 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 (V/Chair) | 20/03/2021 | Present |
| Ms Kate Nicklin | KN | Staff | 06.10.2020 | Apologies |
| 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 | Present |
| Ms Cheryl Cowie | CC | Parent Governor | 16/11/2021 | Present |
| <i>Vacancy</i> | | Parent Governor | | |
| 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 | Present |
| Also | | | | |
| Mr. Mike Garrick | MG | Clerk | | |

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| 1.0 | <u>WELCOME & APOLOGIES</u> |
| 1.1 | The Chair opened the meeting by welcoming everyone. Apologies for absence were received and noted from James Rene, Tom Livingstone and Kate Nicklin. |
| 2.0 | <u>DECLARATIONS OF INTEREST & REGISTER OF INTERESTS</u> |
| 2.1 | No declaration of interest was received. |
| 3.0 | <u>THE BUSINESS FOR THE MEETING</u> |
| 3.1 | There was no change to the business of the meeting. |
| 4.0 | <u>MINUTES OF THE LAST MEETING</u> |
| 4.1 | The Minutes of the meeting held on 6 February 2018 was circulated with the agenda papers prior to the meeting. After consideration, the minutes were AGREED subject to changing of the attendance record to show 'Apologies' from Simon Whitlock. |
| 5.0 | <u>MATTERS ARISING</u> |
| 5.1 | Achievement Review - Previous Meeting Section 4: The Chair reflected that the presentation at the last meeting was very informative. She advised that the Attainment and Progress outcomes of students for the 2017-18 academic year would be considered in the Autumn term. |
| 5.2 | Website - Previous Meeting Section 5.2.1; The governing body noted that the compliance review of the site was underway; the School Year Plan had been circulated for information to governors and it was AGREED that this plan should be included on the school website - BK Connect. |
| 5.2.1 | Information was provided about the intention to create Brent Knoll email accesses for all governors. Also to give access, via BKConnect, to the governors area on the school website so that governors can access agendas, policies and other relevant papers. The Head AGREED to |

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| 5.3 | provide further details at the next meeting. | | | |
| 5.3 | Display of children's work – Previous Minutes section 5.2.5: Governors were reminded that the action was to seek the views of parents on displaying students work in classrooms and around the building. The A/Head undertook to seek the views of the parents at the next Parents forum meeting. , | | | |
| 5.4 | Policy List: Previous Minutes section 7.9: Governors were asked to note that a comprehensive schedule of policies was being prepared and that the policies were being put in a common format. The schedule would include the date of last review, the period of review (number of years) and recommend which committee (or full governing body) should review each of the policies. It was AGREED that the schedule be circulated at the next meeting. | | | |
| | | Action | Who | When |
| | A1 | Website : Compliance of site : Update on review | A/ Head | Next FGB |
| | A2 | Email Accounts: Bent Knoll Email accounts for Governors | CC & A/Head | ASAP |
| | A 3 | Policy List: To Be circulated. | A/Head | Next FGB |
| 6.0 | <u>GOVERNING BODY</u> | | | |
| 6.1 | Parent Governor Vacancy: The governors noted that there was a parent governor vacancy. The Head Advised that 3 nominations had been received so far. Arrangements were being made to hold an election, the outcome would be known by the next full governors meeting. | | | |
| 6.2 | DBS Checks: The A/Head was asked to arrange for the expiry dates of the existing governors DBS to be checked and for those whose DBS that are due to expire, to be notified. | | | |
| | A4 | DBS: Governors status to be checked : Any due for renewal – governor to be notified. | A/Head School | ASAP |
| 7.0 | <u>HEADTEACHER'S REPORT</u> | | | |
| 7.1 | The Headteacher's Report was circulated prior to the meeting , the Report included the school data , the Vision Statement, the School Improvement Plan and the Self Evaluation Statement , Admissions , Staffing , Premises/Estate, Pupil Premium , Achievement and Standards , Safeguarding , Behaviour and Safety, the School Finances, Parent Engagement , Teaching and Learning and a list of the significant events due before the next meeting of the governing body. | | | |
| 7.2 | Also circulated were; the Vision document, details of the current priorities, a copy of the Leadership and Management Structure, Pupil Premium – use of funding in 2016-17 and Strategy 2017-18 ; Safeguarding flow chart and Calendar of activities for the year. The Acting Head (A/Head) highlighted the work done on safeguarding also the preparations for the Local Authority review and OFSTED. Governors were asked to note that the school had joined Challenge Partners and that the school's work group included Greenvale and Watergate schools. | | | |
| 7.3 | There was a question (Q) are most of the schools in South-east London? It was noted that Challenge Partners is a national organisation but the school's network is in South East London. Advice was provided that the Local Authority review had been rescheduled to 22 March due to the bad weather. | | | |
| 7.4 | Also highlighted was the update to the School Improvement Plan (SIP) and School Evaluation Statement (SES). Reference was made to the work begun by Cheryl Cowie (CC) to raise the profile of the governing body – this includes photographs, and requests for governors to review their profiles on the website. Further work was to be done to make more use of BK Connect to reduce paperwork and improve communication and efficiency of the governing body. | | | |
| 7.5 | The governors were directed to the document setting out the current priorities. The Vision Statement, SES and SIP. The A/Head advised that this SIP and SES were in draft and had been | | | |

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| | discussed with the SLT and the next phase was to share the document with the middle leaders and the whole school community. He spoke of priorities including, governor and parental engagement, working with external partners, admissions, staff recruitment, the staffing structure and the OFSTED ready 'kitbag' - a note of the procedures/processes to be followed if OFSTED visit and the A/Head was not present. The Head AGREED to provide a copy of this document to the governors. |
| 7.6 | The governors noted the intention to work with the middle leaders throughout the summer, get the vision and SIP embedded with the school community. Parental engagement was working well. The school review would provide judgements that will assist the school with partners. The governors noted that moderation was being undertaken with other special schools. |
| 7.7 | There was an issue relating to the admissions to the school. The school was currently in dispute with the LA about the percentage of existing students whose primary need was MLD. Comment was made that the LA had previously been integrating these students in mainstream. It was felt that if there was now a change of approach then a coherent strategy was required rather than seeking to make changes in an ad hoc manner. The A/Head felt that it was difficult to integrate MLD students who were often very sociable with the main core of students currently at the school whose main needs were around social and communication difficulties. |
| 7.8 | Staffing structure: A staffing structure was circulated. The governors were taken through the structure and there were questions. Q Middle Leaders; are the role descriptions those that are being done or what they will be doing in the future? It was noted that these were current responsibilities. |
| 7.9 | Q How many middle leaders are there? The governors were advised that there are 5. The A/Head spoke of the intention to provide support and training to enable these staff to take on more responsibility and share some of the line management of staff currently being undertaken by the SLT . |
| 7.10 | The governors asked that the numbers of staff be added to each section so that there was a clear picture as to how many members of staff are deployed in each part of the structure. The A/Head advised that the Administration, HR and Finance were areas also needing review but that he intended to progress on to these in the Autumn 2018. |
| 7.11 | Recruitment of staff was ongoing; The A/Head spoke of looking at roles and responsibilities, he felt that current arrangements for interviewing and appointing staff were unsustainable. He had therefore delegated some responsibility to other members of the SLT this included LSA recruitment and appointment of class teachers. He would continue to be involved in appointments that involve posts of responsibility. Information was provided about the ongoing discussions about the Learning Support Assistants (LSA) – there are currently 7 vacancies. A consultation document was being prepared awaiting input from HR. The plan was to harmonize the working practices with a view to implementing the new contract from September 2018 noting that there were some individual staff circumstances that may mean that they move to a new contract later. |
| 7.12 | The governors were also informed of difficulties in recruiting midday meals supervisors - three appointments have been made but for various reasons only one post had been taken up. A member of the SLT had been tasked with looking at possible ways in which the advertising of support staff roles could be widened. |
| 7.13 | Q Has the school taken advice from Lewisham HR on the recruitment matters? The A/Head advised that an officer from the LA would be visiting the school shortly and that advice on a range of HR matters would be sought. |
| 7.14 | The School Improvement Plan, the governors asked for additions to the plan. This included, the timescale for completion of actions and the name of the person leading on each section/action. The A/Head advised that these would be added and invited governors to send him any other suggested changes including amendments to the format. |
| 7.15 | Q Who has responsibility for Health and Safety in the staff structure? The A/Head stated that he was still completing some work on the H & S policy (and allied procedures) but that when this is complete, responsibility will be delegated to the Deputy Head. |

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| 7.16 | Information was provided about the improvements in efficiency, looking at teaching and learning developing a timeline, allocating responsibility for undertaking particular tasks and actions within the SIP. Breaking down the actions into half-termly chunks over the academic year that can be reviewed by the governing body at each meeting. |
| 7.17 | There were currently 153 students on roll, one child had moved overseas but another was due to start of the Summer term bringing the number back to 154. The school had agreed to take only two of the four extra students requested by the LA and had received a written assurance that students taken over numbers was an exceptional measure. All but one of the admissions for September 2018 at now been confirmed. There had been a vacancy for a primary teacher but this had now been filled following advertisement and recent interviews. |
| 7.18 | A governor queried whether it was necessary to have a member of the governing body present at teacher appointments. Advice was given that it was for the governing body to decide whether to delegate appointments to the Headteacher. In this case, as with the majority of schools, the governing body delegates the responsibility for the appointment of teachers to the Headteacher. Governors are required to undertake the appointment of Headteacher and Deputies but from time to time, the Head may ask a governor to participate in an appointment. |
| 7.19 | Q The existing middle leaders have they all progressed from being class teachers at the school? It was stated that some had progressed within the school others have been recruited externally, for example the secondary maths coordinator. |
| 7.20 | Pupil Premium: It was noted that the member of staff leading on this area was currently on sickness absence, when she returns, Tom Doodson (TD) link governor for PP would arrange a visit. There was a question about the high percentage of students shown on the school data is being PP. The Head advised that SW would be looking into this as part of a visit in more details at some aspects of the school financial arrangements. |
| 7.21 | Safeguarding: The safeguarding flowchart had been circulated. Information was provided that the chart detailed the procedures and processes for guiding the staff. It was noted that the single central record was not included on the flowchart as this was a separate aspect reviewed and monitored on a termly basis by Cassim Bakharia (CB) with the A/Head. The governors noted that the A/Head was the designated safeguarding lead and that the Deputy Head and Home Support Officer had undertaken the necessary training and could therefore lead in his absence. |
| 7.22 | Health and Safety (H & S): Information was provided that there was a meeting to be held with the H& S Adviser later in the week. There were allied policies to be added, drafts would be sent for comment to Fela Ajay (FA) for comment on behalf of the governing body. There was some uncertainty about the reporting of accidents. The A/Head was urged to seek the advice of the local authority about the requirements. |
| 7.23 | Recommendations about the dismissal arrangements at the end of the school day to be formulated. Further discussions about a suitable policy and the arrangements was being discussed with CB. It was noted that a standing item would continue to be included on the agenda to monitor the implementation of the recommendations. |
| 7.24 | Finance: The school's financial position was reported to be healthy. A governor pointed out that although the contingency carry-forward was large, the difference between the income and expenditure in year, was marginal. Comment was made that in future years there were likely to be funding challenges arising from changes in the national funding formula, changes in the LA banding arrangements and increased salary and other costs. |
| 7.25 | Parental engagement: It was reported that the Parents Forum met on 7 March, minutes of the meeting were on the school website. Arrangements had been made for an event to support Sport Relief, governors were welcome to attend. The A/Head advised that the Parents Forum was working well. Efforts were being made to increase the number of parents who attend meetings and participate. It was noted that three parents had put themselves forward for election to the parent governor vacancy. |
| 7.26 | Teaching and learning: The teaching staff performance targets for 2017-18 had been set and that |

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| | <p>mid- year reviews of the targets were due to take place. Also noted that the cycle of work scrutiny and lessons observations was also underway. It was noted that a meeting of the Pay Committee will be held shortly to consider the A/Head's recommendation for pay progression. The delay in the process had been caused by reasons beyond the factors/exceptional reasons outside of the A/Head/school's control. The A/Head spoke about the value of the support provided by Rob Thomas (RT) who had also accompanied him on the learning walks.</p> |
| 7.27 | <p>Governors were asked to note the calendar of events including the LA review, governance review and achievement assembly. There was a question about the format of the governance review. The Chair stated that she would be discussing the matter with the consultant undertaking the review and email a notice out to members of the governing body.</p> |
| 7.28 | <p>The governors also noted that a copy of the report from RT would be circulated to governors by email. He was happy to attend a future meeting of the governing body; the Chair felt that it would be sufficient for governors who are available to visit the school and speak to RT. The Chair agreed to liaise with RT and the A/Head and circulate a date to governors.</p> |
| 7.29 | <p>The governors commended the work done by the A/Head so far. In particular , drafting the Vision statement, the SIP and SES documents. He advised that the resources column on the SIP document was not yet populated, curriculum leaders had been made aware of the need to alter the curriculum planning from the fiscal year to the academic year and to align developments to the SIP priorities.</p> |
| 7.30 | <p>The Chair pointed out that the SIP needed to include an objective around sound budget management. She also spoke about the work done in the previous year on the governors' away day. She felt that the Vision Statement should include reference to Brent Knoll being part of the trust with Watergate school. Also the intention of the trust to continue to work with the local authority, the commitment to SEND in the Borough. She felt also that the high-level objectives for example to become outstanding in respect of teaching and learning, and financial management should be included and a note of the main challenges. It was AGREED that the Chair to liaise with the Head and draw up an expanded Vision Statement to be included as part of the next Head's Report.</p> |
| 7.31 | <p>There was a question about the timescale covered by the SIP. It was stated that overall the plan was for three years focusing on priorities on an annual basis. The priorities were broken down into half term targets reviewed over the year, the draft plan focused on 2018/19.</p> |
| 7.32 | <p>The governors thanked and commended the A/Head for the amount and quality of work that he had undertaken in the short time that he had so far been leading the school.</p> |
| 8.0 | <p><u>SCHOOL VISION STATEMENT, SCHOOL IMPROVEMENT PLAN (SIP) & SCHOOL SELF EVALUATION STATEMENT (SES)</u></p> |
| 8.1 | <p>The Vision, SIP and SES draft documents had been circulated. The governors had been taken through and briefed on the main points in each document as part of the Headteacher's Report. It had been noted that the documents were working drafts subject to amendment and updated, The governors were invited to give feedback. The progress on the updated SIP and SES would be reported on by the A/Head at each governing body meeting.</p> |
| 9.0 | <p><u>COMMITTEES AND WORKING GROUPS</u></p> |
| 9.1 | <p>Resources Committee: A report on the finances had been included as part of the earlier Headteacher's Report. The Resources committee last met on 8 March and was due to meet next on 18 April to set the 2018/19 budget and consider the 3-year budget plan. The A/Head advised that the budget planning would be informed by the SIP priorities.</p> |
| 9.2 | <p>Curriculum and Pupil Welfare Committee: CB reported on the meeting held earlier in the evening. Information was provided about the use of the sports grant to fund activities for primary aged pupils. There was discussion about the Extended Services and the School's intention to provide a 2 week transition provision in the Summer holidays for pupils transitioning to the secondary department in September 2018. The suggestion had been made that parent volunteers be sought to get involved in running holiday activities. CC to discuss this further with</p> |

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| | the A/Head. | | | |
| 9.3 | A new School Council was to be established in the Autumn term. The members to serve for one year and efforts made to give the elected representatives some status for example, badges and or putting the photographs of the members on a noticeboard. The committee had also discussed suggestions about changes to the timing of meetings and for example to hold meetings during the daytime to facilitate attendance by curriculum coordinators and other members of staff. It was noted that the role/remit of the committee would be included as part of the review of governance. | | | |
| 10.0 | <u>SAFEGUARDING and HEALTH AND SAFETY</u> | | | |
| 10.1 | Safeguarding: Details were included and discussed as part of the Headteacher's Report. | | | |
| 10.2 | Annual Health & Safety (H&S) Self-monitoring: Details had been included and discussion took place about the H & S matters as part of the Headteacher's Report. The A/Head advised that completion of the H & S self-monitoring checklist by 31 March 2018 was in hand and would be completed by the deadline. | | | |
| 11.0 | <u>GENERAL DATA PROTECTION REGULATION (GDPR)</u> | | | |
| 11.1 | The General Data Protection Regulation (GDPR): The governors were reminded that the new regulation comes into force on 25 May 2018. Information was provided that action had been taken to prepare the school to meet the new compliance requirements. There was an outstanding issue of appointing a Data Protection Officer. Current consideration was being given to each of the trust schools appointing a DPO who would fulfil the oversight role for the other school – i.e. a staff member from Brent Knoll appointed as DPO for Watergate and vice versa. An update on progress towards implementation will be provided at the next governing body meeting, | | | |
| 11.2 | CC advised that as part of data protection all governors needed to have a secure email address. It was noted that arrangements would be made to provide each governors with a Brent Knoll email address and given access to BK Connect. Details to be sent to each governor. | | | |
| 11.3 | School INSET: A request was made that the governors be advised when school based training is taking place in order that they can attend if appropriate. | | | |
| | | Action | Who | When |
| | A5 | GDPR : Confirmation of implementation | A/Head | Next FGB |
| | A6 | Details of INSET to which governors can attend | A/Head | Next FGB |
| 12.0 | <u>POLICY REVIEW</u> | | | |
| 12.1 | It was noted that this had been dealt with under item 5 - section 5.4 | | | |
| 13.0 | <u>GOVERNORS' ACTIVITIES AND TRAINING</u> | | | |
| 13.1 | Governors Skills Audit: CC advised that a few Skills Audit forms were outstanding. When all are received, the details will be analysed to identify strengths and any skills gaps. She reported her attendance at LA training for new governors and also undertaking an online course available from 'The Key'. She advised that the online course was less detailed than the one-day course provided by the LA. It was felt that there was a need to identify more online training opportunities. It was stated that the school subscribes to the 'Key' and therefore all governors would be able to get access. Access arrangements to be circulated. | | | |
| 13.2 | Governors Visits: The Chair advised that she will be arranging a visit before the end of term to see a couple of secondary classes in operation | | | |
| 13.3 | Governance Review: The Chair agreed to circulate details of the review arrangements | | | |
| | | Action | Who | When |
| | A7 | Access to the 'Key' to be provided to other governors | CC & Head | As and when |

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| 14.0 | <u>DATES AND TIMES OF FUTURE MEETINGS</u> |
| 14.1 | <p>Dates for remaining governing body meetings for the year are as follows;</p> <ul style="list-style-type: none"> ▪ Tuesday 22 May 2018 at 6:00pm ▪ Tuesday 17 July 2018 at 6:00pm |
| 14.2 | <p>Gill Stephenson advised that she would be standing down at the end of the academic year, and gave her apologies, as she will not be able to attend the meeting on 22 May. The governors noted this and recorded their thanks to GS (GS); further acknowledgement of her service to the school and governing body would be given at a later date. The Chair advised that there would be a vacancy for a Foundation governor when GS stands down. The Chair and Clerk to raise the matter at the next Brent Knoll & Watergate Trust Meeting.</p> |
| 14.3 | <p>CC also conveyed her apologies in advance, as she also could not attend the meeting on 22 May 2018.</p> |
| 15.0 | <u>ANY URGENT BUSINESS</u> |
| 14.1 | <p>There being no urgent business to consider, this part of the meeting ended at 8:05 pm.</p> |