



**MINUTES OF THE BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB)
MEETING HELD ON THURSDAY 6th JUNE 2019 AT 5.00PM**

Members Present:

Anne Coote (AC) (Chair)
 Julia Darbyshire (JD) (Vice Chair)
 Julia James (JJ) (Principal)
 Ashley Jordan-Diaper (AJD)
 Amanda Moore (AM)
 Rosalind Patten (RP) - from item 5
 Roberto Segala (RS) – from item 5
 James Earl (JE)
 Sue Manning (SM)

Also present:

Taisa Martinucci (TM) - Vice Principal
 Sadie Cawood (SC) - Assistant Head
 Lisa Cadenhead (LC) - School Business Manager
 Emmet Murphy (EM) – Prospective LGB member, as Observer
 Dinah Coomes (DC) - Clerk
 Sharyn Purewal (SP) - OHCAT Finance – for item 9

Apologies:

None

Not present:

None

The meeting was chaired by JD.

		Action
1.	WELCOME JD welcomed all present to the meeting, including Emmet Murphy who is a prospective governor and attending this meeting as an observer.	
2.	APOLOGIES FOR ABSENCE There were no apologies.	
3.	DECLARATIONS OF INTEREST There were no declarations of interest.	
4.	CONSTITUTION AND APPOINTMENTS (i) Governors noted that Charles Tugendhat resigned as LGB member with effect from 14 th April 2019. (ii) Governors noted the outcome of the updated Skills Audit and in particular that gaps will arise in Safeguarding, HR and Finance when the portfolio holders' term of office ends. They noted efforts that had been made to recruit new Governors to fill those gaps and that training may also be needed next year.	

	<p>(iii) Governors discussed the forthcoming end of terms of office and agreed to recommend that the Board of Trustees appoint the following Governors for a three year term commencing 1 July 2019:</p> <p>Julia Darbyshire (Parent) Tammy Segala (Parent) – subject to meeting with AC Sylviane Wolfer (Staff) – subject to meeting with AC Emmet Murphy (Governor) Anne Coote (Governor) Sue Manning (Governor) Rosalind Patten (Governor) Ashley Jordan-Diaper (Governor) Amit Kohli (Governor)</p> <p><i>[Post Meeting Note: AC confirmed meetings with TS and SW had taken place and their appointment should be recommended to the Board].</i></p>	
<p>5.</p>	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting held on 14 March 2019 were agreed, subject to the amendments listed below, and signed by the Chair:</p> <ul style="list-style-type: none"> • Item 9a) – AM requested that with reference to her comments on the Assure system, the words: “and was reassured by this” should be deleted and replaced with: “and there are ongoing discussions about how this can be properly utilised at Bedelsford”. • Item 9b) – It was noted that references to “RS” should be “RP”. • Item 13 – JJ clarified that the trip to France is from 17th (not 15th) June, with a staff party going out in advance from 14th June. 	
<p>6.</p>	<p>MATTERS ARISING</p> <p>a) Item 9a: The Clerk reported that following the concerns raised by AM at the last meeting regarding the security of the SCR, the OHCAT Governance Manager consulted with the OHCAT Head of IT and Director of Services. She wished to confirm that all OHCAT IT systems are secured by NTFS permissions. The SCR is kept on a shared drive which is only visible and accessible to those staff authorised to access it. Further, the SCR itself is password protected. Within OHCAT, the authorised personnel are the Executive Director, HR Operations Manager and HR Administrator, and there are also a few members of staff within the school who are able to access it. All OHCAT staff must adhere to the Acceptable Use Policy and the requirements detailed within it with regard to confidential information, access control and use of passwords.</p> <p>JJ stated that there is a double layer of security. Access is via a drive which only restricted personnel have access to, and there is then the</p>	

	<p>need for a password. AM stated that her main concern was she did not consider the password to be very strong as it did not appear to conform to password rules which she is familiar with elsewhere. JJ agreed to take this up with OHCAT.</p> <p>b) Item 7: JJ advised that there is no update on the position with regard to the National Funding Formula.</p>	<p>JJ</p>
<p>7A</p>	<p>PRINCIPAL'S REPORT</p> <p>JJ referred to her report which was previously circulated. Key points highlighted were:</p> <ul style="list-style-type: none"> • Due to the overspend on high needs both nationally and locally, Bedelsford has agreed to maintain and not increase its costings. SM queried whether the overspend is in education only, or also in social care. JJ confirmed that locally it is across the whole of the high needs budget. LC explained the complex nature of funding across various local authorities. • Against a background of rising core costs and unfunded staffing costs, the budget has had to be very carefully planned to ensure the least possible impact on pupils and educational provision. • There are currently 116 pupils on the roll, shortly to rise to 117. The school is expecting to be full, with 117 – 120 actual pupils on roll in September 2019. The school is funded for 112 FTE PAN (including part time Nursery children) • The current budget surplus allows the school to proceed with various planned building works over the summer. The school is also looking at converting the under-used Dining Hall into another classroom and additional toilet and changing facilities. The intention is to provide more classrooms and smaller class sizes. • The school is in discussion with YORDA regarding after school club provision to be run separately from the school, with different staff and off site in Chessington, potentially starting from September. RS asked how pupils would be transported. LC confirmed that Kingston pupils would be taken to Chessington and the school could provide mini-bus transport for non-Kingston children. Parents would, however, be responsible for picking up from Chessington. SM asked what the cost would be. It was confirmed that the cost to parents would be £54 per child per 3 hour session, and it was noted that there may be some direct payment funding/ bursary options available. • SEF targets are to be reviewed alongside the SDP at the LGB meeting in November. • The school was evacuated due to the recent discovery in Kingston of an unexploded WW2 bomb. The lock down and evacuation procedure ran very smoothly, and all staff very effectively managed the situation. Post incident feedback provided some useful points but very little that could have been done better. SM noted that one member of staff came into school on the second day not realising that it was closed. JJ stated that the member of staff in question only works on that particular day but should have been aware of the situation from all the information that was available. 	

	<ul style="list-style-type: none"> • JJ referred to a complaint which was concluded as unfounded by the local authority but was subsequently reported to Ofsted. The matter is now closed and will not be further investigated by Ofsted but will remain on their record. 	
7B	<p>DASHBOARD</p> <p>The Dashboard was noted.</p>	
8	<p>SCHOOL DEVELOPMENT PLAN 2019 – 2022</p> <p>JJ referred to the SDP for 2019-2021 which is still being developed. It was confirmed that the orange areas that were not completed from the current SDP will be transferred to the new SDP if applicable. The new plan is intended as a comprehensive review in all areas, to consolidate on and to enhance the current plan and to ensure any developments in line with the new Ofsted framework. AC asked if there is any documentation for the new plan. JJ stated that the staff consultation has happened and that their input is currently being incorporated into the new plan,</p> <p>TM confirmed that the recent staff consultation produced a lot of strong and creative thinking, some of which may be written into the new SDP. For example, regarding the renewed use of the library which has proved to be very successful.</p> <p>The outcome of this process will be brought to the LGB in September, with the new SDP to be verified by the LGB in November.</p> <p>JJ stated that there are ongoing discussions with AfC and OHCAT regarding possible projects for additional on and off-site provision, with various options being considered.</p> <p>JJ noted that Outreach is part of the current SDP and referred to the school's recent involvement at NASH. SM asked whether this is ongoing. JJ confirmed that she has been appointed as Interim Head at NASH and that involvement is ongoing but time limited. JJ explained the process involving Ofsted and that in due course as the College moves on from being in improvement, the matter will be handed over to a substantive team and Bedelsford's involvement will cease.</p> <p>SP arrived at the meeting.</p>	
9.	<p>FINANCE AND FUNDING</p> <p>SP tabled the Management Accounts Report for April 2019 and the first draft budget for 2019-20 and apologised that she had not been able to meet with the Finance Portfolio holder this term.</p> <p>A - MANAGEMENT ACCOUNTS</p> <p>SP drew attention to the following:</p> <ul style="list-style-type: none"> • As at the end of April, the school was ahead of budget plan, mainly due to the increase in the number of students from 104 to 116. The salaries budget was set at 75% whereas the school is currently operating at 68%. • Currently, there is a retained surplus of £291K against a budgeted surplus to date of £25K. The projected end of year retained surplus is 	

	<p>£307K but there is still a term to go and further costs to be incurred, so the end result may be more in the region of £270K.</p> <ul style="list-style-type: none"> On the Balance Sheet, the school is currently operating at 85 days expenditure in general reserves against an OHCAT target of 90 days. It was commented that 90 days is a high target in comparison with previous government guidance, but it was also noted that pupils at Bedelsford have high levels of need requiring expensive equipment and that 90 days provides a buffer which would allow the school to continue to operate for a term if necessary. It was further noted that the school is permitted to use reserves for building work, and that indicators currently suggest that any reserves are very unlikely to be clawed back by the Secretary of State. <p>B - BUDGET YEAR-END</p> <p>SP highlighted the following:</p> <ul style="list-style-type: none"> The draft budget is based on 120 students and takes into account salary increases and the current local funding agreements. The projected surplus is £1K although this is likely to change. Carrying forward the reserves will take the number of days from 88 to 81. Further assumptions are set out in the paper. SP drew attention to the Staffing FTE Comparisons and the costs that would come through on the Shared Service Level Agreements. <p>RS queried the Capital Expenditure figure of £30K on IT and the £55K for Shared Services IT Support. It was confirmed that the £30K is for upgrades if required, and the £55K covers the on-site IT support that is provided 3 days per week and is needed for complex IT issues.</p> <p>The Academy Trust Recharge was queried, and SP confirmed that this is a service fee based on all the core services provided by the Trust.</p> <p>SP was thanked and left the meeting.</p> <p>JJ confirmed, with relevance to the draft budget, that the Trust has formally approved the Pay Committee's recommendation that Bedelsford becomes an ISR (Individual School Range) Group 6 School.</p>	
10.	<p>GOVERNOR VISITS</p> <p>A - PORTFOLIO GOVERNOR REPORTS</p> <p>The following reports were received and noted:</p> <ol style="list-style-type: none"> Ethos, Vision and Strategy (AC) - there were no further comments. Teaching and Learning (AJD). <ul style="list-style-type: none"> AJD noted: <ul style="list-style-type: none"> The IAG (Information, Advice and Guidance) programme is being developed to assist parents and students in the transition to Adult Services, covering issues such as Supported Living and working with PAs. 	

	<ul style="list-style-type: none"> • There is an issue with delays in Social Services agreeing funding as students transition out of school. This is common elsewhere and in other schools but remains an issue. <p>JE tabled a further report which was noted.</p> <p>iii. Health & Safety, Child Protection and Safeguarding (AM) – no further comment.</p> <p>iv. Finance & Resources (RS) – it was noted that as it was not possible for RS and SP to meet this term, there was no report.</p> <p>v. HR and Organisational Development (SM) – no further comment.</p> <p>vi. Business Development and Marketing (JD) – no further comment.</p> <p>B - OTHER VISIT REPORTS</p> <p>The following reports were received and noted:</p> <ul style="list-style-type: none"> • Termly Site Visit Report 15th May (RP) • Premises Management Report, Summer Term 2019 (RP) <p>RP mentioned the following:</p> <ul style="list-style-type: none"> • She was pleased to note that there was a lockdown practice in place, which had been tested following the recent discovery of an unexploded WW2 bomb in Kingston. It was confirmed that the school is maintaining a formal log of lockdown practices. • RP asked if the electronic attendance and visitor system could print off information quickly when needed (e.g. fire evacuation). JJ confirmed that this was the case and it was suggested that weekly tests were scheduled in for checking and confirmation purposes. • It was confirmed that an MOT has been obtained for the blue minibus. • RP was pleased to note the reduced number of staff who have been referred to Occupational Health. • A new grounds person should be put in place as soon as possible. JJ confirmed that various solutions are being considered. 	
11.	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>It was reported that AC and JD attended a Curriculum Working Party which was very interesting focusing on the differences between the sensory, semi-formal and formal curriculum.</p> <p>AC stated that all new governors should attend governance training, and that a number of governors need to undertake safe recruitment training.</p> <p>Further training needs are to be reviewed once the new LGB is in place next term.</p>	
12	<p>EQUALITY AND DIVERSITY REPORT</p> <p>JJ referred to her previously circulated report. She explained that the Equality and Diversity statement remains the same, but the school has new targets each</p>	

	year, based on the Equality Act 2010 and taking into account the nine protected characteristics. JJ summarised the areas of focus for 2018-19 and the target areas for 2019-20, all of which are outlined in the report.	
13.	<p>POLICIES AND PROCEDURES</p> <p>A Governors noted the policies and procedures that had been approved by the OHCAT Board on 25 March 2019.</p> <p>B Governors received and approved the following local policies and procedures: Safeguarding Policy – it was noted that the Safeguarding Information Sharing Chart will be updated to include the new Safeguarding Governor’s details in September.</p> <p>i. Social, Emotional and Mental Health Policy – it was noted with thanks to SC on the huge amount of work done on this. Governors noted the importance of focussing on pupils’ emotional needs to minimise barriers to learning.</p>	JJ
14.	<p>OHC&AT GOVERNANCE DOCUMENTATION</p> <p>Governors noted the update to the Schedule of Responsibility, approved by the OHC&AT Board and available to view on the Governors’ Portal.</p>	
15.	<p>CONSULTATION ON REVISED OFSTED INSPECTION FRAMEWORK</p> <p>Governors noted the outcome of the Ofsted consultation that closed on 5 April 2019, and the circulated note with a summary of the changes. JJ stated that whereas it was previously thought that under the new framework, Ofsted would be able to announce an inspection at 10am and arrive at 2pm the same day for the preparation, it is now clear that the preliminary discussion will take place by telephone on the day before the inspection.</p>	
16.	<p>GOVERNANCE HANDBOOK</p> <p>Governors noted that the DfE Handbook was updated in March 2019 and is available online and on the Governors’ Portal. A summary of the changes from the previous version has also been uploaded to the Portal.</p>	
17.	<p>AOB</p> <ul style="list-style-type: none"> • JJ provided a detailed update on the logistical arrangements for the forthcoming residential trip to France and confirmed that all appropriate risk assessments had been carried out. • TM noted the importance of focussing on staff wellbeing, particularly given the stresses that their work entails. It was commented that it is positive that the school invests proactively in staff wellbeing. • RS, AM and JE are standing down as governors at the end of this term. They were all thanked for their contributions over the years. 	
18.	<p>DATES</p> <p>Social Evening to take place on 11th July – details to be confirmed.</p> <p>The following dates were agreed for 2019 - 20:</p>	

	<ul style="list-style-type: none">• LGB Meeting – Thursday 19th September 2019, 5pm (SM gave apologies in advance)• Pay Committee Meeting – Thursday 17th October 2019, 5pm• LGB Meeting – Thursday 28th November 2019, 5pm• LGB Meeting – Thursday 12th March 2020, 5pm• LGB Meeting – Wednesday 17th June 2020, 5pm	
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The meeting closed at 7.15 pm

Signed:.....

Date:.....

BEDELSFORD SCHOOL

LGB MEETING 6 JUNE 2019

ACTIONS

Agenda Item	Action	By who
6 (a)	JJ to discuss with OHCAT re strength of SCR password	JJ
13	Safeguarding Information Sharing Chart to be updated to include the new Safeguarding Governor's details in September.	JJ