



**MINUTES OF THE BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB)
MEETING HELD ON THURSDAY 19th SEPTEMBER 2019 AT 5.15 PM**

Members Present:

Anne Coote (AC)
 Julia Darbyshire (JD) (Chair)
 Julia James (JJ) (Principal)
 Ashley Jordan-Diaper (AJD)
 Amit Kohli (AK)
 Emmet Murphy (EM)
 Rosalind Patten (RP)
 Tammy Segala (TS)
 Sylviane Wolfer (SW)

Also present:

Taisa Martinucci (TM) - Vice Principal
 Sadie Cawood (SC) - Assistant Head
 Lisa Cadenhead (LC) - School Business Manager
 Tracey Goodsell (TG) - Clerk

Apologies:

Sue Manning (SM)-(Vice Chair)

The meeting started at 5.15pm.

The meeting was quorate.

		Action
1.	<p>WELCOME</p> <p><i>TG clerked the meeting up until minute 4ii) when the new Chair was appointed.</i></p> <p>TG welcomed all present to the meeting.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Sue Manning. It was noted that AJD was running late.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>An annual declaration of Interest form had been circulated to all governors. TG asked all Governors to return their completed Declaration of Interest forms for this year to the Clerk at the earliest opportunity.</p>	All Govs
4.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>i) Appointment of Chair for the academic year 2019-20</p> <p>Nominations for Chair for 2019-20 were invited. JD had expressed an interest in this position. There were no other nominations.</p> <p>It was agreed to RECOMMEND to the Board that JD be appointed Chair of the LGB for the academic year 2019-20</p> <p><i>At this point, the clerk handed over to JD to chair the rest of the meeting.</i></p> <p>ii) Appointment of Vice-Chair for the academic year 2019-20</p> <p>Nominations for Vice-Chair for 2019-20 were invited. SM had expressed an interest in this position. There were no other nominations.</p>	Clerk

	<p>It was agreed to RECOMMEND to the Board that SM be appointed Vice-Chair of the LGB for the academic year 2019-20.</p> <p>iii) Review of Portfolio roles</p> <p>The following portfolios were agreed:</p> <ul style="list-style-type: none"> • JD-Ethos, Vision and Strategy • TS-Business, Development and Marketing (JD to buddy) • AK-Finance (AC to buddy) (LC said that Sharyn Purewal, OHCA Management accountant will meet with AK and she suggested that he should contact Luke Arnett in the school office by email to arrange his portfolio visit.) <p><i>Clerk's note: Luke's email address is LArnett@bedelsfordschool.org</i></p> <ul style="list-style-type: none"> • EM-Safeguarding • SW-To support AJD with the Teaching and Learning Portfolio <p>JD encouraged governors to complete their portfolio visits and to send in their reports by 14.11.2019 to be circulated with the papers for the next LGB meeting on 28.11.2019.</p>	<p>Clerk</p> <p>All Govs</p>
<p>5.</p>	<p>SKILLS AUDIT</p> <p>New governors were encouraged to complete a skills audit form and return it to the clerk. These forms help to identify any skills gaps on the LGB along with any training and development needs.</p> <p>It was noted that existing governors had completed their forms last term.</p>	<p>New Govs</p>
<p>6.</p>	<p>PRINCIPAL'S PROGRESS REPORT</p> <p>JJ provided governors with an update to her report.</p> <p><u>Pupils</u></p> <p>JJ explained that the school is not allowed to go over its maximum permitted number of 123 pupils as it would be in breach of the funding rules. She said that because of the demand, she is working with the LA and the DfE to recognise actual numbers.</p> <p>4 pupils have left 6th form in July, two pupils - all have gone onto OHC College centres (Beaconsfield and VPC) and two further pupils have gone to mainstream education following their Nursery Assessment places.</p> <p><u>Budget</u></p> <p>JJ explained that the onsite After School Club provisions have been paused due to school funding reductions. A survey will be sent out to gather information to ascertain interest in clubs and the family swim.</p> <p><u>Personnel</u></p> <p>JJ said that the school will have a full complement of staff by half term, with some changes to current roles. 9 new Teaching Assistants have been appointed due to the increase in pupil numbers. This leaves 5 Teaching Assistant vacancies which are currently being covered by agency or in-house staff.</p>	

<p><u>School Improvement</u></p> <p>JJ said that the SEF will be updated for the November LGB meeting. The current judgement is maintained as outstanding, which had been verified at the December Ofsted inspection.</p> <p>Governors noted that JJ is working with Stephanie Hill, OHC&AT Director of Business Services, to secure funding for the extension project. However, there are some capacity issues regarding whether the provider can meet the deadline for the bid.</p> <p>The school has achieved the Gold Artsmark and will now aim to achieve the Platinum award. The school is also working towards the bronze Right Respecting Schools Award with UNICEF and the SMSC Quality Mark,</p> <p>JJ reported on the new National Curriculum standards and said she would provide further details at the next LGB Meeting.</p> <p>JJ explained that VOCA is a Voice Output Communication Aid for non-verbal students, which has been used by the school in the community and also at the recent residential trip to France.</p> <p>All students have access to either a Happy Bag or an Emotional Wealth Journal. This developing project is being led by Sadie Cawood.</p> <p>The school is taking part in Phase 2 of 'Books Beyond Words' research which is helping students to manage situations they will need to manage in adulthood, for example, appointments, emotions, church, and bereavement.</p> <p><u>School Development Plan</u></p> <p>JJ said that the current SDP 3-year cycle has ended and a new plan is being developed in consultation with the staff team. The new Ofsted Framework includes four new judgement areas which will be referenced in the new SDP.</p> <p>JJ said that the previous Ofsted inspector had commented that the SDP is relatively long for an outstanding school so she will prepare an executive summary for the November LGB Meeting.</p> <p>i) Priority 1: Quality of education</p> <p>The 6th form provision has moved downstairs and the school is ensuring that the pathways and the environment are age appropriate and used to enhance all areas of learning.</p> <p>The curriculum continues to be developed and is aspirational for the students.</p> <p>The careers enterprise work is being developed and extended further out into the school community.</p> <p>Early Years provision is being developed, offering transition pathways and provision for Assessment places that can lead to potential mainstream placements of pupils in YR following their Nursery Assessment places here where their EHCP needs are established. The funding system with LAs is changing and the school is working with LAs to secure funding and EHCP processes.</p> <p>There will be a focus on KS4 assessment, focusing on the development of ICT and augmentative communication.</p>	<p>JJ</p>
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	<p>ii) Priority 2: Leadership and Management</p> <p>The installation of the new lift is imminent.</p> <p>Classroom space is being maximised and new toilet facilities for staff have been completed. There is also a fully accessible disabled toilet. A premises management team is being developed.</p> <p>The Family Worker's role is being fully embedded into Home-School Practice with comprehensive data on CIN (Children in Need), PEP (Personal Education Plan) and LAC (Looked After Children).</p> <p>iii) Priority 3: Attitudes and Behaviour</p> <p>Enrichments activities take place on a Friday afternoon. HTLAs/STAs are supported to deliver planned sessions for their classes.</p> <p>iv) Personal Development</p> <p>The school is working towards SEMH, SMSC Quality Award and UNICEF (Rights Respecting School). There are further developments towards the Forest school.</p> <p>The Multi-Sensory environments are being updated across the school departments.</p> <p><u>Health and Safety (Including Premises) and Safeguarding</u></p> <p>New windows have been installed over the summer.</p> <p>Staff have been issued with passes to move around the school to ensure the building remains safe and secure. Governors will also be issued with passes/ID badges which will be given to them at the next meeting.</p> <p>The sensory garden has been re-developed and students from Kingston University and coming in to work on a painting project.</p> <p>There have been some issues with the pool hoist system, the school is changing provider for the sling assessment.</p> <p><u>Compliments and Complaints</u></p> <p>The school received a No Notice inspection on 25.6.2019, following a section 11a complaint. The inspectors found the school to be safe, with good systems in place. Following the inspection, it has transpired that the trigger for the inspection was caused by an error by the Local Authority, who have issued a full written apology. The best outcome would be to have the inspection report removed from the website, despite the positive outcome. The school is currently waiting to hear back from Ofsted.</p> <p>One of the recommendation from the inspection had been to combine the Safeguarding and Behaviour reporting system and the school is now using a tool called CPOMS in response to this recommendation. This will be shown at the next LGB meeting.</p> <p><u>School Events</u></p> <p>Governors were encouraged to attend school events and were asked to let the school office know if they will be attending</p> <p>Governors were shown slides of the residential trip to France and were pleased to see how much the students had enjoyed the experience.</p>	<p>JJ</p>
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	<p>TS asked whether the School Development Plan gets changed. JJ explained that the SDP is a 'live' document which is updated regularly. If funding is received for the second floor, it will change considerably.</p> <p>Governors RECEIVED the Principal's report and the School Development Plan.</p>	
7	<p>GOVERNOR TRAINING</p> <p>JD encouraged governors to attend AfC governor training courses. JD advised that she hoped that she and JJ would attend the 'Leading in Partnership' course on 3 December.</p> <p><i>Clerks' Note: Immediately prior to this meeting, the new governors, AK, EM, TS SW had attended an induction training session on OHC&AT Governance, run by Tracey Goodsell, OHC&AT Head of Governance. AC and JD had also attended.</i></p>	
8.	<p>KCSIE-UPDATE</p> <p>EM gave governors a verbal update on the Keeping Children Safe in Education (KCSIE) guidance issued by the DfE in September 2019.</p> <p>He highlighted the following changes to this document:</p> <ul style="list-style-type: none"> • LSCBs will become LSCPs - Local Safeguarding Children's Partners • Upskirting - taking photos under people's clothes without permission/knowledge • Serious Violence - schools/college need to be aware of children/young people at risk of or involved in violent crime • Honour Based Violence - changes to text to make it clearer that this includes FGM, forced marriage etc. <p>Governors were encouraged to read the new KCSIE document before the next LGB Meeting. The clerk agreed to circulate this document with the minutes.</p> <p>JJ said that safeguarding systems in the school are robust, the role of governors is to provide an extra layer of assurance.</p> <p>JJ further explained that the system for signing EHCPs has been changed. Professionals and parents will be asked to sign the EHCP at the beginning of each academic year. The signed paper file for each student will be stored in a locked cupboard.</p>	Govs/TG
10.	<p>AFTER SCHOOL CLUB PROVISION</p> <p>As previously reported, a survey will be issued to all parents/carers next week to ascertain interest and establish how much parents would be prepared to pay. The school has been heavily subsidising the After School provision so there will need to be a review of what can be achieved within the school's finances.</p> <p>An After Schools Club Coordinator will be appointed, probably from within the existing staff. There are a lot of new staff so there may be interest They will be paid overtime for this role. The intention will be to ensure that the clubs are more bespoke to the children's needs and interests.</p>	
11.	<p>AOB</p> <p>The clerk circulated a governors' contact list and a list of explanations of acronyms.</p> <p>Governors also requested a map of the school now that some of the classrooms have been moved around.</p>	JJ

12.	UPCOMING DATES Governors noted the dates of the upcoming meetings. It was agreed that a date needs to be set for the next curriculum working party. AJD agreed to set this up after half term. Governors also discussed a date for a social event. It was agreed to go out after the next LGB Meeting on 28.11.2019. TS agreed to arrange this event.	AJD TS
13.	CONFIDENTIALITY There were no confidential items.	

The meeting closed at 6.50pm

Signed: ----- Date

Minute	Action	By who
3	All Governors to return their completed Declaration of Interest forms for this year to the Clerk at the earliest opportunity.	All Govs
4 i)	Clerk to forward recommendation to appoint JD as Chair of the LGB to OHCAT Board approval at their meeting on 13.12.2019	Clerk
4 ii)	Clerk to forward recommendation to appoint SM as Vice Chair of the LGB to OHCAT Board approval at their meeting on 13.12.2019	Clerk
4 (iii))	Governors to complete their portfolio visits and to send in their reports by 14.11.2019 to be circulated with the papers for the next LGB meeting on 28.11.2019.	All Governors
5	New governors were encouraged to complete a skills audit form and return it to the clerk	New Governors
6	JJ to provide further details of the National Curriculum pre key Stage Standards at the next LGB Meeting	JJ
6	JJ to prepare an executive summary of the SDP for the November LGB Meeting.	JJ
6	Governors to be issued with passes/ID badges which will be given to them at the next meeting.	JJ
6	The new CPOMS system will be shown at the next LGB meeting.	JJ
8	The clerk agreed to circulate the new KCSIE document with the minutes	Clerk
8	Governors were encouraged to read the new KCSIE document before the next LGB Meeting	All Govs
11	Governors requested a map of the school now that some of the classrooms have been moved around.	JJ
12	AJD agreed to set up the next curriculum working party meeting.	AJD
12	Governors discussed a date for a social event. It was agreed to go out after the next LGB Meeting on 28.11.2019. TS agreed to arrange this event	TS