



MINUTES
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD ON THURSDAY 30 APRIL 2020 AT 6.30 PM

Members Present:

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

Also present:

Sadie Cawood (SC) (Assistant Principal)
 Sharyn Purewal (SP) (Management Accountant for item 4)
 Clarissa Larsen (CL) (Clerk)
 Susanne Wicks (SEW) (Governance Manager)

		ACTION
1.	<p>WELCOME AND INTRODUCTIONS</p> <p>JD opened the meeting and welcomed all present.</p> <p>This meeting was held virtually due to the restrictions placed on the general public by the Government in order to mitigate the impact of the Coronavirus.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>No apologies were received.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations were made.</p>	
4.	<p>FINANCE AND FUNDING</p> <p>SP presented the January 2020 management accounts report and advised that on 20 January 2020 there was a surplus of £134K, with the forecast year-end position of £150K surplus. She confirmed that all ratios for the school are on par with the budget and student numbers were at 120.</p> <p>SP reported that the reserves position is 96 days against the previous target of 90 days. However, the reserves target has been reduced to 60 days. In response to questions SP confirmed that approximately £400K will be released from the reserves into the budget.</p> <p>Report received.</p>	
5.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Governors noted the appointment of Julia Darbyshire and Sue Manning as Chair and Vice-Chair respectively for the academic year 2019-20.</p>	

6.	MINUTES OF LAST MEETING The minutes of the meeting held on 28 November 2019 were agreed as an accurate record and would be signed by the Chair at a later date.		
7.	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA		
	i	Some Governors have already been issued with an ID badge and those who have not will be given theirs when the school is open again.	JJ
	ii	JJ confirmed that Governors will be given a plan of the school when it is open. The site manager will label the plan with the room names rather than the numbers for ease of reference.	JJ
	iii	Governors agreed that the Curriculum Working Party would comprise JD, AC, AJD and SW and would meet before the next LGB meeting. The presentation on the curriculum would be made at the June meeting.	CWP
	iv	Governors confirmed receipt of the joint SEF / SDP.	
	v	Governors confirmed that they have read part 1 of KCSIE.	
8A.	<p>PRINCIPAL'S REPORT</p> <p>The Principal introduced her report which was shared with all Governors prior to the March meeting (which was cancelled) and gave a detailed update on the operation of the school throughout the lockdown. Matters discussed are detailed below.</p> <p>Coronavirus Update</p> <p>JJ reported that the school is open for children of keyworkers, vulnerable children, or on parental request, following a risk assessment and to assess whether it is safe for them to come into school. That amounts to 18 with two more starting on Monday 4 May. In addition, there is a virtual offer, such as live music sessions at 10 am every day, which 27 families have joined in the last two days.</p> <p>JJ also advised that the school has developed its own YouTube channel, to which resources are being added. Plans are underway to further develop the Parent area on the website by the end of this week, which will include songs, stories and craft ideas.</p> <p>JJ confirmed that annual reviews will take place as planned this term, albeit virtually; there will be 32 reviews and families will be supported to join the meetings.</p> <p>Safeguarding</p> <p>JJ reported that all children have been categorised as Red, Amber or Green depending on any health, safety or safeguarding concerns. This is reviewed daily and amended appropriately. In addition resource packs and mental wealth bags have been distributed to all children not on-site, with a second drop completing this week. There is twice-weekly contact with some children and daily contact with others depending on their RAG category.</p> <p>JJ explained that teachers update the contact log to show how and when contact with families has been made, and if there are any cause for concern or failure to make contact, these are followed up appropriately. All appropriate</p>		

safeguarding procedures continue to be followed, including logging all information on CPOMS.

JJ advised that the school is using online platforms to meet virtually with students and assured Governors that all relevant safeguards are in place. For example, all sessions with students are recorded and appropriately and securely stored in case of any allegation or query. She added that the nurse, physiotherapist and other therapists are working remotely with students as well as on-site.

Health and Safety

JJ reported on measures in place to keep all members of the school community as safe and well as possible, including regular temperature checks, use of PPE and additional and appropriate cleaning of the site.

JJ confirmed that the school has ample supplies of masks to meet current demand, but if a requirement to wear them is introduced, and more children come back to school then a regular supply would be needed. She confirmed that the local authority are working with the school to ensure a reliable supply chain.

Staffing

JJ reported that there are 37 members of staff who cannot come into school for various reasons and gave details of those reasons, which include shielding for 12 weeks, sick leave and unpaid leave.

JJ explained that 12 members of staff who travel to and from school via public transport were not included in the initial rota due to the risks inherent in using public transport at this time. However, as systems improve to ensure the health and safety of passengers on public transport, this approach will be reviewed and will hopefully enable 12 more staff to be added to the rota. JJ confirmed that those 12 staff members have continued to be paid.

Staff Morale and Wellbeing

JJ reported on the sad loss of a student in April to Covid-19 and described the impact this has had on the school community. She confirmed that appropriate resources have been used to support staff and students and explained that as nobody from school will be able to attend the funeral, the school is collating a memory book and will celebrate the student's life appropriately at a later date.

JJ also advised that another female student who was very seriously ill and admitted to St George's Hospital subsequently recovered and is now recuperating at home.

JJ noted that thought is already being given to the logistics of re-opening the school, which is likely to be a partial opening at first. The rooms have all been measured so the capacity of each room and numbers to be accommodated at any one time can be calculated. She advised that children are likely to be re-admitted on a needs basis rather than year-group.

JJ emphasised the need to support all staff and children upon their return, many of whom may have been bereaved or impacted negatively by the pandemic.

	<p>SEF / SDP</p> <p>JJ updated Governors on progress towards the areas for development identified in the document. She confirmed that work is underway in all areas, but some has been on hold due to the Coronavirus. She undertook to update further at the June LGB meeting.</p> <p>Governors noted that the presentation on Together for Short Lives had been deferred to the June meeting. JJ emphasised the importance of this work in order to support and manage the cohort in this school, which has lost several children suffering from life-limiting conditions. AJD added that the curriculum is being developed in collaboration with St Christopher's Hospice and Shooting Stars Foundation who are leading the South London Group and have offered some training which he and the Deputy Headteacher are hoping to complete.</p> <p>AJD flagged that this issue affects other schools in OHCAT as well as the College and highlighted the need to ensure that the curriculum is right for the students and that progress is measured and reported in the appropriate way to suit each one.</p> <p>Governors received the report.</p>	JJ
8B.	<p>DASHBOARD</p> <p>Governors received the dashboard.</p>	
9A.	<p>PORTFOLIO GOVERNOR REPORTS</p> <p>JD thanked everyone for doing their visits and reports and invited questions.</p>	
	<p>i Ethos, Vision & Strategy (JD)</p> <p>Report received.</p>	
	<p>ii Teaching & Learning (SW)</p> <p>Reports received.</p>	
	<p>iii Health & Safety, Safeguarding and Child Protection (EM)</p> <p>Report received.</p>	
	<p>iv Finance and Resources (AK)</p> <p>No report supplied as AK had been unable to attend school due to a leg injury.</p>	
	<p>v HR and OD (SM)</p> <p>Report received.</p>	
	<p>vi Business Development & Marketing (TS)</p> <p>Report received, including update for newsletter.</p>	
9B.	<p>OTHER VISIT REPORTS</p>	
	<p>RP presented her reports on the termly site visit she conducted on 29 January 2020 and the health & safety visit carried out on 7 and 10 February 2020. Matters discussed are detailed below:</p>	

	<p>RP reported back on conversations she has had with site staff in recent weeks and advised that:</p> <p>There is one site manager on site at all times in alternate shifts, one in the morning, one in the afternoon.</p> <p>The flooring in Hippo Class was replaced over the Easter break.</p> <p>The lift project is on hold during the lockdown. Governors noted this could become an issue once the school population starts to return to normal levels. JJ advised that the contractor would confirm when they can start the work but are currently prioritising NHS and Social Care settings. It is hoped the work can be carried out in the summer holidays, in readiness for September.</p> <p>Governors thanked RP for her report.</p>	
10.	GOVERNOR TRAINING AND DEVELOPMENT Item deferred to the June LGB meeting.	
11.	POLICIES AND PROCEDURES.	
	A. Governors received and noted the policies approved by the Board at their December meeting.	
	B. Governors approved the following documents: <ul style="list-style-type: none"> • Admissions Procedure. • Covid-19 Annex to Safeguarding Procedure. 	
12.	OHC&AT GOVERNANCE DOCUMENTATION Governors noted that the following documents had been reviewed and updated by the Board of Trustees and were available on GovernorHub: <ol style="list-style-type: none"> OHCAT Scheme of Delegation. OHCAT Schedule of Responsibilities. 	
13.	GOVERNORHUB The Governance Manager confirmed that all governors had logged into GovernorHub other than AJD and offered assistance if required.	
14.	ANY OTHER BUSINESS No matters raised. Will think about how to do portfolio visits.	
15.	DATES OF FUTURE MEETINGS <ul style="list-style-type: none"> • 17 June 2020. 	
16.	CONFIDENTIALITY There were no confidential items.	

The meeting closed at 7.55 pm

Signed: -----

Date: -----

ACTIONS

Minute	Action	By who
7i	Governors to receive ID badge when school fully open.	JJ
7ii	Governors to receive plan of the school.	JJ
7iii	Curriculum Working Group to meet before June meeting of LGB.	AJD
-	<ul style="list-style-type: none">• 'Together for Short Lives' Presentation• Curriculum Update• Update on SEF/SDP areas for development To be added to agenda for meeting on 17 June 2020.	Clerk