



MINUTES
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD ON THURSDAY 28 NOVEMBER 2019 AT 5 PM

Members Present:

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

Also present:

Lisa Cadenhead (LC) - School Business Manager
 Sadie Cawood (SC) – Assistant Principal
 Emma Neill (EN) – Financial Accountant (for item 4 only)
 Jessica Webb (JW) - Elephants Class Teacher and
 Communication and Computing Coordinator (for item 6
 only)
 Susanne Wicks (SEW) – Clerk

Apologies:

Ashley Jordan-Diaper

The meeting was quorate.

		ACTION
1.	<p>WELCOME AND INTRODUCTIONS</p> <p>JD opened the meeting and welcomed all present.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Governors received apologies from Ashley Jordan-Diaper, and apologies for lateness from Julia James due to an Ofsted Inspection at another Trust School where she is Chair of Governors.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations were made.</p>	
4.	<p>FINANCE AND FUNDING</p> <p>A. <u>Final Accounts 2018-19</u></p> <p>EN gave a brief introduction to the report which was circulated prior to the meeting and highlighted that the agreed budget was based on 96 students but the year ended with 117 on roll, resulting in higher income. In addition, staffing costs were lower than budgeted with a saving of £184K achieved.</p> <p>There was a significant investment of £310K in fixed assets, and £382K was added to the schools reserves which amount to 98 days', exceeding the Trust target of 90 days. EN explained that reserves can be spent on exceptional items, subject to approval of the Budget Panel, but not normally on operational matters and that the reserves target is set by the Trust rather than legislation.</p>	

	<p>In response to questions, EN confirmed the installation of a new lift has been approved, and will be factored into the 19-20 budget.</p> <p>B. <u>Management Accounts October 2019</u></p> <p>EN gave a brief introduction to the report which was circulated prior to the meeting and reported that a break-even budget was set based on 120 students on roll. The forecast year end position is £88K to be added to reserves, resulting in overall position of 88 days. She acknowledged that this is below the 90 day target but that is not cause for concern at this stage.</p> <p>Reports received.</p>	
5.	<p>DEMONSTRATION OF CPOMS</p> <p>SC delivered a detailed demonstration of CPOMS, the safeguarding and child protection software for schools which is to be implemented at this school from January onwards. Her presentation included:</p> <ul style="list-style-type: none"> • The current system in place (a colour-coded Word document and concerns reported via a 'pink slip' which are all reviewed by the DSLs). • Research carried out into other systems and consultation undertaken with other schools and colleagues in the Trust. • The purpose and benefits of CPOMS. • The functionality provided by CPOMS. • The staff who will access the system and how its use will be extended gradually to appropriate staff. • How CPOMS can be accessed by staff. <p>In response to questions from Governors, SC reassured them that appropriate staff will continue to monitor concerns logged by staff members and will be alerted to a new entry automatically. They will also deal with emergencies in the same way they do now. She also noted that the 'pink slip' system will continue to be used whilst staff get used to CPOMS.</p> <p>Governors thanked SC for her informative presentation.</p>	
6.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Governors agreed the following allocations of link classes:</p> <ul style="list-style-type: none"> • Julia Darbyshire - Quartz • Sue Manning – Sapphires and Lions • Anne Coote - Hippos • Ashley Jordan-Diaper -post 16 and Diamonds • Amit Kohli – Rubies and Zebras • Emmet Murphy – Meerkats and Giraffes • Rosalind Patten - Emeralds • Tammy Segala – Elephants. 	
7.	<p>MINUTES OF LAST MEETING</p>	
	<p>i The minutes of the meeting held on 6 June 2019 were agreed as an accurate record and signed by the Chair.</p>	

	ii	The minutes of the meeting held on 19 September 2019 were agreed as an accurate record and signed by the Chair.	
8.	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA		
	i	The clerk advised that skills audit forms had been completed and returned from JD, SM, EM and RP.	
	ii	JJ advised that Governors will soon be issued with ID badges.	JJ
	iii	Governors confirmed they had read and received the September 2019 version of 'Keeping Children Safe in Education'.	
	iv	Governors confirmed they had not been provided with a map of the school. JJ undertook to arrange for this to be done.	JJ
	v	JJ confirmed that she and AJD had met to discuss his Portfolio area and undertook to share the report to circulate with the minutes.	JJ
9.	MY WHOLE SCHOOL IMPACT PRESENTATION Jessica Webb, Elephants Class Teacher and Communication and Computing Coordinator, delivered a detailed presentation to the Governors on the work she has been leading on around computing and whole-school communication and the impact of that work on pupils and more widely across the school community. The section on computing covered: <ul style="list-style-type: none"> • Curriculum • Evidence for Learning • Equipment • Training • OCHAT Links And the section on communication covered; Strengthening SALT and Education Links -Coms Crew Meetings -Communication Champions -Bitesize Training -Communication Training: whole school community Parent Engagement: -Come Learn with Me! -Makaton Winter Workshop. TS suggested that online training be offered to parents who find it difficult to get into school and offered her assistance to JW.		TS/JW
10A.	PRINCIPAL'S REPORT The Principal introduced her report which was shared with all Governors prior to the meeting. Matters discussed are detailed below. JJ undertook to share a link to the Economist's article on the Shakespeare Schools Festival at the Rose Theatre in Kingston.		JJ

	<p>Representatives from the Bedelsford School Association will attend a meeting of the School Council to hear about their ideas for a sculpture project.</p> <p>The number on roll is unlikely to increase a great deal further given the restriction imposed by the size of the premises, although nine children will leave which will add some capacity.</p> <p>There will be four vacancies once two members of staff leave at the end of this term, and funding has been secured for an additional teacher to support teaching and learning during PPA time.</p> <p>Governors received the report.</p>	
10B.	<p>DASHBOARD</p> <p>Governors received the dashboard.</p>	
11.	<p>COMBINED SEF AND SDP 2019-22</p> <p>JJ delivered a presentation on the new combined SEF and SDP 2019-22, which had been drafted to dovetail with the new Ofsted Inspection Framework, and has involved consultation with staff.</p> <p>JJ described the priorities over the next three years as well as progress already made. She also gave further information on the three I's in the Ofsted Framework (Intent, Implementation and Impact). She also went through each of four areas of inspection and detailed what is being done to address them, actions from last year and the impact of them, and areas of development, next steps and expected outcomes.</p> <p>JJ undertook to share the document and invited Governors to submit comments and questions by email.</p>	JJ
12.	<p>NATIONAL CURRICULUM STANDARDS</p> <p>JJ gave a brief introduction to the information that had been circulated prior to the meeting, and reassured Governors that all students will be appropriately challenged, particularly those who are able to follow a more formal curriculum.</p>	
13A.	<p>PORTFOLIO GOVERNOR REPORTS</p> <p>JD thanked everyone for doing their visits and reports, particularly those for whom it was the first visit.</p>	
	<p>i Ethos, Vision & Strategy (JD)</p> <p>Report received.</p>	
	<p>ii(i) Teaching & Learning (SW)</p> <p>Report received.</p> <p>ii(ii) Teaching & Learning (AJD)</p> <p>Report not received. JD suggested that AJD should deliver his report at the next meeting of the Curriculum Working Party.</p> <p>Post-Meeting Note: <i>JD has asked AJD to submit his Autumn portfolio report along with his Spring report so that both can be included with documents for the LGB meeting on 12th March.</i></p>	<p>AJD</p> <p>AJD</p>

	iii	Health & Safety, Safeguarding and Child Protection (EM) Report received.	
	iv	Finance and Resources (AK) Report received.	
	v	HR and OD (SM) Report received.	
	vi	Business Development & Marketing (TS) Report received.	
13B.	OTHER VISIT REPORTS		
	a	<p>RP presented her reports on the termly site visit she conducted on 13 September 2019 and the health & safety visit carried out on 2 October 2019. Matters discussed are detailed below:</p> <p>RP shared some staff feedback about the general state of the playgrounds and the play equipment, and about alleged damage to the school premises by Challengers, who hire the building. She noted that it would be very positive if the funds pledged by the BSA could be used to make improvements to the playgrounds.</p> <p>In response JJ advised that it is not completely clear who has caused the damage which has been attributed to the Challengers and care must be taken to ensure accurate information is obtained. To that end, a Friday afternoon check will be carried out so that staff can see if there are any damages on a Monday morning. She reminded Governors that the building was hired by a church on Sundays as well, although they have given notice as they need larger premises.</p> <p>With regard to the playgrounds, JJ reported that the school is working on an art project with Kingston University which will include finishing touches to the new sensory garden and new outdoor classroom which had a total cost of £20K. Staff are all being encouraged to share their views and ideas on the project and an Art Development Team has been formed to co-ordinate a textured sculpture to which the students will contribute.</p> <p>JJ acknowledged that some of the interactive equipment that was installed by Sensory Smart has broken, some of which can be fixed, but not all. She also reassured Governors that items are addressed as soon as possible (such as leaf clearing) but some of the equipment is reasonably new. However, the equipment does get a lot of use and there will be a meeting with BSA on 16 December to identify the priorities for the use of funds, which includes playground equipment.</p> <p>SM asked what systems are in place for reporting issues and JJ explained that there is a log in the school office that staff can complete in hard copy or electronically. In addition, the site staff carry out regular site walks and check the log and deal with matters appropriately. Staff are actively encouraged to report issues appropriately.</p> <p>Governors thanked RP for her report.</p>	

	b	SM gave detailed feedback on the OHC&AT Governors' Conference which took place on 11 October 2019 and the clerk reminded Governors that all presentations and handouts are available on GovernorHub. Post-Meeting Note: <i>JD has reminded governors who have not yet registered on GovernorHub to do so as soon as they can.</i>	
14.	GOVERNOR TRAINING AND DEVELOPMENT JD And JJ undertook to attend the Leading in Partnership course on the next mutually convenient date. Post-Meeting Note: <i>The next course is 28th April 2020 at King Charles Centre, Surbiton (9-15.30).</i>		JD/JJ
15.	PAY COMMITTEE RECOMMENDATIONS JD gave a detailed verbal report of the Pay Committee meeting that took place on 17 October 2019. The Committee comprised JJ, JD and SM and carried out robust scrutiny of the Principal's recommendations, all of which were accepted. Governors noted that there is sufficient provision in the budget to cover the salary increases.		
16.	POLICIES AND PROCEDURES.		
	i	Governors received and noted the policies approved by the Board at their June meeting.	
	ii	Governors approved the following policies: a) Equality report; b) Safeguarding and Wellbeing Offer; c) Safeguarding Offer (parent and carer). Governors requested that policies and procedures include the name of the author.	
17.	KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2019 Governors confirmed they had read the updated guidance and noted that staff have received safeguarding training from Carol McCarthy at Dysart School, specifically aimed at those working with children with complex needs.		
18.	REVISED PORTFOLIO GOVERNOR GUIDANCE Governors received the updated portfolio guidance.		
19.	ANY OTHER BUSINESS No items were raised.		
20.	DATES OF FUTURE MEETINGS <ul style="list-style-type: none"> • 12 March 2020; • 17 June 2020. 		
21.	CONFIDENTIALITY There were no confidential items.		

The meeting closed at 7.15 pm

Signed:

Date:

ACTIONS

Minute	Action	By who
8ii	Governors to be provided with ID badges	JJ
8iv	Governors to be provided with a map of the school.	JJ
8v	Governors to receive copies of the notes of the most recent meeting of the Curriculum Portfolio Meeting with AJD	JJ
11	Governors to receive the joint SDP / SEF and submit comments and questions by email.	JJ/ ALL
13A(ii)	AJD to deliver his Autumn T&L portfolio report at the next meeting of the Curriculum Working Party and to submit it to Clerk with Spring T&L portfolio report to be included with March LGB documents.	AJD
13B (b)	Governors to register with GovernorHub	TS/RP/ AJD
14	JD And JJ undertook to attend the Leading on Partnership course on the next mutually convenient date	JD/ JJ