



MINUTES
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD ON WEDNESDAY 17 JUNE 2020 AT 5.00 PM

Members Present:

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

Also present:

Sharyn Purewal (SP) – Management Accountant (for item 4 only)
 Sadie Cawood, Deputy Principal
 Lisa Cadenhead, School Business Manager
 Clarissa Larsen (CL) – Clerk

The meeting was quorate.

		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>Governors received apologies from Amit Kohli .</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations were made.</p>	
4.	<p>FINANCE AND FUNDING</p> <p>Management Accounts</p> <p>SP presented the April 2020 management accounts report and advised, as of April, the financial position is strong. An exercise had been conducted with the school to look at whether any income is at risk. As all ESFA and LA funding is protected, risk is low.</p> <p>SP reported a surplus at end of year of £183,000, equivalent to 100 days in reserve. This reflects savings in salary costs and vacancies. Remaining income</p>	

	<p>is in line with forecast income with the increase in teacher pensions funded by ESFA.</p> <p>Budget 2020-21 (for information)</p> <p>SP reported that the budget is based on 121 students and assumes that the LA will fund at £6,000 per place. Salary costs represent 75% of total budget allocation; other ratios are similar to the current year.</p> <p>SP drew attention to Service Level Agreement between the school and the Trust to deliver additional services. An addition to the policy is that all schools contribute the equivalent of 1 day i.e. £14,000 a year to OCH&AT reserves. She advised that, if needed, the school could draw back down on this.</p> <p>SP reported that the school's reserves for next year equate to 96 days against a target of 60 days, so school will be encouraged to spend if needed.</p> <p>Report received.</p>	
5.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Nothing to report</p>	
6.	<p>MINUTES OF LAST MEETING</p> <p>The minutes of the meeting held on 30 April 2020 were agreed as an accurate record and would be signed by the Chair at a later date.</p>	
7.	<p>MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA</p> <p>Governors confirmed receipt of the PowerPoint presentation that AJD presented at the meeting of the Informal Curriculum Working Party on 11th May (circulated on 22 May).</p>	
8.	<p>CURRICULUM UPDATE (ASHLEY JORDAN DIAPER)</p> <p>Due to technical connection issues this item was deferred to the next meeting.</p>	AJD
9.	<p>TOGETHER FOR SHORT LIVES</p> <p>AJD talked through his PowerPoint presentation that he will forward to be shared with Governors following the meeting.</p> <p>AJD reported that the Trust and College aim to support people with life limiting and life ending conditions, with a bespoke programme that supports their education when they are not at school, including liaising with hospitals and hospices. A programme for adults is also being developed.</p> <p>AJD gave an overview of the number of people with life limiting and life ending condition and explains these conditions as, sometimes, palliative care is not fully understood.</p> <p>AJD explained the work will assess what progress looks like for students going through different stages of illness and work to support them to continue learn and progress. Entitled 'Together Learning Matters' the work will focus on education and providing teachers with key adaptations to the curriculum to help students make the most of their lives and be able to ensure every moment matters. SC outlined a case study of current work.</p>	AJD

	<p>AJD reported that staff training is taking place on 3 July, with an aim to have all staff trained across the Trust. The Trust is also opening an adult course at St Christopher's Hospice.</p> <p>AJD explained this exciting work now needs to be embedded into the curriculum and said that he will report back to Governors in the autumn.</p> <p>SM asked whether the curriculum takes into account different learning abilities of students with short lives. AJD confirmed the curriculum is not changed but adapted to ensure students are achieving all they can</p> <p>Governors agreed that this is a good initiative.</p>	AJD
10A.	<p>PRINCIPAL'S REPORT</p> <p>The Principal introduced her report which was shared with all Governors prior to the meeting. Matters discussed are detailed below.</p> <p>Coronavirus Update</p> <p>JJ reported that pupils are currently working in class bubbles in school with access to outdoor learning areas and bespoke Recovery Curriculum activities. Attendance times are being staggered slightly to reduce numbers at the beginning and end of the day.</p> <p>JJ said that there are currently between 40 and 42 students on site on any one day; significantly higher since half term. Gradually the class bubbles are using more of the school, with 'squares' and other measures in place to support social distancing. Within class bubbles social distancing is not possible.</p> <p>A number of children and some staff are still shielding, and though staff sickness is not an issue, there is currently a smaller staff.</p> <p>SM asked about usage of the pool and PPE. JJ confirmed the pool is being used and explained that PPE is being used in line with national guidance. Staff working with children who are not symptomatic can do so without masks, class bubbles mean staff can work with the same children. She confirmed that masks are available for all staff should they be needed and that, though they are discouraging visitors, anyone who does visit the site is asked to wear PPE.</p> <p>Leadership Team Update</p> <p>JJ reported that Carly Murphy, Head of Secondary and 6th Form, is moving to another school and Denise Heffernan has been recruited to the post.</p> <p>The number of teachers has been increased with Sophie Sentence and Eleanor White joining in September who will provide cover for teachers who have separate teaching and learning responsibilities.</p> <p>JJ reported on the very sad loss of a student in April. She said that a Memory Book for the family has been created and there will also be a Memorial Service in the autumn. She drew attention to the photograph in her report of the reflective space with music and photographs in the school hall in memory of this student.</p> <p>JJ reported that a new pupil is being welcomed to Bedelsford which means there are 120 pupils on roll. She predicted that there are likely to be more than 121 pupils next term. Additionally, some children due to transition to</p>	

	<p>mainstream may remain and negotiations are taking place with the local authority accordingly, which may also add to the total.</p> <p>JJ reported that she is still awaiting the outcome of the bid to improve the water system. She suggested that if the bid is unsuccessful, there may be potential to approach OHC&AT with a request to use reserves to improve the water system. Additionally, the CCTV system, playground development and installation of fire doors are all big projects in the pipeline.</p> <p>SEF / SDP</p> <p>JJ updated Governors on progress on the areas of development identified in the document. She confirmed that work remains underway across all areas, but that some have been impacted due to Covid-19.</p> <p>JJ reported that, despite Covid-19, the new curriculum and schemes of work are now embedded. The template in the report has changed slightly to make this progression clearer. She explained that the first sessions of Rise and Learn were delivered before Covid-19. She reported a remote Transition training programme was proceeding planned for 3 and 10 July.</p> <p>CPD</p> <p>JJ reported that, while much CPD has been deferred, some training is still continuing including Safeguarding. Podcasts and webinars on the Recovery Curriculum have taken place and she undertook to send a link to this with the minutes. In addition, the Educational Psychologist is providing on-line Wellbeing and Resilience training for all staff.</p> <p>The work with Together for Short Lives is on offer for students and involves working closely with families, possibly to include visits at home.</p> <p>JJ said that use of CPOMS for child protection on-line, to correlate any concerns about students, is working really well providing accurate data.</p> <p>Leavers' Destinations</p> <p>JJ reported leavers destinations. One child to Alexandra Primary (now with a longer transition than originally planned), one a dual placement between Bedelsford and Christchurch Primary and one transitioning to St Mary's, Richmond. One child is moving to St Phillip's School in Chessington. 6th Form students are moving to Beaconsfield College, Vocational Progression Centre Carshalton and Wyvern College.</p> <p>Complaints and Compliments</p> <p>JJ reported that the school cook, Carole Redgewell, had recently featured in the Waitrose Magazine after being nominated by teacher Amy Brushaber for the work she has done for pupils throughout the pandemic. The school were able to forward flowers sent by Waitrose to her and she was quite overwhelmed.</p>	JJ
11.	<p>SAFEGUARDING AND WELLBEING OFFER</p> <p>JJ updated Governors on the Safeguarding and Wellbeing Offer, outlining work undertaken to ensure that pupils are able to learn and develop in a safe and supportive environment.</p>	

	<p>JJ drew Governors attention to the diagram of the Safeguarding team included in the report and the flow chart illustrating the way any safeguarding concerns can be raised about a child at Bedelsford.</p> <p>JJ reported on-going targeted provision during the Covid-19 pandemic including happy bags and emotional wealth journals continuing to be distributed to all children not on-site, bi-weekly phone calls, parent portal access for sharing achievements and music therapy offered daily, both at home via Zoom and in school.</p> <p>For those in need of targeted provision there are virtual CIN meetings, daily or twice weekly phone calls and socially distanced home visits where needed. It has also involved partnership working with social care.</p> <p>JJ confirmed that, if there is no medical reason why not, children are now being encouraged to attend school. She said that this area of work has been vital and a main focus over recent time, ensuring children are supported and to enhance the offer to them wherever needed. She commented that the whole team have worked fantastically on this.</p>	
12.	<p>RELATIONSHIPS AND SEX EDUCATION (RSE)</p> <p>JJ explained that the deadline for the requirement for all schools to teach RSE has been deferred, but is still required and has now been done. She said that this is a comprehensive piece of work and could be considered further at next LGB meeting. JD suggested perhaps focusing on the different elements of cognition and learning and, separately, physical and sensory.</p>	JJ
13.	<p>EQUALITY AND DIVERSITY REPORT</p> <p>JJ reported on the Equality and Diversity action plan for 2019-2020, circulated to Governors, and achievements over last year. These included staff having the opportunity to work in other classes and observe sessions in other pathways and developing Sensory Integration boxes which help pupils with sensory processing and integration needs to express their wishes.</p> <p>JJ said that the School Council has achieved the 'Make a Difference Challenge' and that the Parent Portal on Evidence for Learning App has been developed.</p> <p>JJ explained that the implementation of the Recovery Curriculum will be a big part of forthcoming year together with embedding the Short Lives Matter programme. She reported that SW has successfully applied to The Bereavement Box Government scheme which will help support both families and staff.</p> <p>JJ said that they would be working with families to build pathways for greater access to educational and residential visits is planned, especially where there are complex medical needs, and that the RE curriculum will be a focus this year, working together with students whatever their beliefs.</p>	
14.	<p>GOVERNOR VISITS / PORTFOLIO REPORT</p> <p>JD thanked EM and RP for their reports.</p>	

	i	Health & Safety, Safeguarding and Child Protection (EM) Report received.	
	ii	Health & Safety / Premises (RP) Report received.	
15.		GOVERNOR TRAINING AND DEVELOPMENT It was agreed to discuss Governor training and development at the next LGB including exploring on-line courses. JJ reported that a Safeguarding Course is being held on 2 nd September delivered with social distancing in which Governors could be included. JJ will send an invite to Governors.	All JJ
16.		POLICIES AND PROCEDURES.	
	i.	Governors noted the following policies and procedures approved by the OHC&AT Board on 5 April 2020.	
17.		ANY OTHER BUSINESS	
	i	JD reported that there have been some issues with transport recently and that communication needs to be addressed with Achieving for Children (AfC) management. AC is in contact with management at AfC. JJ agreed this may become more of an issue with higher numbers of students in September and it was agreed that JD, AC and JJ will meet separately to address this.	JD, AC and JJ
	ii	Changes to LGB JD reported that AC is stepping down as a Governor. She has been a member of the LGB for 12 years, eight as Chair. All Governors gave their good wishes to her and her son who is also leaving the school and thanked her for all her work. JD said there are plans for the autumn term to say goodbye officially which TS offered to organise. JD gave a huge thank you to JJ and all the team for their efforts in recent months to provide for all students both in and out of school.	TS
18.		DATES OF FUTURE MEETINGS	
	i	Governors approved the following LGB meeting dates for 2020-21, subject to any comments to be sent to JD and CL: <ul style="list-style-type: none">• 17 September 2020• 26 November 2020• 18 March 2021• 17 June 2021 All to start at 5pm.	
	ii.	JD and JJ agreed the Pay Committee meeting would take place on Thursday 22 October. SM and AK will also attend.	JD, JJ, SM & AK
19.		CONFIDENTIALITY	

	There were no confidential items.	
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The meeting closed at 6.55 pm

Signed: -----

Date: -----

ACTIONS

Minute	Action	By who
8.	Curriculum Update – deferred to next LGB	AJD
9.	AJD to circulate his Short Lives Matter PowerPoint presentation/ forward to CL for circulation.	AJD
9.	AJD to bring an update on Together for Short Lives to the next LGB	AJD
11.	JJ to send a link to Recovery Planning to be included in the LGB minutes.	JJ
12.	Relationships and Sex Education to be included as an item at the next LGB with a focus to be on a particular element.	JJ
15.	Governor Training and Development to be included as an item at the next LGB.	ALL
15.	JJ to send an invite to Governors for the Safeguarding Training in September.	JJ
17.	JD, JJ and AC to meet to discuss AfC transport issues.	JD, AC & JJ
17.	TS to organise an autumn event to mark AC stepping down as a Governor	TS
18.	All to check dates of future LGB meetings and send any comments to JD & CL so that proposed dates can be confirmed.	ALL
18.	Pay Committee to meet 22 October.	JD, JJ, SM & AK