



**DRAFT MINUTES
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD ON THURSDAY 17 SEPTEMBER 2020 AT 5.00 PM**

Members Present:

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

Also present:

Sadie Cawood, Assistant Head
Taisa Martinucci, Vice Principal
Lisa Cadenhead, School Business Manager
Clarissa Larsen (CL) – Clerk

		ACTION
1.	<p>WELCOME FROM THE CHAIR</p> <p>JD opened the meeting and welcomed all present including SW who joined remotely via GoToMeeting and phone.</p> <p>This meeting was held at the school but also available remotely 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> <p>JD asked that Governors who have not already completed their Register of Interest form to please complete them and return them to the Clerk.</p>	JJ, AJD, AK
4.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Governors agreed to recommend that Julia Darbyshire be appointed Chair of the LGB for the academic year 2020-21.</p> <p>Governors agreed to recommend that Tammy Segala be appointed Vice-Chair of the LGB for the academic year 2020-21.</p> <p>Formal appointments would be made by the Board of Trustees at their meeting in December.</p>	

5.	<p>SKILLS AUDIT</p> <p>JD asked Governors who have not already completed the LGB Skills Audit form to please complete them and return to the Clerk.</p>	<p>JJ, AJD, AK</p>
6.	<p>PRINCIPAL'S PROGRESS 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>Pupils</p> <p>JJ reported a total of 85 children returned to school on the first day, rising to 92 on at least one day. This was more than expected and attendance is still averaging 85 to 88 a day. As always, there is some non-Covid related illness. Some children and staff have been tested for Covid but, to date, no there have been no positive tests. Those staff that have tested negative have returned to work immediately. The school nurse has shared a symptom tracker to help people differentiate between Covid and more general cold symptoms.</p> <p>JJ said that some Covid testing kits are beginning to be distributed in school where needed and most recent guidance allows for more to be ordered.</p> <p>Two children are currently unwell, with one in hospital but this is not Covid related.</p> <p>Children are still being taken outside school within the rule of six.</p> <p>JJ advised that new starters have been welcomed this week, with a further child to join in January and one or two other potential admissions.</p> <p>Budget</p> <p>JJ reported that the budget is in a relatively positive position. There will be additional costs in the forthcoming year, including increased cleaning costs. The Government is allocating support for extra initiatives due to missed learning which will be approximately £30,000 for Bedelsford.</p> <p>The water bid has been successful and work is taking place from 4pm to 6am so that school time is not disrupted. Work should be completed by December.</p> <p>The second part of the bid was not successful, as anticipated, this year but encouragement has been given to re-apply next year. Other possible sources of funding are also being explored which means that some kind of extension should be possible this academic year.</p> <p>Personnel</p> <p>JJ gave details of sickness absence for two members of staff and confirmed that new staff are settling in well, with positive feedback received.</p> <p>A locum OT starts next Monday to cover until the new full-time OT recruited over summer starts work after half-term.</p> <p>There is a part-time vacancy for a speech and language therapist.</p> <p>Physiotherapist and nursing staff are fully populated.</p> <p>Interviews are currently taking place for TA and PA (Play Assistant) posts and have some good candidates have been seen.</p>	

School Development/Improvement Plan

JJ reported that the first year has been completed, clearly with disruption at the end. Targets for year two have been consulted on with SLT and Heads of Department and consultation continues. JJ welcomed comments from Governors.

CPD

JJ reported that three Inset days were held at the beginning of term to deliver training on Safeguarding, Covid-19 and Risk Assessment Updates, medical and therapy training and outdoor play learning.

Some IT issues were experienced which meant some sessions had to be repeated and these have been raised centrally with OHCAT and are awaiting resolution.

Leavers Destination Update

JJ reported that one child has gone to another school and one has a dual placement between Bedelsford and another school, and may move to that school full-time after half-term. There were six student leavers from 6th Form.

Health and Safety

JJ advised that a Health and Safety Assessment had taken place that day. LC reported that the assessor had walked around the school, the Risk Assessment had been positive, 'a big tick', and documents they need to see will be listed.

JJ reported that CCTV is now in all corridors and entrance halls. There are plans to upgrade sign-in and testing and arrangements at the entrance and TM talked through other additional protective measures.

JJ explained that because of the complexity of the cohort, staff are being asked to wear masks in school corridors which has been well received; each member of staff has been provided with 2 cloth face masks. There is also a one-way system in place in corridors which is working very well.

JJ reported that the new lift is now constructed and the final, slightly amended, surveyor drawings will be signed off soon. Once work is on site it will take four to five weeks so should be completed by half-term or shortly afterwards.

The refurbishment of the play area will take two to three weeks and will be ready by half-term. This will include an outdoor classroom with a stage for performing arts and the primary area being completely refreshed.

Risk Assessment Covid-19

JJ reported that the Risk Assessment is updated on weekly basis. It will be put on the website and the latest version will come to each LGB. There has been an issue with smoking outside the building and it has had to be emphasised that there is no smoking across the school site. Outside access routes into the school are being encouraged wherever possible, with some more medically vulnerable children successfully accessing just one classroom and the pool.

Safeguarding

	<p>JJ advised that robust safeguarding processes have been kept up through Covid with 64 children with Child in Need Plans. SC leads on this and there is wider access to a spreadsheet so staff can see any movement in terms of risk, highlighting any families who are struggling who can then be supported.</p> <p>Compliments and Complaints</p> <p>JJ reported that in late June a complaint was made to EFSA on Covid protocols from an anonymous staff member. A detailed response had to be prepared which included a witness statement from the School Nurse. EFSA sent a positive response confirming that the evidence showed everything necessary was in place and that they would not pursue the complaint.</p> <p>There have been several compliments about school being open and the provision given. The daily Back to School Wow Now sessions on Zoom have been particularly complimented.</p> <p>School Events</p> <p>JJ said that several Covid safe events were planned including a Covid safe coffee morning next week.</p> <p>Parents' evening is planned to take place in classes with outside access and Harvest Festival will be in the playground or the school depending on weather.</p>	
7.	<p>NEW SCHOOL DEVELOPMENT PLAN</p> <p>The Principal introduced the SDP for 2020/21 which was shared with all Governors prior to the meeting. Matters discussed are detailed below.</p> <p>JJ explained that the format of the SDP mirrors the headings in the Ofsted Inspection Framework with new intended outcomes highlighted.</p> <p>Quality of Education</p> <p>Parents will now be able to access from home how their child is progressing which is especially helpful through Covid. Evidence for Learning 'Learning Journals' form part of termly reports to parents and carers. Parents have been able to access Parent Portal since March 2020 and have uploaded evidence of home school learning.</p> <p>RSE (religious and sex education) is now compulsory across key stages and development of this has been worked on.</p> <p>Engagement scales will be compulsory from 2021 but work already completed on this means they are being implemented this year.</p> <p>The improvement of the Hall environment will include better acoustics to support learning.</p> <p>Behaviour and Attitudes</p> <p>Development of teacher supervision will include including professional conversations around wellbeing as well as teaching and learning.</p> <p>The Pupil Voice award is to be assessed on 7 October.</p>	

Personal Development

Outreach services, where AfC and other schools and colleges are seeking support from Bedelsford, are continuing to develop.

It is planned to get all classes involved in the School Council in a formal way so that students really own it.

It is hoped that a primary residential trip can be achieved for Year 6.

Leadership and Management

Architects are being appointed to do a plan an extension and an option to build over the top of the car park on stilts is being developed for consideration.

Outdoor, lockable purpose built storage is being installed to accommodate equipment currently in corridors.

JJ reported, in relation to children with life limiting conditions or terminal illness, that there are currently three children with very short life expectancy who have been given permission to come into school to support their quality of life.

Together Learning Matters is intended to provide appropriate care for these children as a pilot that can then be used across other settings. The work includes conversations with families and up to three sessions a week at home or in school with peers or linking remotely from home. The intended outcome is that child enjoys the sessions and that they are valuable for both the child and their family.

AJD said that the work will be presented at Short Lives Matter Conference in November. Ofsted have included Short Lives within their framework to see how special schools support children with limited life expectancy. Learning for these children must be adaptable and reflective and recognise that children often want to be in school, which must be managed alongside the medical care they require.

JD asked AJD to share the PowerPoint presentation that he gave at the June LGB and he agreed to forward it to the Clerk to circulate.

Early Years and Foundation Stage

Early phonic skills and outdoor learning opportunities as well as healthy eating and oral personal care.

6th Form Provision

How learning is captured in non-accredited learning and how can progress be shown in those areas. Looking at work related learning, led by Denise Heffernan who will develop a three-year plan for 6th form pupils.

Ensuring English and Maths for semi-formal learners is really meaningful and can be used by them in life. Looking at independent living and support for the next stage in life e.g. opportunities near pupils' homes.

Tom's Farm are planning a big project in which children from Bedelsford will be involved.

JJ asked Governors for any comments and to let her know if there are any aspects that they would particularly like to be involved in.

AJD

	SM asked whether Ofsted inspections are still carrying on and JJ responded that David Scot has advised that Ofsted will visit for a discussion to see how the school is getting on including the response to Covid. It will be a formal discussion but will not lead to a grade. From January the usual Ofsted regime will continue. The next Ofsted inspection is due in December 2021.	
8.	DATES OF FUTURE MEETINGS	
	<ul style="list-style-type: none"> • Pay Committee: 22 October 2020 at 4.30pm • LGB Meeting 26 November 2020 at 5pm • OHCAT Governor's Conference: 5 February 2021 at 9.30am • LGB Meeting 18 March 2021 at 5pm • LGB Meeting 17 June 2021 at 5pm • Curriculum Working Party TBC – JD asked AJD to suggest dates. 	AJD
9.	CONFIDENTIALITY There were no confidential items.	
10.	AOB JD said that she would like to start the collection for Anne Coote and will arrange a leaving gift by the end of this term and a send-off when possible. RP asked if she could attend the health and safety visit on fire procedures on 11 November and JJ agreed. RP asked whether portfolio visits can now go ahead and JJ agreed so long as masks are worn in corridors during the school day. SW commented that from a staff perspective the new one way system in school is working very well.	JD RP

The meeting closed at 6.40 pm

Signed:

Date:

ACTIONS

Minute	Action	By who
3.	Governors that have not already done so to return their Declaration of Interest to the Clerk.	JJ, AJD, AK
5.	Governors that have not already done so to return their Skills Audit to the Clerk.	JJ, AJD, AK
7	AJD to forward his Short Lives Matter PowerPoint presentation to the Clerk for circulation to Governors.	AJD
8.	AJD to suggest dates to JD for the Curriculum Working Party	AJD
10.	JD to organise an autumn event to mark AC stepping down as a Governor	JD
10.	RP to attend health and safety visit on fire procedures 11 November	RP