



**MINUTES**  
**BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING**  
**HELD ON THURSDAY 26 NOVEMBER 2020 AT 5.00 PM**  
**MEETING HELD VIRTUALLY**

**Members Present:**

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

**Also present:**

Sharyn Purewal (SP) – Management Accountant (for item 4 only)  
 Sadie Cawood (SC) – Deputy Principal  
 Taisa Martinucci TM – Vice Principal  
 Lisa Cadenhead (LC) – School Business Manager  
 Clarissa Larsen – Clerk

The meeting was quorate.

		<b>ACTION</b>
<b>1.</b>	<p><b>WELCOME AND INTRODUCTIONS</b></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>	
<b>2.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Governors received apologies from Emmett Murphy (EM).</p>	
<b>3.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations were made.</p>	
<b>4.</b>	<p><b>FINANCE AND FUNDING</b></p> <p><b>Final Accounts 2019-20</b></p> <p>SP presented the final accounts for 2019-2020 which gave a summary of the year end position at end of August 2020. The school was still open after the lockdown beginning in March but made considerable savings as some usual spending did not take place. Consequently, the predicted surplus of £330,000 was exceeded with a year-end surplus of £447,000.</p> <p>Reserves increased to 120 days (above the target of 45 to 50 days), however, the school has plans to reduce that level.. The accounts are currently being audited, so may be subject to some final changes.</p>	

	<p><b>Management Accounts report September 2020</b></p> <p>SP presented the management accounts report for September, including a summary of the new position for this year. The forecast number of school places was 117 but the current roll is 121 and the budget has therefore been revised accordingly.</p> <p>The school is currently incurring additional COVID-19 related costs which are being recorded against a specific code, so it is possible to see how the school is performing COVID-19 aside. The current budget projects reserves of £109,000, but plans the school has for this year are anticipated to take up some of this.</p> <p>SP reported that last year's increase in teacher's pension costs was fully funded by the LA and ESFA. This year only 50% will be covered and it is agreed that £33,000 of this will come from the school's reserves, allowing for a sufficient staffing structure to support 121 students.</p> <p>SP advised her report March will look at changes around funding and costs. The report was received.</p> <p>AK asked whether the 50% funding towards pensions is a temporary issue. SP responded that moving forward she expects the increase will be funded solely by the school; the support having been given for transition.</p>	
5.	<p><b>CONSTITUTION AND APPOINTMENTS</b></p> <p>Governors noted that there is one vacancy on the LGB and that efforts to fill the vacancy will be made in early 2021.</p>	
6.	<p><b>MINUTES OF LAST MEETING</b></p> <p>The minutes of the meetings held on 17 June 2020 and 17 September 2020 were agreed as accurate records and would be signed by the Chair at a later date.</p>	
7.	<p><b>MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA</b></p> <p>AJD confirmed the date of the Curriculum Working Party as 14 January.</p> <p>RP reported that health and safety training on fire procedures had been cancelled and will be rearranged; she will attend and update the next LGB.</p> <p>RP referred governors to her comments on fire safety in her portfolio report.</p> <p>JJ reported that a meeting to discuss all elements and rearrange the training is planned, now we know London will be in Tier 2.</p> <p>JD praised the efficiency of the fire evacuation procedure in which she had recently participated.</p>	<b>AJD</b>
8 A.	<p><b>PRINCIPAL'S REPORT</b></p> <p>The Principal introduced her report which was shared with all Governors prior to the meeting. Matters discussed are detailed below.</p> <p><b>COVID-19 Update</b></p>	

JJ reported that returning pupils were up to 110 this week with a couple of children shielding. Most clinically vulnerable children are still expected to attend school, unless advised otherwise for medical reasons.

JJ advised that one of the driver's escorts had tested positive for COVID-19 so it had been necessary for the children that had travelled on that bus to self-isolate. Fortunately, they have now all returned to school and no cases have been identified among them or elsewhere at the school.

JJ explained that the London Coronavirus Cell had given the school advice and provided a direct contact number.

Remote work continues daily with a recent, successful Shakespeare Wow Now performance which children, staff and families joined throughout the day.

### **Pupils**

JJ reported that three new pupils have been welcomed with two further to start which will take the total roll to 122. With further applications received and a relatively small group leaving this year, a maximum roll of 123 has been agreed with the LA.

### **Budget**

JJ reported a positive budget position with additional COVID-19 funds still to come; the first part having been received. Potential expenditure of this is being considered on a sunken trampoline in the hall. Expenditure is also being considered on communication and cognitive support; recognising that children have learned differently from home, and considering how individual pathways can be further supported.

JJ explained that the water works are nearly completed. Next week, eight classes, one each day, have been asked to use other areas of the school so everything can be connected up. Completion is due on 18<sup>th</sup> December. There has been a good relationship with the contractors who have offered a sink and dishwasher for the meeting room.

JJ advised that it has been agreed that the second-floor extension, which did not get funding last time, can be the subject of another CiF (Condition Improvement Fund) bid, which is promising.

### **Personnel**

JJ reported that five staff are classified as Extremely Clinically Vulnerable so are not coming into school through lockdown. New staff are settling well and a new OT will start in January joining the Assistant OT who started in October. Two new experienced teachers will also start in January.

JJ advised that a Staff Wellbeing Week was held last week with some edible treats, wellbeing activities and an early finish one day.

### **School Development / Improvement Plan**

JJ reported as part of the response to the new OHC&AT mission, vision and values, a new termly awards scheme had been introduced based on the theme of Working Together to Transform Lives. The first staff awards took place last

8 B	<p>Friday, with several nominations and six winners. Awards will take place termly and the Trust are planning awards in each school with an overall winner.</p> <p><b>CPD</b></p> <p>JJ reported that larger group training has had to pause, given the restrictions of COVID-19, but that smaller groups have continued including staff training in safeguarding. The school is successfully using IT, having new dongles to support WiFi and broadband.</p> <p><b>Leavers Destination</b></p> <p>JJ referenced, among leavers, that the parents of the boy who transferred to a mainstream primary school have said that he is doing well in his new setting, and are grateful to Bedelsford.</p> <p><b>Curriculum and Assessment / Progress and Attainment</b></p> <p>JJ explained, due to COVID-19, there was no requirement to officially report end of KS2 data but that the school had still collected this to assess students' progression. Though this had been a very disrupted year, the comparison from autumn 2019 to July 2020 still shows progression.</p> <p>Referring governors to her report JJ advised that numbers at end of each Key Stage show whether pupils are working at pre-Formal, semi-Formal or Formal pathways and how pupils are performing cognitively. This helps inform forward planning, as outcomes vary from year to year and it is possible to adapt the curriculum accordingly.</p> <p>SM asked for confirmation of the colour coding and JJ explained that it highlighted particular progress of children.</p> <p><b>Health and Safety</b></p> <p>JJ reported a recent fire drill which involved the fire brigade coming to the school.</p> <p>JJ advised that a COVID-19 risk assessment was included in her report and the full document is available to governors on request. The school has held some COVID-safe events, including a Remembrance Service. This is available to view on the school website and events for Christmas will also be filmed and loaded onto the website.</p> <p><b>DASHBOARD</b></p> <p>No questions on the dashboard.</p>	
9.	<p><b>CURRICULUM UPDATE (ASHLEY JORDAN-DIAPER)</b></p> <p>AJD shared a Powerpoint presentation on the Curriculum Update, following his work with JJ, SC and TM. He explained to governors that the slides provide a useful guide of the curriculum offer.</p> <p>The slides included an explanation of: engagement, and why this is key for learning; assessment of progress; pre-Formal, semi-Formal and Formal pathways; and, the move away from data driven assessment to a more evidence based approach. They also included an example of an individual learner's journey.</p>	

	<p><b>Evidence for Learning</b></p> <p>SC outlined evidence for learning (EfL) and the use of iPads to observe children at play. Through photographs and videos, observations can be completed and inform a review of each learner to inform plans for the next half term. At the end of the term a 'learning journey' can be produced, allowing for individual learning opportunities. This is helpful for teacher subject leads who can look at scheme of work produced and how it meets changing needs of children across the school.</p> <p>SC explained that this approach provides evidence of each child meeting their own learning intention and enables rag rating of the learning that each child has achieved.</p> <p>AJD suggested that the next LGB might looking at an example as an opportunity to bring to life the good work being done in the school.</p> <p><b>Insights</b></p> <p>SC reported that where EfL is about the individual child, Insights can assess how specific groups are working. The system is currently being updated to analyse and measure, for example, pre-Formal semi-Formal and Formal learning to see that each is being supported and making progress that meets expectations.</p> <p>AJD also referred governors to his portfolio report and, on behalf of SW, her report on the impact of COVID-19. AJD highlighted the range of outreach session and some superb resources and teacher packs that have been developed.</p> <p>AJD urged governors to become familiar with the deep dives and learner journeys. He said that he, with SC and colleagues, will be looking at 6<sup>th</sup> form and links with other providers.</p> <p>JD thanked AJD and colleagues for the very helpful pack which governors can look at in more detail following the meeting.</p>	<b>AJD</b>
10.	<p><b>RELATIONSHIPS AND SEX EDUCATION (RSE)</b></p> <p>SC presented Powerpoint slides to update governors on requirements and provision of RSE. In 2019 DfE updated their guidance on RSE. Changes were due to come into effect in September 2020 and, though this has been delayed by COVID-19, the school has gone ahead in their response.</p> <p>SC also referred governors to the detailed Scheme of Work available on GovernorHub which is broken down into 5 key stages, three terms and pathways of pre-formal, semi-formal and formal, whilst working with each child's learning intentions, to meet individual needs. Resources are available for new teachers, with ideas for educational visits and a step-by-step guide for lessons if needed.</p> <p>JD thanked SC and colleagues for being ahead of the curve on this issue and for the slide set which governors can consider in further detail following the meeting.</p>	

11.	<p><b>UPDATED WEBSITE</b></p> <p>TS reported that the school website has been updated. TM advised governors of the changes and new documents to be loaded onto website. OH&amp;CAT will support with new photographs and prospectus.</p> <p>TS suggested the next newsletter could include reference to the website as a source of information.</p> <p>TS referenced the 'meet the governors' section and it was suggested that governors could each include their name, portfolio, a photograph and perhaps a short biography. It was agreed that this is something governors could consider and vote on at the next LGB.</p> <p>JJ suggested that governors look at the news section of the website which includes details of recent events and the school's receipt of the SMSC Gold Award.</p>		<p><b>Governance Manager</b></p> <p><b>ALL</b></p>
12.	<p><b>GOVERNOR VISITS</b></p> <p><b>A PORTFOLIO GOVERNOR REPORTS</b></p> <p>JD thanked governors for their portfolio reports. She asked that for the next LGB, portfolio reports be forwarded to the Clerk two weeks ahead to allow governors time to consider.</p>		<p><b>ALL</b></p>
	i	<p><b>Ethos, Vision and Strategy (JD)</b></p> <p>Report received.</p>	
	ii	<p><b>Teaching and Learning (AJD)</b></p> <p><b>Impact of COVID-19 (SW)</b></p> <p>Reports received.</p>	
	lii	<p><b>Health &amp; Safety, Safeguarding and Child Protection (EM)</b></p> <p><b>Health &amp; Safety / Premises (RP)</b></p> <p>Reports received.</p>	
	iv	<p><b>Finance and Resources (AK)</b></p> <p>JD asked about the reference to government COVID-19 fund of £240 per pupil not being used (see page 2 of AK report under Other Matters Discussed). AK reported that he understood this from SP and asked for clarification. JJ confirmed that £240 per pupil is being taken up by Bedelsford (see Principal's report, page 2, Budget). JJ also confirmed that, moving forward, there is a line in the accounts to monitor all additional COVID-19 expenditure. This is separate from funds specifically for catch up of children shielding and not able to come into school.</p>	
	v	<p><b>HR and Organisational Developments (SM)</b></p> <p><b>Business Development and Marketing (TS)</b></p> <p>Reports received</p>	
13.	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p>		<p><b>JD</b></p>

	<p>It was agreed to discuss governor training and development, including exploring on-line courses, at the next LGB.</p> <p>JD will send a link to governors to access training so that some CPD can be completed by the end of next term, March 2021 as it is important that governors continue to develop. She advised that several courses commence in January 2021.</p>	<b>ALL</b>
<b>14.</b>	<b>POLICIES AND PROCEDURES.</b>	
	Governors noted the policies and procedures approved by the OHC&AT Board on 3 July 2020.	
<b>15.</b>	<p><b>KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2020</b></p> <p>Governors were advised that ‘Keeping Children Safe in Education’ has been updated with effect from September 2020. The latest version is available on GovernorHub and governors were advised to look at this.</p> <p>All relevant OHC&amp;AT policies have been amended to reflect the changes.</p> <p>A summary of the changes has been circulated to Safeguarding Portfolio governors.</p>	<b>ALL</b>  <b>CLERK</b>
<b>16.</b>	<p><b>GOVERNANCE HANDBOOK OCTOBER 2020</b></p> <p>Governors were advised that the Governance Handbook has been updated with effect from October 2020. The latest version is available on GovernorHub which and JD asked all governors to look at this.</p>	<b>ALL</b>
<b>17.</b>	<b>ANY OTHER BUSINESS</b>	
	<p>i TS asked in relation to a staff member complaint (reported to an earlier LGB) the process for employees. JJ advised that the Staff Handbook has just been updated, including information on grievances and complaints. She confirmed that all staff get a copy of this and it is also available online.</p> <p>ii JD advised that she has not yet organised a collection for Anne Coote but will do so and plan for a meet up when it is possible.</p>	<b>JD</b>
<b>18.</b>	<b>DATES OF FUTURE MEETINGS</b>	
	<p>Governors noted the dates of future meetings as:</p> <ul style="list-style-type: none"> <li>• 18 March 2021</li> <li>• 17 June 2021</li> </ul> <p>All to start at 5pm.</p> <p>The Clerk was asked to confirm whether the Governor Conference is going ahead in February. It has now been confirmed to all governors that, unfortunately, this will not be taking place.</p>	
<b>19.</b>	<b>CONFIDENTIALITY</b>	
	There were no confidential items.	

**The meeting closed at**

Signed: .....

Date: .....

## **ACTIONS**

<b>Minute</b>	<b>Action</b>	<b>By who</b>
7	Curriculum Working Party confirmation	<b>AJD</b>
9	Example of Evidence for Learning in action to come to next LGB	<b>AJD</b>
11	School website to be mentioned in the next Newsletter	<b>JJ</b>
11	Next LGB to include a vote by governors on providing a photograph and brief details for the school website	<b>Governance Manager</b>
11	Governors to look at the news section of the website	<b>ALL</b>
12	Governors to provide portfolio reports two weeks ahead of the next LGB	<b>ALL</b>
13 i)	Governor training and development to be discussed at next LGB	<b>JD</b>
13 ii)	Governors to complete some CPD by the end of next term March 2021	<b>ALL</b>
15 i)	Governors to look at the summary of Keeping Children Safe available on GovernorHub	<b>ALL</b>
15 ii)	Summary of Keeping Children Safe, sent to safeguarding leads, to be shared with all governors	<b>Clerk</b>
16	Governors to look at the Governance Handbook on GovernorHub	<b>ALL</b>
17	Collection for Anne Coote to take place	<b>JD</b>