



**MINUTES**  
**BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING**  
**HELD ON THURSDAY 18 MARCH AT 5.00 PM**  
**MEETING HELD VIRTUALLY**

**Members Present:**

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

**Also present:**

Sharyn Purewal (SP) – Management Accountant  
 Sadie Cawood (SC) – Deputy Principal  
 Taisa Martinucci TM – Vice Principal  
 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 Amit Kohli.</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>A</b></p> <p><b>Management Accounts report to January 2021</b></p> <p>SP presented the management accounts to January 2021. The current roll is 123 and a £95,000 operating surplus is currently projected for the close of this year, with reserves approximately £1.4 million equivalent to 114 days expenditure.</p> <p>SP directed governors to the OHCAT Rag Rating for Bedelsford on her report, which is currently outstanding. She also referred governors to the school's Financial Health Grade which is rated outstanding.</p> <p>SP reported that, generally, the school is performing very well with staff costs in control. SP will work on the budget with JJ to report further to the June LGB.</p>	

	<p>TS asked whether the school should invest and JD shared a similar question AK had raised in his portfolio report on transparency relating to the improvements prioritisation log.</p> <p>JJ explained that she is working on an estates plan with regard to future investments. The extent to which reserves will need to be used are dependent on the level of external funding that is secured, and therefore need to be addressed in the right order. The plan involves several big initiatives, including the extension and trampoline for the hall and it is anticipated and hoped that bids for external funds will be successful</p> <p>SM also raised the need for a new school bus.</p> <p>JJ added that the school would like to plan more residential visits after the Easter break, as restrictions begin to relax. She confirmed that any visits that are cancelled will be rolled over to the following year. JJ is looking at a residential visit for 6<sup>th</sup> form leavers in July.</p> <p>EM joined the meeting</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 continue to be made. JD requested the item be rolled forward to the next meeting.</p>	JD
6.	<p><b>MINUTES OF LAST MEETING</b></p> <p>The minutes of the meetings held on 26 November 2020 were agreed as an accurate record and would be signed by the Chair at a later date.</p>	JD
7.	<p><b>MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA</b></p> <p>Governor's confirmed that they have all received the example of Evidence for Learning in action (see also Item 8 a).</p> <p>JJ confirmed the school website was mentioned in the latest newsletter</p> <p>Governors noted that it is OHCAT policy that they provide a short pen portrait and photograph on the school website. TS offered to coordinate entries and governors agreed to follow the format on the OHCAT website. TS will then send entries to Susanne Wicks upload.</p> <p>Governors confirmed that they have looked at the news section of the website.</p> <p>JJ reported the results of the DfE funding consultation for the school to have a permanent roll of 120 (currently this stands at 123). The consultation was on the website for six weeks along with forms in school. There have been 46 responses with the majority agreeing, together with some questions about equipment and space which were answered. There is now cap on children in the school to a maximum of 125; with the extension, rising to a possible additional ten, but no more, as it is planned that the extra space will benefit current pupils. There is some potential for satellites but no further than 125 at this site. This is now with the DfE and JJ awaits confirmation, hopefully in April or May, which she will share with governors.</p>	<p>TS</p> <p>JJ</p>

**8 A. PRINCIPAL'S REPORT**

The Principal introduced her report which was shared with all governors prior to the meeting. Matters discussed are detailed below.

**COVID-19 Testing**

JJ advised that, since the last LGB, and subsequent lockdown, the school was required set up new Coronavirus Test Centre. Several governors and others had helped deliver this, and maintain the smooth running of the school, and JJ extended her thanks to them.

Secondary pupils are now tested twice a week and several have elected to be tested in school. Tests take place on Tuesday and Friday and testing is set up and taken down so that the hall can still be used. This needs to be supervised and it is important that the child knows the person doing the testing. All but two children are managing the process well and there have been no positive results to date.

Staff are now doing their own tests twice weekly which are registered and also emailed to human resources, so if there are any positives the school will know straight away. There are some secondary children who are not having the test, as permitted, and six families testing their children at home.

The Government is reviewing arrangements at Easter

**Pupils**

JJ reported that there are currently 98 children on site with 20 pupils currently shielding due to finish formally on 31 March. It is planned to work with these families to help return pupils back to school as soon as possible.

Currently 124 pupils are enrolled (though one is not on site yet) which includes one child who has moved out of area and is being taught remotely until she is able to move schools. There is a waiting list and JJ expects there will be a total of 125 pupils in September.

**Personnel**

SM asked whether shielding staff are returning to school.

JJ replied that one staff member has already been in touch and she anticipates one or two may need a phased return including a risk assessment on their working pattern. JJ advised that infection prevention and control measures will continue and that there will need to be caution as shielded staff and pupils return. Staff will be asked to take a Covid test the day before they return and children will be tested on their return to school.

JJ reported that two new occupational therapists and an additional speech and language therapists have joined the school.

EM asked whether Covid catch up funding was being used for the additional therapist and how this was measured. JJ replied that this was being used for more English and Maths support and that Evidence for Learning is measuring progress, particularly for formal learners.

JJ reported on the school's wellbeing work, including a monthly wellbeing activity that staff members can enjoy and share and Wellbeing Tuesdays

supporting team building and ethos in the school. She outlined an initiative looking at mental wealth across the whole school community and the work towards Bedelsford School Wellbeing Award.

### **CPD**

JJ reported that practical, semi-distanced on-site training with staff working in their bubbles, using a therapy doll, has worked well.

### **Curriculum and assessment**

JJ advised that the curriculum scheme of work is coming into action with rotating support for teachers to be out of class for half a day for development, allowing them to experience other classes and teaching and see how children are achieving.

### **RSE**

EM asked whether Bedelsford is consulting with parents on RSE procedures. JJ confirmed that they were consulting on specific classes and that plans and procedures are being shared with parents.

### **Use of Insights with Evidence for Learning (EfL)**

AJD referred governors to his report and the slide set shared with the papers. He explained that EfL has allowed the school to highlight skills and personal examples of pupil's learning journey and that they are now looking to add key trends across the school to this using Insights.

SC explained that teachers are now confident and competent in using EfL to track individual progress and outcomes. Insights works well with EfL to achieve this for groups of pupils. Insights can be filtered according to classes or subject areas. It can help teachers anticipate and plan for learning and environmental needs including use of equipment or communication and effectively pitch teaching and learning opportunities for students.

AJD added that it can also help identify teachers who may need further support. He said that at the next LGB will look at trends in school and identified areas of support as well as sharing strengths.

SC said that the work shows a powerful story of children's progress as well as areas to develop further. During lockdown, teachers have been able to support parents with EfL used at home. Linked to Insights this can also include information that parents provide from home, supporting partnership working.

JJ commented on the social and emotional impact on pupil's mental health and lockdown. For some children, with limited space at home there is a real physical impact. Shielding children's families have done fantastically and have been supported by, for example, Tim and Carmen sessions, but the full impact means it will be a journey for them to return and there is a need to look at the physically complex needs that link to motivation and children's ability to learn.

### **Health and Safety**

JJ reported that a health and safety visit was completed by LB Kingston but their report took a long time to come. An independent company will visit the school next week to complete another so that any risks identified can be addressed straight away. JJ advised that the CIF bid includes new fire doors

	<p>throughout the building and new glazing. JJ hopes the CIF bid will be successful but works will not start until July so, as it needs to be replaced, it is intended to proceed with a new fire alarm.</p> <p>JJ expressed frustration that the pool cover is stuck on this term and a new cover will be fitted over Easter. RP enquired as to the cost of the cover which JJ confirmed as approximately £8,000.</p> <p>JJ said she has included current protocols for Covid in her report. The school has also introduced new weekly regular meeting with all therapists who have seen a child off site prior to <b>EHCPs</b>, allowing time to address any issues before the DHC takes place and that this is working well from safeguarding perspective.</p> <p><b>School Events</b></p> <p>JJ reported that the school will celebrate World Book Day and hope to host an Easter Service on 31 March via zoom.</p> <p>Assemblies have been taking place via zoom including music and Jack Petchy Awards were due to take place after the LGB via zoom.</p> <p><b>SDP</b></p> <p>JJ asked governors for any questions on this. She advised that most areas are amber reflecting some progress which is pleasing in the circumstances. She referred to Next Steps, specifically Year 2 delivery of RSE over the summer term.</p> <p>TM outlined CPD modules and GDPR training, including new ways of recording the training electronically. She highlighted the work on wellbeing and said that the Zoom assemblies have been welcomed as a way of connecting, with parents taking the time to say thank you and give positive feedback.</p> <p>JD asked that the Critical Incident Plan come to the next LGB.</p> <p>JJ advised governors that the remote learning policy and procedures are on the school website.</p> <p><b>DASHBOARD</b></p> <p>No questions on the dashboard.</p>	<b>JJ / Clerk</b>
<p><b>9.</b></p> <p><b>A</b></p>	<p><b>GOVERNOR VISITS</b></p> <p><b>PORTFOLIO GOVERNOR REPORTS</b></p> <p>JD thanked governors for their portfolio reports.</p>	
<p>i</p>	<p><b>Ethos, Vision and Strategy (JD)</b></p> <p>Report received.</p>	
<p>ii</p>	<p><b>Teaching and Learning (AJD)</b></p> <p><b>Impact of COVID-19 (SW)</b></p> <p>Reports received.</p>	
<p>lii</p>	<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> <p>RP asked whether the St John's Ambulance Fire Safety Training is taking place in April and JJ advised that she is awaiting confirmation and will follow it up.</p> <p>RP advised that next term, as Covid restrictions ease, she will be able to get on site for a site walk.</p>	<b>JJ</b>
	iv	<p><b>Finance and Resources (AK)</b></p> <p>Report received</p>	
	v	<p><b>HR and Organisational Developments (SM)</b></p> <p><b>Business Development and Marketing (TS)</b></p> <p>Reports received</p> <p>JD asked whether some governor content could be put together for the newsletter (deadline 26 March) and TM agreed to discuss this with JD.</p>	<b>TM / JD</b>
<b>10.</b>		<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>Governors provided an update on training and development undertaken and agreed to further activity.</p> <p>JD reported she had attended Safeguarding and the Governing Board's Role in January through AfC which she would recommend. EM commented that, as safeguarding lead, he thinks any training or reading that governors can do on safeguarding is helpful.</p> <p>TS advised that she had attended a Chairs and Vice Chairs training course in March. Fellow attendees were mainly from mainstream schools. She suggested that the LGB could develop a vision and aims.</p> <p>JD has also suggested that AK attend New Governor training. Post Meeting Note – AK has confirmed that he has booked a place on the governors induction course (New Governors – Understanding your Role) in May which will be run over 2 sessions. TS is also booked onto this.</p> <p>SM advised that she has registered for a Wellbeing Webinar through AfC.</p> <p>JD said that package for CPD and training is paid for and encouraged others to take advantage of this.</p>	
<b>11.</b>		<p><b>POLICIES AND PROCEDURES.</b></p>	
	i	<p>Governors noted the family policies and procedures approved by the OHC&amp;AT Board on 22 January 2021 which are available on GovernorHub.</p>	
	ii	<p><b>Admissions Procedure</b></p> <p>JJ briefly outlined the admissions procedure and confirmed that it is on the website under Bedelsford and OHCAT admissions for governors to see.</p>	<b>ALL</b>
<b>12.</b>		<p><b>OCHAT GOVERNANCE DOCUMENTATION</b></p> <p>Governors noted the governance documentation approved by the OHC&amp;AT Board and available to view on GovernorHub</p>	

<b>13.</b>	<b>OCHAT STATUTORY ACCOUNTS</b>	
	Governors noted the 2019-20 Statutory Accounts were submitted by the deadline of 31.01.21 and are available to view on the OCHAT website.	
<b>14.</b>	<b>ANY OTHER BUSINESS</b>	
	i JD had spoken to Anne Coote who would love to meet up in the summer term if possible. JD will organise a collection and card before then.	<b>JD</b>
	ii RP asked whether the Clerk could explore any training for Health and Safety	<b>Clerk</b>
<b>15.</b>	<b>DATES OF FUTURE MEETINGS</b>	
	Governors noted the dates of future meetings as: <ul style="list-style-type: none"> <li>• 17 June 2021</li> </ul> To start at 5pm.	
<b>16.</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>
5	Governor vacancy to be brought forward to next LGB	<b>JD/ Clerk</b>
7	Governors to provide TS with photo and short bio in line with format on website	<b>ALL</b>
7	Governor photos and bios to be collated and forwarded to Susanne Wicks to upload to website	<b>TS</b>
7	DfE response to findings of consultation to be shared with governors once received	<b>JJ</b>
8	Critical Incident Plan to come to next LGB	<b>JJ / JD</b>
9 ii	St John's Ambulance training to be confirmed	<b>JJ</b>
9 v	Governor content to be supplied for newsletter	<b>JD / TS</b>
11 ii	Governors to look at admissions procedure on web site	<b>ALL</b>
14 i	Collection for Anne Coote to take place and to meet when possible	<b>JD</b>
14 ii	Clerk to explore health and safety training for RP	<b>Clerk</b>