



MINUTES
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD ON THURSDAY 17 JUNE 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) joined at Item 5
 Amit Kohli (AK) joined at Item 8

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
 Jess Web (JW) – Assistant Head for
 Communication and Integrated Services
 Denise Heffernan – Head of Secondary and 6th
 Form
 Clarissa Larsen – 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 associated with the COVID pandemic and specifically a rise in cases of the Delta variant experienced in Kingston.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Governors received apologies for lateness from AK.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations were made.</p>	
4.	<p>FINANCE AND FUNDING</p>	
A	<p>Management Accounts report April 2021</p> <p>SP presented the management accounts for April 2021. With 122 students on roll, there is a current surplus of £250,292 and a predicted surplus of £305,310 by the end of the year. SP reported that it is also planned to look at depreciation where further savings are anticipated. School reserves have also increased by £292,000 to £1.7 million equating to 131 school days.</p>	

B	<p>Draft Budget 2021 – 22 (for information)</p> <p>SP apologised to governors that they had not yet received budget papers ahead of the meeting. SP reported that, after considerable effort, a breakeven budget has been achieved on the basis of 124 students with salary costs accounting for 76%. SP explained that preparation of the budget had started in February so figures are showing £1.4m of reserves, but when accounts close this figure will be higher. The breakeven budget assumes a 1% increase for staffing costs, even though no increase is anticipated.</p> <p>SP advised that as soon as documents are finalised she will forward them to the Clerk to circulate. If Governors have any questions in the meantime, SP requested that they be sent to the Clerk, who will forward them to her.</p> <p>SM asked whether the breakeven budget included reserves. SP confirmed that it does.</p>	SP
5.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Governors noted that there is one vacancy on the LGB and that efforts to fill the vacancy will be made in consultation with the Chair and Principal.</p> <p>EM joined the meeting at 5.18pm</p>	
6.	<p>MINUTES OF LAST MEETING</p> <p>The minutes of the meetings held on 18 March 2021 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>i Governors had undertaken to send a bio and photograph to TS for inclusion on the school's website. TS agreed to check whether any were outstanding and asked any Governor who had not already sent details to do so.</p>	ALL
	<p>ii Governors confirmed receipt of the DfE response to findings of the consultation, as directed by JJ via the website. JJ had previously given Governors' verbal feedback.</p>	
	<p>iii The Principal confirmed that St John's Ambulance First Aid Training is planned for September.</p>	
	<p>iv JD and TS agreed to meet to agree content for the newsletter.</p>	JD/TS
	<p>v Governors confirmed that they have viewed the school admissions procedure.</p>	
	<p>vi The Clerk confirmed that details of H&S training were shared with RP.</p>	
8A.	<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>Pupils</p> <p>JJ reported that the whole school is now back with all but three students now on site. A few children have or are due to move out of the area together with the</p>	

usual end of school leavers. Very sadly one pupil had died, following hospice care in May, and a celebration of his life will be held next week.

Budget

JJ advised that a breakeven budget has been achieved despite the constraint of the school being at capacity, with no option for additional students and the associated income.

JJ referenced the large capital projects that the school is planning. There is still no outcome of two CIF (Condition Improvement Fund) 'super bids' of £465,000 for fire safety refurbishment and £2 million for the extension to the school building. If the bids are not successful, it is planned to still extend the school to create more space. JJ outlined that 'Plan B' is to look at what can be achieved with some of reserves. This would be more modest and would be a three-part plan and approached in sections.

Personnel

JJ introduced Denise Heffernan as Head of Secondary and 6th Form and Jess Web, Assistant Head for Communication and Integrated Services. She reported that a Seating Specialist and OT have been successfully recruited for this term and both have said that they would like to stay on in September. JJ reported that vacancies are more problematic at the moment and targeted advertising has been sourced for a Speech and Language Therapist.

JJ outlined the school's focus on staff wellbeing, with Wellbeing Tuesdays having been successfully introduced, together with the Staff Awards linked to the Transforming Lives ethos. A staff survey is planned to input to action planning for next year and further training modules on health and wellbeing.

School Development / Improvement Plan

JJ reported continued progress on the SDP even through some areas, for example residential visits, have been impacted by the pandemic. A day trip has now been arranged and next year's intended outcomes will come to the September LGB. Overall, JJ said that the school has achieved more than anticipated given the pandemic. She advised that there will be an opportunity to reflect on this and plan for the next three years at their proposed Governor Strategy Session.

AK joined the meeting at 17:30.

CPD

JJ reported that online training modules have continued to develop. Some staff have taken this up fully and even done additional training courses. Staff are able to use the opportunities for training flexibly. Other staff are completing specific training including formal teacher training with some joining the Nursing team to learn about autism and continence.

Leavers

JJ advised that among the leavers 6th Form students will be moving to local colleges. In addition, one primary school student is moving to Suffolk and two further families moving to Canada and Yorkshire in July.

	<p>Curriculum and Assessment</p> <p>JJ outlined work to track assessment through to 6th Form. She introduced DH who gave a Power Point presentation giving an overview of the Secondary and 6th Form Offer and proposed changes (a copy of the presentation is attached to the minutes together with a short video which was hampered by technology at the meeting).</p> <p>Governors welcomed the presentation and responded with a round of applause.</p> <p>Health and Safety and Safeguarding</p> <p>JJ reported that the school is currently working on the Health and Safety audit and Health and Safety review documents with the wider OCHAT team.</p> <p>Business Plan</p> <p>JJ explained that some of the items listed in the Business Plan are for the current year, and some are future plans. JJ will include an updated Business Plan for all future LGBs so that Governors can see what the school is working towards, as included in the Estates Plan.</p> <p>JJ explained that plans for the Hall include a potential sunken trampoline and new music and sound system that will enable children to control their environment via their communication aids and iPads. Further ideas include a potential mezzanine floor at the back of the hall.</p> <p>JJ said that, going forward, the Business Plan will include plans for the school extension and fire safety improvements so that Governors can discuss all aspects of the planned capital projects. Governors welcomed this.</p> <p>COVID-19</p> <p>JJ reported that Kingston had seen a rise in cases of the Delta variant of COVID-19 and Bedelsford has had to arrange surge testing. PCR tests were provided and the school was also encouraging families to do PCR tests for the Delta variant.</p> <p>JJ advised that testing is ongoing in school and does inevitably cause some disruption to learning. The school still has an isolation room but, with no cases over the last term and a half, the room has now been freed for use. However, if there is a COVID case the room will immediately be cleaned and resume as an isolation room.</p> <p>JJ advised that all staff and children continue to take LFD tests twice a week. Children are supported by the team and all are managing well.</p> <p>Events</p> <p>JJ reported that an awards-giving ceremony will take place on 8th July, hopefully outdoors, and invited governors to attend and potentially present awards to students. Those who attend should do an LFD COVID test on the morning of 8th July or the night before. Students are very excited that the event is going ahead.</p>	<p>DH</p> <p>ALL</p>
<p>8B.</p>	<p>DASHBOARD</p> <p>No questions on the dashboard</p>	

9.	GOVERNOR VISITS	
9A.	PORTFOLIO GOVERNOR REPORTS JD thanked governors for their portfolio reports.	
i	Ethos, Vision and Strategy (JD) Report received.	
ii	Teaching and Learning (AJD) Impact of COVID-19 (SW) Reports received.	
iii	Health & Safety, Safeguarding and Child Protection (EM) Health & Safety / Premises (RP) Reports received. RP reported that she had witnessed a disturbing incident in the school car park involving a bus being driven dangerously. RP also reported on a meeting with TM in which the issue of a 'do not resuscitate' order was raised. JJ advised that this is a very sensitive issue and suggested that it was something that Governors could discuss on their Strategy Day. She explained that the Short Live Matter work links to this and that it is important in all cases to check that procedures are followed and safeguarding is adhered to. SM commented that if a child has a 'do not resuscitate' order that it is important that staff are both aware and respectful of it. JJ stressed that it is important to consider support for the whole community on this issue including staff, students and families. JD welcomed the consideration that Bedelsford is giving to this issue and extended all Governors sympathies to the family involved.	
iv	Finance and Resources (AK) Report received	
v	Business Development and Marketing (TS) Report not yet received; TS met JJ today so the report will follow.	TS
10.	GOVERNOR TRAINING AND DEVELOPMENT Governors noted that the annual Governor's Conference will take place on Friday 8 October 2021 at Epsom Racecourse.	
11.	EARLY CAREER FRAMEWORK Governors received an update on the school's plans to meet the requirement of a new induction programme for teachers from 1 September 2021, replacing the current NQT induction arrangements. JJ reported that Teaching Hubs have been created with Bedelsford now part of the Wandle Hub. There are new opportunities for teachers to be mentored over two years, with the mentor receiving training as well as the new teacher.	

	Bedelsford does not have any ECTs this coming academic year but will have next year as staff are currently in training.	
12.	<p>BEREAVEMENT POLICY</p> <p>Governors had received the updated Bereavement Policy. JJ asked for any questions. The policy was intended to set out and explain the plans and processes in place, to respond to each individual family's wishes.</p>	
13.	<p>EQUALITY AND DIVERSITY REPORT</p> <p>The Principal reported on:</p> <ul style="list-style-type: none"> i. Performance against Equality Objectives and Outcomes 2020-21 ii. Equality and Objectives and Outcomes for 2021-22 <p>JJ referred to her report which looks at particular areas and the protected characteristics and links to the Short Lives Matter and pathways work.</p> <p>JJ said that the residential planned for next year includes those with more complex medical needs. This can be difficult, as families may be less willing to let their child attend. JJ wants to support them to achieve this, by including home care or a nurse to enable all children to take part.</p> <p>JJ referenced plans to strengthen contact with all faiths, particularly as the latest School Census shows that there are children from 27 different ethnic groups across the school.</p>	
14.	<p>CENTRE ASSESSED GRADES</p> <p>Governors had received an update on centre assessed grades as part of DH's presentation (see Item 8).</p> <p>JJ reported that, though not officially required, the school is still completing Key Stage Standards tracking, informed by both EFL (Evidence for Learning) and the analytical tool INSIGHTS. This will help to predict students' future needs and show how they will be moving forward, as well as demonstrating achievements both internally and externally, including to OFSTED.</p>	
15.	<p>RSE CURRICULUM AND POLICY</p> <p>JJ confirmed that the RSE curriculum is in place and staff training is underway with a focus on both respect and consent.</p> <p>JD asked whether there had been any reaction from parents to the letter they were sent. JJ advised that there had not and hoped the approach taken had given them reassurance that the proposals were appropriate for their child. Work is taking place on the 'this is me' approach, explaining the idea of what is private and what is public, to help children understand and identify when things are not right, and encourage them to tell someone when something is wrong.</p> <p>JD thanked JJ for keeping Governors and parents so well informed.</p>	
16.	<p>POLICY AND PROCEDURES</p> <p>Governors noted the Family policies and procedures approved by the OHC&AT Board on 26 March 2021 as available on GovernorHub.</p>	JJ

	JJ reported that she is waiting for the OHC&AT update of the Critical Incident Plan. She expects this in July and it will be shared on the Bedelsford website once the school has added to it.	
17.	ANY OTHER BUSINESS	
	i JD and JJ thanked the Clerk for her work as this was her final meeting with the LGB.	
18.	DATES OF FUTURE MEETINGS	
	i Governors agreed the meeting dates for 2020-21, as follows: <ul style="list-style-type: none"> • 16 September 2021 • 2 December 2021 • 17 March 2022 • 16 June 2022 All to start at 5pm.	
	ii Governors agreed the date and time of the Pay Committee in autumn term as Wednesday 20 th October.	
19.	CONFIDENTIALITY	
	There were no confidential items.	

The meeting closed at 18:51

Signed: ----- Date: -----

ACTIONS

Minute	Action	By who
4 b	SP to share the 2020-21 Budget with Governors when it is complete.	SP
7i	All Governors, who have not already done so, to forward bio and photo to TS for website.	All / TS
7iv	JD and TS to meet to discuss content for the newsletter.	JD / TS
8	DH to share PowerPoint presentation and video with Governors.	DH
8	Governors to confirm to JJ if they are able to attend the school awards ceremony 8 th July.	All
9v	TS to share the Business Development and Marketing Portfolio Report when it is completed.	TS
16	JJ to put the Critical Incident Plan update on the school website when it is completed.	JJ