



**MINUTES
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD ON THURSDAY 2nd DECEMBER 2021 AT 5.00 PM**

Present:

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

In attendance:

Sadie Cawood (SC) Deputy Principal
 Taisa Martinucci (TM) Vice Principal
 Becky Clowes (BC) (Head of Early Years)
 Tracey Goodsell (TG), Clerk.
 Sharyn Purewal (SP)–Management Accountant-Present up until item 8
 Rory South (RS) –Finance Assistant-Present up until item 8

		ACTION
1.	<p>WELCOME FROM THE CHAIR</p> <p>JD opened the meeting and welcomed all present. She advised governors that Becky Clowes (BC) had been invited to give an update on staff well-being.</p> <p>BC said that staff evaluation forms had been sent to staff as part of well-being week and there was a good return.</p> <p>The survey had asked staff what could be improved and a RAG rating was provided. Several interesting comments and suggestions were received which have provided a good baseline to make improvements.</p> <p>Action: SC to send a summary of the results to governors</p> <p>TM said that several questionnaires were returned by the students. Responses showed that students do want a Safeguarding/Happiness Board. Two display Boards have been provided for the primary and secondary provision. These will be fundamentally the same but the school, working with the school council, will think about how to differentiate the Boards.</p>	SC

	<p>JD thanked SC and TS for their presentation. She said this had provided governors with a good update which shows the power of consultation.</p> <p>It was agreed that the questionnaire should be put on GovernorHub.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Amit Kohli.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>No declarations were made.</p>	
4.	<p>CONSTITUTION AND APPOINTMENTS</p> <p>Governors noted that there is one vacancy on the LGB. All portfolio areas are currently allocated.</p>	
5.	<p>MINUTES OF THE LAST MEETING</p> <p>Governors AGREED the minutes of the meetings held on 17th June 2021 and 16th September 2021.</p>	
6	<p>MATTER ARISING NOT COVERED ELSEWHERE ON THE AGENDA</p> <ul style="list-style-type: none"> i) It was noted that the governor photographs have been updated on the website ii) It was noted that JD and TS will meet separately to discuss content the newsletter iii) It was noted that the Critical Incident Plan would be received later in the meeting. 	
7.	<p>FINANCE AND FUNDING</p> <p>i) Management accounts August (draft)</p> <p>SP said that these should be considered draft accounts as they are still subject to audit and the figures may change slightly.</p> <p>The accounts show a surplus of £227k, against a forecast of £251k in June. The school has been successful in meeting most of its financial KPIs and has maintained salary costs at 79%.</p> <p>Reserves have increased by £50k up to £1.4m. (113 cash days)</p> <p>Final figures will be updated once audited.</p>	

	<p>ii) Management Accounts September</p> <p>The forecast is for an operating surplus of £9k based on 124 students.</p> <p>There are some increased salary costs which have now stabilised.</p> <p>There have been previous discussions regarding incremental Teacher Pension contributions. SP said that Local Authority support has been extended to March 2022. A break-even budget had been prepared before this was agreed so any funding received from the LA will be extra.</p> <p>The school is forecasting £1.6m surplus (117 cash days).</p> <p>Governors RECEIVED the Management Accounts.</p> <p><i>SP and RS left the meeting</i></p>	
8.	<p>PRINCIPAL'S REPORT</p> <p>JJ had provided a written update on her report, which had been uploaded to GovernorHub.</p> <p>She highlighted the key points from her report as follows:</p> <p><u>Introduction</u></p> <p>JJ said that despite the continuing challenges with regard to Covid, it has been pleasing that some educational visits have been reinstated, such as horse riding and cycling and events have taken place, including Harvest and Remembrance. All activities are carefully risk-assessed.</p> <p><u>Pupils</u></p> <p>The school's Published Admission Number (PAN) is 125. There are currently 124 pupils on roll, with two pupils potentially leaving.</p> <p>All reception children have been baselined and will be assessed from that point as they continue their school journey. Some pupils are still accessing their education from home, and some are doing a mix of school and home. The programme of remote working is strong.</p> <p><u>Budget</u></p> <p>See Item 7</p> <p>JJ added that the school's finances are in a healthy position and there are plans to use the reserves for extension possibilities.</p>	

Work to the fire alarm is out to tender, the results should be known after Christmas.

Personnel

A new music therapist has just started, as well as a Mental Health Lead.

There is a possibility that the new Covid variant could impact on the self-isolation rules.

The school has introduced an offer to carry out lateral flow tests for children as some parents find this difficult to do these themselves.

Staff awards are taking place soon.

School Development Plan

The SDP had been circulated. JJ invited questions on the proposed areas for development.

JD asked about the amber and red ratings. JJ confirmed that an Amber rating indicates that work has started towards a target and a red rating means that work has not yet started. There will be a strategy day in March to review the SDP and governors will be updated at the next meeting.

CPD

JJ said that the on-line Educare modules have been very helpful during Covid and has meant that staff have been able to access key compliance training, such as Health and Safety Equality and Diversity.

A face-to-face First Aid training session has taken place.

As well as these, individual members of staff are able to apply for training.

Destinations

JJ said that the school has a responsibility to follow up with leavers to see if they have accessed school/College. Updates have been received for all of last year's leavers except for one student who moved to Canada, but the school will continue to pursue this pupil.

Curriculum and Assessment

JJ had circulated a Progress and Attainment report which enabled governors to see the all-through provision.

The school has signed up for the Duke of Edinburgh Award for 6th formers which will be a positive experience for them. A residential has been booked in the Isle of Wight for June 2022 and PGL in April for KS4 pupils.

Teachers are being supported with requirements for the 'Deep Dives' in preparation for Ofsted. SC said that she is having professional conversations with them every half term to ensure that they have a detailed knowledge of each student, and are able to provide evidence of learning. This level of support has been well-received by the teachers and enables them to be reflective practitioners. Meetings are then held with JJ to discuss ideas to make planning and assessment more streamlined to ensure staff work/life balance.

Governors thanks TM and SC for their work on this which will ensure good preparation for Ofsted.

JJ then spoke about a planned visit to the Tate Modern which had been specifically requested by a 6th form student.

The Move programme is being revitalised English and Maths is being taught in small groups to enhance learning

A whole school Shakespeare festival is being planned, with pupils to access as a live event or remotely.

Governors noted the Mental Health and Well-being initiatives, particularly the successful visit from Trigger the pony.

Health and Safety

Governors noted that there had been a full Health and Safety Audit in October and the school had achieved a score of 91%, with no immediate actions.

The new IT team have visited the school this term, which had been positive.

The school is reviewing extension options. DfE funding for a new 6th form provision in Kingston has been received. The intention is for OHCAT to run the provision, and Bedelsford is very much part of these discussions.

JJ had provided a comprehensive Covid update under this section of her report.

The CPOMS system continues to be an effective way of recording concerns.

The school became an Attachment Aware school this year, which recognised its work with the most disengaged children.

Compliments and Complaints

JJ said that there have been some family concerns regarding therapy catch up and the school is working with them to come up with reasonable ways forward.

School Events

Governors noted the Christmas events. JJ said these will be filmed if it is not possible to hold them as live events.

Covid Catch-Up Premium

JJ had circulated a document which looked at the challenges that had been presented during the pandemic. She said that communication, cognition and physical deterioration was an issue for some students so funding has been focused on these key areas. There will be more small group teaching. The new Assistant Headteacher will be lead on this.

JJ spoke about the Little Wandle Scheme, which is more appropriate for older students. She said that this is a less complex way of learning phonics.

Following the repair to the school pool, every child is returning to a weekly swim as this is good for their physical and mental well-being. There is also a separate pool in Teddington for those students who can swim lengths.

The school will continue to set up a variety of things over the year to utilise the catch up funding.

JD asked whether the summer school had been funded by this catch up money. JJ said that this a different funding which had been targeted at Year 6 and 7 students, particularly those that have been shielding. A teacher, TA and member of SLT had attended each day.

Governors **RECEIVED** the Principal's report

9. **PORTFOLIO REPORTS**

JD thanked governors for maintaining their portfolio visits.

There was a discussion about the school's cook who is retiring and governors agreed she will be hard to replace. She has provided exceptional meals for the students during her time at the school.

JJ said that she is considering using OHCAT's provider and she will visit other OHCAT schools that are using them, to assess the quality.

Governors **RECEIVED** the portfolio reports.

10.	<p>GOVERNOR TRAINING AND DEVELOPMENT</p> <p>JD asked governors to inform Susanne Wicks, OHCAT's Governance Manager, if they undertake any training so that this can be recorded on GovernorHub.</p>	
11.	<p>PAY COMMITTEE MEETING</p> <p>Governors RECEIVED a verbal update from JD on the Pay Committee meeting. She confirmed that all the pay recommendations had been agreed.</p>	
12.	<p>POLICIES</p> <p>i) Governors NOTED the policies that had been approved by the OHC&AT Board in the Summer term. ii) Governors RECEIVED the Critical Incident Policy and the Fire Policy Appendix 2-Emergency Plan</p>	
13.	<p>KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) SEPTEMBER 2021</p> <p>Governors NOTED the updates to KCSIE. JD encouraged governors to read the whole document and make themselves familiar with the content as Ofsted inspectors will ask governors about safeguarding when they visit.</p>	All Govs
13.	<p>ACADEMY TRUST HANDBOOK</p> <p>Governors NOTED the Academy Trust Handbook which took effect from 1st September and replaces the previous Academies Financial Handbook</p>	
11.	<p>DATES OF FUTURE MEETINGS</p> <p>Governors NOTED future meeting dates as follows:</p> <ul style="list-style-type: none"> • 17 March 2022 at 5 pm • 16 June 2022 at 5 pm. 	

The meeting closed at 6.20 pm

Signed:

Date: