



MINUTES

BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING HELD ON THURSDAY 17th MARCH 2022 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)
Sylviane Wolfer (SW)

In attendance:

Sadie Cawood (SC) Deputy Head
Taisa Martinucci (TM) Vice Principal
Jessica Webb (JW) Assistant Head
Denise Heffernan is Head of Secondary and 6th Form
Lisa Cadenhead (LC)-School Business Manager
Tracey Goodsell (TG), Clerk.
Rory South (RS) –Finance Assistant-Present for item 3 only

1. Welcome and Introductions

All present were welcomed to the meeting.

2. Rosalind Patten

Governors commemorated the life of Rosalind Patten, a long-serving governor at the school and previous parent, who had sadly passed away. TM read out a poem and governors shared their memories of Ros. JJ said that the funeral was being held on 28.3.22 and she agreed to send round the details.

3. Management Accounts

Governors welcomed RS to the meeting. RS presented the accounts for January 2022.

JJ said that with regard to the reserves, the school is working with the Trust and AfC on a potential opportunity for expansion. Other projects are also planned.

She also said that the school has a high operating surplus as it had received three types of grant in January, amounting to £87k in total. She said this will be utilised for expenditure on any pupils whose learning has been impacted by the pandemic. The

grant that has been received from the ESFA for the Teachers' pensions will be spent as the school deems appropriate.

Governors thanked RS for his presentation and **RECEIVED** the management accounts.

4. Apologies for absence

Apologies for absence had been received from Amit Kohli.

5. Constitution and Appointments

Governors noted the following:

i) The term of office for Julia Darbyshire and Tammy Segala (current parent governors) will end on 30.06.22. All parents/carers will be invited to apply for the role during the summer term.

TG suggested that consideration could be given to appointing Julia and Tammy as non-parent governors.

Action: TG to ask Susanne Wicks, Governance Manager, to liaise with the LGB about this suggestion.

ii) The term of office for Sylviane Wolfer will end on 30.06.22. All staff will be invited to apply for the role during the summer term.

iii) The term of office for Sue Manning, Amit Kohli and Ashley Jordan-Diaper and Emmett Murphy will end on 30.06.22.

Governors **RECOMMENDED** that the Board of trustees re-appoint Ashley-Jordan-Diaper and Amit Kohli for a further three-year term of office.

6. Minutes of last meeting

The minutes of the last meeting held on 2nd December 2021 were agreed as a true record subject to the flowing minor amendment:

Minute 7 should read 'salary costs at 79%'.

7. Matter Arising

Further to minute 1, JJ agreed to check whether the results of the staff survey have been shared on GovernorHub.

8. Move Policy Presentation

Jess Webb gave a presentation on the school's Move policy.

Governors noted that Ashley Jordan-Diaper is the named link governor for this policy.

Questions were invited.

SM asked whether the project can only accommodate a certain number of pupils.

JW said that it is currently at maximum capacity and there is a waiting list of suitable pupils. Capacity is being extended in staffing to manage this.

SM asked about the views of the therapists. JW said they are very supportive. The physiotherapists are able to use their specialist practice. She added that all governors can review the programme on the server.

SW asked how the school monitors progress. JW said that weekly meetings have been introduced, as well as yearly reviews. Class teachers are updated regularly.

JJ said that a key aspect to achieve the best outcomes, parents and carers have to be on board and ensure that the practice is carried on throughout the weekend and holidays.

JJ said some of the pupils have participated in 'Frame running' in Kingston and this has been posted on Twitter. The school's Twitter site has been re-launched and is currently very active. She encouraged governors to visit the site. She added that the school and parents can upload information to the 'Engagement Scales' app. The app follows the whole life story of the child and Bedelsford has been part of the development of this app as part of a complex needs project.

Action: JW to send out an email reminder to parents.

JW said that the school is hoping to achieve a Quality Mark for this project.

Governors thanked JW for her interesting presentation.

9. Parent Survey

TS said that she has been working in conjunction with the Principal's PA and the results of the survey will be sent out soon. The results will be presented at the next LGB meeting.

10.A. Principal's Report

JJ highlighted the following points in her report:

Introduction

JJ said that there have been very few Covid cases lately which has allowed the school to lift some of the previous restrictions. However, this will be kept under review and if there is a significant rise in cases the school will work with Kingston Public Health to re-introduce restrictions if necessary.

JJ said it has been a difficult term with regard to bereavement, with the loss of Marc Downes, a previous student, Ros Patten, governor and Oliver Bennett, a pupil form

Zebra class. JJ said that Ollie's parents had come into school yesterday and they were given a memory book of Ollie's time at the school. A celebration of life will take place in due course. JJ spoke to governors about how Ollie's passing had impacted on some of the students and the strategies the school has been using to help them through this process.

Pupils

JJ said the school will be at full capacity (125) from the start of September 2022, with a potential waiting list. Accordingly, the school will need to recruit more staff.

JJ updated governors on the potential new 16-25 centre that has been identified near Kingston train station. This will be funded by the DfE. The school is working with OHCAT and AfC. The centre offers great potential and will be shared with Orchard Hill College. This will also free up some much needed space in the school. The timescale for opening is next academic year 2022-23, with a possible phased approach to opening.

Budget

JJ reported that support staff will be receiving back pay following an agreed cost of living increase of 1.75%, backdated to September 2021.

There are planned projects to enhance the school environment, including a bespoke therapy room.

There is a programme of re-decoration planned for the whole school, including the hall, classrooms and playgrounds.

Work is underway to complete the fire alarm works and is due to be completed by the end of May and signed off by the middle of June.

TM told governors that whole school assemblies are now being held and these have proved very successful. JJ said that it has been hard for the pupils who need adequate space. The school is being aspirational in its thinking around large groups and is looking at a more bespoke offer for primary and secondary pupils.

Training has also been delivered face-to-face which have been more effective and interactive.

Personnel

Governors noted the members of staff that are leaving the school. A new Speech and Language therapist has been appointed.

The school is part of a Mental Health cluster group with other local schools, CAMHS and AfC. An action plan has been drawn up and had been included with the papers for this meeting.

SC said that the next steps are to focus on support for parents/carers and staff. The school is working with the EP service and has introduced a key adult assigned to support pupils and staff. Work will be undertaken in hubs and staff will be upskilled further to support the individual needs of pupils, carers and students. The EP is setting up a workshop on 25.3.22. to build a network for parents, which will evolve organically. There will also be a focus on the pupil voice, via a student council. The project is funded jointly by Education and Health and is a plan that has stemmed from the well-being survey run in December.

The school is working towards a well-being award which it hopes to achieve during 2022.

School Development Plan

JJ said that good progress is being made in all areas. The after school club is shown as red, but plans will advance over the next term, for a club to be run at least once a week.

Two residentials have been booked at Liddington for Key Stage 4 in April and Isle of Wight for 6th form in June. Risk assessments for both are taking place next week.

CPD

CPD is constantly kept under review with a focus on quality. Morning and Tuesday afternoon short soundbite sessions have proved successful. Educare is also offered for on line modules in key compliance areas.

Training has been booked for each subject lead to support and prepare them for the curriculum Deep Dives and enable them to speak confidently about their subject area.

SC gave governors a presentation on the 'Cultural Capital' curriculum, focussing on Intent/Implementation/Impact.

Moderation meetings take place on the second Tuesday of every half term. SC stressed the importance of the 'golden thread' in the curriculum.

JJ said that the school needs to ensure that it offers the best education for all of its learners, from age 2-19, and to maintain its 'Outstanding' status. All staff teams need to work on this all day, every day. This initiative encourages all staff to be more reflective in their practice.

School Events

There has been a tremendous whole school contribution to support Ukraine. Photos have been taken of all the equipment that has been donated. Pupils in the 6th form are also raising money.

Governors were encouraged to attend any of the school events listed in the report.

Governors **RECEIVED** the Principal's report.

B. Verbal Update on Principal's role in OHCAT

JJ gave an update on her role as Regional Lead for the South West Hub. She said she will be undertaking further work for OHCAT after Easter, working with other schools within the Trust, focusing on therapies and quality of education. John Prior, CEO, has been in to school to talk to the staff team about JJ's role and JJ will write to families to let them know.

TS asked whether some of JJ's work would be delegated, as she was conscious about JJ's work-life balance.

JJ said this is already happening in some areas and is always evolving.

C. Dashboards

Governors **NOTED** the Dashboard.

11. Safeguarding

Governors **NOTED** the Safeguarding Well-Being offer and Safeguarding Audit Spring 2022.

JJ asked governors to take these documents away to read and to come back to her with any questions. These documents will be presented at every LGB meeting.

JJ added that the school is officially in the 'Ofsted' window which means it could receive an Ofsted inspection at any time. The DfE has recently indicated that there is an approximate six-term delay. However, JJ said the school does sometimes get selected because of its unique cohort, so has to remain 'Ofsted-ready' at all times and continue to ensure the best education and outcomes for its pupils.

12. Portfolio Visits

Governors **NOTED** the portfolio visits undertaken this term.

13. Policies and Procedures

Governors **NOTED** the policies and procedures that had been approved by the OHCAT Board in December 2021.

14. OHC&AT Governance Documentation

Governors **NOTED** that the OHCAT Scheme of Delegation and Schedule of Responsibility had been approved by the OHCAT Board in December 2021.

15. Date of Next Meeting

Governors **NOTED** that the date of the next LGB meeting is Thursday 16th June 2022 at 5pm.

16. Confidentiality

There were no confidential items.

The meeting closed at 7.35pm.