



MINUTES

BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING HELD ON THURSDAY 16th June 2022 AT 5.00 PM

Present:

Julia Darbyshire (JD) (Chair)
Tammy Segala (TS) (Vice-Chair)
Julia James (JJ) (Principal)
Amit Kohli (AK)
Sue Manning (SM)
Emmett Murphy (EM)
Sylviane Wolfer (SW)

In attendance:

Sadie Cawood (SC) Deputy Head
Taisa Martinucci (TM) Vice Principal
Lisa Cadenhead (LC)-School Business Manager
Tracey Goodsell (TG), Clerk.
Rory South (RS) –Finance Assistant-Present for item 6 only

1. Welcome and Introductions

All present were welcomed to the meeting.

2. Apologies of absence

There were no apologies for absences. Ashley Jordan-Diaper did not attend the meeting.

3. Declaration of Interest

None.

4. Constitution And Appointments

- i) Governors noted that Amit Kohli and Ashley Jordan-Diaper will be re-appointed for a further three-year term on 1.07.22.
- ii) Governors noted that this is the last meeting for Sue Manning. Governors extended their thanks to Sue for her 9 years of governorship at the school. They were also delighted to note that Emmett Murphy has agreed to be re-appointed for a further three-year term of office from 1.7.22.
- iii) Governors noted that Julia Darbyshire and Tammy Segala will be re-appointed as parent governors with effect from 1.7.22

- iv) Governors noted that Sylviane Wolfer has been re-appointed as staff governor with effect from 1.7.22.

5. Minutes of last meeting

The minutes of the last meeting held on 17th March 2022 were agreed as a true record.

6. Finance and Funding

- i) Management Accounts

Governors welcomed RS to the meeting. RS presented the management accounts for April. Governors noted that spend is on track, with some savings recognised for premises expenses and cleaning contract. Salary costs are lower than budgeted, partly due to the use of agency staff to cover permanent posts that have been difficult to recruit to.

Governors asked about the large area of expenses in March 2022. JJ said this was attributable to transfer of £750k from the bank account to the savings account.

RS said that the black line on the graph shows the minimum requirement to meet finance obligations, and in this respect, the cashflow forecast is healthy.

- ii) Draft Budget

RS presented the draft budget for 2022-23. The budget is presenting a break-even position.

The school is actively recruiting to fill vacant staffing positions.

There is a meeting with AfC next week to discuss top-up funding. If an increase is agreed this will massively improve the funding and the operating surplus.

JJ said that there is a higher number of nursery pupils this year and further applications were received last week. There are also two tribunals pending. If all these pupils join the school, there will be 131 pupils. This includes the part-time nursery pupils, which results in approximately 127 FTE pupils. The school is formally permitted to go 10% over its Published Admissions Number (PAN). Classes have been arranged differently this term and staff have been informed.

TS asked how the budget surplus will be utilised. JJ said that £750k has been ring-fenced for the building project and agreement is being sought to increase this, although the amount hasn't been decided yet. A structural survey project team have been asked for three possible options. AfC, Hounslow and OHCAT have been asked to contribute.

There was a discussion about the new 6th form site, which will provide high quality provision for Bedelsford pupils, if it is the right option for them.

Governors **RECEIVED** the draft budget.

7. A. Principal's Report

JJ highlighted the following points in her report:

Introduction

Governors noted the introduction to JJ's report.

Pupils

JJ said that a new child had joined this week, after she had written her report. This pupil have settled in well and the parents are happy.

There is also potentially another child, who is a Ukrainian refugee. The school is working with the LA to admit this child as soon as possible.

There are still some students on a remote package for various reasons including surgery recovery and life limiting conditions. Some of those are transitioning back into school with a package of support. The school will continue to build on this.

The school has several Diploma in Education and Training (DET) trainees. There has been a change in criterion which

Budget

As per RS's report.

Personnel

Governors noted that there are 19 staff vacancies. Once fully staffed, there will be 155 staff on roll.

AK asked whether it would be possible to review the salary bands to attract more applicants. JJ explained that this is not possible for Teaching Assistants as they are already on the higher pay scale. Any increase would be unsustainable financially.

SW asked JJ if the budget is based on the number of staff currently in post or on the full complement of staff, including any vacancies. LC confirmed that the budget is set for the number of staff that are needed for the number of pupils that the school anticipates it will have. JJ said that the quality of teaching and care for the pupils is key and is the reason that the TAs and STAs are paid higher than in other schools. Agency staffing is less than most schools to allow for flex if pupil numbers fluctuate.

The new catering company has been appointed and they are working on meal choices. TUPE regulations and processes are being followed and they will

commence in September. The company also provided a catering service for Dysart school and hospitals so there is confidence in their experience.

There is a continued focus on staff well-being. Mental Health first aiders have been appointed, building on their skill set to support staff and pupils with mental health needs. The training session from Shooting Stars was well-received and another one is planned for 28th June.

JJ spoke about a recent incident at the school where an intruder had managed to get onto the school site, which instigated the lockdown procedure for the school. The police had been called and had apprehended the intruder quickly. As a result, some of the entry practices into school have been adapted.

There had also been a second incident involving a child who had stopped breathing in class and had had to be resuscitated. Paramedics were called and the child was taken to hospital and is now on life-support. TS said that the child did not have his oxygen with him, and the paramedics did not have a narrow enough tube to intubate him, but the school was able to provide this. The police had also been called but had been very complimentary about how the school had managed this difficult emergency. JJ said this had opened a wider discussion around working with health teams locally around the school's clinical provision.

Governors congratulated all the staff involved in managing this situation so well.

School Development Plan (SDP)

As per report.

CPD

As Covid restrictions have eased, it has been possible to run more face-to-face training sessions. The rolling programme of training has been included in the SDP.

Leavers Destination Update

As per report.

Curriculum and Assessment

Reporting processes have now returned to pre-pandemic regulations.

There has been a very successful residential to the Isle of Wight, which included one student with very complex needs. The risk had been very carefully assessed and night cover was provided by the staff team on a rotation basis.

Governors were invited to the special service on 27.6.22 to remember the lives of the children who had sadly passed away during the pandemic.

Health and Safety (including premise) and Safeguarding

As per report

Compliments and complaints

The Parent workshops had been successful with good feedback Compliments have also been received regarding the Gold MOVE Award.

School Events

As per report

SDP Target Update

Governors noted the SDP target Update

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

B. Dashboards

Governors **NOTED** the Dashboard.

8. Safeguarding

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

9. Equality and Diversity Report

Governors noted the Performance against Equality Objectives and Outcomes 2021-22 and the Equality and Objectives and Outcomes for 2022-23.

They reviewed the action plan and JJ reported the following:

- The recent Isle of Wight residential had been very successful
- Work experience has mainly been taking place through internal activities but there have been lots of opportunities despite the Covid restrictions.
- Work with faith communities will be carry forward now that Covid restrictions have lifted.

Governors also noted the aspirational targets set for 2022/23.

JJ left the meeting at 6.15pm

10. Portfolio Visits

Governors noted the portfolio visits undertaken this term.

11. Governor Training and Development

Governors noted that the annual Governors' conference is taking place on Thursday 6th October at Sandown Racecourse.

12. Policies and Procedures

Governors noted the policies and procedures that had been approved by the OHCAT Board in March 2022

13. Keeping Children Safe in Education 2022 (KCSIE)

Governors noted that a revised version of KCSIE will come into force from September 2022. The documents and summary of changes are available on GovernorHub.

14. Any Other Business

Governors presented Sue Manning with a gift, in acknowledgement of a her time on the governing body and they wished her well for the future.

15. Dates of Future Meetings

Governors **NOTED** that the dates of future LGB meetings.

They also set a provisional date of Thursday 20th October for the Pay Committee, to be confirmed with JJ.

The meeting closed at 6.25pm.