

**MINUTES OF THE
BEDELSFORD LOCAL GOVERNING BODY (LGB) MEETING HELD ON
THURSDAY 8th DECEMBER 2022 AT 5.00PM**

Members of the LGB present: Julia James [JJ] (Principal), Ashley Jordan-Diaper [AJD] – *left at 7pm*, Amit Kohli [AK]*, Sylviane Wolfer [SW], Tammy Segala [TS] (Appointed Chair for this meeting).

Also in attendance: Katie Swire (Clerk to the LGB)*, Sharyn Purewal [SP] (OHCAT Finance Team)* *left at 6.20pm*, Lisa Cadenhead (Business Manager) Jessica Webb** (Assistant Headteacher), Taisa Martinucci (Vice Principal), Ellie White**, and Rodrigo Rodrigues**.

**denotes those who attended remotely.*

***attended for items 1-7 only to deliver presentation on PBS.*

1. WELCOME AND INTRODUCTIONS

The LGB agreed to appoint Tammy Segala as Chair of the meeting, in the absence of Julia Darbyshire. TS welcomed everyone to the meeting and noted that the Clerk, Amit Kohli and Sharyn Purewal were in attendance remotely.

2. APOLOGIES FOR ABSENCE

The LGB received and consented to apologies for absence from Julia Darbyshire and Emmet Murphy.

3. DECLARATIONS OF INTEREST

- i. The Principal (JJ) declared that she was Chair of the Link School Local Governing Body. No other declarations of interest were made.
- ii. Governors were reminded to complete and return their annual declaration of interest via GovernorHub by the end of the autumn term. **Action: All Governors.**

4. CONSTITUTION AND APPOINTMENTS

- i. The LGB noted that the election of Chair and Vice Chair had been carried out at the first meeting of the LGB held on 29 September 2022. Governors therefore recommended the appointment of Julia Darbyshire as Chair and Tammy Segala as Vice Chair of the LGB for 2022-23 to the OHCAT Board.
- ii. TS reminded governors that the consultation on the revised OHC&AT Scheme of Delegation and associated [documents](#) launched on 6th October 2022 and that all [responses](#) should be submitted by 22nd December 2022. The Chair encouraged governors to review the documents on Governor Hub and provide

feedback on the consultation process.

- iii. Governors noted that there are currently two vacancies on the LGB. The Clerk noted that there had been interest from two potential governors and the suitability of the candidates will be followed up with the Principal and Chair in the new year. **Action: Clerk and Principal**

5. MINUTES OF THE LAST MEETING

- A. The LGB received and approved the minutes of the meeting held on Thursday 16 June 2022, circulated as **Enclosure 05A**.
- B. The LGB received and approved the minutes of the meeting held on Thursday 29 September 2022, circulated as **Enclosure 05B**.

6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Governors agreed that the allocation of classes to specific governors will be revisited in the new year when vacancies have been filled and there is more capacity on the LGB. **Action: Clerk**.

7. PRINCIPAL'S REPORT (Enclosure 07)

The LGB received the Principal's report, circulated as **Enclosure 07**. The Principal drew attention to key aspects of the report, which governors noted as follows.

Students

The school continues to support the bereaved families, following the deaths of two children during the summer. A celebration of life event was held in partnership with the family, for one child, and a further celebration is in planning with the second bereaved family. Mental health support for staff and children of the school remains paramount and clinical supervision is being provided to staff, where appropriate. Mental health initiatives being used to support children involve practical activities, such as musical therapy. In addition, the school is starting a review programme of quality of life experiences embedded in the school curriculum to meet the needs of children with complex health conditions and ensure a child centred curriculum.

There are currently 127 pupils on roll; this number will rise to 129 in January 2023 with two new children joining the school. There are twelve children on the waiting list to join the school. The waiting list for places is intrinsically linked to redevelopment plans of the school site, as increasing teaching space and site capacity will allow the school to increase pupil numbers.

Extension plans

JJ presented the extension plans on screen and noted that there are a number of expansion designs being considered; one involves an extension at the front of the school with a new car park under the redeveloped area. This design is in the region of £2.3-2.6M. Another redevelopment option involves expansion through building an extension over the existing Primary school classrooms, with approximate costs of £2.1M. The Principal is reviewing the expansion designs in collaboration with OHCAT Estates colleagues to determine which design best meets the needs of the school. In addition, planning permission is being sought, and the school is investigating the potential for additional funding to support the cost of the building work.

The Principal noted that mental health championing remains a priority for the school; the Mental Health and PMLD presentation referred to in the background papers, will be shared with staff at the next INSET day in January 2023. The presentation will then be further rolled out to parents via a series of parent workshops next year.

As part of the Principal's report, governors received a short presentation from members of staff in attendance (TM, RR, EW and JW) on PBS, a new system that is being used to support, manage, and understand the behaviour of children. Governors noted that the Positive Behaviour Support (PBS) framework will support staff in unpicking and understanding triggers to behaviour for children, particularly children who are not able to fully communicate their needs. The PBS framework identifies that the quality of life for children is impacted by their environment, and therefore a twelve-step strategy has been created to help pupils regain control of elements of their environment. A key feature of the PBS model is to create a body of staff who implicitly know and meet the needs of the children with whom they are working, based on the observation and interaction with each child, to determine individual drivers for positive behaviour and engagement at school.

8. SAFEGUARDING

- A. The LGB received and noted the Safeguarding and Wellbeing Offer, circulated as **Enclosure 08A**.
- B. The LGB received and noted the Safeguarding Audit, circulated as **Enclosure 08B**.

9. PUPIL PREMIUM STATEMENT

The LGB noted that the Bedelsford Pupil Premium Statement for 2022-23 was still in draft, and once finalised will be circulated to governors for information and publication on school website by 31 December 2022. **Action: Principal.**

JJ noted that the school is in receipt of £40k for Pupil Premium, with an additional £51k Recovery curriculum funding that will be largely focussed on disadvantaged and pupil premium children, where reading and language difficulties are most prevalent.

10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

A. Portfolio management

The LGB received and noted the following portfolio reports:

- i. Ethos, Vision and Strategy (**Enclosure 10Ai**)
- ii. Teaching and Learning (**Enclosure 10Aii**)
- iii. Health and Safety, Child Protection and Safeguarding (**Enclosure 10Aiii**)
- iv. Finance and resources (**Enclosure 10Aiv**)
- v. HR and Organisational Development – vacant role.
- vi. Business Development and Marketing (**Enclosure 10Avi**)
- vii. Quality and Standards (**Enclosure 10Avii**)

B. Other visit reports

Governors noted that no additional visits had been undertaken and there were no further reports to be received.

C. Governor training and development

Governors noted that there were no further training and development updates, other than those highlighted at items 14 and 15 on the agenda.

11. FINANCE AND FUNDING

The LGB received the financial reports circulated below.

- i. Final accounts 2021-22 (**Enclosure 11i**)
- ii. Budget 2022-23 and Management accounts report (**Enclosure 11ii**)

SP provided an additional verbal summary, and having asked questions, governors noted that:

- The 2022-23 budget has changed significantly from that which was agreed at the end of the last academic year.
- The original draft budget included a projected surplus for 2022-23, however, due to increases in teaching and support staff salaries, through nationally agreed pay awards implemented in September 2022 and backdated to April 2022, the school is now facing a considerable deficit at the end of this year.
- Backdated pay awards for staff were accrued against the 2021-22 budget where possible, but due to the large number of staff who

received pay awards at the school, it was not possible to cover all staffing costs from the 2021-22 budget.

- In addition to an increase in salary costs, which were higher than anticipated, the deficit is attributed to cost of living rises as well as energy costs, which have risen exponentially.
- The initial deficit forecast in the September 2022 management accounts was alarming for the school and sat at £429k. This figure is unprecedented for the school and the Principal and OHCAT finance team have worked hard to reduce the deficit and review expenditure.
- The management accounts for November 2022 show an improved deficit position, with the sum having been reduced to £159k. The deficit is still far higher than the school would have hoped but has been considerably reduced from the initial projection.
- The target for the school is to have a balanced end of year budget, and the Principal will continue to work with the OHCAT Finance team to further evaluate and review expenditure throughout the course of this academic year.
- The school currently has £2.2M in financial reserves; there are no immediate plans to draw down on financial reserves to offset the budget deficit. The financial reserves will be ringfenced for the re-development plans for the school, as re-development is intrinsically linked to increasing capacity and student numbers, which in the long term will increase income generation.

12. PAY COMMITTEE RECOMMENDATIONS

The LGB noted that the Bedelsford School Pay Committee met on Thursday 20th October 2022 to consider and approve pay recommendations for eligible teaching staff, and these were agreed in line with the recommendations received from the Principal.

13. POLICIES AND PROCEDURES

- A. The LGB noted that the following policies and procedures were approved by the OHC&AT Board at their meeting on 1 July 2022. [Policies pages](#)
[GovernorHub](#)

Appraisal Procedure

Equality, Diversity & Inclusion Policy

Freedom of Information Policy

Pay Policy

Supporting Students with Medical Conditions in Education Policy

Whistleblowing Policy

Delegation of Duty Policy

First Aid Policy

Information Security Policy

Menopause Policy

Modern Slavery Statement

Reorganisation, Redundancy and Redeployment Procedure
Subject Access Request Policy
Student Mental Wealth, Health & Wellbeing Policy
Substance Misuse Policy
Traffic Management Policy
Vaccination Policy

B. The LGB received and **approved** to the following local policies and procedures listed below:

- i. Anti-Bullying Policy (**Enclosure 13Bi**)
- ii. Attendance Policy (**Enclosure 13Bii**)
- iii. Behaviour Policy (**Enclosure 13Biii**)
- iv. Exams Policy (**Enclosure 13Biv**)
- v. Missing Child Policy (**Enclosure 13Bv**)
- vi. Online Safety Policy (**Enclosure 13Bvi**)
- vii. Relationships and Sex Education Policy (**Enclosure 13Bvii**)
- viii. Reading Policy (**Enclosure 13Bviii**)

14. KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2022

The Principal advised governors that the 'Keeping Children Safe in Education' document had been updated with effect from September 2022. Governors were reminded that the latest version is available on [GovernorHub](#) and should be read in its entirety. Governors should confirm completion of this via their declarations tab on their profile page on GovernorHub. **Action: All Governors.**

15. ACADEMY TRUST HANDBOOK

Governors were reminded that the Academy Trust Handbook has been updated with effect from September 2022.

Governors noted that Academy trusts must comply with the handbook as a condition of their funding agreement. It provides an overarching framework for implementation of effective financial management and other controls, consistent with their obligations as publicly funded bodies. The Handbook is available on [GovernorHub](#).

16. ANY OTHER BUSINESS

Governors noted that there were no further items of business.

17. DATES OF FUTURE MEETINGS

The LGB noted the calendar of meetings for 2023 as follows:

- LGB Meeting 3: Thursday 30th March 2023 at 5.15pm
- LGB Meeting 4: Thursday 22nd June 2023 at 5.15pm

Governors agreed to move the start times of future meetings to **5.15pm**, to accommodate the afterschool club.

18. CONFIDENTIALITY

The LGB noted that there were no items deemed confidential or to be excluded from the published minutes.

Meeting ended at 7.20pm.

Agenda item	Action	By Whom
3ii	Annual declaration of interests to be completed on Governor Hub by the end of the autumn term	All Governors
4iii	Clerk to liaise with Chair and Principal about prospective new governor candidates and update to be given at next LGB meeting in the spring term	Clerk & Principal
6	Linked class list to be reviewed and reallocated in the spring term	Clerk
9	Bedelsford Pupil Premium Statement 2022-23 statement to be circulated to governors for information	Principal
14	Governors to read Keeping Children Safe In Education September 2022 document in its entirety and complete Safeguarding training as directed on Governor Hub	All Governors