



**MINUTES OF THE
BEDELSFORD SCHOOL LOCAL GOVERNING BODY (LGB) MEETING
HELD IN SCHOOL AND VIA MICROSOFT TEAMS ON
THURSDAY 30 MARCH 2023 AT 5.15PM**

Members of the LGB in attendance: Julia James (JJ) - Principal, Julia Darbyshire (JD) – Chair*, Emmet Murphy (EM), Sylviane Wolfer (SW), Tammy Segala (TS) – Vice Chair (items 1-7 only; left the meeting at 6.55pm)

Also in attendance: Katie Swire (Clerk to the LGB)* and Sadie Cawood (SC) - Deputy Headteacher, Taisa Martinucci (TM) - Vice Principal.

*denotes those who attended the meeting virtually via Microsoft Teams

1. WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting, noting that she and the Clerk were in attendance virtually, via Microsoft Teams.

2. APOLOGIES FOR ABSENCE

The LGB received and consented to apologies for absence from Amit Kohli and Ashley Jordan-Diaper.

3. DECLARATIONS OF INTEREST

The LGB noted that there were no declarations of interest to be made.

4. CONSTITUTION AND APPOINTMENTS

The Clerk presided over the meeting for this item and the LGB noted that:

- i. Julia Darbyshire will resign from the role as Chair of the LGB and Governor of Bedelsford School with effect from 20 July 2023. A new Chair for 2023-24 will be elected at the final meeting in the summer term. A parent governor election will commence after Easter to fill the vacancy left by JD and to ensure that a new parent governor is elected with effect from the start of the next academic year (September 2023).
- ii. There are two governor vacancies on the LGB. The Principal and Governance Manager will meet with a potential new governor, who is the spouse of a staff member, after Easter to seek to fill one of the vacancies. The Clerk is following up the other vacancy with the external recruitment agency, Governors for Schools, to arrange for a candidate to meet with the Principal and receive a tour of the school. A further update on governor vacancies will be provided at the next meeting in June.

Action: Clerk/Principal.

5. MINUTES OF THE LAST MEETING

The LGB received and approved the minutes of the meeting held on 8 December 2022, circulated as **Enclosure 05**.

6. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

The LGB noted that there were no matters arising.

7. a) **PRINCIPAL'S REPORT**

The LGB received and noted the Principal's report, circulated as **Enclosure 07a**.

The Principal provided a summary of key points to her report, and governors noted that:

Pupil Matters

- Two new children joined the Primary department in January 2023; there are now a total of 129 pupils on roll at the school.
- Current attendance for the whole school sits within the upper 80%.
- Attendance monitoring has been increased, with targeted interventions in place for specific families with low attendance rates. Monitoring is being supported by the new Arbor system which provides weekly attendance data and improved tracking of specific attendance cases and reasons for pupil absence.
- The school has adopted a hybrid model of teaching and learning for specific pupils, in response to meeting the individual needs of some children with serious medical needs resulting in periods of hospitalisation which impacts their attendance in school.
- The hybrid model involves a programme of home visits to allow staff to check-in with pupils and families and provide appropriate learning resources at home.
- The school has received positive feedback about the hybrid teaching and learning model which has enabled pupils to remain engaged with the school and access their learning to support their mental and physical health.
- Demand for places at the school remains high and there are currently 21 children on the waiting list to join the school. Eight pupils will be leaving the school at the end of the summer term; this will enable some capacity to offer places to some children on the waiting list.
- Discussions around the expansion of the school site and the potential to extend the 6th form provision remain on going. The next meeting to discuss school expansion plans is scheduled for 21 April 2023.
- It is unlikely that any decision in support of redeveloping the school site will be taken to affect an increase capacity before September 2024.

Finance

- The AFC Banding review for EHCPs remains on-going. The current banding levels have not been reviewed for approximately 10 years.
- It is likely that the new banding will place the majority of Bedelsford pupils within the 8a to 9c bands, compared to the current placement of pupils at Bands 6 to 8a and b.
- The equivalent funding arising from the new banding framework has not yet been confirmed and final agreement of funding will be dependant on whether the new bands transfer for each child at the banding they are assessed currently. If agreed at the current banding, this will be a positive financial outcome for the school and pupils, however, the new system dictates that EHCPs can only be reviewed and amended if set outcomes change.

- The school is awaiting the release of the final banding for each pupil and an update will be provided at the next meeting.
- A one-off pooling of school financial reserves has been carried out across OHCAT to offset increasing deficits for some schools who have been significantly impacted by the rises to support and teaching staff salary increases, as well as exponential rises to energy and heating costs.
- Increases to staff costs this financial year equates to an additional £420k expenditure, which was not forecasted in the initial budget planning cycle last year.
- It has been agreed by OHCAT that schools can use their financial reserves to offset 50% of any shortfall in the budget, as an exception for this financial year, only.
- The school maintains healthy reserves, of over 108 days, which sits significantly above the target set by OHCAT of 45-60 days.
- The school has contributed to the financial pooling of reserves to support other schools within the Trust and the level of reserves maintained by the school has enabled the school to not be significantly impacted by the central pooling exercise.

JD enquired about the pooling of reserves and asked how many days reserves Bedelsford school had contributed towards the central pooled funds, and whether this is likely to pose any issues with the funding that the school receives from the local authority (Kingston). JJ confirmed that 36 days of school reserves have been pooled centrally to support other schools within the Trust. JJ added that it was unlikely that the school's participation in the pooling of reserves will pose any issues with receiving funding from Kingston, as funding received from the local authority is not used to cover staffing costs. The funding is ringfenced for capital projects and building work to expand the school site and increase pupil numbers. JJ reinforced the school's current financial position, noting that Bedelsford maintains a healthy level of financial reserves, a proportion of which remains ringfenced for planned development projects within the school. JJ emphasised to the LGB that she is assured that the OHCAT reserve pooling is intended to be a one off, exceptional exercise to manage unprecedented increases in school budgets. Robust financial processes and controls are in place across the Trust and the school prides itself on being financially sustainable and having a rigorous internal financial management system.

Staffing and CPD

- Staffing levels and recruitment is much improved since the last meeting in December, with successful appointments made to staff vacancies.
- A new Head of the Secondary department has been appointed this week, and the external candidate will join the school after the May half term.
- The school is operating a successful programme of rolling staff training and CPD initiatives; the most recent held at the January INSET day, where each member of staff had the opportunity to access four bespoke workshops on PBS (Positive Behaviour Strategies), PMLD and Mental Health, Evidence for Learning and RSE.

- Wider CPD activities have included a visit from David Scott, Education Consultant and practicing Ofsted Inspector, who undertook a teaching and learning walk at the school and provided some positive feedback to the SLT.
- There has been a diverse programme of CPD on offer this term, with a particular focus on the curriculum.

Safeguarding

- CPOMS data has been reviewed in the light of a disproportionately high number of safeguarding concerns recorded on the system in the second half of the autumn term (195 records).
- Data entries have been monitored and reviewed by the SLT in the spring with 142 concerns recorded in Spring 1, reducing to 90 in Spring 2.
- Following a closer inspection of the data records, the reason for the high number of entries in the autumn term and spring 1 is the result of staff clicking too many categories in the drop-down boxes when entering data on the CPOMS system. This created duplication in the overall reporting which presented a data set that did not reflect the actual number of concerns registered by staff.
- The issue of categorisation has been discussed fully with staff and a new process has been implemented, whereby staff logging incidents on CPOMS agree which category the record will sit in before being logged onto the system to prevent any duplication.

In addition to the summary provided by the Principal, SC gave a presentation on a specific accreditation programme for Teaching Assistants, which governors noted below.

- The school is participating in the Teaching Assistant's Awards to recognise the wider impact of TA's working within the school and to further support professional development.
- The school had developed a framework, which includes ten bespoke objectives, to illustrate the impact of Bedelsford TA's and the ways in which they support, and are supported individually, at the school.
- One of the key developments implemented by the school has been the keyworker system, in which each TA has been allocated two children to ensure that the specific needs of each child are understood and known by a designated member of staff. This helps to facilitate and support bespoke curriculum planning and delivery for pupils.
- Accreditation of the award involves a rigorous process of observation and inspection by an external verifier to ensure that the objectives set out in the TA framework are being embedded in everyday teaching and learning practice, as well as being evident in school policies and procedures.
- The final verification, which will be the third visit by the external verifier, will take place in July 2023 and will involve evidence gathering in school, as well as conversations with governors to demonstrate that work towards the award is being promoted across all areas of the school.

TS asked about TA recruitment and retention at the school, and whether Bedelsford TA's tend to stay at the school for long periods. JJ noted that TA

retention can vary; some current TA's at the school have been employed for a long time and are long serving members of staff, while others do not stay in the role for as long. JJ added that the school is conscious of providing valuable CPD to TA's, particularly new TA's, and the school provides a comprehensive and bespoke training and development offer to TA staff.

JJ noted that a number of pupil led school events will be held in the summer term. A final programme of events, including dates for governors' diaries, will be circulated to the LGB after Easter. **Action: Principal/Clerk.**

b) [SEF](#)

The LGB received and noted the school SEF, circulated as **Enclosure 07b.**

8. SAFEGUARDING

a) The LGB received and noted the latest version of the Bedelsford School Safeguarding and Well Being Offer, circulated as **Enclosure 08a.**

b) The LGB received and noted the Bedelsford School Safeguarding Audit, circulated as **Enclosure 08b.**

9. PORTFOLIO GOVERNOR VISITS:

a) The LGB received and noted the following portfolio reports:

- i. Ethos, Vision and Strategy, circulated as **Enclosure 09ai.**
- ii. Teaching and Learning, circulated as **Enclosure 09aii.**
- iii. Health and Safety, Child Protection and Safeguarding, circulated as **Enclosure 09aiii.**
- iv. Quality and Standards, circulated as **Enclosure 09aiv.**
- v. Business Development & Marketing, circulated as **Enclosure 09v.**

b) Other visit reports

The LGB noted that there were no further visit reports to be received.

10. GOVERNOR TRAINING AND DEVELOPMENT

a) The LGB noted that the deadline for completion of Annual Safeguarding training was 31 January 2023. Records of completion have been reviewed by the Governance team in line with governors declared training records and any outstanding safeguarding training should be completed by the end of April 2023. **Action: Governors.**

b) Governors noted that they should complete an additional safeguarding training module on the [Prevent Duty](#) and complete this online via the link to The Key training platform on Governor Hub by the end of June 2023. **Action: All Governors.**

- c) The LGB noted that all Governors should log any training undertaken and record this on their individual profile page on Governor Hub.
- d) The LGB noted that governors should review and monitor specific training needs and provide feedback to the Clerk on any training and development requirements as appropriate.
- e) The LGB noted that the following optional online training modules available to all governors to support further development:
 - [Induction for academy governors on local governing bodies](#) (The Key)
 - [Ofsted- Inspection Framework](#) (NGA Learning link)
 - [Holding to Account: How to question & Challenge](#) (NGA Learning Link)
 - [Monitoring and Evaluation](#) (NGA Learning Link)

11. FINANCE AND FUNDING

The LGB received the following reports, noting that finance had been covered as part of the Principal's report at item 7:

- i. Bedelsford Management Accounts, circulated as **Enclosure 11i**.
- ii. Bedelsford Summary Movements report, circulated as **Enclosure 11ii**.

The Principal provided an additional verbal summary, and governors noted that:

- i. A small end of year surplus is forecast in the 2022-23 school budget.
- ii. The drafting of the budget for 2023-24 will commence in the summer term.
- iii. The management accounts, circulated with the meeting papers, do not include additional funding received for the recent intake of three new children into the school. The funding will be included in the June management accounts, for review at the LGB meeting in the summer term.

12. OHC&AT POLICIES AND PROCEDURES

a) The LGB noted that the following Family policies and procedures were approved by the OHC&AT Board on 9 December 2022, and are available to view on [GovernorHub](#):

- Child Protection, Adult Protection and Safeguarding Policy
- Anti-Radicalisation Policy
- Educational Visits Policy
- Families and Visitors Code of Conduct
- Risk Assessment Policy
- Safeguarding Supervision Policy
- Staff Code of Conduct
- 16-19 Bursary Policy
- CCTV Policy
- Charging and Remissions Policy
- Complaints Policy (OHCAT)
- Complaints Policy (OHC)

- Data Protection Policy
- Data Protection: Practical guidance for staff
- Fundraising Policy
- Guidance for staff on use of photos and videos
- Investment Policy
- Student Financial Support Funding Policy (OHC)
- LGPS Employer Discretions Policy
- Lone Working Policy
- Recruitment & Selection Policy
- Health & Safety Policy
- Fire Policy
- Legionella Policy

b) The LGB received and approved to the updated school Admissions Procedure, circulated **Enclosure 12bi**.

The LGB noted that the school SEND Policy is still in draft format and agreed that the policy will be circulated for approval via email after Easter.

Action: Principal.

13. ANY OTHER BUSINESS

The LGB noted that there were no further items of business for discussion.

14. DATES OF FUTURE MEETINGS

Governors noted the date of the final LGB meeting in the summer term as:

- **Thursday 22 June 2023 at 5.15pm**

15. CONFIDENTIALITY

The LGB agreed that a discussion covered under item 7 should be recorded as a confidential minute and excluded from the published papers.

Meeting closed at 7.12pm.

Agenda item	Action	By whom	By When
04i	Update on Governor recruitment to be provided at next LGB meeting	Clerk/ Principal	22 June 2023
7	Programme of school events to be held in the summer term to be shared with governors	Clerk/Principal	May 2023
10a	All governors to ensure that they have completed their annual safeguarding training and logged this on their governor hub training profile.	Governors (as appropriate)	End of April 2023
10b	All Governors to completed Prevent training via the Key and accessed through Governor Hub.	All Governors	End of June 2023

12	Bedelsford SEND Policy to be circulated to LGB for approval via email	Principal/Clerk	End of April 2023
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