MINUTES

Board
Full Governing Body meeting
Date
17th October 2019
Time
6.00 pm – Student Voice followed by FGB 6:30pm
Venue
Parkwood Hall School Swanley

GOVERNING BODY or Trustees/Members/Committee

Libby Blake (Chair)
Robert Walkington (Vice Chair)
Anna Mansaray Principal
Abi Agidee-Adekunle (Community Governor)
Steve Finch (Parent Governor)
Katherine Priestley (Community Governor)
Elisa Valdez (Staff Governor)
Richard Allalouf (Parent Governor)
Barbara McBrien (Community Governor)
Simon Blackburn (Parent Governor)
Joseph Osunde (Parent Governor)
2 x Community Governor Vacancy
1 x Teaching Vacancy
1 x Parent Vacancy

IN ATTENDANCE

Ernesta Venckute (Clerk)
Jo Nyland Fink (School Business Manager)
Andy Smith (Deputy Principal Safeguarding and Care)
John Paschoud (Prospective Cooperative Governor)

1. WELCOME AND APOLOGIES

   a) The meeting commenced at 6.00pm with Student voice, followed by Full Governors Board at 6:30pm.
   b) The Chair welcomed the Governors and confirmed the meeting was quorate.
   c) Governors received apologies for absence from Jas Kaur, Richard Allalouf and Steve Finch.

2. NOTIFICATION OF ANY OTHER BUSINESS

Governors were informed a discussion will occur under AOB about Revised Belief Statement.

3. CONSTITUTION OF THE MANAGEMENT COMMITTEE

   a) There were no changes to be made to the Register of Business Interests.
   b) There were no declarations of interest in relation to any matters to be considered during the meeting.
   c) There were no declarations of gifts and hospitality received or given
4. REAPPOINTMENT OF GOVERNORS / CHAIR

a) No Governors terms of office have ended.

b) Governors re-elected Libby Blake as the Chair of the FGB committee. **All Governors unanimously agreed.**
   The Chair informed the Governors that Robert Walkington would like to step down as the Vice Chair by the 27th February 2020. The Chair asked the Governors if anyone would like to take on the role to email her. The Governors re-elected Robert Walkington as the Vice Chair until 27th February 2020. **All Governors unanimously agreed.**

c) Governors elected Joseph Osunde as the Chair of the C&S Committee. **All Governors unanimously agreed.**
   The Chair informed the Governors that Barbara McBrien would like to step down as the Chair of F&GP committee. The Chair asked if any Governors would like to take on the role to email her. For now Governors re-elected Barbara McBrien as the Chair of the F&GP Committee. **All Governors unanimously agreed.** The Chair informed the Governors she will be looking at organisations to help with recruiting Governors. Will review the ratio of the Governors and the skills required. A Governor noted that as a parent Governor it is a lot to take on and suggested maybe to have day time meetings. The Chair informed the Governors that she and the Principal will consider reviewing the times of the meetings **AP/Principal and Chair.**

The Chair introduced John Paschoud to the Governors as a possible future Governor at Parkwood Hall School. John Paschoud introduced himself to the Governors. Governors elected John Paschoud as a new co-opted Governor. **All Governors unanimously agreed.**

Abi Agidee-Adekunle joined the meeting at 6.50pm

a) **F&GP Committee members confirmed as:**
   Barbara McBrien (Chair), Katherine Priestley, Robert Walkington, Steve Finch, Simon Blackburn, John Paschoud, Libby Blake.
   **C&S Committee members confirmed as:**
   Joseph Osunde (Chair), Richard Allalouf, Libby Blake, Abi Agidee-Adekunle, Elisa Valdez.

b) **Lead Roles:**
   Safeguarding - Libby Blake.
   Health and Safety - John Paschoud.
   CPD - Abi Agidee-Adekunle and Katherine Priestley to share the role.

c) The Chair informed the Governors that approval is needed for the Committee Terms of Reference. **All Governors unanimously agreed to approve them unedited.**

d) The Chair informed the Governors to make sure all Governors have completed online safeguarding training.

e) The Chair informed the Governors that a resignation from Isa Ros Lopez as Governor has been accepted, and she recorded thanks to Isa for her service as a Governor.

5. REGISTER OF BUSINESS & OTHER INTERESTS

a) The Chair circulated the Declaration of Interests (DOI) form to the Governors for the academic year 2019/2020. A Governor queried (after noting Judicium’s form
also circulated) if the DOI should include charitable trusteeships, to be cross checked with charity commission. The Chair will ask Linda to check and amend the DOI form AP/ Linda. The Chair asked the Governors once the DOI has been amended to sign the form and return it her.

b) The Chair circulated the Governors’ Code of Conduct and asked the Governors to read through to refresh their mind.

6. MINUTES

Governors confirmed subject to one amendment on page 8 item 12.1, the minutes of the previous meeting dated 20th June 2019 as accurate records, which were signed by the Chair.

7. MATTERS ARISING FROM THE MINUTES NOT ALREADY COVERED BY THE AGENDA.

The Chair informed the Governors there is an online program Educare for the Governors to log in. The Chair will request Linda to circulate Educare log in details to all of the Governors AP/ Linda

The Chair will request Linda to set up John Paschoud on Educare and provide log in details for Dropbox AP/ Linda

The CPD Induction course for the link Governors to be re-circulated; Barbara McBrien, Abigail Agidee-Adekunle and Katherine Priestley AP/ Linda

Andy Smith asked, if there is single central register and records for training on safeguarding. The Chair informed the Governors to log in to Educare and complete safeguarding training AP/ Governors.

8. ESFA

A letter has come through from ESFA. The Academy Financial Handbook is published every year the new version includes more information about internal controls. The F&GP committee oversees internal auditing. Annual accounts and internal scrutiny report requirements to be sent in by 31st December 2019. The school requires to have a risk register. There is guidance to follow, focus on risk management and audit, the school to develop risk register information plan for the next FGB meeting AP/ SBM.

A Governor noted that Self-assessment needs to be completed by November 2019.

Q. Chair asked, is the school working on self-assessment?
A. Principal, will speak to SMB and make sure the school is working on this AP/ SBM.

Q. Chair asked, how long would it take to prepare?
A. A Governor noted depending on the data the school holds, it does not take long to prepare. School resource provide free support, something to consider.

9. REPORTS

C&S committees update – JO informed the Governors the high lights and action points raised. Discussion was made how the school could get parents involved. Discussed the environment and residential development policy. Looked at how the school could spend PP money and update break out areas. The remission policy to identify extra curriculum activities.
Looked at SIP under previous senior management and the positive need to go back to stakeholders. Will provide feedback at the next FGB meeting. Reviewed complaints, the assessment of students’ progress and how the school could provide support. The admission support policy to be reviewed, in how well the school meets the needs of the students. The safeguarding policy has room for improvement will be addressed at FGB meeting.

**F&GP committees update** – BM informed the Governors, the budget for last year was very healthy. Student numbers for 2021/2022 might be a slight concern, however the school will be monitoring this. Principal suggested to get a company in for quoting for renewable energy heating, SBM will be getting quotes, and is looking at replacing the internal heating system so that it becomes suitable for a ground source heat pump. Applications for the Condition Grant need to be registered, the deadline is November 2019.

The Fire alarm system is in process to be done.

Debts- Bexley LA and Lewisham LA have outstanding debt, the school is still chasing this.

HR - the school has some vacancies and is looking to recruit. The current school nurse wishes to reduce her working hours. Agency has been contacted but nothing has materialised, will be advertising for a nurse position.

Minibus- the school has obtained quotes.

Residential – the annex proposal work will need a different approach. Governors approved a direction of travel in which all residential students stay in the main building, Knole House is closed, and a plan and budget is brought forward to continue the bathroom renovations in the main buildings to an equal standard with the recently renovated ones.

Risk register - a meeting is due with Jacqui Tovey to re-evaluate this area.

**10. SAFEGUARDING REPORT**

The Chair informed the Governors a meeting took place with the Principal and AS to identify clearer way for the school to monitor safeguarding issues, with a focus on developing a clear safeguarding ethos. Detailed information is provided in the SLT report.

**11. PRINCIPLE’S SENIOR LEADERSHIP REPORT**

Principal informed the Governors, the school has maintained Good result from Ofsted in the residential inspection completing on the day of the meeting.

**Pupil progress data** – the school had two education assessment software companies in to discuss about their models in developing assessment procedures for the school. The school will need to make a decision as to what would be suitable for this school and link with internal individual education plans. The school will be able to identify where the starting point is of the admitted young person and the level of assessment. The assessment scale will help the staff with progression of the children and the next step. EV noted the school is looking to use SCERTS as a framework, adapting the progress and developing the stages.

**Q. The Chair asked, does the chart on page 9 relate to this?**

**A. Principal,** yes, different starting points of qualification and accreditation the children might be able to achieve.
Q. Governors asked, how does the school measure different children?
A. AS, it is a professional judgment with complex children. The data helps the school understand the aspiration for every child. Looking where the school would like each child to be. Looking at their ability. The school works with every child unique way.
Q. A Governor said that this fits academically and for staff measuring the statistics, however, as a parent the key will be their children’s progress.
A. Principal, this would not negate that.

Attendance – the school has 100% attendance for 45 children of the school. The whole school attendance is higher this year at 93.26% then last year which was 92.5%. 24 students below the 89%, the school hopes this term the figures will be better. Maintaining the value that the school is important to attend. The school is also looking at incentive and praise awards.
Q. A Governor asked, the 24 absent students are they the same individuals?
A. AS, the ones below the required level the school is working with the parents. 5 of them are a concern, however, the school is looking at options.

Behaviour – the school is getting the senior leaders and staff trained by Christmas on the new Concern System. The school had 187 behaviour incidents reported. There have been new teachers joining the school and the new staff need to integrate. The students need to become familiar and comfortable with them.
Q. A Governor asked, six students account for 101 incidents.
A. AS, yes, three of the students are new to the school so for them an integration plan has been developed.
At the moment the staff are confident in reporting incidents. Some staff will over report some safeguarding. The school will be training staff to identify and report behaviour. The Chair noted, last year under safeguarding the staff were under reporting, and were encouraged to report more. AS the school is trying to identify and provide clarity for staff
Q. A Governor asked, where is the line for unacceptable behaviour before it is classed as an incident?
A. AS, each behaviour is individualised and we look at the triggers.
Q. A Governor asked, do all children have a behaviour plan?
A. AS, all children arrive at the school with an individual behaviour management plan.

Pupil premium – 2018/2019 the school received £32,512. The school put the grant towards 4 key projects. 1) Teachers reporting with reading interactions 2) Talking for writing 3) Training is scheduled for Numicon 4) Looking at meeting the needs of Therapy.
The school would like to increase PE activity updating bikes, scooters. Rocking chairs. Tacpac training provides the ability to access their learning.

Residential improvements – the school has decided after receiving quotations for the annex project, it is far too expensive and uses too much of the reserve for a temporary project. This was discussed at F&GP recently. The school is now looking instead at 2 new bathroom areas and is asking the committee for their steer. The Chair noted that cost for the previous upgrade to the bathrooms was £187,000, and proposed that if the same design and builders were used the cost may be able to be reduced on the original work because of the experience already gained. . SBM will require to do a full analysis report to see how many bathrooms can be created. Quotations of costings to be obtained and management plan report produced for the next FGB meeting AP/SBM. Looking to get the bathroom project completed in the summer term. Governors agreed this plan with approval for the budget to return to them.
Update on heating CIF bid - Principal informed the Governors the school had met with three companies who specialise in renewable energy. The improvement needs to start at renewing radiators and pipes which are in disrepair and a CIF bid was being put forward. The renewable heating source (a ground source heat pump is proposed) needs to be looked at separately and funding sourced.

Q. A Governor asked, if the current distribution system is not good, has anyone calculated the cost of the whole system.
A. Principal, the school will draw up a CIF bid first. Currently no idea of the capital project cost. The school is meeting with Ben McCarthy from AMR he is the consultant who will be writing the CIF bid on behalf of the school.

Q. A Governor asked, what is the time line for the bid?
A. Principal, the CIF bid has to be in by middle of December 2019, the school would need to put 15-20% of the funds towards it.

Q. A Governor asked, how does the school feel about the success of the CIF bid?
A. Principal, through discussion with Ben McCarthy he is willing and thinks we can put bid in.

All Governors agreed that the system is in need of changing, the Chair asked the Principal to inform the Governors with the outcome of the CIF bid AP/Principal.

12. SCHOOL IMPROVEMENT PLAN

Principal informed the Governors the SIP still has work to be done on it. The final report to be brought back to next FGB meeting AP/Principal.

13. ANY OTHER BUSINESS

The Chair informed the Governors of progress on Vision and Mission for the school. Following a Governors interactive session at Inset day information from staff and SLT was collated and the Chair and RA and put together the new Belief statement. The Chair read through the Belief statement. All Governors unanimously agreed to adopt the new Belief statement as follows:

We believe that every child at Parkwood Hall has the right to learning opportunities which mean they can become the best they can be.

We are a learning community together with our pupils, families, staff and local community partners where everyone can contribute and all are heard and valued equally.

14. DATE OF FUTURE MEETINGS 2019/2020

FGB committee meetings
- Thursday 17th October 2019 6.00pm (student voice)
- Thursday 12th December 2019 6.00pm (Annual Accounts and Members AGM)
- Thursday 27th February 2020 6.00pm (student voice)
- Thursday 18th June 2020 6.00pm (student voice)

C&S committee meetings
- Wednesday 18th September 2019 6.30pm
• Wednesday 20th November 2019 6.30pm
• Wednesday 29th January 2020 6.30pm
• Wednesday 25th March 2020 6.30pm
• Wednesday 6th May 2020 6.30pm
• Wednesday 10th June 2020 6.30pm

F&GP committee meetings
• Wednesday 25th September 2019 6.30pm
• Wednesday 27th November 2019 6.30pm
• Wednesday 5th February 2020 6.30pm
• Wednesday 11th March 2020 6.30pm
• Wednesday 20th May 2020 6.30pm
• Wednesday 1st July 2020 6.30pm

Meeting ended at 9.50pm

Signed.......................... Date..........................

Ernesta Venckute
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