MINUTES

Board  
Full Governing Body meeting

Date  
12\textsuperscript{th} December 2019

Time  
4.00 pm

Venue  
Parkwood Hall School Swanley

GOVERNING BODY or Trustees/Members/Committee

Anna Mansaray Principal  
Libby Blake (Chair)  
Robert Walkington (Vice Chair)  
Abi Agidee-Adekunle (Community Governor)  
Steve Finch (Parent Governor)  \textbf{Apologies}  
Katherine Priestley (Community Governor)  
Elisa Valdez (Staff Governor)  
Richard Allalouf (Parent Governor)  \textbf{Apologies}  
Barbara McBrien (Community Governor)  \textbf{Apologies}  
Simon Blackburn (Parent Governor)  
Joseph Osunde (Parent Governor)  
John Paschoud (Cooperative Governor)  \textbf{Apologies}  
Annette Thompson (Teaching Governor)  
2 x Community Governor Vacancy  
1 x Parent Vacancy

IN ATTENDANCE

Ernesta Venckute (Clerk)  
Jo Nyland Fink (School Business Manager)  
Jas Kaur (Deputy Principal Teaching and Learning)  
Chris Allan (Deputy Principal Residential)  
Andy Smith (Deputy Principal Safeguarding and Care)  
Philip Osman (Prospect Governor)

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<thead>
<tr>
<th>Item</th>
<th>Action from 17/10/19</th>
<th>Who</th>
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<tbody>
<tr>
<td>11</td>
<td>Update on the CIF bid</td>
<td>Principal</td>
<td>February FGB</td>
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<td>11</td>
<td>Quotations for bathroom project to be completed in the summer term.</td>
<td>Principal</td>
<td>February FGB</td>
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<td>12</td>
<td>SIP still has work to be done on. Final report to be brought to the Governors at the February meeting.</td>
<td>Principal</td>
<td>February FGB</td>
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<td>5</td>
<td>The Chair asked Governors to refresh themselves on Part 2 of Keeping Children Safe in Education (available online) before the February meeting and email her to confirm they have done so, and asked Governors to ensure that they kept Linda Marsella updated of any online training they completed.</td>
<td>Chair</td>
<td>February FGB</td>
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1. WELCOME AND APOLOGIES

   a) The meeting commenced at 4.00PM

   b) The Chair welcomed the Governors and introduced Annette as the new staff
      Governor to replace Jas Kaur. Philip Osman was also introduced as a potential new
      Governor to Parkwood Hall.

   c) The meeting was quorate.

   d) Governors received apologies for absence from John Paschoud, Richard Allalouf,
      Steve Finch and Barbara McBrien.

2. NOTIFICATION OF ANY OTHER BUSINESS

The Chair informed the Governors a discussion to be had later on about the voluntary
school contribution for the CIF bid and further discussion about the potential new
Governor.

3. CONSTITUTION OF THE MANAGEMENT COMMITTEE

   a) The Chair informed the Governors that she will double check with Linda to see if
      the revised DOI form has been finalised. Will circulate the forms to the Governors
      for it to be completed and recorded for 2019/2020. 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.

   d) The Chair informed the Governors that Katherine Priestley has put herself forward
      for the position of Vice Chair. All Governors unanimously agreed.

   e) Philip Osman introduced himself to the Governors and informed them that he would
      like to join the Governing board at Parkwood Hall.

4. MINUTES

Governors confirmed the minutes of the previous meeting dated 17th October 2019 as
accurate record, which were signed by the Chair.

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

The Chair noted that the Keeping Children Safe in Education confirmation check list needs
to be completed by Governors confirming that they have read it and are up to date and
any other training Governors have completed AP/Chair

6. APPROVAL OF ANNUAL ACCOUNTS AND TRUSTEE REPORT

SBM informed the Governors that the amendments have been put in place and the final
accounts have been finalised.
Page 3 of the report: The Trustees' report from last year was used as a base with updates from the staff group which have improved the quality of the report. The report was much more detailed. The Auditors have no recommendations to make and no discrepancies have been found. One Governors' attendance record information will be corrected by SBM.

Page 4 of the report: the reported carry over is £1,498,000 which is to be used to improve boarding provision and the sustainability of our site and buildings. Looking at a good forecast for this year.

The Chair and all Governors wanted to show their appreciation and said thank you to SBM and her assistant Sue Gray for the significant improvement in the process this year.

The Chair asked the Governors are they happy with the report for it to be submitted. **All Governors unanimously approved the Annual Report and Accounts.**

7. **IN PRINCIPLE DECISION REQUESTED ON THE RESIDENTIAL TRIP TO DISNEYLAND PARIS**

The documents for the Paris trip where circulated. Governors were informed the trip date is from the 18th May 2020 to 21st May 2020. A letter offering the option for the trip went out to all the parents of the students. The school will have one adult for two students, at a cost of £760. There will also be some students with one adult to one student, at a cost of £860. The cost has been covered by parental contribution. The school has made a 50/50 contribution for the Pupil Premium students to go on the trip. 41 children are going on the trip. Some parents have asked for funding help. Risk assessments have been completed. The hotel the children are staying in is just outside the Disney land park on a half board basis. A bid has been put forward to charities for extra funding. The costs for Looked After Children have been covered by their LA.

**Q. A Governor asked**, are there any parents that did not apply for their children to go on the trip because of finances?

**A.** This is not something that we can easily identify and we are not aware of any. There are some students that have been on the Paris trip before that are not going this time.

**Q. A Governor asked**, how can we identify that if money was not a question the parents would have wanted their children to go?

**A.** We have approached and spoke to the parents and asked them to send in letters to the Principal if they have any financial concerns.

AS noted that moving forward the school will be using the Co-Operative values of equality and equity to find a way that will enable all students to have the choice to go.

The Chair informed the Governors going forward the Finance committee needs to review budget for the future trips, to make sure it is achievable for all the students **AP/ Barbara McBrien**

Over sight of the scrutiny of the risk assessments and education outcomes of the trip is to be delegated to the C&S Committee if agreement to the trip in principle is given by Full Governors.

**All Governors unanimously agreed** for 2020 Paris trip to go ahead subject to the further scrutiny of C&S. **AP/Joseph Osunde**

8. **ARRANGEMENTS FOR ANNUAL SKILLS AUDIT**

The Chair noted that the annual skills audit needs to be reviewed and completed. This enables are targeted recruitment of new Governors and further training for Governors' development. The Chair asked the Governors to be return the skills audit form to the Clerk **AP/Clerk**
9. CHANGE OF TIME FOR ALL FUTURE MEETINGS TO 4PM, AND MOVE OF F&GP BACK TO THURSDAY

The Chair asked the Governors to review the proposed changed dates and times for future Governors meetings. These should include all Governors’ availability whilst shortening the school day for SLT attendees. **All Governors unanimously agreed.**

10. SAFEGUARDING

The Chair spoke about the Keeping Children Safe in Education” Part 2 and has asked the Governors to email the Chair confirming they have read the document.

11. ANY OTHER BUSINESS

   a) SBM informed the Governors about the CIF bid for the schools heating system. Principal, SBM and the Chair have had meetings with different companies for quotations. The CIF bid is for pipe work and mechanical work, rather than a ground source heat pump which would come later. SBM suggested that, Parkwood Hall puts in a higher than average voluntary contribution so that there is a better chance in winning the CIF bid. The Chair asked the Governors to decide if we should go for the £100,000 voluntary contribution rather than £65,000.

   Q. A Governor **asked**, any more projection that would save more money?
   A. SBM said, the school will be saving money once this section of work is completed.

   Q. A Governor **asked**, apart from pipe work and mechanical work how can we make the building more air tight?
   A. SBM said, we have limited time to put in the CIF bid. If we are successful with the CIF bid which is for £650,000 there would be more options for other improvements.

   Q. A Governor **asked**, the company that can do the work, does it come with guarantees?
   A. SBM said, the company manages the development and once we get the funding the contractors would be chosen to carry out the work.

   **All Governors unanimously agreed** for £100,000 voluntary contribution to be allocated for the CIF bid.

   b) The Chair thanked Philip Osman for coming to the FGB meeting, and he left in order for Governors to discuss his offer as a Governor. The Chair suggested for the Governors to consider Philip Osman as a member of the Board. **All Governors unanimously agreed.**

   c) Governors were invited to come along and join the staff for a mince pie and mulled wine on the 19th December 2019 at 3.30pm.

   d) A Governor wanted to put a point across about how good the security was upon her entering the building. She was questioned and addressed at the reception without being allowed to wander through the building unchallenged.

12. DATE OF FUTURE MEETINGS 2019/2020

   **FGB committee meetings**

   - Thursday 27th February 2020 4.00pm (student voice) **Clerk Cover needed**
   - Thursday 18th June 2020 4.00pm (student voice)

   **C&S committee meetings**

   - Wednesday 29th January 2020 4.00pm
   - Wednesday 25th March 2020 4.00pm
* Wednesday 6th May 2020 4.00pm
* Wednesday 10th June 2020 4.00pm

**F&GP committee meetings**
* Thursday 6th February 2020 4.00pm
* Thursday 12th March 2020 4.00pm
* Thursday 21st May 2020 4.00pm [Clerk Cover needed](#)
* Thursday 2nd July 2020 4.00pm

Meeting ended at 5.00PM

Signed [Signature] 21/3/20

Ernesta Venckute
Clerk to the Parkwood Hall School
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