



MINUTES

Board **Full Governing Body meeting**

Date 5th November 2020

Venue Zoom conference

Governors present

Libby Blake (LB) (Community Governor and Chair)
Anna Mansaray (AM) (Principal)
Simon Blackburn (SB) (Parent Governor)
Philip Osman (PO) (Community Governor)
Joseph Osunde (JO) (Parent Governor)
John Paschoud (JP) (Co-operative Governor)
Katherine Priestley (KP) (Community Governor and Vice Chair)
Annette Thompson (AM) (Staff Governor)
Elisa Valdez (EV) (Staff Governor)

In Attendance

Jas Kaur (JK) (Deputy Principal)
Jo Nyland Fink (JNF) (Academy Business Manager)
Jan Roy (JR) (Interim Clerk)
Andy Smith (AS) (Deputy Principal)

Observing

Andrew Mayer (SM) (prospective Community Governor)
Jackie Smith (JS) (prospective Parent Governor)
Leanne Stephens (LS) (prospective Community Governor)

Absent

Steve Finch (SF) (Parent Governor)
Abi Agidee-Adekunle (AA) (Community governor)

1. ELECTION OF CHAIR AND VICE CHAIR

1.1 LB left the meeting for this item. As Vice Chair KP asked Governors if anyone wanted to stand as Chair and received no nominations. LB had volunteered to remain Chair for the coming year. KR proposed that LB was elected to the position of Chair and this was unanimously agreed. Governors noted that LB was starting her second four-year term of office, having joined PWH in 2016.

LB returned to the meeting and assumed the Chair.

1.2 KP left the meeting for this item. LB asked Governors if anyone wanted to stand as Vice Chair and received no nominations. KP had volunteered to remain Vice Chair for the coming year. LB proposed that KP was elected to the position of Vice Chair and this was unanimously agreed.

KP returned to the meeting.

The elections were held in accordance with Article 96 of Parkwood Hall Cooperative Academy Trust's Articles of Association which required annual election to these posts by the Governors of the Academy.

DECISION: Governors unanimously elected LB as Chair and KP as Vice Chair.

2. WELCOMES

2.1 The Chair welcomed everyone to the meeting and confirmed that the meeting was quorate.

2.2 Observers Andrew Mayer and Leanne Stephens were welcomed to the meeting and introduced themselves. Should they be interested in becoming Governors this could be facilitated at the FGB meeting on 10 December.

2.3 Governors appointed JS as prospective Parent Governor, in the absence of candidates for election, who introduced herself.

2.4 Governors agreed to rearrange the agenda to ensure JO was part of the discussion of the Committee and Governor updates, so agenda items 10 and 11 were reversed.

3. APOLOGIES FOR ABSENCE

3.1 No apologies were received.

3.2 SF and AA were absent from the meeting.

4. DECLARATIONS OF INTEREST & REGISTER OF BUSINESS INTEREST

4.1 No business interests were recorded that were not already registered by Governors.

4.2 Declarations of interest in relation to items for discussion at the meeting were recorded by:

- JS for appointment under item 5.1
- Committee Chairs who will be appointed under item 5
- JR for appointment under 6.2
- AM for a confidential Governor only item after the formal meeting

To ensure appropriate practice was observed the process for these appointments was to send candidates to the waiting room to absent them from the meeting for relevant items.

5. BOARD MEMBERSHIP MATTERS

5.1 APPOINTMENT OF JACKIE SMITH AS PARENT GOVERNOR

DECISION: Governors approved the appointment.

5.2 END OF TERM OF ABI AGIDEE-ADEKUNLE AS COMMUNITY GOVERNOR

DECISION: Governors noted the end of term.

Governors thanked AA for her considerable support of the Academy, often behind the scenes, and wished her well in the future.

COMMITTEE TERMS OF REFERENCE

5.3 CURRICULUM & CARE COMMITTEE (C&C)

DECISIONS: JO was unanimously appointed C&C Committee Chair. Governors approved the name change to Care & Curriculum Committee to better reflect PWH's responsibilities for residential care.

The Terms of reference would be considered by the C&C Committee then presented to the FGB in December.

ACTION: JO/JR

5.4 FINANCE & GENERAL PURPOSES COMMITTEE

DECISIONS: PO was unanimously appointed F&GP Committee Chair.

The Terms of reference would be considered by the F&GP Committee then presented to the FGB in December. Particular consideration will be given to clarification of the remit on pay matters between the F&GP and Pay Committees.

ACTION: PO/JR

5.5 PAY COMMITTEE

DECISIONS: Governors formally approved the establishment of the Pay Committee. KP was unanimously appointed Pay Committee Chair. KP confirmed that she considered that the Terms of Reference were appropriate and had been presented to the Pay Committee; they were agreed by Governors.

5.6 Code of conduct was noted and would be adhered to.

6. MINUTES OF PREVIOUS MEETING

The minutes of the meeting on 18th June 2020 were accepted as a true and accurate record.

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

6.1 SKILLS AUDIT

LB said that the skills audit had identified the need to strengthen governance arrangements at PWH. To this end it had been decided to employ an interim Clerk.

6.2 APPOINTMENT OF JAN ROY AS INTERIM CLERK

In accordance with Article 95, Governors approved the appointment of JR as Clerk to the Governors for the period to end December 2020.

There were no further matters arising from the minutes to be reported.

7. CHAIR'S ACTION

7.1 ROYAL BOROUGH OF KENSINGTON & CHELSEA (RBKC)

Governors were informed about correspondence and meetings with RBKC relating to full funding of PWH places. DfE had been briefed and a meeting with the Education & Skills Funding Agency (ESFA) had advised how commissioning and funding of education places with local boroughs should work and how to resolve the situation where the number of funded pupils was fewer than the actual number of pupils. LB reported that the matter was close to reaching a satisfactory conclusion with

RBKC funding increased to 120 places for the next academic year (2021-22) and agreement to fund 12 additional places for the current year at a reduced rate of £6k. Thus, RBKC have remedied the funding gap and continue to act as intermediary between PWH and DfE, whilst they have expressed the wish that a more local Council might be found to act in this role. Governors agreed that this was a positive position for PWH to be in.

In response to a question from JO, LB said that PWH would not be left without a host; and remaining with RBKC would provide an adequate solution for funding. Governors noted that PWH pupils came from 16 local authority areas across London and SE.

In response to a request from JP for a better understanding of PWH's funding model the F&GP Committee would consider whether this should be the subject of a deep dive for Governors.

ACTION: PO

8. POLICIES

LB thanked the SLT for reviewing and presenting the policies. AM explained the reviews carried out to date and it was agreed that the schedule for policy review and approval will be updated and managed to evenly space the presentation of policies to Committees and FGB.

ACTION: JR

The Pay Committee had reviewed and approved the slightly amended Pay policy and commended it. **DECISION:** The FGB approved the Pay Policy.

The process for current policy review was confirmed as follows:

Policy title	PWH Committee	Committee review date	FGB approval date
Data Protection Policy	F&GP	26.11.20	10.12.20
Charging and Remission Policy	F&GP	26.11.20	10.12.20
Admissions Policy	C&S	18.11.20	10.12.20
Behaviour Management Policy	C&S	18.11.20	10.12.20
Child Protection Policy/Safeguarding	C&S	18.11.20	10.12.20

9. SCHOOL IMPROVEMENT PLAN (SIP) AND SELF EVALUATION FORM (SEF)

9.1 Governors noted that the committees had considered sections of the draft SIP from the perspective of their remits. This process had been helpful to SLT and comments had been welcomed. AM commented that the process had been more streamlined than last year and focussed on what can be achieved in the current year. Governors acknowledged that the SIP was an iterative working document.

JO will email additional points he'd like to see incorporated in the SIP.

ACTION: JO/AM

PO's points on the SIP would be responded to.

ACTION: PO/JNF

AM outlined progress made under the six priority areas reflecting the OFSTED framework:

- Quality of education
- Personal development, behaviour and attitudes
- Quality post 16 provision
- Residential
- Business
- Leadership and Management

It was confirmed that the SIP NAS action plan was available in the Governors SharePoint folder for the meeting.

DECISION: Governors approved the SIP

LB thanked AM and SLT for a comprehensive and well thought through plan which was welcomed at this stage in the academic year.

9.2 Governors reviewed progress against SEF

Feedback had been incorporated from parents and carers and the leadership team. Options for inspections at the current time were being explored.

Governors noted the key strengths and achievements under the six themes, the evidence presented and discussed the areas for improvement identified.

LB said that PWH's outstanding attendance rate should be included as an achievement in the SEF. Also, commentary should be added to show the source of evidence for the achievements recorded.

JP suggested that Governors visits could include references to the SIP as part of the process to test the evidence for achievements and strengths and could be monitored through committees.

This action was confirmed under item 13.1 below.

ACTION: AM

10. COMMITTEE AND LINK GOVERNORS REPORTS

10.1 CURRICULUM & CARE COMMITTEE

JO summarised the discussions at the Committee meeting on 14th October. Key points were highlighted as follows:

- The Committee acknowledged AM and SLT's creation of the SIP and welcomed the projections for achievement. Sections relevant to the Committee were discussed.
- Updates were discussed on residential provision and the enhancements made to the student experience, noting that additional activities to engage students will be monitored. Capacity for boys was being considered and reviewed. Options for the future of residential provision would be assessed.
- Attendance and behaviour and safeguarding data was analysed, and the Committee had noted that performance was improving.
- Good progress was noted in teaching and learning, with creative initiatives welcomed by the Committee. The proposal for an uplift in TLR pay for IT and science specialisms had been welcomed. The SLT had been congratulated on the opening of the Covid-19-friendly library and the activities arranged for black history month at PWH.
- Work is in hand to fill the Independent visitor vacancy.

10.2 FINANCE & GENERAL PURPOSES COMMITTEE

PO summarised the discussions of the Committee meeting on 22nd October.

The Committee had:

- Reviewed the September management accounts which had been produced on a new accounting system, showing actual spend for month 1.
- PO commented that the developing cash reserve for capital improvements called for creation of a reserves and investment policy

- Noted the revised 2020-21 budget with increased income and surplus and noted that JNF had advised that a further revision to the budget may be required following the pay review.
- Received a progress report on Summer works and noted an issue with the heating works contract. JNF outlined the matter to FGB.
- Discussed feedback from a meeting with tenants, which included boiler problems and explored potential funding options.
- Noted that a tender process for grounds maintenance work was in hand.
- Noted that a proposal for an improvement project following a wi-fi audit would be presented to the Committee meeting on 26th November.
- Discussed the sections of the SIP which related to the Committee’s remit.

10.3 PAY COMMITTEE

KP reported on the Pay Committee meeting held earlier on 5th November at which pay proposals were discussed and the Principal’s appraisal.

It was clarified that proposed pay uplifts were included in the budget. It was explained that incremental backdated pay uplifts may require review.

The Terms of reference for the F&GP Committee would be reviewed to ensure that they dovetailed with the remit of the Pay Committee (See action identified in 5.4 above).

The Scheme of delegation will be reviewed to reflect the pay approval route. **ACTION: JNF/KR**

10.4 COMMITTEE MEMBERSHIP

DECISION: Governors agreed the following:

Governor	Curriculum & Care	Finance & General Purposes	Pay
Libby Blake	Y	Y	Y
Anna Mansaray	Y	Y	
Simon Blackburn		Y	
Jackie Smith	Y		
John Paschoud		Y	
Joseph Osunde	Y (Chair)		Y
Katherine Priestley		Y	Y (Chair)
Philip Osman		Y (Chair)	Y
Elisa Valdez	Y		
Annette Thompson	Y		

Governors noted the vacancies for two additional governors.

JO left the meeting

11. PRINCIPAL’S REPORT

AM summarised some significant recent achievements and highlighted points for Governors to note:

PWH was still in the midst of the pandemic so more measures have been introduced as a response to the new national lockdown. Although PWH had no positive Covid-19 cases to date, others in contact with PWH people had tested positive and this had added strain to the staff and support

team. Some activities have been cancelled, like the Christmas fayre, and plans were being explored to film the Christmas performance.

Governors noted that the current number of pupils is 115, and that new starters had settled in very well. It had been a calm start to new year in terms of behaviour, with pupils happy to be back in school. There was a growing cohort of children with Down's Syndrome, four of the new intake, and a high percentage who attracted pupil premium.

Governors endorsed the approach to spend the pupil premium for the coming year on I-pads and maths resources.

MyConcern and BehaviourWatch were being used to monitor behaviour for different types of incidents.

PWH was ready for an Ofsted visit which was anticipated but the date of which was not yet known.

Governors noted referrals across different year groups and from different local authorities; rising from 13 to 16 boroughs. The number of referrals from Kent had risen and Bexley referrals had decreased. LB commented that minimal lateness despite long journeys was a significant achievement and AM's advice was being taken in relation to pupils boarding who lived further away as that's best for the child.

Governors noted that recent staff recruitment campaigns had been successful.

Progress on improving residential provision was noted and AM reported that the artistic element of accommodation will be enhanced.

Governors welcomed the photos of pupils' work displayed in the dining room and included in the Principals report. SB requested that Governors were sent pictures of improvements at the school.

ACTION: AM

Governors noted the Principal's report and LB thanked AM for the detail provided.

12. REFORECAST BUDGET

PO introduced the reforecast budget which had been discussed by the F&GP Committee on 22nd October and was presented for FGB approval.

Governors noted the additional £346k expenditure, the increase in the school role and commensurate additional income. Some expenditure had been allocated to buildings maintenance and improvement as well as an increase to Continuous professional development (CPD).

The overall reforecast budget 2020-21 surplus was £294,804. against an original 2020-21 budget of £231,586. which equates to a positive variance of £63,218. or 27.30%.

DECISION: Governors unanimously accepted the reforecast budget for 2020-2021.

13. REPORTS FROM GOVERNOR MONITORING VISITS

13.1 Governors

DECISION: Governors unanimously approved the proposal that Governor visits should include reference to the SIP as part of the process to test the evidence for achievements and strengths and to monitor this through committees. (See action recorded under 9.2 above.)

DECISION: Governors agreed for zoom calls to be arranged to show improvements at the school and to carry out some checks to provide evidence. **ACTION: AM**

AM invited Governors to attend site following the visitors' protocol if they wish, bearing in mind Covid-19 safety provisions, or to visit after school when pupils are absent.

14. GOVERNOR DEVELOPMENT

14.1 PO provided an update on Finance training which all Governors could attend. JNF had dates and would circulate them. JP requested a place. **ACTION: JNF**

LB commented that JK's training video on Curriculum was very good and commended it to new and existing Governors. It was suggested that the video could be shown again in January 2021 if there were sufficient numbers who wished to see it. **ACTION: JK**

14.2 Induction

LB reminded Governors that two external resource sites were available for familiarisation, induction and training. Key documents were available in the PWH Governor's SharePoint folder.

In addition, LB will check which were the best courses and documents for Governors. **ACTION: LB**

Any other training needs should be raised by Governors.

15 AOB

15.1 Membership

LB explained that PWH currently only had two members and that membership should be strengthened. An application for community membership had been received from Brenda Walkington who was the wife of a current member. LB summarised the applicant's strengths and her strong commitment to PWH.

DECISION: Governors agreed the proposal that Brenda Walkington becomes a member of PWH be put to the Annual General Meeting of Members on 10th December.

LB reported the need to review membership and the relationship between Governors and members, and the role of the Forum.

15.1 Governors agreed to the request to share their contact details for the purposes of effective FGB management. **ACTION: JR**

The meeting was followed by a confidential Governor's only discussion on the deliberations of the Pay Committee.

The meeting ended 6.25pm.

Signed by Chair: *Libby Blake*