



**Becton School Local Governing Body
Safeguarding, Leadership & Management
Tuesday 8th December 2020 at 16:00
via MS Teams**

Those Present:		
James Gibson	Headteacher	JB
David Poulson	Governor – Chair	DB
Peter Bamford	Wellbeing Link Governor	PB
Peter Borchers	T&L Link Governor	PBo
Karon Ransom	Staff Governor	KR
Liz Roscoe	Parent Governor	LR
Also Present:		
Mark Ainsley	Business Manager	MA
Warren Carratt	Chief Executive Officer	CEO
Mark Connaughton	Assistant Head (Kenwood) and SENCO	MC
Joel Hardwick	Assistance CEO – Strategy & Partnerships	JH
Sapphire Johnson	Potential New Governor - Observing	SG
Sarah Robinson	Community Pastoral Lead & Deputy Designated Safeguarding Lead	SR
Emma Sheedy	Governance Clerk	ES
Apologies:		
Tracey Curtis	Staff Governor	TC
Julia Stevens	T&L Link Governor	JS
No Apologies:		
Dianne Joynson	Safeguarding Link Governor	DJ
Peter Joynson	Governor/Vice Chair	PJ

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from TC and JG tabled apologies for JS.</p> <p>No apologies were received from DJ & PJ.</p> <p>SJ was welcomed to the meeting as a potential New Governor and introductions were made.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from TC and JS.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>2.1.1. The Chair formally advised of the resignation of Geoff Lawrence.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>Staff Governors present declared an interest in agenda item 6.8.</p>	
<p>3.2. Review & Completion of Annual Documentation</p> <p>The Clerk advised of two outstanding forms, which will be followed up outside of the meeting.</p>	
4. BECTON SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 13th October 2020 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
5. POLICIES	
<p>5.1. Policies for Review</p> <p>MA provided an overview of the Policy Update Report with further context provided by JG. Governors reviewed and approved the Policy Update Report.</p>	
<p>5.2. New Policies</p> <p>None.</p>	

6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>The Headteacher Report had been shared with Governors in advance of the meeting, which was verbally overviewed by JG and discussion/challenge was as follows:</p> <p>Following discussion, it was agreed for the Chair to write a letter of thanks to all Staff. ACTION: Chair to write a letter of thanks to all Staff.</p> <p>[LR joined the mtg at 16:31]</p> <p>The CEO asked for clarification on a section within Leadership & Management and JG provided this.</p> <p>The CEO also made reference to the development sessions, which focused on personality styles and how to deal with conflict, and queried if these were well received and JG advised they were.</p> <p>JH queried the use of alternative provision and JG explained about the blended learning and enrichment programmes.</p> <p>A Governor asked about progress reports and the importance of how this could be improved via communication and this was noted.</p>	<p>CHAIR ASAP</p>
<p>6.2. Safeguarding Report</p> <p>The CEO queried the number of children in receipt support via an Early Help plan, which in comparison to last year and other academies appears low and SR provided context.</p> <p>The Chair queried Safer Recruitment training and SR spoke about Educare Safeguarding Training, which will potentially be rolled out to Governors. ACTION: JG/SR to address the need for Safer Recruitment training.</p> <p>A Governor queried the response to Question 10 of the Survey on Page 13 of the report and SR provided context, explaining this is difficult to unpick as it was an anonymous questionnaire.</p> <p>SJ asked if the questionnaire will be an ongoing initiative to facilitate trend analysis etc. and SR explained about the cohorts being so transient, which affects the usefulness of the data. Staff Governor provided further input. Following discussion, it was agreed for the questionnaires to continue to be undertaken.</p>	<p>JG/SR 23/03/21</p>
<p>6.3. Community Voice Report</p> <p>MC provided a verbal overview of the Community Voice Report.</p> <p>The CEO queried the trip to the House of Parliament and MC explained this will probably not happen. Staff Governor provided more information also.</p>	

<p>A Governor advised of difficulty with opening the survey reports via the appendices. ACTION: MC to re-send the survey reports to Governors.</p>	<p>JG/MC ASAP</p>
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>MA provided an overview of the Academy Health & Safety Self-Assessment Report and there was a discussion regarding ProAktive. ACTION 1: CEO to liaise with Emma Heyes regarding ProAktive.</p> <p>There were discussions regarding emergency procedures; Bomb Threat, Evacuation and Stranger on Site etc. and MA advised these will be presented at the next LGB. ACTION 2: JG/MA to present Emergency Procedure Policies at the next LGB.</p>	<p>CEO ASAP</p> <p>JG/MA 09/02/21</p>
<p>6.5. Competent Person Audit & Action Plan</p> <p>The Chair queried fire drills and there was a discussion regarding this.</p> <p>A Governor queried asbestos and MA/JG provided an update. This will be addressed by ProAktive and also following the appointment of a Care Taker.</p>	
<p>6.6. Budget Monitoring</p> <p>The CEO provided an overview of the budget monitoring report.</p>	
<p>6.7. SIP/SEF Update</p> <p>Governors received the SEAP and no issues were raised.</p>	
<p>6.8. Teacher Pay and Appraisal Review</p> <p>Governors received and approved the Teacher Pay and Appraisal Review.</p>	
<p>6.9. Annual Self-Assessment – NGA Skills Audit</p> <p>The Clerk provided an update and advised that any outstanding forms would be followed up outside of the meeting.</p>	
<p>6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The CEO provided context that an organisation, Chilypep, has approached the Trust about a partnership bid and the Trust has submitted an application for the tender.</p> <p>There was a discussion regarding the expansion plan negotiations.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>The Clerk reminded Governors to email any activity to Clerking Services at Central Trust. It was agreed for the Clerk to email the LGB with the email address, which was done following the meeting.</p>	

8. ANY OTHER URGENT BUSINESS		
8.1. To consider any other urgent business agreed by the Chair		JG/MA/LR 09/02/21
8.1.1. A Governor suggested forming a Parents Forum and it was agreed to further consider and explore this in January/February 2021. ACTION: JG/MA/LR to further consider and explore setting up a Parents Forum.		
8.1.2. [SJ left the mtg] Following discussion, Governors in attendance unanimously agreed for SJ to be appointed as a Governor to the LGB from 8 th December 2020.		
9. CONFIDENTIALITY & RISK		
9.1. To consider the confidentiality of any items discussed during the meeting		
None.		
9.2. To consider any areas of risk discussed during the meeting		
None.		
10. DATES OF NEXT MEETING		

Tuesday 9 th February 2021	16:00 – 18:00	MS Teams	Teaching, Learning & Wellbeing
Tuesday 23 rd March 2021	16:00 – 18:00	Kenwood Centre	Safeguarding, Leadership & Management
Tuesday 25 th May 2021	16:00 – 18:00	Kenwood Centre	Teaching, Learning & Wellbeing
Tuesday 29 th June 2021	16:00 – 19:00	Crags School	Leadership Summit
Tuesday 13 th July 2021	16:00 – 18:00	Kenwood Centre	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE