



**Becton School Local Governing Body
Safeguarding, Leadership & Management
Tuesday 23rd March 2021 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 |
| Tracey Curtis | Staff Governor | TC |
| Sapphire Johnson | Governor | SJ |
| Diane Joynson | Safeguarding Link Governor | DJ |
| Peter Joynson | Governor/Vice Chair | PJ |
| Karon Ransom | Staff Governor | KR |
| Julia Stevens | T&L Link Governor | JS |
| | | |
| Also Present: | | |
| Mark Ainsley | Business Manager | MA |
| Mark Connaughton | Assistant Head (Kenwood) and SENCO | MC |
| Joel Hardwick | Assistance CEO – Strategy & Partnerships | JH |
| Mel Kilner | Associate Headteacher (Head of School) for Medical Needs | MK |
| Sarah Robinson | Senior Leader for Safeguarding and Pastoral Care | SR |
| Emma Sheedy | Governance Clerk | ES |
| | | |
| | | |
| Apologies: | | |
| Liz Roscoe | Parent Governor | LR |
| | | |
| No Apologies: | | |
| | | |
| | | |

| 1. APOLOGIES FOR ABSENCE | Actions |
|--|---------|
| 1.1. To receive apologies for absence Apologies were received from LR. The Chair explained that LR might not be able to participate until July. | |
| 1.2. To accept apologies for absence Apologies were accepted from LR. | |
| 2. ITEMS OF URGENT BUSINESS | |
| 2.1. Chair to determine any items of urgent business 2.1.1. Governors received Karon Ransom's resignation, effective 23 rd March, due to being appointed to SLT as Assistant Headteacher (Becton and Data), The LGB congratulated KR on her new appointment. | |
| 3. DECLARATION OF INTERESTS | |
| 3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received. | |
| 4. BECTON SCHOOL LOCAL GOVERNING BODY MINUTES | |
| 4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 9 th February 2021 were approved as a correct record with no amendments. | |
| 4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated. | |
| 4.3. Matters arising from the Minutes There were no matters arising. | |
| 5. POLICIES | |
| 5.1. Policies for Review Governors received the Policy Update Report and approved the following policies: Careers and Education Policy Collective Worship Policy Health and Safety Policy Premises Management Policy Intimate Care Policy Supporting Pupils with Medical Needs Policy Bomb Threat and Response Lockdown Policy | |

| | |
|--|--------------------------------------|
| <p>A Governor queried if the above policies were on the academy website and JG advised they were.</p> <p>5.1.1 Policy Update Review - Admissions Policy</p> <p>JG provided context regarding the LA's proposed changes to the Admissions Policy. A Governor queried if a child would still require an EHCP but not necessarily a diagnosis of autism and JH advised this was correct. MC commented on the need for an improved and thorough consultation process. A discussion followed regarding the review period and JH explained the policy will be reviewed annually but practise can be changed for individual pupils if necessary. JG explained that pupils with previous behavioural issues will initially be offered an assessment placement for 12 weeks. A Governor supported the change, as the policy is needs led not diagnosis led. The Chair queried how the LGB would know if something was going wrong and JG proposed including placement data within the Behaviour Log. Governors reviewed and approved the policy. ACTION: JG to look at adding placement data in the Behaviour Log.</p> | <p>JG 25/05/21</p> |
| <p>5.2. New Policies</p> <p>None.</p> | |
| <p>6. ITEMS TO BE CONSIDERED</p> | |
| <p>6.1. Headteacher Report</p> <p>JG provided an overview of the Headteacher Report, which included updates on the SEAP.</p> <p>There have been several key new appointments; Mel Kilner – Associate Headteacher (Head of School) for Medical Needs, Richard Hadfield – Head of School for Kenwood, Caroline Hauge – Assistant Headteacher (SCH and 1:1, remote and personalised learning), Karon Ransom – Assistant Headteacher (Becton and Data), Sarah Robinson - Senior Leader for Safeguarding and Pastoral Care.</p> <p>JG expressed thanks to MA and JH, as Becton are now in receipt of additional funding for all pupils, in addition to funding for more places. This will significantly improve revenue from April and support the changes to the staffing structure by increasing staffing levels. All Senior Leader roles will be in place after Easter and this alongside other additional staff will be key in ensuring the very highest standards for our pupils moving forwards.</p> <p>The Chair asked if there is anything additionally required, to catch up following COVID and JG advised no. The new structure will allow Becton to work more effectively and efficiently.</p> <p>The Chair asked what the column headings should be for the dates included on the chart at report item 3.1. and JG advised; when the target is set, review date and completion date.</p> | |

| | |
|--|--|
| <p>A Governor queried report item 3.2. and asked what evidence this was based on and MK provided an overview of the data collected up to last half term, using the classroom monitor system. Becton are now moving towards using Bromcom so staff have been asked to collect and record data. The data indicates Becton have done far more than most to support the pupils, both academically and non-academically, through this challenging period.</p> <p>There have been no fixed term exclusion in the past term and no physical interventions taken place. Becton have analysed their impact upon attendance and for our Medical Outreach Provision our average increase in pupil's attendance from their previous school is 53% for Moncrieffe and 23% for Kenwood pupils. The hospital sites are not included in this analysis, as pupils there get 100% attendance due to them being residential.</p> <p>There was a discussion regarding a Summer School and JG explained they are currently ascertaining how much Government funding Becton will receive. JG is asking volunteers to support this endeavour but there is no expectation for staff to do this, as JG feels all staff require a break. The Chair asked if Support Staff could be used and JG said this would not be ideal because of the needs of the children and their need for routine. A Governor asked if a Summer School has been offered in previous years and JG explained it was offered last year at the Becton site, primarily because not being at school can affect a pupil's mental health. JG explained it was not necessarily academic.</p> | |
| <p>6.2. Safeguarding Report</p> <p>Governors were provided with an overview of the Safeguarding Report. SR explained she will be DSL going forward and the new Heads will be DDSL's. There have been no significant issues to report. Governors raised no queries.</p> | |
| <p>6.3. Community Voice Report</p> <p>MC overviewed the Community Voice Report and explained about the questionnaires; how output is addressed and shared. A Governor commented positively about the report.</p> <p>JH queried the negative feedback from a few parents, who were generally unhappy with the service provided for their child and JG provided context and offered reassurance that every effort is being made to try and address the issues.</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 explained about key highlights. Becton are using the ProActive portal, which is proving effective. Some staff have received their COVID vaccination. JG and MK have completed the IOSH Management Course and MA will be doing the three-day course.</p> <p>A Governor asked about well-being and CEV (Clinically Extremely Vulnerable employees) and MA explained about Becton's approach and well-being events.</p> <p>A Governor asked about the asbestos plan and MA provided an overview.</p> | |

| | |
|--|---|
| <p>A Governor queried the gate at Moncrieffe and MA advised this would be repaired this week.</p> | |
| <p>6.5. Competent Person Audit & Action Plan</p> <p>JG provided an overview of the Competent Person Audit & Action Plan and the many issues raised by ProAktive. JG explained that the identified issues have been locally split into three categories;</p> <ul style="list-style-type: none"> • Issues which can be simply remedied • Issues to be addressed once Caretaker is in post • Issues the LA should be supporting Becton with <p>JG explained a short lease remains on two of the buildings and spoke about the need to better understand the LA’s long-term vision before any significant money is spent on remedial works.</p> <p>The Chair expressed concern regarding who attributed the severity of each priority. MA described the process undertaken with ProAktive. The Chair stated we should not lose sight of the fact these have been raised by a Competent Person and having a short lease does not excuse this. A lengthy conversation followed and Governors raised questions about the report. JH commended ProAktive and suggested seeking further guidance and clarity.</p> <p>ACTION: JG to respond to ProAktive and seek further guidance and clarity.</p> | <p>JG/MA 13/07/21</p> |
| <p>6.6. Budget Monitoring</p> <p>MA provided Governors with an overview of the Budget Monitoring Report.</p> <p>The Chair asked if the Chapel project is too small for the Condition Improvement Fund by the ESFA and JH explained about the funding process formula, which has changed.</p> <p>A Governor suggested adding a one-line statement to future reports and it was agreed for MA to share the February Report.</p> <p>ACTION 1: MA to share the February Budget Monitoring Report, which includes the new building.</p> <p>ACTION 2: MA to include a one-line statement on future Budget Monitoring Reports and explore Finance Training for Governors.</p> | <p>MA ASAP MA 13/07/21</p> |
| <p>6.7. SIP/SEF Update</p> <p>Discussed under 6.1.</p> | |
| <p>6.8. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>JH spoke about delivery of the SEMH framework across the Trust to share best practice.</p> <p>JH advised Governors that the Trust have submitted an expression of interest for the new RMBC Special School.</p> | |

| | | |
|---|--|------------------------|
| 7. GOVERNANCE MATTERS | | |
| <p>7.1. Governors to complete Activity Log</p> <p>PB & JS shared their recent activity, which had already been recorded by Clerking Services.</p> <p>A Governor queried training with Learn Sheffield and JG advised Becton continue to subscribe. JG agreed to look into this. ACTION: JG to look into the Learn Sheffield subscription.</p> | | JG 25/05/21 |
| 8. ANY OTHER URGENT BUSINESS | | |
| <p>8.1. To consider any other urgent business agreed by the Chair</p> <p>8.1.1. JG asked for volunteers for a Recruitment Panel and DJ agreed to this.</p> | | |
| 9. CONFIDENTIALITY & RISK | | |
| <p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p> | | |
| <p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p> | | |
| 10. DATES OF NEXT MEETING | | |

| | | | |
|------------------------------------|---------------|----------------|---------------------------------------|
| Tuesday 25 th May 2021 | 16:00 – 18:00 | via MS Teams | 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 |
|-------|-----------|------|
| | | |