



**Becton School Local Governing Body
Business Meeting
Tuesday 7th December 2021 at 16:00
at Becton School – The Kenwood Centre with MS Teams Link**

Those Present:		
David Poulson	Governor – Chair	DP
Jenny Ashton	Parent Governor	JA
Peter Borchers	T&L Link Governor	PBo
Tracey Curtis	Staff Governor	TC
Kizzy Jaycock	Staff Governor	KJ
Sapphire Johnson	Governor	SJ
Diane Joynson	Safeguarding Link Governor	DJ
Julia Stevens	T&L Link Governor	JS
Also Present:		
Mark Connaughton	Assistant Head (Kenwood/Moncrieffe) and SENCO	MC
Richard Hadfield	Head of School (SEN)	RH
Jenny Hair	Assistant Headteacher – Chapel House	JH
Joel Hardwick	Assistant CEO – Strategy & Partnerships	JoH
Mel Kilner	Head of School (Medical Needs)	MK
Sarah Robinson	Senior Leader for Safeguarding and Pastoral Care	SR
Emma Sheedy	Governance Clerk	ES
Apologies:		
Mark Ainsley	School Business Manager	MA
James Gibson	Executive Headteacher	JG
Peter Joynson	Governor/Vice Chair	PJ

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for MA and JG.	
1.2. To accept apologies for absence Apologies were accepted for MA and JG.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Outstanding Achievement Awards None. Governors previously agreed JG would continue to do deal with this personally. The Clerk explained this is a Trust wide standing agenda item and an opportunity for awards to be presented if applicable.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business 3.1.1 Link Governor Appointments for Pupil Premium & Careers	
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda SJ advised she is a Commissioner at Sheffield CCG. No further declarations were made.	
5. BECTON SCHOOL LOCAL GOVERNING BODY MINUTES	
5.1. To approve the minutes of the following meeting: The minutes of the meeting held on 12 th October 2021 were reviewed and approved.	
5.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
5.3. Matters arising from the Minutes There were no matters arising.	
6. ITEMS TO BE CONSIDERED	
6.1. Headteacher Report Governors received the Headteacher Report in advance of the meeting, which was overviewed by MK and RH. Discussion/challenge was as follows: RH explained that although the report states that Becton will be advertising for two Deputy Headteachers, this has been further considered and only one position will be advertised for the responsibility for the 6 th form and examinations. Growth and need will then be further considered. A Governor asked when it is anticipated the Deputy Headteacher would be in post and SR advised Easter time.	

SR & RH highlighted that JG has invited interested parents to meet with him to explore what parents would like to see with regards the 6th Form. Parents will have until the 17th December 2021 to submit applications and then until March 2022 to appeal. **The Chair asked how many families had expressed interest in staying on in to a Becton post-16** and RH advised around 16 upwards. A discussion followed with regards the offer Parents/Carers are looking for.

The Chair advised Governors that he has asked JG to liaise with Nick Whitaker and clarify what the LGB role is with regards an Ofsted inspection and JoH explained that on a previous Ofsted inspection, they did not speak to the LGB whatsoever and just liaised with some members of the Trust Board of Directors. **The Chair expressed concern with the vagueness of the remit of the Governing Body and their accountability and whether Ofsted will or will not want to speak with them or whether Ofsted will defer to the Trust.** JoH went on to say it was not clear what an individual Ofsted lead inspector would want, and it was sensible to anticipate that they may want to speak to Governors with regards the Quality of Education.

Staffing has been difficult due to COVID related staff absences on top of the usual seasonal issues, this in turn has had an impact on all staff who have been doing more cover and being more stretched than usual. Becton have increased their cover budget substantially to support this, however, due to the nature of their settings outside cover is not always appropriate. **A Governor queried this and asked for further context** which MK provided and spoke about the lack of supply due to the nature of their provisions. Becton are just managing to keep going with their own staff and have devised a list of measures. **The Chair asked what Becton are doing to monitor the burden** and MK explained this is dealt with per site. All staff are being supported with regards their wellbeing and staff voice is being collated. JoH went on to explain about the SEMH Framework for staff and pupils, which is a toolkit developed by the Trust for schools to audit themselves against and reflect upon areas that might be improved.

JS and PB, as T&L Link Governors, asked who they should contact to discuss Quality of Education and MK and RH advised themselves in the first instance.

The Chair made reference to Ofsted's assessment to embed the curriculum and an update was provided regarding the B11 review. MK explained that what made Becton Outstanding before might not now because the framework has changed and so have the provisions. MK provided context regarding statutory items also – website and policies.

RH and MK explained that the format of data has been updated following Governor feedback. The Data analysis from Autumn 1 (appendix A) shows that attendance is by far the biggest factor upon pupils' progress. Male and female pupils achieve similarly and pupils entitled to PP are at least achieving their grades. Becton will continue to explore patterns and trends.

A Governor asked of the problem with the Derbyshire provision noted and RH provided context and explained it is not appropriate – it is not Ofsted registered. However, it is stated in the pupil's EHCP which makes this a more difficult issue to deal with.

A Governor queried the high number of behaviour incidents and RH advised all the incidents have happened within one class at Kenwood and can be attributed to 2 pupils. A discussion followed with regards Becton's belief that one pupil has been placed inappropriately. RH explained that the Trust have commissioned their own Educational Psychologist and Speech and Language Therapy assessments in the hope to try and attain the right placement for the pupil. **The Governor asked of the short term plan** and RH advised of extra staffing and a dynamic approach, which is costly and Becton are not funded for. **The Chair asked of the expectation to resolve the matter** and MC advised the next scheduled review is early January 2022 but advised of contact issues with Barnsley LA.

Attendance data was overviewed by SR. The 'special' national average does not include COVID. **A Governor asked of the difference between absence and attendance** – and SR provided context.

[PJ & DJ joined the meeting at 5.00 p.m.].

6.1.1. Appendix 1 - Updated SIP

SR & RH advised that the SIP has been updated so it aligns with the EIF.

6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report

Governors received the Health & Safety Audit Report and **a Governor asked if the toilet issue had been resolved** and SR advised yes.

The Chair asked about the Asbestos Management Plan and RH explained this related to Kenwood & Moncrieffe.

RH advised that Becton now have a supply Caretaker, who is driving H&S forward and updating the Pro Aktive portal etc. The Caretaker works across the sites excluding the hospital. **JoH queried if this has affected the number of outstanding H&S actions** and it was agreed for the updated document to be circulated to Governors.

ACTION: Clerk to forward the updated Competent Person Report to Governors.

COMPLETED

6.2. Safeguarding Report

Governors received the Safeguarding Report, which was overviewed by SR and discussion/challenge was as follows:

SR advised she met with the Safeguarding Link Governor last week and they discussed the issues across Becton due to pupil's mental health.

A discussion following with regards Governors undertaking Safeguarding Training and SR explained this is available to all Governors.

The Chair spoke about Governor involvement with Safeguarding at Becton as he believes from his LGB Chairs Forum Meetings that other LGBs are heavily involved in Safeguarding but at Becton it only seems proportionate.

<p>The Chair asked about the Whistleblowing Policy and JoH advised this is a Trust Policy due for review 2022.</p>	
<p>6.3. LAC Report</p> <p>Governors received the LAC Report and JH provided an overview.</p> <p>JH explained that the biggest development is that during PEPs all pupils have asked for careers experience, so this is being explored but is proving difficult due to COVID.</p>	
<p>6.4. Community Voice Report</p> <p>Governors received the Community Voice Report, which was overviewed by MC.</p> <p>A Governor asked of the frequency of the surveys and MC advised once per term. The Governor queried if MC responds to the survey feedback and MC/MK advised yes and provided context regarding the request for longer lunchtimes as an example.</p> <p>MC provided Governors with an update regarding the Pupil Parliament initiative.</p>	
<p>6.5. Budget Monitoring Report</p> <p>Governors received the Budget Monitoring Report, for information purposes, which the Chair overviewed and provided the headlines. The Chair commended the efforts of the Trust, JG and MA.</p> <p>Governors queried the surplus carry forward and there was a discussion about unplanned growth.</p> <p>A Governor further queried the long term solution with regards supply staff and MK explained there is a national shortage of supply staff. Becton are trying to provide job security and offer longer term contracts. JoH added that the Trust are looking at creating their own bank of supply staff.</p> <p>There was a discussion explaining that Becton have been approved to deliver Senior Mental Health Lead Training, which means Becton will be on the DfE approved list nationally and this will be a funding stream.</p>	
<p>6.6. Teacher Pay and Appraisal Review</p> <p>Governors received the Teacher Pay and Appraisal Review, for information purposes and this will be signed off by the CEO.</p> <p>A Governor queried the Teacher who made no progress and MK provided context that Becton are working with HR to best support the member of staff.</p> <p>A Governor queried what happens when a Teacher achieves UPS3 - does this mean they'll leave and MK advised Becton's staff retention data does not indicate this. Some Teachers are not looking for career progression but opportunities may be forthcoming for those that wish to pursue this.</p>	

<p>6.7. Incident at Rother Valley</p> <p>Governors received the Incident Reports and MK provided detailed context.</p> <p>SR and MK explained the importance of events such as this and some of the positive outcomes. 85-90% of pupils had a wonderful day and thought it was amazing. Four children struggled. Each had been signed off as part of the risk assessment with NHS clinical staff and a lessons learned exercise had taken place.</p> <p>The Chair stated that he had no prior knowledge of the trip or incident and had raised this with JG earlier. JoH agreed that whilst all formal processes and reporting had taken place in terms of the Trust as the accountable body, it is important that the LGB, through the Chair initially, are informed and this will be considered in future events.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>Governors were reminded to email any activity to clerkingservices@nexusmat.org</p>	
<p>7.2. Trust Verbal Update of Key Issues</p> <p>JoH explained about the pressures faced with recruitment, temporary and permanent, and COVID across the Trust and the wider education system. Schools across the Trust are looking at online options for Christmas events to protect families/children in the run up to the holiday.</p> <p>The Trust continue to work with LAs to support the regional sufficiency needs and continue to push for more longer-term, strategic thinking, but this is taking time.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>8.1.1. RH spoke about the need to appoint Link Governors for Pupil Premium (PP) & Careers. JoH and the Clerk advised they believed PP would fit within the remit of Wellbeing Link Governor and Careers within the remit of T&L Link Governor(s). However, the T&L Link Governors feel they are already fully consumed. It was agreed for this to be discussed at the next meeting.</p> <p>ACTION: Address the need to appoint Link Governors for PP & Careers.</p>	<p>ALL 08/02/22</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<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>	

9. DATES OF NEXT MEETING

Tuesday 8 th February 2022	16:00 – 18:00	Chapel House	Quality of Education
Tuesday 22 nd March 2022	16:00 – 18:00	Kenwood Centre	Business Meeting
Tuesday 24 th May 2022	16:00 – 18:00	Chapel House	Quality of Education
Tuesday 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit
Tuesday 12 th July 2022	16:00 – 18:00	Kenwood Centre	Business Meeting

Minutes approved

CHAIR	SIGNATURE	DATE