

**Full Governing Board Meeting**  
**Minutes of the Meeting held on Wednesday 7<sup>th</sup> June 2023**  
**at 6:00pm at the Sherwood Hill Campus**

**PART A**



Sherwood Park School  
 Sherwood Park Campus &  
 Sherwood Hill Campus

|                        |  |                     |                    |
|------------------------|--|---------------------|--------------------|
| Fran Boto (FB)         | Co-opted Governor                        | Present             |                    |
| Penelope Bradbury (PB) | Parent Governor                          | Present             |                    |
| Gemma Davies (GD)      | Co-opted Governor                        |                     | Absent (apologies) |
| Robin Dear (RD)        | Foundation Governor                      | Present             |                    |
| Matthew Grew (MG)      | Co-opted Governor                        | Present             |                    |
| Claire Hadcocks (CH)   | Co-opted Governor                        | Present             |                    |
| Brian Ikin (BI)        | Co-opted Governor (Chair)                |                     | Absent (apologies) |
| David Murden (DM)      | Ex-Officio Governor / Headteacher        | Present             |                    |
| Harriet Nicholson (HN) | Staff Governor                           | Present (to 8:17pm) |                    |
| Chris Williams (CW)    | Local Authority Governor                 | Present             |                    |
| Vajeha Haq (VH)        | Parent Governor                          | Present             |                    |
| Natalie Taylor (NT)    | Associate Member (AM)                    |                     | Absent             |
| Rosemary Viggiani (RV) | Clerk                                    | Present             |                    |
| Beth Brookes (BB)      | Head of School for Sherwood Hill campus  | Present (to 8:17pm) |                    |
| Anna Richardson (AR)   | Wellbeing; Trans-disciplinary Specialist | Present (to 8:17pm) |                    |

|    | Item  | Action  |
|----|---|---|
| 1. | <p><b>Welcome; Apologies for absence and quorum (6)</b></p> <p>CH opened the meeting at 6pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from GD and BI for personal reasons. Natalie had also notified her absence.</p> <p><b>Declarations of Interest</b></p> <p>There were no declarations of interest regarding items on the agenda.</p>  |   |
| 2. | <p><b>Minutes of the previous meeting held on 29<sup>th</sup> March 2023</b></p> <p><b>DECISION:</b> The Board approved the Minutes of the meeting held on 29<sup>th</sup> March 2023 as a true and complete record of the meeting.</p> <p><b>Matters arising (see action list below)</b></p> <p>The actions outstanding are noted in the table below.</p> <p>FB joined the meeting at 6:18pm.</p> <p><b>ACTION:</b> to recruit a new governor suitable for the Safeguarding Link Role</p> <p><b>ACTION:</b> RV to arrange for SCR Audit meeting with DS and the Safeguarding Governors in June / July and with dates for next year.</p> <p><b>ACTION:</b> RV to put Ethos and Curriculum Plan on Governor Hub with the provision documents.</p> <p><b>ACTION:</b> DfE Risk Assessment for July to be approved on Governor Hub.</p> <p><b>ACTION:</b> FB and AR to follow up re the actions and outcomes from the Safeguarding Audit.</p> | <p>89</p> <p>90</p> <p>91</p> <p>92</p> <p>93</p> |
| 3. | <p><b>Update from other Committees and Link Governors; Board matters</b></p> <p><b>Board Membership; Committee Membership &amp; Link Governors (See Appendix A Below)</b></p> <p>It was noted that Eileen Bone had resigned from the Board for personal reasons.</p> <p><b>ACTION:</b> Invite Eileen to the celebration days (Citizenship Assemblies) in the last week.</p> <p><b>DECISION:</b> It was agreed that Penelope would join the S&amp;C and PHS Committees; Fran was appointed Chair of S&amp;C following the resignation of Eileen. PHS will meet on 4<sup>th</sup> July 2023.</p>  | <p>94</p>   |

|    | Item   | Action                        |
|----|--|-------------------------------|
|    | <p><u>Vice-Chair for the Board</u> – seeking nominations</p> <p>A vacancy for the Vice-Chair role has arisen as a result of the stepping down of Eileen Bone. In July the Board will need to elect both the Chair and Vice-Chair.</p> <p>The Head asked if he could make a statement.</p> <p>He wished to thank all the governors; it has been a very challenging year for all the leadership team and staff as well as being challenging for governors. The role the governors play is very much appreciated – a hidden hero role. The work they have undertaken has been enormous.</p> <p>When we take stock of the last year – some of the distance travelled has been extraordinary, especially culturally. The Leadership Team has struggled re capacity. DM personally has found it to be very challenging but he is very much invested in the school and its vision; he could not have done it without Claire. Claire has skills that provide essential support and challenge. You expect highly of me for the children. I have always struggled with having a boss - but not with Claire whose challenge is supportive.</p> <p>It is right that a school such as this should have a neuro-divergent person in charge and it is great to have such support. Indeed, if we had had this support over the past few years then I suspect that the school would not be in this deficit position.</p> <p>Claire will need support from everyone in this room. We need more structure and it is a really hard job that we asking of all of you. Please stick with us and commit to those roles and supporting Claire.</p> <p>CH: Thank you. I have been very thoughtful as to whether I am the best person for this school at this time. I am genuinely concerned that the school may be better with a Chair who is well known to the Local Authority. Our obligation is to do the best for the school. I question what help the school needs in these extraordinarily difficult times and how best to provide the appropriate support to the school. We need to be really clear as to how we can give the support that the school needs.</p> <p>It was noted that there is one vacancy on the Board at the current time; Natalie is an associate member.</p> <p><b>ACTION:</b> RV to email Governors for nominations for the role of Chair and Vice-Chair and Chairs of Committees before the FGB in July.</p> <p><u>Committees:</u></p> <p>SCR Audit Meeting: The notes of the recent meeting were circulated prior to the meeting and CH gave a brief update on the outcomes from this first meeting of the Committee.</p> <p>Premises, Health and Safety: It was noted that the meeting planned for 3<sup>rd</sup> May 2023 was postponed; A premises Report had been circulated prior to FGB to provide an update.</p> <p>The PHS meeting has been rescheduled for 4<sup>th</sup> July.</p> <p><b>DECISION:</b> The Board appointed Penelope to the PHS and C&amp;S Committees.</p> <p>One other item is recorded in the Part B Minutes.</p> <p><u>Link Governors:</u> to note visits</p> <p>CH urged all to engage with the relevant senior leaders with regards to their link roles.</p> <p>It was noted that Chris Williams met with Beth and Luka re Pupil Premium.</p> <p><b>ACTION:</b> CW to share a report with the Board on his visit as Pupil Premium Link Governor.</p> <p><b>ACTION:</b> All to let CH know if they wish to take on the role of Safeguarding Governor.</p> | <p>95</p> <p>96</p> <p>97</p> |
| 4. | <p><b>FINANCE</b></p> <p><u>Update from the Finance Committee</u> (Meetings of 10<sup>th</sup> and 24<sup>th</sup> May 2023)</p> <p>RD gave an update following the Finance Committees on the 10<sup>th</sup> and 24<sup>th</sup> May. The minutes of these two meetings were circulated prior to the meeting.</p> <p>RD noted that the focus was to see whether a balanced budget is possible.</p>  |                               |

| Item  | Action |
|---|--------|
| <p>The in-year deficit in 2022/23 was c£300k giving a total deficit carried forwards of c £700k. This was as compared with the promised deficit recovery plan of a £50k surplus in 2022/23 to pay towards the deficit reduction.</p> <p>The reasons for this are clear, including the unfunded pay awards, sickness, staff cover for absence. Looking forward for 2023/24 we are looking at an in-year deficit between £500k to £1million. The Committee questioned this but it is clear that the support provided per pupil is not balanced with the costs of running the school. The finance team have done a tremendous amount of work calculating the cost per pupil and it has become apparent that, the more students the school admits, the greater the deficit.</p> <p>The Committee agreed that there needs to be a rebalancing of the budget and, as a result, we do not have a budget that we can submit. The Sutton Scheme for Financing Schools does not allow the Board to submit a deficit budget without a recovery plan. At the current time the deficit looks to be growing by £1.8million over the next three years to stand at a total deficit of £2.5million at the end of the 3-year financial plan.</p> <p>It is clear that, without additional funding, the school cannot provide the committed level of service to the students on roll. The Finance Committee therefore cannot recommend to the Board a budget that can be approved.</p> <p>The next step is for the GB / Leadership team to present this to the LA; it is time to rebase the budget. We need to present the budget as it is noting that it is untenable to provide the service required within the budget provided.</p> <p>The date for the submission of the budget to the LA is 20<sup>th</sup> June. We have not yet got a date for a meeting with the LA and need to press them to get a slot arranged.</p> <p>It was noted that this is very much seen to be about the Board supporting the school by going to the LA to state the situation for all to understand what is achievable. A significant effort has been made to cost the service against the commissioning agreement. We have scrutinised and challenged the budget and no matter how we re-work this budget you can't eliminate the total deficit in three years. As Governors we want to support the school in getting the funding right to run the school as it should be. This is a point of reckoning; the school has been run on a deficit for a number of years and this must be brought to the attention of the LA. If the school can be supported in the right way by the LA it enables the school to focus on the key priorities.</p> <p>AR: Before this year we never had a commissioning agreement. We are basing the budget on what the LA have agreed that our children need. That is a positive – everyone in agreement as regards what the LA are asking us to provide.</p> <p><i>Q: How surprised will the LA be?</i></p> <p>DM: They have seen the draft budget. They were surprised when they saw the £1million in-year deficit budget. I am not aware of any schools not facing an in-year deficit but some schools can call on reserves.</p> <p>It was noted that Sherwood Park is the Authority's only Maintained Special School other than the STARS. Whilst the ESFA are monitoring and intervening with Academies it is not clear what support is available for maintained schools given that the Authority's capacity to deal with this may be limited. Their additional challenge is in the difference in costs between the school vs independent provision.</p> <p><i>The challenge in terms of costs incurred by managing the two sites was discussed.</i></p> <p>Governors agreed that it is most helpful to present the challenge in terms of costs per child. This has not been correct for many years and the work carried out by Barry Walder will put the school in a much better position for us to present our reasonable base case.</p> <p>DM noted that the costs per child have just been provided by Barry but the school has not yet had the opportunity to review them. However, the costs appear to be around £46k / learner.</p> <p><i>Governors asked whether the Members at the council see the figures for individual schools?</i></p> |        |

| Item   | Action |
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| <p>It was deemed unlikely that they would see this level of detail. It was discussed as to whether there may be a benefit in engaging with the elected members or the local MP.</p> <p>It was noted that the current MP was a Councillor before he became the MP for Carshalton and Wallington and was clearly interested in education; he was supportive of parents who felt that their children's needs were not being met at schools across the Borough. However, it was agreed that it may not be of assistance to approach him at the current time as he would have little influence over the allocation of Local Authority funding.</p> <p>It was agreed that the approach should currently be through the Local Authority with the focus being on coming to some sort of agreement. There is also the matter of out-of-Borough funding; other Borough will need warning of a likely increase in fees.</p> <p><i>Q: Governors asked about the outcome of the recent High Needs Block review?</i></p> <p>The challenges facing staff managing the complex medical needs of children on the Park Campus were discussed. Their education is being affected by time being lost on medical matters / feeds and it was understood that more staff would help. It was noted that this gives rise to concerns over the equality of opportunity for all students.</p> <p>DM outlined the recent meetings with Kieran and Jack re the High Needs Block. As regards the Commissioning Agreement it was noted that DM had not signed the document as he felt that the Local Authority are not meeting their part of the agreement.</p> <p>DM is due to meet Kieran on Friday and he is hopeful that the Authorities figures will not be significantly different from those calculated by the school.</p> <p>The Committee recommended that the school's figures should be submitted to the Local Authority for discussion as soon as possible. It was also recommended that there should be some allowance in the provision document to track income against pay rises given that the school is disproportionately affected by the pay rises given the large numbers of staff.</p> <p>The challenge of children's need changing over time was discussed. There is currently no flexibility to flex to meet increasing requirements regarding the levels of support required. It is also a challenge where recently admitted children require more support than we had been advised of.</p> <p>It was agreed that the need is for a cost per learner to deliver the Commissioning Agreement with a mechanism to flex the funding in line with children's needs. This feels like a point in time to align funding against children's needs; this has not been well understood within the Local Authority in the past as Sherwood Park is the only maintained Special School in the Borough.</p> <p>Governors asked for an update after the meeting with the Local Authority on Friday; if they are unable to help then that is a watershed moment.</p> <p>DM said that he was hopeful that the moderation may help the school; when colleagues from the LA came in to do the moderation they were asking the right questions. Especially around the therapy needs that are over and above that provided by Cognus.</p> <p><b><u>End of Year Accounts for 2023-23:</u></b> for approval</p> <p>The end of year accounts had been circulated prior to the meeting. It was noted that these had already been submitted to the Local Authority.</p> <p><b>DECISION:</b> Governors approved the End of Year Accounts for 2022-23 as recommended by the Finance Committee.</p> <p><b><u>Management Reports (BMR):</u></b> to end of April 2023</p> <p>These were not available for the meeting.</p> <p><b><u>Budget 2023/24:</u></b></p> <p><b>DECISION:</b> The Board did not approve the budget noting that this is in support of the Leadership Team and is a matter that needs resolving with the Local Authority.</p> |        |

| Item   | Action |
|--|--------|
| <p><u>Matters arising:</u></p> <p>BB raised some matters arising requiring guidance or approval from the Board.</p> <p>It was noted that it is financially better for the school to hire Mid-Day Supervisors than Teaching Assistants; the Finance Committee had also asked the school to review the possibility of capping the TA range.</p> <p>Barry Walder had indicated that other Sutton Schools cap is at a different point to that used by the school. However, this did not appear to be the case and any change would require consultation. An alternative would be to commit to keeping a number of TA's at agency rates.</p> <p>Governors requested a paper to understand the situation in Sutton and provide a business case for any changes.</p> <p>It was noted that there are currently approximately 30 TA vacancies and four teachers have resigned and will need to be replaced.</p> <p><b>DECISION:</b> Recruitment was approved on a like-for-like basis to replace existing TA and teacher posts including mid-day supervisors were appropriate to reduce costs. Any additional posts were <u>not</u> approved.</p> <p>The challenge of agency staff was discussed. Sherwood Hill are currently carrying 18 agency TAs and the school are concerned that this is not sustainable.</p> <p><i>Governors asked whether moving agency staff on to payroll would incur incremental costs through annual progression?</i></p> <p>The school were unsure as to whether agency staff also have progression.</p> |        |
| <p><b>ACTION:</b> DM to write to the Board to confirm that all recruitment is maintaining the current positions and are not additional posts or that they are changes to make savings.</p>   | 98     |
| <p>The difficulty of arranging meetings with the LA that both CH and RD can attend was discussed. CH is not available prior to the 19<sup>th</sup> June.</p>   |        |
| <p><b>ACTION:</b> DM to request a meeting with the LA including RD for preliminary discussions with a follow up meeting with RD and CH as soon as possible after her return on 19<sup>th</sup> June; to notify the LA that the school are not in a position to provide a balanced budget at the current time and that, at FGB governors confirmed that they cannot approve a deficit budget without therefore the school cannot get approval for the budget from the governors at this point.</p>  | 99     |
| <p><u>Financial papers for approval:</u></p>   |        |
| <p><u>Out of Borough charging proposals.</u></p>   |        |
| <p>It was agreed that out-of-borough charging should track the new high needs block with an appropriate uplift for additional costs.</p>   |        |
| <p><b>ACTION:</b> DM to write to other Boroughs to give a pre-warning of a rise in fees for out-of-borough children.</p>   | 100    |
| <p><u>Insurance</u></p>  |        |
| <p><b>DECISION:</b> Governors approved the renewal of the school's insurance with the London Borough of Sutton / Zurich</p>  |        |
| <p><u>Website – to note</u></p>  |        |
| <p><b>DECISION:</b> Governors noted the approval of the costs for the new website by the Finance Committee</p>   |        |
| <p>It was noted that the new website is expected to go live before September 2023.</p>   |        |
| <p><u>Scheme for Financing Schools:</u> to note</p>  |        |
| <p>Governors noted the updated Scheme for Financing Schools.</p>   |        |
| <p><b>ACTION:</b> All Governors to read the Sutton Scheme for Financing Schools.</p>   | 101    |

|    | Item  | Action |
|----|---|--------|
| 5. | <p><b>Risk Assessment</b></p> <p><u>To review the Risk Register</u></p> <p>The Risk Register had been reviewed by the Finance Committee.</p> <p><b>ACTION:</b> DS to take over the monitoring and maintenance of the Risk Register.</p> <p>It was noted that the Governing Board Structure and Terms of Reference for Committees will be reviewed at the Strategy Day; there may be a need to restructure the Finance Committee as the Finance, Audit and Risk Committee.</p> <p><u>Impact of the Year 7 intake proposals from the LA</u></p> <p>The school updated the Board that the admissions had been agreed and the final situation presented less risk to the school.</p> <p><u>To review / approve the DofE Risk Assessment</u></p> <p>Governors <b>noted</b> the approval of the DofE Risk Assessment through Governor Hub.</p>  | 102    |
| 6. | <p><b>Headteacher's Report; SEF; SDP</b></p> <p><i>The Headteacher's report was circulated prior to the meeting.</i></p> <p>It was agreed that the Headteacher's Report would initially be scrutinised through the S&amp;C Committee and would come to FGB in July for final discussion.</p> <p>The Chair thanked the Head for his comprehensive and informative report.</p> <p><i>Governors asked about the concerns regarding the therapy provision?</i></p> <p>AR outlined the shortfall in provision over the past five years. The concerns with regards to the provision have been discussed with Jack at the Local Authority who are meeting with Cognus to discuss the concerns shortly. The school has a number of questions they would like answered and have provided information to support the LA in their meeting. The LA have assured the school that they will be involved in the discussions were appropriate.</p> <p><i>Governors asked if Jack might be able to attend the next FGB to provide an update re therapy services?</i></p> <p><b>ACTION:</b> AR to invite Jack from the LA to the next FGB on 19<sup>th</sup> July to provide an update on the provision of therapy services.</p> <p><u>To note progress against the SDP:</u></p> <p>Governors noted the update to the SDP that was circulated prior to the meeting.</p> <p><b>Standing items: Safeguarding; Health &amp; Safety; GDPR</b></p> <p>DM noted one new safeguarding allegation. The school have referred themselves to the LADO. The investigation is ongoing.</p> <p>A potential GDPR breach has been referred to the DPO for an opinion.</p> <p>As regards Health &amp; Safety DM updated governors regarding problems with the boilers. There are two boilers and neither are working well.</p> <p>If the swimming pool boiler breaks it will be inconvenient and lead to a loss of lets. The replacement cost is below £5000 and the Headteacher can authorize it under the scheme of delegation. Governors noted the expenditure.</p> <p><i>(Note following meeting: The cost is slightly over £5000 when including vat; the Chair of Finance has confirmed that the Headteacher's £5000 delegation is before vat as the vat can be reclaimed and is therefore a neutral cost. However, any expenditure over £5000 including vat needs to be noted by the Board under the Sutton Scheme for Financing Schools.)</i></p> <p>DM also noted that the main boiler also needs to be replaced at a cost of around £17,000.</p> <p>Governors asked if this cost would be covered by the LA as a capital cost?</p> <p>DM confirmed that this was the case and that it did not therefore need approval from the Board.</p> | 103    |

|    | Item  | Action                           |
|----|---|----------------------------------|
| 7. | <p><b>Policies for approval</b></p> <p><i>Policies and related documents had been circulated prior to the meeting.</i></p> <p>For approval:</p> <p><u>Well Being (Behaviour)</u></p> <p>Governors thanked Anna for a very informative and interesting policy.</p> <p>Whilst unusual in a policy context, it was agreed that the references should remain in the policy as they provide evidence for the practices adopted and lends support to the wider authority.</p> <p><b>DECISION:</b> The Board approved the Well Being (Behaviour) Policy</p> <p><u>Public Sector Equality Duty Report (PSED)</u></p> <p><b>DECISION:</b> The Board noted that some information is available on the website but a more in-depth report will be provided later in the year.</p> <p><b>ACTION:</b> DS to review the policy and reporting requirements with regards to the Equality Act for presentation to FGB in July.</p> <p><u>GDPR Policies</u></p> <p>These are not yet ready for approval and have been deferred to a later meeting.</p> <p><b>ACTION:</b> DS to review the GDPR policies and related documents for presentation to FGB in July.</p> <p><b>Policies to note:</b></p> <p>The Board noted the approval by the Headteacher in line with the Scheme of Delegation:</p> <p><b>DECISION:</b> Governors noted and approved the Term Dates for publishing on the website noting that they align with the Sutton Term Dates.</p> <p>The Board <b>noted</b> the Headteacher's approval of the following policies:</p> <p><i>Wellbeing- Positive Handling</i></p> <p><i>Wellbeing- Anti-bullying</i></p> <p>AR noted the need to update the Medical Policy in the light of recent experience and will bring this to FGB in July.</p> <p><b>ACTION:</b> AR to bring the Supporting Children with Medical Conditions Policy to FGB in July.</p> | <p>104</p> <p>105</p> <p>106</p> |
| 8. | <p><b>Governor Development</b></p> <p><u>Update re Training:</u></p> <p>Governors were reminded of the need for training.</p> <p><u>Strategy Day Agenda / Preparation for Ofsted</u></p> <p>The draft agenda had been circulated prior to the meeting. It is similar to last year.</p> <p>It was agreed that Governors would complete three surveys online:</p> <ul style="list-style-type: none"> <li>- Governor skills audit</li> <li>- Governing Board Self-Review based on the 20 Questions</li> <li>- 360 degree review of the Chair.</li> </ul> <p>The opportunity to seek feedback from other stakeholders was discussed. It was agreed to seek the views of the Leadership team at this point and potentially broaden it out to other staff and parents in the future.</p> <p>AR said that she sends out a parents survey early in the new calendar year and it was agreed that parents could be involved at that stage.</p> <p><b>ACTION:</b> RV to send out Surveys to Governors and the Leadership team prior to the Strategy Day.</p> <p><b>ACTION:</b> AR to include questions about Governance in the parents' survey in early 2024.</p>  | <p>107</p> <p>108</p>            |

|     | Item  | Action |
|-----|---|--------|
|     | <p>The need for an annual statement to parents re governance was discussed. It was agreed that this would be written after the strategy day for approval at FGB in July.</p> <p>Regarding the Strategy Day , the Chair sought volunteers to run various sessions.</p> <p>MG volunteers to lead on the Priorities for the next 12 months.</p> <p>A volunteer was sought for the session re the Ethos of the school.</p> <p>It was agreed that the analysis of questions that Ofsted are likely to ask will be considered at the Strategy day and would probably follow as 'homework' for individual governors.</p> <p><b>ACTION:</b> RV to co-ordinate the writing of the Statement for Parents for approval at FGB in July.</p> | 109    |
| 9.  | <p><b>Correspondence to the Chair / Chair's Actions</b></p> <p>There were no actions to report other than those recorded in the Part B Minutes.</p>   |        |
| 10. | <p><b>Confidential items</b></p> <p>Trustees agreed that the confidential discussions should be recorded in the Part B Minutes.</p> <p><i>HN, BB and AR left the meeting at 8:17pm.</i></p> <p><i>FB also gave apologies and had to leave at this point.</i></p>  |        |
| 11  | <p><b>Any other business / Dates of future meetings</b></p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u> Curriculum &amp; Staffing: 14<sup>th</sup> June 2023<br/> Strategy Day: 21<sup>st</sup> June 2023<br/> PHS: 4<sup>th</sup> July 2023<br/> Finance: 12<sup>th</sup> July 2023<br/> FGB: 19<sup>th</sup> July 2023</p>  |        |
|     | <p>The meeting closed at 8:31pm</p>   |        |

|                             |                                 |
|-----------------------------|---------------------------------|
| Signed: <u>C. J. Adcock</u> | Print Name: <u>C. J. Adcock</u> |
| Chair                       | Date: <u>19/7/23</u>            |

## Appendix A: Sherwood Park School Committee Membership 2022-23

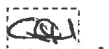
| Name of Governor |           | Type of Governor         | Committees and sub-committees |         |       |       |      |
|------------------|-----------|--------------------------|-------------------------------|---------|-------|-------|------|
|                  |           |                          | S&C                           | Finance | Pay   | PHS   | HTPM |
| Fran             | Boto      | Co-opted                 | V-C                           |         |       | X     |      |
| Gemma            | Davies    | Co-opted                 | X                             | X       | X     |       |      |
| Robin            | Dear      | Foundation               |                               | V-C     |       |       | X    |
| Brian            | Ikin      | Co-opted                 |                               | Chair   | X     | X     |      |
| Matthew          | Grew      | Co-opted                 |                               | X       | Chair |       |      |
| Claire           | Hadcocks  | Co-opted (Chair)         |                               | X       |       | X     | X    |
| Vajeha           | Haq       | Parent                   | X                             | X       |       |       |      |
| Vacancy          |           | Foundation (Vice-Chair)  | Chair                         |         | X     | X     |      |
| David            | Murden    | Headteacher (ex-officio) | X                             | X       | (X)   | X     |      |
| Chris            | Williams  | Local Authority          |                               | X       |       | Chair | X    |
| Penelope         | Bradbury  | Parent                   | X                             |         |       | X     |      |
| Harriet          | Nicholson | Staff                    | X                             |         |       |       |      |
|                  |           |                          |                               |         |       |       |      |
| Natalie          | Taylor    | Associate to the Board   |                               |         |       |       |      |
|                  |           |                          |                               |         |       |       |      |
| Barry            | Walder    |                          |                               | X       |       |       |      |
| Beth             | Brookes   |                          | X                             |         |       |       |      |
| Jessica          | Baldwin   |                          | X                             |         |       |       |      |
| Debbie           | Sinclair  |                          |                               | X       |       | X     |      |

### Link Governor Summary

| Link Role                                     | Link Governor                                   |
|---|---|
| Safeguarding / Child Protection               | Vacancy / Fran Boto (Anna - DSL)                |
| Early Years                                   | Fran Boto (Beth)                                |
| Health & Safety                               | Chris Williams (as Chair of PHS) (Karen/Debbie) |
| Well-being and Mental Health                  | Vajeha Haq / Gemma Davies (Anna)                |
| Equality                                      | Robin Dear (David)                              |
| Attendance                                    | Matthew Grew (Heads of School)                  |
| SEND  | Gemma Davies (SENCO – Luka and Megan)           |
| Careers and Destinations                      | Brian Ikin / Matthew (Jess and Megan)           |
| Pupil Premium; LAC and Disadvantaged Children | Chris Williams (Luka and Megan)                 |
| Governor induction and personal development   | Claire Hadcocks / Vacancy                       |

## Action list

| Item   | Action point  | Who   | By when | Update   |
|--|---|-------|---------|--|
| Actions arising from the Meeting of the 5 <sup>th</sup> October 2022 |   |       |         |  |
| 57   | AR/RV to liaise to ensure that the ethos and values are visible in all classrooms and on the website.                     | AR/RV | May 23  | Note post meeting: RV notified on 12/4/23 that these documents have now been printed and are also displayed in classrooms; the Ethos is also updated on the website. Action closed |
| 62   | DM to explore how the monies can be transferred from the School Fund account to the main school account.                  | DM    | Oct 22  | DM has been unable to make progress on this and will arrange to go into the bank to ensure that the funds can be accessed. Action remains open.                                    |
| Actions arising from the Meeting of the 29 <sup>th</sup> March 2023  |   |       |         |  |
| 75   | FB to meet with BB on a half-termly basis to review Early Years Safeguarding.   | FB    | May 23  | Action remains open.   |
| 76   | EB to join the meetings with AR re Safeguarding on a half-termly basis.   | EB    | May 23  | EB has now left the Board; FB now joining meetings; action closed ; see also Action 89.  |
| 77   | FB and EB to talk through the outcomes from the Safeguarding Audit with AR.   | FB/EB | May 23  | EB has now left the Board; action closed and will be replaced by action 93.  |
| 78   | EB to meet with Karen and Sylvia after Easter to review the SCR and to make recommendations for a regular ongoing review. | EB    | May 23  | SCR Audit Committee established; will meet half-termly; action closed.   |
| 79   | RV to review the website content to check for compliance.<br>DM to consider the options for refreshing the website        | RV/DM | May 23  | Note: RV has reviewed the website and provided an update to DM. RV to liaise with BB and DS re the website and speak to DM re equalities policy                                    |
| 80   | AR and BB to produce the "School on a Page" information for governors   | AR/BB | May 23  | Completed document to Governors Strategy Day.  |



| Item  | Action point   | Who     | By when | Update   |
|---|--|---------|---------|--|
| 81  | DM to update governors when the admissions are known on Friday.  | DM      | Apr 23  | Have taken 9 new admissions including 5 new Year 7's; Action closed  |
| 82  | The school to update the Duke of Edinburgh Risk assessment for circulation and approval via Governor Hub.  | BB      | Apr 23  | Completed; action closed   |
| 83  | BB and DM to develop a tabular format for statistical data in future Headteacher's reports.  | BB/DM   | Apr 23  | To be included in future; action closed  |
| 84  | DM and CH to liaise regarding the setting up of consultation sessions regarding Friday early closing. A session will be held at each campus - one day and one evening session with an online option. Both sessions should be open to parents from both campuses. | DM / CH | May 23  | Planned for 22 <sup>nd</sup> June:<br>The Park at 10 – 11:30am; The Hill at 5:30 - 7pm<br>PB and CH will be attending both. FB and MG in the evening. Action closed. |
| 85  | DM to liaise with the panel with regards to the plans for the Head of School recruitment day. Panel members will see all the application forms once received.  | DM / CH | Apr 23  | Action completed and closed  |
| 86  | To schedule a review of the Admissions Policy; the Public Sector Equality Duty Report and the Capability Procedure for the Summer Term.  | RV/DM   | July 23 | RV to arrange to speak with DM. Action remains open  |
| 87  | To hold a discussion re Ofsted at the next meeting; RV to circulate details of training on the Ofsted Website.   | RV/CH   | Apr 23  | Details of Ofsted training have been circulated. Ofsted session planned for the Strategy Day; action closed.   |
| 88  | RV and CH to liaise re the advertising for / recruitment of an associate with financial qualifications / experience.   | RV/CH   | Sept 23 | Adverts sent out; applications received. Action remains open.  |
| Actions arising from the Meeting of the 7 <sup>th</sup> June 2023 |  |         |         |  |
| 89  | To recruit a new governor suitable for the Safeguarding Link Role  | CH/RV   | July 23 |  |
| 90  | RV to arrange for SCR Audit meeting with DS and the Safeguarding Governors in June / July and with dates for next year.  | RV      | July 23 |  |

| Item | Action point   | Who   | By when | Update |
|------|--|-------|---------|--------|
| 91   | RV to put the Ethos and Curriculum Plan on Governor Hub with the provision documents.  | RV    | June 23 |        |
| 92   | DfE Risk Assessment for July to be approved on Governor Hub.   | BB    | July 23 |        |
| 93   | FB and AR to follow up re the actions and outcomes from the Safeguarding Audit.  | FB/AR | July 23 |        |
| 94   | Invite Eileen to the celebration days (Citizenship Assemblies) in the last week of Term.   | CH/DM | July 23 |        |
| 95   | RV to email Governors for nominations for the role of Chair and Vice-Chair and Chairs of Committees before the FGB in July.  | RV    | June 23 |        |
| 96   | CW to share a report with the Board on his visit as Pupil Premium Link Governor.   | CW    | June 23 |        |
| 97   | All to let CH know if they wish to take on the role of Safeguarding Governor.  | All   | June 23 |        |
| 98   | DM to write to the Board to confirm that all recruitment is maintaining the current positions and are not additional posts or that they are changes to make savings.   | DM    | June 23 |        |
| 99   | DM to request a meeting with the LA including RD for preliminary discussions with a follow up meeting with RD and CH as soon as possible after her return on 19 <sup>th</sup> June; to notify the LA that the school are not in a position to provide a balanced budget at the current time and that, at FGB governors confirmed that they cannot approve a deficit budget without therefore the school cannot get approval for the budget from the governors at this point. | DM    | June 23 |        |
| 100  | DM to write to other Boroughs to give a pre-warning of a rise in fees for out-of-borough children.   | DM    | June 23 |        |
| 101  | All Governors to read the Sutton Scheme for Financing Schools.   | All   | July 23 |        |

| Item | Action point  | Who    | By when | Update |
|------|---|--------|---------|--------|
| 102  | DS to take over the monitoring and maintenance of the Risk Register.  | DS     | Sept 23 |        |
| 103  | AR to invite Jack from the LA to the next FGB on 19 <sup>th</sup> July to provide an update on the provision of therapy services. | AR     | July 23 |        |
| 104  | DS to review the policy and reporting requirements with regards to the Equality Act for presentation to FGB in July               | DS     | July 23 |        |
| 105  | DS to review the GDPR policies and related documents for presentation to FGB in July.   | DS     | July 23 |        |
| 106  | AR to bring the Supporting Children with Medical Conditions Policy to FGB in July.  | AR     | July 23 |        |
| 107  | RV to send out Surveys to Governors and the Leadership team prior to the Strategy Day.  | RV     | June 23 |        |
| 108  | AR to include questions about Governance in the parents' survey in early 2024.  | AR     | Jan 24  |        |
| 109  | RV to co-ordinate the writing of the Statement for Parents for approval at FGB in July.   | RV/ CH | July 23 |        |
| 110  | DM to add in the costs for two TLRs in the budget for submission to the LA.   | DM     | June 23 |        |