

**MINUTES  
LINK PRIMARY AND LINK SECONDARY SCHOOLS  
JOINT LOCAL GOVERNING BODY (LGB) MEETING ON  
29 JUNE 2022 AT 6.20 PM**

**Present:** Julia James (Chair)  
Sandy Turner (Executive Principal)  
Dilma de Araujo (Governor)  
David Murphy (Parent Governor)  
Lesley Nicolas (Governor)

**In Attendance:** Taiwo Bimbo (Governor Candidate)  
Sue Denman (Deputy Headteacher, Link Primary)  
Nic Andrews (Assistant Principal, Link Primary)  
Hannah Wallwark (Deputy Headteacher, Link Secondary)  
Susanne Wicks (Clerk)

**1. WELCOME AND INTRODUCTIONS**

JJ welcomed everyone to the meeting.

For the benefit of TB, all present introduced themselves.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Jane Gibbs, Anita Clay and Karen Hayward.

**3. DECLARATIONS OF INTEREST**

No declarations were made.

**4. CONSTITUTION AND APPOINTMENTS**

**Governors noted:**

- i The resignation of Sameera Saleem w.e.f. 31 March 2022.
- ii The resignation of Jan Loughborough w.e.f. 12 June 2022
- iii The resignation of Karen Hayward w.e.f. 30 June 2022
- iv The resignation of Dilma de Araujo w.e.f. 30 June 2022
- v That Sarah Adejebu will be appointed for a three-year term commencing 1 July 2022.
- vi That efforts to fill the parent governor vacancy and staff governor vacancy will be made in the autumn term.

**5. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 24 March 2022 were agreed as an accurate record.

**6 MATTERS ARISING**

None not covered elsewhere on the agenda.

## 7 FINANCE AND FUNDING

### i Management Accounts

ST pointed Governors' attention to the Finance section in her report, and highlighted that:

- The Primary School has a year to date surplus of just under £5K.
- Salary costs at the Primary School account for 79% of income against 78% forecast in the budget.
- The Secondary School has a year to date surplus of approximately £173K, with a year-end forecast of £167K. There are plans in place to use some of that to improve IT, re-carpet classrooms and to set up a new library, one of the targets in the Post-Inspection Action Plan.
- Salary costs at the Secondary School account for 69% of income against 68% forecast in the budget.

### ii Draft Budget 2022-23

ST explained that a draft budget has been set for the three sites; Primary, Secondary and Satellite. Setting the budget for the Primary School has been challenging as the funding from LB Sutton is not yet agreed, with negotiations still underway. The budget has assumed the same funding rates from LB Sutton as last year, but there is no certainty around that. In order to set a balanced budget, expenditure in some areas has been reduced, partly because fewer staff are required due to the movement of the PDA cohort into the Satellite site. ST warned that the budget will be tight, and that staffing will be carefully monitored due to the complex needs of some of the children.

The number on roll for the Secondary School has increased to 70, with all places agreed and funded, which made drafting the budget less challenging.

All children in the Satellite provision are on Pathway 4, the funding for which has been agreed. The site will be rented from the Cirrus Trust via an SLA which has been agreed. There are some capital works to be carried out, which LB Sutton are funding, freeing up the school to spend some of the reserves on equipping the site appropriately for the cohort.

ST pointed Governors' attention to the Link Pathways document shared before the meeting, which clearly sets out the four Pathways across the three sites in one document. ST will be meeting with LB Sutton commissioners during the week commencing 4<sup>th</sup> July 2022 to discuss the funding, but reassured Governors that LB Sutton have agreed a year's grace, so if the final banding rates are not agreed in the next month, last year's rates will apply.

In response to questions, ST explained that for next year, the Primary, Secondary and Satellite budgets will remain separate, so any issues can be easily identified, although she will report to Governors as one site. DM asked if the surplus for both schools will be merged, and ST explained that the money follows the children, so it would not, although there may be ways to add to the Primary School budget from overall school resources, which will be tested next year.

### iii Satellite Provision

ST updated Governors on the progress of the Satellite site, noting the speed at which things had moved, given that the process only began in March 2022. She reported that staff recruitment is well underway and conversations have started with parents and children. As expected, there is some anxiety among the children moving to the new site, but there has been lots of work to prepare them for the move into a new building

and staff will begin to talk to them about their classrooms and teachers and friends. JJ asked if pupils can go and see the new site but ST advised that it's still being used by Wallington Primary Academy, so that would be tricky. However, in the first week of the autumn term, which has been earmarked for staff training, all parents and children will be invited to come and see the site.

ST reported that the original number on roll was set at 10 and there are currently 19, with six more on the waiting list. She acknowledged that it's hard to refuse places but emphasised the need to balance the demand for places with staff wellbeing and ensuring the provision is successful. She reassured Governors that outreach work would continue and additional children would be admitted when the provision is well established.

## **8a PRINCIPAL'S REPORT**

SW went through each section of her report and highlighted key items. She welcomed comments and questions.

### Pupil Matters

Governors noted that the total number of pupils for 2022-23, across all three sites, stands at 144.

ST pointed out that attendance at the Primary school is improving but remains below pre-Covid levels. However the Secondary School it is above pre-Covid levels. JJ asked if a target has been set, and ST advised that research suggests that attendance below 95% has a negative impact on learning. This applies to mainstream schools but is even more applicable to children with SEND. JJ asked if the lower attendance at the Primary School is due to the cohort's higher complexity of need and/or medical conditions. ST agreed that this is a factor but is also related to the pandemic, as some children have struggled to get back into the daily routine of school. SD remarked that it will be interesting to see rates of attendance at the Satellite provision, as many of the PDA cohort can't manage a full week's attendance.

JJ advised that attendance is a real focus for Ofsted and noted that, once merged, the school will have the Link Primary DfE number, meaning that the school will move into the Ofsted window in the near future.

DM asked if the schools were observing higher rates of non-Covid illnesses and ST confirmed that cases of chicken pox, colds and tummy bugs have been reported.

### Staff and Personnel

ST advised that recruitment is underway for 15 special support assistants (SSA) across the three sites but noted that she may need to engage some agency staff. JJ asked if there would be opportunities for staff to work across sites in future and ST advised that SSA have been 'swapping' sites this term, to get a feel for both settings and to help foster the sense of one school

ST highlighted the challenge in recruiting therapists, which is being experienced across the sector. There have been no applications at all for the Speech Therapist and Occupational Therapist vacancies at the Satellite site. However, other options are being explored and the lead therapist at the Primary School has offered to work some additional days to support the set-up of the new site. Unfortunately, the Occupational Therapist at the Primary School has resigned, which will leave some classes without OT support.

Noting the resignation of some key staff at the Secondary School, DM sought reassurance that there were no issues about which Governors should be aware. ST confirmed there were not and set out the different reasons for each resignation.

ST gave details of the reorganisation of senior roles to cover the leadership needs of the expansion and acknowledged that it will be challenging for her to manage across all three sites. She explained her thinking about having a Head of Site at each of three provisions. JJ noted the possible impact on staff of the forthcoming changes and reminded Governors that staff wellbeing must encompass that of school leaders, so they must ensure that they are aware of all wellbeing initiatives across all sites.

#### Health & Safety / Site Management

Governors were very pleased to see the new playground equipment in situ at the Primary School and were equally glad to receive an update on works to be carried out at the Secondary School, the first part of which would be done over the summer. This would comprise resurfacing the car park and installation of electronic gates, as well as the first stage of playground improvements.

#### Behaviour

Governors noted the low number of incidents requiring restrictive physical intervention at the Primary School and that physical intervention has not been used for more than a year at the Secondary School.

ST reported that the whole school implementation of wellbeing plans has worked well at the Secondary School.

Governors were pleased to hear that a residential trip for Primary School pupils will take place this term and that Secondary School pupils visited Jamie's Farm in May which went very well.

#### School Development Plan (SDP)

ST set out the key strengths at the Primary and Secondary Schools and pointed out those objectives where some further work is required, but summarised progress against targets as very good. She reported that she and the Senior Leadership Team will be meeting on 25 July at 9 am to review the SDP and consolidate it into one Plan for all three sites, with one or two key targets for each. She invited all Governors to attend the session.

**Action: Clerk to invite all Governors via GovernorHub.**

#### School Events

ST invited Governors to attend the following events:

- Secondary School Leavers' Assembly – 18 July
- Primary School Leavers' Assembly – 20 July.

**Action: Governors to inform ST if they plan to attend the events.**

### **8b DASHBOARDS**

Received.

### **9 EQUALITY & DIVERSITY REPORT**

ST presented the procedure, which is the first to cover both schools. She advised that one target had been set for each of the three sites next year, as follows:

Primary Site: Race, religion and belief / Disability Gain a greater understanding of the effect of disability within the families of less familiar ethnic or religious groups. Consider

and implement at least one additional option to better support families to implement effective strategies that would be acceptable within their culturally supportive circles.

Secondary Site: Disability Continue with stage 2 and 3 of the planned playground project and front of school car park development ensuring that any changes make the school outside areas accessible to those with mobility difficulties and therefore “Disability Compliant”.

Satellite Site: Set up four new classrooms on the satellite site as nurture bases with appropriate furniture and resources to meet the model of “PDA pedagogy” as outlined by the PDA society. Train and develop new staff in evidence based teaching strategies for this group to ensure that placements are maintained well for this vulnerable group

The Equality and Diversity Procedure was approved.

## 10 GOVERNOR VISITS, DEVELOPMENT AND TRAINING

### Portfolio Reports

Governors received the reports.

### Training

Governors noted that the annual Governors Conference will take place on Thursday 6 October 2022 at Sandown Racecourse. JJ encouraged everyone to attend, particularly as ST will be delivering a presentation on the PDA cohort.

The clerk flagged that the September 2022 version of Keeping Children Safe in Education includes a requirement for all Governors to undertake safeguarding training, and that a Trust-wide training offer would be offered. In addition, ST invited Governors to attend the staff training session on 2 September at 10am at the Secondary School.

**Action: Clerk to invite all Governors via GovernorHub.**

## 11 OHC&AT POLICIES AND PROCEDURES

i Governors noted the policies and procedures approved by the OHC&AT Board on 25 March 2022, all of which have been shared on [GovernorHub](#).

### ii Admissions Procedure

ST flagged that all three sites have been included in the one procedure and highlighted the two changes:

- The number of places (144).
- Sutton and Croydon boroughs have been given the same level of priority due to the proximity of the schools to LB Croydon. This has been agreed with senior officers in LB Sutton.

The Admissions Procedure was approved.

## 13 ANY OTHER BUSINESS

i Whilst congratulating ST and her staff for the PDA Satellite provision, DM noted that some parents of pupils at the Primary School site may have concerns about staff being overstretched which may impact on their child. JJ agreed that the LGB should ensure that ST has sufficient support and resources in place to effectively manage all three sites. In response, ST reassured Governors that even though NA will be moving to the Satellite site, there has been strong succession planning and Anita Clay is more than ready to cover her role. Furthermore, the move of the PDA cohort to a different site means that staff can focus on the Pathway 1 and 2 learners on the Primary School site, with no diversion. Currently NA spends a lot

of time with the PDA cohort, which Anita will not be doing. HW added that the SENCO role at the Secondary School will be moving from three days per work to full-time which will build capacity.

- ii On behalf of all Governors, JJ asked ST to thank all staff for their hard work and achievements during such challenging times.

#### **14 DATES OF FUTURE MEETINGS**

Governors approved the following dates:

- Wednesday 16 November 2022 at 6pm
- Wednesday 15 March 2023 at 6pm
- Wednesday 14 June 2023 at 6pm
- Pay Committee: Wednesday 21 October at 9.30 am.

#### **15 CONFIDENTIALITY**

No items were deemed confidential.

The meeting closed at 7.50 PM