

## Minutes of the Meeting of the Board of Directors held on

**Monday 30<sup>th</sup> November 2020**

(Virtual – MS-Teams meeting)

### Members

- Councillor David Longstaff (DL) - Chairman of the Children, Education & Safeguarding Committee and Lead Member for Children's Services
- Chris Munday (CM) - Executive Director, Children's Services, London Borough of Barnet
- Ben Thomas (BT) - Assistant Director, Education, Strategy and Partnerships, London Borough of Barnet
- Sarah Sands (SS) - Chair of Barnet Nursery and Primary Headteachers' Forum
- Samson Olusanya (SO) - Chair of Barnet Secondary Headteachers' Forum
- Lisa Coffman (LC) - Barnet Parent-Carer Forum
- Ricky Rebello (RR) – BELS staff
- Ian Harrison (IH) - Chief Executive and Director of Education and Learning, Barnet Education and Learning Service

**Attendance:** All members attended.

### MINUTES

	Item	Action
1	<b>Apologies</b> – none	
2	<p><b>Minutes of the meeting held on 17<sup>th</sup> September</b></p> <ul style="list-style-type: none"> <li>• The minutes of the previous meeting were agreed.</li> </ul> <p><u>Matter arising:</u></p> <ul style="list-style-type: none"> <li>• It was agreed that the company should not have a company secretary. It was noted that IH and DT will share the responsibilities associated with a company secretary.</li> <li>• The election of Ricky Rebello as the staff Director was noted and agreed.</li> <li>• The following additions to the Scheme of Delegation were noted:  <i>'BELS managers will have regard for the council's Scheme of Delegation for the Executive Director for Children's Services and the statutory duties of the Director of Children's Services. BELS staff on joint contracts of employment will abide by the provisions of the council's scheme of delegation in respect of duties delegated to them in their capacity as joint employees, where the duties cannot be delegated to a body external to the council.'</i>  <i>'The council's Director of Children's Services must be involved in the recruitment of the Chief Executive of BELS as a member of the selection panel.'</i> </li> </ul>	

	<ul style="list-style-type: none"> <li>Outcome of the SEND Assurance Visit – IH and CM gave a verbal update on the visit and the positive feedback from inspectors. LC said she would have liked the comments submitted by parent-carers to be reflected in the national report from OFSTED but was assured that these and actions required would be picked up locally in the SEND Strategy which was out for consultation.</li> </ul>	
3	<p><b>Conflicts of Interest – draft guidance document</b></p> <p>IH introduced the Conflict of Interest draft guidance document. LS raised a concern that the list of possible conflicts did not include a conflict between a person's role as Director and their 'day-job'. IH proposed to add another bullet point to section 2 to clarify this matter. The board agreed to add this to the guidance document. The Board approved the document subject to this addition.</p> <p>IH asked members to send in their Declaration of Interest form if they had not already done so. He would email members to request this.</p>	<p>IH</p> <p>IH/all</p>
4	<b>Declarations of Interests</b> – none declared.	
5	<p><b>Chief Executive's report</b></p> <p>IH thanked DT and his team for all their hard work in completing the Final Account, which has been agreed and signed by the council and Motts by the agreed 'longstop' date of 20<sup>th</sup> November. CM thanked everyone involved for the successful closure of business with Motts.</p> <p>IH and DT explained the budget report. It was noted that there is a small projected deficit of £53,935 at the end of the year. It is expected that close monitoring and control of budgets will result in the budget being brought back into balance by the end of the year. IH apologised for the confusion caused by the red text and some of the negatives against numbers. The overall figures are correct.</p>	
6	<p><b>Update on support services provided by the council</b></p> <p>IH provided an update on support services provided by the council. No questions were raised. The report was noted.</p>	
7	<p><b>Key Performance Indicators</b></p> <p>The report on KPIs was noted, along with the pre-BELS performance in 2018-19, 2019-20 and April to August 2020 and performance against BELS KPIs for September and October 2020</p>	
8	<p><b>Risk Register</b></p> <p>SS highlighted the drop in pupil numbers and the impact it has on school budgets. SS said this should be reflected in the Risk Register as a risk. It was agreed that falling pupil numbers and the impact on school budgets and the quality of education should be added as a risk.</p> <p>LC highlighted that insufficient specialist places, especially for young people with profound and multiple learning difficulties and complex health needs, posed a risk for participation of post-16 young people with SEND. It was agreed this should be added as a risk.</p> <p>DL asked whether or not the Risk Register should include the impact of Covid-19 on BELS, its staff, etc. It was agreed to add risks relating to BELS, including financial risks and recruitment and retention of staff (linked to staff well-being).</p>	

	<p>IH agreed to review and amend the Risk Register in light of the comments and in discussion/agreement with BT.</p> <p>It was also agreed that the likelihood and impact scores, the multiple of which gives the overall risk score, should be circulated to members of the Board.</p>	<p>IH/BT</p> <p>IH</p>
9	<p><b>Any other business</b></p> <p>LC asked whether other members have received their appointment letters and copy of the shareholders' agreement. BT explained that the final shareholders' agreement was the version that was submitted to the previous BELS Board meeting and that it was now going through the signing process. He said he would follow up on the letters to ensure all Directors had received one and to check that signed letters were returned. CM thanked members for their input and concluded the meeting.</p>	<p>BT</p>
10	<b>Date of next meeting</b> – 20 <sup>th</sup> January 2021, 10.00 to 11.00	