

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL OF SCIENCE FULL GOVERNING BODY
HELD ON MONDAY 9 DECEMBER 2019 AT 7.00 PM
AT THE SCHOOL**

Present: Mike Ashwell (Chair) Parent Governor

Co-opted Governor

Joe Bolger
Mary Bunting
Paul Leslie
Jessica Hayes

Headteacher

Emma Hillman

Parent Governor

Samantha Charles
Lauren Marchant
Helen Douglas
Leanne Dunleavy

Staff Governor

Neil Hutchins

Clerk to the Governors: Jacky Potts

The meeting started at 7.10pm

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Governors to complete and return to Governors Services their completed pecuniary interest forms	PL/JM	Immediate
4.2	To circulate Annual Work Cycle Plan	EH/MA	Immediate
5.2	Matters Arising: To advise Governor Services if hard copies of meeting papers and agendas are required	All Governors	Immediate
6.	Presentation (Ms. Bashal) slides to be circulated to Governors	EH	Immediate
7.	Survey monkey to be sent to all Governors to determine date for Governor Training	MA	Spring 2020
7.	Prevent and FGM training to be organised for Governors.	NH	Spring 2020
7.	Alistair McCorkindale to be invited to next FGB	EH	By 2 March

	on 2 March 2020		2020
11.1	Approved minutes from FGB meeting to be uploaded to school website	EH	Immediate
12.3	To raise with Governors Services the issue of some Governors not receiving attachments	MA	Immediate
14.	To circulate Governing Body Annual Effectiveness Report	MA	By end of January 2020
15.	Chair to circulate the Skills Analysis to Governors	MA	By end of January 2020
16.	To advise Clerk of Governor training attendance	All Governors	Immediate
17.	To organise Link visits with Sarah Johnson and nominated SLT members	All Governors	Immediate
19.3	To include appropriate wording on criteria for R&R awards in the Pay Policy and to be taken as Chairs Action.	EH/MA	Immediate
20.3	Delegation decision planner to be reviewed with GS	MA	Immediate
21.	<p><u>Date of next meeting</u> 7pm Monday 2 March 2020 at the school.</p> <p><u>Agenda items:</u> Finance Training will commence at 4:30pm (delivered by Lindsay Jackson) Governor Skills Analysis Safeguarding – Alistair McCorkindale</p>	Governor Services	

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Hugh-John McPoland, Emma Prestedge, Barry Tutty, Mitchell Goldie, Amanda Roper and Joanna Mahadoo.
- 1.3 The Clerk confirmed that the meeting was quorate with **eleven** Governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There were five additional items of Any Other Business which were taken at the end of the meeting.

3. DECLARATIONS OF INTEREST

- 3.1 Paul Leslie and Joanna Mahadoo are still required to complete and return pecuniary interest forms to Governor Services.
Action: PL/JM
- 3.2 There were no declarations made pertaining to any of the agenda items for this meeting.

4. GOVERNING BOARD

- 4.1 The Clerk confirmed there was currently one vacancy for a Co-opted Governor.
- 4.2 Annual work cycle plan for approval

Governors noted that a Plan of Activity for the year, which links into key development areas within the school, had been produced and would be circulated by the Chair of FGB. Each Committee Chair is required to build their own work cycle around this. The Head advised that herself and her deputies would propose agendas for Committees, but Chairs should challenge if anything is missing.

ACTION: MA/EH

5. MINUTES

5.1 Governors received the minutes of the Governing Board meeting held on the 30 September 2019 and agreed these to be an accurate record of the meeting. The Chair signed a copy of the minutes and these were retained by the school for filing.

5.2 Matters arising:
Unless otherwise stated, the actions noted from the previous meeting were complete.

Minutes 6.4

Going forward GS are no longer expected to print off paper copies. Governors will be expected to read papers electronically and ask questions in advance of meetings. If any Governor requires a copy of the papers to be sent to their home address they should advise Governor Services in writing.

ACTION: ALL

5.3 Minutes from committees including:

5.3.1 Resources Committee

The Chair appraised Governors of the following:

- TOR discussed.
- Deficit now at £25k, improving position. Cashflow is not an issue.
- IT coverage is to continue with JOSKOS for one more year.
- Issues with Kier, key items include CCTV and IT.
- Kier have reneged on the 500 hours which could be used for letting.

Q. Is this something that we could take up after the end of the contract?

A. This is an area of difficulty for a PFI contract, further announcements will be made in due course.

- IT Strategy, work is due to commence on producing a 3-5-year plan.

5.3.2 Behaviour, Attitude and Personal Development Committee

The Chair appraised Governors of the following:

- ToR discussed.
- Committee still needs to elect a Chair. However, MG has agreed to be Vice-Chair with JB taking the position of Chair
- Annual reviews of staff.
- Pay Policy

5.3.3 Quality of Education

The Chair appraised Governors of the following:

- Presentation from NQTs
- Big Insight
- ToR was discussed
- Meet the Tutor Week
- T&L Policy

- CPD
- Annual review
- Sharing good practice

5.4 Terms of Reference

5.4.1 Governors **agreed** to ratify the Terms of Reference for the following:

- Behaviour, Attitude and Personal Development Committee
- Pay Committee
- Headteacher's Performance Review
- Quality of Education
- Resources

6. CORE SUBJECT ENGLISH PRESENTATION FROM SITA BASHAL

6.1 The Chair welcomed Sita Bashal, Head of English who gave a presentation to Governors on the performance of the English Department covering:

- Overall effectiveness of the department
- Quality of education
- Behaviour and attitudes
- Personal development
- Leadership and management
- Targets - Predicting 88% achieving grade 4+
- Focus will be on HAPS and Males
- Challenges and Strategies

Q. What plans do you have to share best practice with other departments?

A. Looking at extended writing in other subjects. Working with students in A level to show them how to produce a critical analysis essay.

Q. Why have you not selected SEN K and white background groups?

A. Selected HAPS and males as these were our targets from the SIP.

In response to Governors, Ms. Bashal advised that her team were very experienced, worked well together and had all been at the school for a number of years. Their ethos was to be strict and firm with students.

Q. Are there any plans to share good practice on behaviour?

A. Whilst we don't teach strategies, we have an open door policy and will always support other teachers, particularly new teachers. The English Department have 3 Heads of Years within the team, so they are strong at dealing with behaviour as they deal with this a lot of the time.

Governors thanked Ms. Bashal for attending.

ACTION: EH to arrange for presentation slides to be circulated to Governors

7. HEADTEACHER'S REPORT (circulated in advance of the meeting)

Due to the late circulation Governors were unable to ask questions in advance. The Headteacher highlighted the following:

- Heathcote ethnicity
- School context
- School Inspection Data Summary Report

- Progress 8
- Parent survey, hard copy of the summary and parent's comments were circulated to Governors. Aim is to contact any parent that has raised any real concern before the end of term. 211 responses received overall.
- Staff survey being sent to all staff on 10 December 2019.
- Curriculum. Summer Training to be organised for Governors.

Action: MA to conduct a survey monkey to agree a date for Governors Training.

- Year 9 options
- Annual Review meetings
- Current school numbers - 180 spaces down
- Admissions
- Casual admissions/leavers since September 2019
- Alternative provision
- LACs
- Safeguarding update. Alistair McCorkindale will be attending FGB in March.

Action: EH to organise

- Prevent and FGM training to be organised for Governors.

Action: NH to organise

- Searches
- Attendance – 95.2%
- Learning & Teaching
- Outcomes - Progress 8 data
- Resources – Leaver and Starters
A new Head of HR had been appointed. Head of Languages leaving, concerns around MFL as the school have been unable to find anyone to cover until new Head of Languages starts after Easter. A Science teacher is leaving and the school have been unable to appoint a replacement. Looking to recruit a new Head of PE in April as current postholder is leaving.
- Mural project
- Traffic news
- Good new stories

Governors asked the following questions:

Q. How is the Parent Council going?

A. Only four or five parents turned up. There is a parental evening scheduled for January. There will be another meeting whilst parents are in attendance. MA volunteered to attend. Governors were happy that responses are now possible on Parent Mail.

Q. Is election of voting for Governors anonymous?

A. Not sure, this needs to be clear. Concern was raised that names had already been pre-selected on the Parent Mail election form. This needs to be checked with Sarah Johnson and Governor Services. In addition, written clarification on GDPR in relation to anonymity and default candidates.

Q. With the removal of Business at GCSE, has there been a kick back from parents who want their child to do a GCSE in Business?

A. So far there has been no challenge from parents.

- Q.** Are the LA not asking the school to plan for reduced admissions?
A. No, they are waiting for the growth fund to run out.
- Q.** If we reduced our PAN would we lose the growth fund?
A. Yes, this would have a major impact on the school because of the number of buildings we have to run. We need to be aware of academies increasing their form entry numbers. The school have put in a bid to provide a Social, Emotional and Mental Health (SEMH) provision.
- Q.** What is the work done with feeder schools in the wider community?
A. We did a lot of work with local primary schools last year. This went well with positive feedback. However, Head of Year 7 has just resigned, so this will be a job for their replacement.
- Q.** Why are we losing pupils to other local schools?
A. They have either been on the waiting list for other schools or places have become available. Children often start with us in Year 7 whilst they wait for a place to come up in an alternative school.
- Q.** Are you overlaying the lesson observation data with the wellbeing data?
A. Depends what comes back from wellbeing survey. Not something we have looked at in details, this could be followed up by the Quality of Education committee.
- Q.** Why has no PP funding information been included in the report?
A. PP Funding isn't available until the end of the year.
- Q.** Performance of the Attendance officer, can you report back in the new year?
A. Yes, this will come through the BAPD committee.

8. BUDGET – UPDATE FROM SCHOOL BUSINESS DIRECTOR

The budget paper circulated in advance of the meeting was noted as being corrupt and was resent to Governors. As the SBD was unable to attend the meeting due to sickness, the Head provided the following update:

- Cashflow, averaging £200k in the bank each month.
 - In year revenue deficit Quarter 2 is expected to reduce to £32,649. Due mostly to a reduction in staffing costs. Although there has been spend since then.
 - Risks going forward are agency supply costs. Resources Committee would need to decide whether to use DfE agencies.
- Q.** Do we not have insurance to cover this?
A. No the cost is not viable it is so expensive.
- Pay award has been included in the budget
 - Increase in support staff
 - Additional overtime payments for site staff. Unfortunately, the school is not making a significant amount of money on the breakfast and teatime clubs.
 - Vandalism of building. Kier are charging exorbitant costs to repair anything. Predicting costs of £30,000 to the end of the year. Proposal is to have a Behaviour Support Worker who would continually walk around the school dealing with issues.
 - Premises costs.
 - Learning resources
 - Leyton Orient BTEC, numbers did not materialise as hoped.
 - Electronic admissions for Sixth Form, 18 applications already received.
 - Match funding has been received.
 - IT Contract – recommendation to stay with Joskos for a further year. Have done a cost analysis on their 3 options. Proposing to go with option 1, but

school disputing 5% increase, school want 3% increase. SBD to update Resources Committee in January.

Governors were made aware that SLT members are having to cover teaching and the increase cost of agency supply staff.

9. APPRAISAL REVIEWS

9.1 The Head tabled a summary of appraisal reviews. Governors noted that Column C indicated those teachers who did not pass their appraisal review.

9.2 Due to GDPR, it was noted that Governors were not required to know the names of teachers.

10. WHOLE SCHOOL QUALITY ASSURANCE PARENTS SURVEY

Covered in item 7 above.

11. PUBLICATION OF GOVERNOR INFORMATION

11.1 School Website Review

Minutes from FGB are missing from the website and will now be published on-line via the website. Governors were encouraged to look at the website.

ACTION: EH to ensure approved minutes from FGB meeting are uploaded.

12. GOVERNOR REPORTING, MANAGING TIME EXPECTATIONS

12.1 Generally Governors will receive information a week in advance of meetings. Governors need to read papers in advance and ask questions prior to committee meetings. A flowchart had been circulated in advance to Governors which was **approved** by Governors.

12.2 Governors asked that where possible all information is included in one email to avoid confusion and a school laptop should be preloaded with all documents for easy retrieval and presentational use on the evening of the meeting.

12.3 It was noted that some Governors did not receive the email and attachments for the FGB meeting. The Chair agreed to raise this with Governor Services.

ACTION: MA

13. 2019/20 SCHOOL IMPROVEMENT PLAN FOR APPROVAL

Changes have been made to the plan and SLT will be undertaking an update on the current position. At the moment it is a working document, but it is important that Governors challenge at committee meetings. Governors approved the SIP for 2019-2021, however, it was noted that this was a two-year plan but it would undergo a full review at the end of 2020.

14. GOVERNING BODY ANNUAL EFFECTIVENESS REPORT FOR APPROVAL

Chair will circulate in January for review and agreement at the next FGB meeting.

ACTION: MA

15. GOVERNOR SKILLS ANALYSIS

Chair to circulate the results of the current skills audit during January.

ACTION: MA

16. GOVERNOR TRAINING UPDATE

Governors to update the clerk on what training they have been on. All Governors were encouraged to attend training (and Governor Briefings), but particularly

important topics like Gangs, Safeguarding, Finance and Disciplinary Panels. Chair stressed that it is important for ALL Governors to update their training on a regular basis.

ACTION: All

17. GOVERNOR LINK VISITS

17.1 New policy has been sent to all Governors. Dates have been set for when link visits should be carried out. Chair to circulate to all Governors for approval. Governors were asked to contact the Head's PA in order to schedule dates in the diaries of SLT members.

ACTION: Governors to schedule dates for Link visits with SLT members.

17.2 Governors noted that link visits had been carried out in Maths and Careers and the reports were circulated to Governors prior to the meeting.

Q. According to the Policy the link visit report has to be signed by the Head and the LA, do we have a system for making that happen?

A. Not aware that the LA need to sign a copy.

18. CHAIRS ACTION

Nothing to report.

19. SCHOOL POLICIES

19.1 Behaviour Policy

The policy had been to BAPD Committee and had been through parent consultation. Page 12 - The Head Teacher must, to include the following "*in accordance with the relevant exclusion guidance*".

Page 31 Pupils found with the dangerous items – agreed to include the following "*Unless there are unique and exceptional circumstances*".

Play fighting – Page 28, the language had been changed. Using "in some circumstances" is not strong enough and Governors did not think that this wording should be used.

Governors approved and ratified.

19.2 Complaints Policy and Persistent Complaints Policy

Governors noted that this policy was based on a DfE policy.

Governors approved and Ratified

19.3 Pay Policy

Governors were advised that the policy needed to include criteria for circumstances in which an R&R payment would be awarded and noted that the Head wanted to include continued professional development, as well as travel and distance.

Q. Are you saying that as a maintained school you are limited to what you can do with things such as CPD?

A. Yes, academies can include such things in their contracts, I cannot.

Q. Is this recent advice?

A. I asked HR only a week ago and was told I could not cover it.

ACTION: Head to include appropriate wording to be in the Pay Policy and item to be taken as Chairs action.

- 19.4 Financial Regulations
Governors agreed and ratified.
- 19.5 Whistle Blowing Policy
Governors agreed and ratified.
- 19.6 Freedom of Information (FOI)
Governors agreed and ratified.
- 19.7 GDPR Policy
Governors agreed and ratified.
- 19.8 Safeguarding Policy
Governors agreed and ratified.
- 19.9 Learning & Teaching Policy
Governors agreed and ratified, but noted that the school were still awaiting feedback from parents.
- 19.10 SEND Policy
Governors agreed and ratified.
- 19.11 Bullying and Harassment Policy
Governors agreed and ratified.
- 19.12 Employee Access to Personal Files
Governors agreed and ratified.
- 19.13 Flexible Working Guidelines
Governors agreed and ratified.
- 19.14 Staff Induction Policy
Governors agreed and ratified.

20. FINANCIAL DOCUMENTATION

- 20.1 Statement of Internal Control
Agreed
- 20.2 School Financial Regulations
Agreed
- 20.3 Scheme of Delegation
Delegation decision planner, will be reviewed with GS.
ACTION: MA

21. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 21.1 Date of next meeting
7pm Monday 2 March 2020 at the school.
Note: Governors are invited to attend Finance Training at 4:30pm (at the school) on 2 March 2020 which will be delivered by Lindsay Jackson.
- 21.2 Agenda items:
Governor Skills Analysis
Finance Training will commence at 4:30pm (delivered by Lindsay Jackson)
Safeguarding – Alistair McCorkindale

22. ANY OTHER BUSINESS

- 22.1. For information. The Chair advised that his term of office as a Parent Governor comes up in January 2020 and he will be putting himself forward for nomination. The Chair also has the option to convert to Co-opted Governor as his two children will leave the school in 2021.
- 22.2 Sex and Relationships

Governors noted that the school will need to consider consulting with parents in the new year and proposed a working party to take this forward. Lauren Marchant and Samantha Charles agreed to sit on the working party.

- 22.3 JB to propose dates to Governors in new year for Governor/HT/SLT social event.
- 22.4 Behaviour Support Officer – Governors approved the job profile which was tabled.
- 22.5 CCTV will be included as part of the H&S visit in January and is an issue which is constantly being raised with Kier.
- 22.6 Governors thanked the Chair for all his hard work since his election into the role of Chair. Chair wished all staff and Governors a very Merry Christmas and peaceful New Year.

NH and EH left the meeting at 9.55pm

The meeting closed at 10.00pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
