

**MINUTES OF THE MEETING OF THE  
HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY  
HELD ON TUESDAY 23 FEBRUARY 2021 AT 7.00 PM (VIRTUAL)**

Present: Mike Ashwell - MAL (Chair) Co-opted Governor

**Co-opted Governor**

Jessica Hayes - JHS  
Barry Tutty – BTY  
Cathy Burns – CBS  
Stephen Jacobs – SJS  
Paul Leslie – PLE

**LA Governor**

Mitchell Goldie - MGE

**Headteacher**

Emma Hillman - EHN

**Parent Governor**

Helen Douglas - HDS  
Joanna Mahadoo – JMO  
Natalie Phillips - NPS

Clerk to the Governors: Jacky Potts - JPS

Also present: Julie Vazquez – JVZ (School Business Director)

*The meeting started at 7.00pm*

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Action By</b>	<b>Due Date</b>
<i>Minute 4.9 6.7.20</i>	To provide information to Governors on what the offer and pathway is for schools in relation to primary mental health, early intervention and prevention. The Chair agreed to write to David Kilgallon.	<b>MAL</b>	<b>29 March 2021</b>
<i>Matters arising (2.3.20 – Item 9.4)</i>	To send first draft to Chair of the response to the LA regarding the categorisation of Black pupils in the recent Secondary Inspection Data Summary Report	<b>PLE</b>	<b>24 February 2021</b>
6.	Governors <b>agreed</b> the Term Dates 2021/22 and inset dates.		
7.	<b>DATE OF NEXT MEETING 29 MARCH 2020</b> Agenda Items <ul style="list-style-type: none"> <li>• Length of FGB meetings</li> <li>• Exclusions</li> <li>• Governing Board Annual Cycle</li> <li>• Kier Contract</li> </ul>		

Chair's Initials:

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**1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all those present to the meeting.

- 1.2. Apologies for absence were received and accepted from Andy Campbell, Arnold Williams and Andre Henry.
- 1.3 Apologies from Suzanne Sallam, Shryene Yansen, Samantha Charles and Lauren Marchant were not received and, therefore, not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with eleven Governors, including the Headteacher present.

**2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 2.1 There was one item for Any Other Business.

**3. DECLARATIONS OF INTEREST**

- 3.1 Register of Business Interests – the Chair thanked Governors for completing their declarations.
- 3.2 There were no declarations made pertaining to any agenda items for this meeting.

**4. MINUTES OF THE LAST MEETING**

- 4.1 Governors received the minutes of the Governing Body meeting held on the 14 December 2020, these were agreed as an accurate record of the meeting and the Chair will electronically sign a copy of the minutes.

4.2 Matters Arising

Minute reference	Formal agreements and/or actions identified	Action By	Status Update
3.1	Governors to complete all declarations on GovernorHub	All Governors	Completed.
4.2	Governor Services to note the election of Andy Campbell as new co-opted governor	GS	Completed
<i>Minute 4.9 6.7.20</i>	To provide information to Governors on what the offer and pathway is for schools in relation to primary mental health, early intervention and prevention. The Chair agreed to write to David Kilgallon.	MAL	Ongoing
<i>Matters arising (2.3.20 – Item 9.4)</i>	To send first draft to Chair of the response to the LA regarding the categorisation of Black pupils in the recent Secondary Inspection Data Summary Report	PLE	This was deemed more complicated and PL agreed to complete at local level, but felt it needed to be raised with the Secretary of State. PL to provide a draft by 24/2.
5.3.3	Chair of QoE Committee to amend	JHS	Completed

Chair's Initials:
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	ToR to reflect that a Vice Chair would not be elected		
10.	Alternative Provision Unit - Governors <b>agreed</b> to defer to Resources to resolve and sign the documentation	Governor Services	Resources Agenda Item
14.	To request an updated Skills Analysis report from Governor Services	MAL	Complete
15.	To raise with the LA the quality of cleaning of the Sports Hall with a view to the rewriting of the KPIs for the Kier Contract.	SJS	SJS had several meetings with LA and council members. Ongoing issue. They are aware of dissatisfaction of current contract. SJS to report back in more detail at next meeting.
17.	BAPD Committee to conduct a review of Exclusions.	SJS/MGE	Ongoing. Exclusions to be a standard agenda items at FGB meetings.
19.	Annual Governance Statement to be published on the school's website.	EHN	Completed.

4.3 Confidential Minutes of 14 December 2020

Governors received the Confidential Minutes of the Governing Body meeting held on the 14 December 2020, these were agreed as an accurate record of the meeting and the Chair will electronically sign a copy of the minutes.

4.4 Matters Arising

There were no matters arising

**5. CONFIDENTIAL – RESTRUCTURE**

This was dealt with as a confidential item.

**6. TERM DATES 2021/2022**

6.1 Governors unanimously **approved** the Term Dates 2021/22 to include 5 Inset days.

**Q.** Is it likely that the Government will be extending the school year next year and should we warn parents that there may be some changes?

**A.** At the moment there is nothing concrete agreed and the Government provide funds to support summer schools, the Unions are likely to strongly oppose this. The school will spend any funding appropriately, and if staff wish to volunteer in order to earn extra money that will be their decision. No staff will be required to work during the summer holidays.

*EHN and JVZ left the meeting at 8.00pm due to a confidential agenda item*

**7. DATE OF NEXT MEETING**

7.1 **29 MARCH 2020**

7.2 Agenda Items

- Length of FGB meetings
- Exclusions
- Governing Board Annual Cycle

**8. ANY OTHER BUSINESS**

8.1 Governors noted that the school will be required to revisit the risk assessment and, therefore, the Risk Assessment Working Party will be reconvened.

*The meeting closed at 8.05pm*

**CHAIR** ..... (Print)

..... (Signed)

..... (Dated)

Chair's Initials:  
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