

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY
HELD ON TUESDAY 29 MARCH 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

Headteacher

Emma Hillman - EHN

Staff Governor

Andre Henry - AHY

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:

Minute reference	Formal agreements and/or actions identified	Action By	Due Date
4.3	To pursue issues with Kier in relation to recent flooding	SJS/EHN	Immediate
7.1	Future budget reports to highlight what monies are received which the school is entitled to against those received as a result of bidding to national government or charities.	SBD	Immediate
9.1	To sign the SLA for the Hearing-Impaired Provision	Chair	Immediate
8.	Governors RATIFIED the following policies: Leave of Absence Policy Smoking at work policy Reorganisation & Redundancy Policy H&S policy		

Chair's Initials:

	Fire action & emergency plan Provision of First aid Careers Policy Covid-19 policy amendments HSRE Policy Governors APPROVED the SFVS		
14.1	Training on Governor Hub to be arranged for all Governors	Governor Services	Immediate
14.2	Chairs of Committees to undertake Effectiveness Committee exercise at their next meeting	Chairs of Committees	
13.	DATE OF NEXT MEETING 17 MAY 2021 at 7.00pm Agenda Items - Ratify the 2021/22 School budget and 2020/21 out-turn		

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 Natalie Phillips, Helen Douglas, Lauren Marchant and Suzy Sallam.
- 1.3 Apologies for absence were not received from Shryene Yansen and Andy Campbell, therefore, were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with twelve Governors including the Headteacher.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There were two items 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 23 February 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	Due Date
<i>Minute 4.9</i> <i>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	MAL	The Chair confirmed he had written to DK/GK and was awaiting a response.

	intervention and prevention. The Chair agreed to write to David Kilgallon.		
<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 students in the recent Secondary Inspection Data Summary Report	PLE	PL to formally send the letter, copy to Chair. It was noted that this is a complicated matter in relation to a change in policy.

4.3 To receive the minutes of the Resources committee meeting held 18 January 2021:
The Chair highlighted the following key points:

- The cause of the recent flooding to the school had now been fixed. Kier had given assurances that there would not be any reoccurrence, but the Headteacher was not confident of this. It was agreed that SJS would take this up with EHN outside of the meeting.
ACTION: SJS/EHN
- New Contract Manager for Kier had started.
- The school will continue to pay for the two janitors to carry out additional cleaning, on a week by week basis, as it was paramount that cleaning is kept to a high standard. SJS offered to assist the school with any applications for additional funding from the Government.
- Changes to the broadband contract with LGFL had generated savings of £11k over 3 years.
- The Wi-Fi had been upgraded within the Sixth form building
- 120 Chromebooks had been received from the DfE
- Restructuring is currently at consultation stage.

4.4 To receive the minutes of the Behaviour & Personal Development committee meeting held 25 January 2021:
The Chair highlighted the following key points:

- Exclusions to be a standard item at FGB meetings
- BAPD will do a deeper dive on data
- Presentation to the next meeting on the impact of lockdown on students

4.4 To receive the minutes of the Quality of Education committee meeting held 25 January 2021:

The Chair highlighted the following key points:

- Meeting focussed on students with specific learning needs
- Changes agreed to how the committee operates - Raw data and presentations will be available as far in advance as possible, so that the committee is more centred on questioning rather than spending time on presentations.
- Video presentations would be made available to wider governing body.

4.4 Confidential Minutes of 23 February 2021
Governors received the confidential minutes of the Governing Body meeting held on the 23 February 2020, these were agreed as an accurate record of the meeting and the Chair will electronically sign a copy of the minutes.

5. HEADTEACHERS REPORT

- 5.1 The Headteachers report and Q&As were circulated in advance of the meeting and were available on GovernorHub. The Chair thanked governors for raising questions in advance and to the HT for responding promptly.
- 5.2 Governors felt that it was helpful for the HT to feedback on key headlines, but asked that consideration be given to keeping future reports shorter, although it was queried as to whether this would be helpful. Appendices were included to support the main narrative.
- 5.3 The HT highlighted:
- Return to school
 - Covid-19 testing
 - The school had not been impacted by the recent positive cases, 2 staff and 1 child had tested positive.

Q. *Were there any staff who went above and beyond throughout lock down and the pandemic?*

A. *Yes, the SLT should be acknowledged for the commitment and hours they have put in, which has included attending the school on a Saturday and Sunday to support the lateral flow tests.*

- Every single child in school was interviewed to try and get a sense of where they were to ensure that the school can plan for additional needs during the Summer term.
- Provisional well being week planned for Summer term and students have returned to school successfully.
- Attendance figures are strong.
- Some behavioral issues are coming into play.
- Key worker and vulnerable students had found it difficult with the whole school return.
- Impressed with resilience and attitude particularly those approaching mock exams.
- Risk assessment had been signed off.
- Vast majority of children wearing masks, or lanyards where they are exempt.
- Awaiting a further announcement over Easter regarding the wearing of masks
- Inset Day proved useful. Staff had a chance to share strategic priorities for summer term. This will form a new SDP and will be shared with Governors after Easter.
- Likely to have Ofsted next year, therefore, internal assessment processes need to be back on track and robust.
- Midterm appraisals completed.
- Curriculum and timetabling – trying to timetable as lean a way as possible.
- Looking to timetable staggered lunch and break following feedback from Covid-19.
- MIS system – The school want to move away from SIMS to Arbor (Cloud based system), which will generate further cost savings. Unfortunately, the LA have said they will not be in a position to support the move.
- Governors noted that the school do not have the capacity to support a bid to run the LA outreach visually and hearing-impaired provision, although there could be

a long-term strategic consideration to bid when it comes up for renewal in 3 years time.

Q. Is there a way that we could sub-contract some real estate for someone else to run it?

A. It is an outreach service so no capacity to rent out any of the estate, which had been explored.

- Governors were pleased to note that 85.5% of new Year 7 admissions are first choices. Welcome postcards had been sent to them and a remote meeting was planned for next term.
- Transition Day scheduled for 7 July and it is hoped they can be invited into school then.
- Post 16 recruitment – unsure of numbers. Keen for school to become pathway from Year 7 to Year 13.
- Retention of Year 11 important
- Year 5 recruitment to be considered during summer term. Open evening scheduled for early October.
- Leaving date 28 May for Year 11 to Year 13. This will give two weeks to sign off teacher assessed grades. It is planned that those staying onto sixth form will work half remote and half in school programme.
- Staffing and HR - Big focus on considering staffing carefully.
- SLT to be considered as it was staffed to cover for 8 Forms of Entry. Interviews will however go ahead for the post of Assistant Headteacher as a specific skill set is required on emerging technology, production data, ICT, managed information system and timetabling. 5 shortlisted candidates with this specific skill set and no appointment will be made unless they can bring those skills.
- Decision being made where savings can be made.
- Still ongoing issues with sickness absence. We are trying to resolve through robust sickness management processes.
- 3 ongoing disciplinary investigations
- 2 live LADO referrals
- Narrowing the gap - JCQ released guidance on teacher assessed grades today. Presentation to parents has been circulated to Governors.
- Easter programme for children with FSM and SEN.
- No further news on funding for summer schools
- Remote learning programme was successful.
- Assessment with students w/c 3 May, which will give us an opportunity to see what progress they have made over lock down and gaps.
- Deep dives are planned for next term.
- BAPD – Sonia Close will provide detail at the next committee meeting, including analysis and bench marking on attendance.
- There have been a number of midterm starters since beginning of the year.
- Safeguarding update - Safeguard system used to log issues, but it does not provide best analysis and reporting. The school is moving to a new system which will help with the analysis around safeguarding.

6. EXCLUSIONS

- 6.1 IDSR data report indicates the school are out of line with national figures and so the school is undertaking a key piece of work to reduce the figures.

- 6.2 Sonia Close has met with HoYs to discuss the wider issues and obtain feedback. One key challenge is to enable all staff to be consistent and decide what the ethos is. Some staff felt that a stronger behaviour policy was needed. The preference of the HT is around self-regulating.
- 6.3 Governors noted there had been two fixed term exclusions since the school had returned, which had been short and appropriate.
- 6.4 Governors noted that following a recent very serious incident in school the decision had been made not to exclude as it was considered that reasonable adjustments had not been made. The school are questioning and challenging and are already making different decisions than would have made previously.
- 6.5 Operational things such as staggered breaks and lunchtime will help children self-regulate. Need to consider how to roll this piece of work out.

Q. Are you able to devise a plan for Governors to support and to see how the school will get achieve the outcome?

A. This will be considered after the Easter break. We will trial out over the summer term, which will be part of development for introduction in September.

Q. Is there any support from the LA which could help?

A. We work closely with BACME and are exploring things with them, but not sure that their training is appropriate. There is an organisation called The Difference who provide training, but it is expensive, but we would plan to work with them. Key figures are high, but any introduction of a new behaviour policy would see numbers spike.

- 6.6 Consideration will be given to the role Governors play in the process. The points raised by Governors following the recent GDC will be raised with the Headteacher.
- 6.7 Governors requested that ethnicity figures are produced which indicates how many black students have been excluded. The lack of analysis in the current HT report is due to no exclusions, with the exception of the recent two fixed term exclusions.
- 6.8 Governors noted that mid-term admissions are always over represented in Fixed Term and Permanent exclusions. The reduction to 6 forms of entry will impact on the numbers taken as mid-term admissions and will in turn impact on exclusion figures.
- 6.9 Early conversations centred around the safeguarding of children in the school and an exclusion would only be sanctioned where the safeguarding of other children in the school were at risk. Exceptions to this were zero tolerated incidents, such as the involvement of weapons.

7. FINANCE ITEMS

7.1 2020/21 Out-turn

The summary report was circulated in advance of the meeting. The SBD reported that she was optimistic that the school will have £229k revenue out-turn and £30k for capital out-turn, which is slightly different to the forecast due to funding not arriving on time. The £30k capital can be carried forward to next year.

Q. Is there any anticipated capital spend next year?

A. There are quite a few demands, but proposals will be put forward to Governors for prioritisation.

Q. Have you finished forecast for 2021/22?

A. It is currently in a very rough draft format at the moment. Budget is showing there is still a lot more work to be done prior to Resources Committee. Deadline is 17 May for final approval prior to being submitted.

The SBD will report the final out-turn to Resources Committee on 10 May.

Governors requested that future reports highlight what monies are received which the school is entitled to against those received as a result of bidding to national government or charities. The school needed to consider a number of funding streams.

ACTION: SBD

In response to Governors, the Headteacher advised that the school did not have a coordinated approach to bidding and is something the school needed to improve on. The school had just bid for small pockets of funding, such as an Easter school for children in FSM, and an SEN programme, but going forward this would be a target for the SBD and her team. Prior to Covid-19, the school were concentrating on trying to increase income from lettings.

7.2 Cash Flow Statement

No immediate concerns at this stage.

7.3 Draft 2021/22 Budget Plan

The SBD advised that this was work in progress at the moment. Funding IO1-IO5 had changed significantly this year due to the reduction in pupil numbers, although costs had remained the same on expenditure. She was currently predicting **£426k** in year deficit and the school would be looking at **£5.2m** deficit over the next 5 years, based on pupil numbers now.

Q. EO1 - is this based on the current teaching profile?

A. Yes, all staffing costs are based on current, plus a 2% pay rise. The Headteacher has a meeting with HR to look at staffing costs.

Q. Have we a model based on 6 form entry?

A. We have a timetable model for next year based on this and then we need to work out where costs can be cut on surplus staffing. We have expensive staff body with a high number of staff on UPS. The next step is to work with the LA to address the deficit.

Q. If we had a school body paid on M1-M2 would that help with the deficit?

A. We have not had the opportunity to look at this in much detail. We are in the difficult position in that curriculum has to be led by staffing and if we were to lose staff in particular areas, we would need to amend the curriculum as we would not be able to afford to replace them.

Q. What extra income can the school gain? Have you have used Covid funding with other schools? Could we not be imaginative such as sharing resources with other schools rather than taking a traditional approach?

A. This is a good point; it is something that MATs are good at because they employ people to write bids and drive these initiatives. We do our best to work with others, but our two closest schools are academies and are not keen to work with us in a financial way. We need to consider where we can get capacity from for writing bids.

Governors discussed the difficulties the school would face being in such a financial deficit and recognised that discussions would need to be held with the LA as to how they could support the school. It was recognised that a robust contingency plan needed to be put in place now and some difficult decisions had to be made.

It was accepted that the budget had only just been prepared, no meetings had been arranged yet and these needed to take place before the school could move forward. However, Governors needed to set aside time to discuss the critical issues, as the LA would not allow the school to submit a deficit budget without being supported by a 3-year recovery plan.

8. SCHOOL POLICIES FOR RATIFYING

8.1 Leave of Absence Policy

Governors ratified the policy.

8.2 Smoking at work policy

Governors ratified the policy.

8.3 Reorganisation & Redundancy Policy

Governors ratified the policy.

8.4 H&S policy

Governors ratified the policy.

8.5 Fire action & emergency plan

Governors ratified the policy.

8.6 Provision of First aid

Governors ratified the policy.

8.7 Careers Policy

Governors ratified the policy.

8.8 Schools Financial Value Statement

Governors approved.

8.9 Covid 19 Policy addendums

Governors noted the changes to the policy, which were highlighted in yellow, and mainly related to the wearing of masks. Governors ratified the policy.

8.10 HSRE Policy

This is a model-adapted policy. Consultation with parents was not controversial and parents were happy with the curriculum content. The curriculum had been produced as a result of feedback and it was statutory to deliver from Easter. Governors ratified the policy on the recommendation from the Headteacher.

9. HEARING IMPAIRED PROPOSAL

9.1 The Headteacher provided feedback to Governors on the SLA for hearing impaired provision and confirmed that she is able to meet the necessary provision outlined in the SLA and was happy to propose it to Governors. The school would develop a robust reporting system for the LA and the Governing Body. Governors **approved** the document for sign off.

ACTION: Chair

10. CHAIRS ACTION

10.1 Nothing to report.

11. LINK GOVERNOR REPORTS

Link Governors reports had been prepared and were available on GovernorHub. Any questions should be raised through the Chair.

12. GOVERNORS TRAINING

Report available on Governor Hub. The Chair was pleased to see that Governors were booking onto training.

13. DATE OF NEXT MEETING

13.1 **17 May 2021 at 7.00pm**

13.2 Agenda Items to include the following:

- **2021/22 School budget and 2020/21 out-turn**

14. ANY OTHER BUSINESS

14.1 GovernorHub training required on how to get the best out of GovernorHub.

ACTION: Governor Services

14.2 Effectiveness Committee Exercise

The Chair requested that upcoming committees complete the exercise and feedback at the next FGB to enable Governors to discuss how the FGB will manage and maximum their time together.

ACTION: Committee Chairs

The meeting closed at 9.15pm

CHAIR..... (Print)

..... (Signed)

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Chair's Initials:
