

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY
HELD ON MONDAY 17 MAY 2021 AT 7.00 PM (VIRTUAL)**

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

Co-opted Governor

Jessica Hayes - JHS
Suzanne Sallam - SSM
Cathy Burns – CBS
Stephen Jacobs – SJS
Shyrene Yansen - SYN
Paul Leslie – PLE

Headteacher

Emma Hillman - EHN

Parent Governor

Arnold Williams - AWS
Joanna Mahadoo – JMO
Helen Douglas – HDS
Lauren Marchant - LMT

Staff Governor

Andre Henry - AHY

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
3.1	Governor Services to note the resignation of Suzanne Sallam from her position as Co-opted Governor.	Governor Services	Immediate
5.2	Governors unanimously ratified the Out-turn Summary 2020/21		
5.3	Governors unanimously ratified the Budget 2021/22		
7.	Governors APPROVED the Alternative Provision SLA for signature		
8.3	Governors to provide a list of concerns to the Chair in relation to Governor Services and Donna Miller to be invited to the next FGB.	All Governors Chair	Immediate

Chair's Initials:

8.3	Governors unanimously AGREED to the continuation of Governor Services SLA at Platinum Level.	Governor Services	
9.	Governors RATIFIED the following policies: Disciplinary Policy and Procedure Grievance Policy and Procedure Sickness Management Policy and Procedure		
	DATE AND TIME OF NEXT MEETING Monday 7 June 2021 at 7.00pm Agenda Items: Donna Miller, Governor Services, to attend.		

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, Andy Campbell, Mitchell Goldie, Barry Tutty and from Paul Leslie for lateness.
- 1.3. Apologies for absence were not received from Samantha Charles, therefore, were not accepted.
- 1.4. The Clerk confirmed that the meeting was quorate with twelve Governors and the Headteacher present.
- 2.1. There were no items for Any Other Business and one confidential item.

2. DECLARATIONS OF INTEREST

- 2.1. There were no declarations made pertaining to any agenda items for this meeting.

3. GOVERNING BODY

- 3.1. The Chair announced that Suzanne Sallam would be resigning from her position as Co-opted Governor following this meeting. On behalf of the FGB he thanked her for her time and commitment.
ACTION: Governor Services to note the resignation of Suzanne Sallam
- 3.2. There were no disqualifications due to non attendance.
- 3.3. The Clerk confirmed all DBS' were complete.

4. MINUTES OF THE LAST MEETING

- 4.1. Governors received the minutes of the Governing Body meeting held on the 29 March 2021, 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	Due Date
4.3	To pursue issues with Kier in relation to the recent flooding	It was noted that the LA have declined to pay for an independent survey. The repairs had held up against the recent heavy rainfall so it is assumed repairs have been carried out satisfactorily.

Chair's Initials:

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.	The SBD had included a summary in the out-turn report for bids this year. Going forward match funding will be included. The SBD had assured governors that more time will be invested in bidding for funding streams. Governors noted that school had applied for £51k funding for the summer school which will be used to commission an external company to run the scheme.
9.1	To sign the SLA for the Hearing-Impaired Provision	Completed
14.1	Training on GovernorHub to be arranged for all Governors	Ongoing
14.2	Chairs of Committees to undertake Effectiveness Committee exercise at their next meeting	Agreed this exercise will be undertaken at the Governors Training Day in June. Lindsay Jackson will be attending to cover Finance and recovery; Howard Freed will run a session on academisation and Gillian Barker talk about preparing for Ofsted.

4.3 To receive the minutes of the Resources committee meeting held 10 May 2021:

The Chair highlighted the following key points:

- Governors had reviewed the Out-turn figures for 2020/21 and the Budget 2021/22 figures
- Governors approved three policies for ratification by the FGB.

5. SCHOOL BUDGET 2021/22

5.1 Out-turn Summary 2020/21 (inc. Devolved Capital Out-turn) and earmarked funding

5.1.1 Governors noted that at Resources Committee on the 10 May it was understood that the school would be reporting a deficit budget. However, the LA had allocated some late funding to enable the school to deliver a balanced budget.

5.1.2 The SBD presented the out-turn summary, which was available on GovernorHub and clarified the reduced variance of the figures between Quarter 3 (Forecast) and the actual Out-turn (Quarter 4)

CFR	Qtr 3 Forecast	Out-turn 2020-21	Variance
	£	£	£
Total income/funding	9,134,545	9,165,253	30,709
Total Expenditure	8,904,764	8,947,056	(42,292)
Surplus	229,781	218,198	(11,583)

5.1.3 Governors noted that the Out-turn had been submitted to the LA by the agreed deadline, and the school were awaiting feedback.

Q. *What pot is the extra funding from that the LA have given the school?*

A. *The extra revenue funding was for teachers' pay and pensions, which had been given by the Government.*

Q. *It is excellent to come in on budget and Governors recognised this. In order to do that you had to make difficult decisions on savings. What were the nature of the savings and how did it affect the offer we could give to present and future students?*

A. *The HT gave some examples and advised that at this stage the curriculum had not been affected by any savings made.*

- *The school had built up a relationship with Teach First*
- *Savings had been made on supply teaching costs as the Headteacher and SLT had been covering more lessons*
- *The school have continually reviewed costs, renegotiated contracts and made sure that resources being used are essential*

5.1.4 A governor questioned whether the FGB had a say in what policy decisions are made which affect savings and whether policy issues required governors' approval. He felt that governors needed to be clearer on what delegated powers were given to the HT and SLT.

5.1.5 The Headteacher advised that operational decisions are reported to governors through her Headteachers report and are reported in the SIP. She questioned whether she should be seeking governors' approval for operational staffing issues, such as the use of Teach First.

5.1.6 The Chair clarified that the governing body have to be clear on where savings are being made, but that the operational running of the school is entrusted to the Headteacher. However, should the school enter a period of cost reduction exercises, governors will be made more aware of challenges and hence decisions that might have to be. As a result an "Task and Finish" group will be formed to support the school and work with the LA on the difficult financial decisions that will need to be made to underpin the recovery of the school finances over the next 3-5 years.

5.1.7 The SBD drew governors' attention to the deficit narrative, which looked at the situation and how best to address it. She agreed to revisit the scheme of delegation to determine what the school and governors were responsible for.

5.2 Earmarked Funding

The SBD presented the ear-marked grant funding received during 2020-21, together with amounts spent.

Governors **UNANIMOUSLY RATIFIED** the Out-turn Budget 2020/21 (inc. Devolved Capital Out-turn) and earmarked funding

5.3 **BUDGET 2021/22**

Governors were presented with the template document for approval and noted the budget figures as follows:

ITEM	£
Total Income	9,089,174

Total Expenditure	9,305,381
In year (deficit)/surplus	(216,208)
B/forward balance	218,198
Cumulative surplus	1,990

These figures show a balanced budget and Governors were advised that this is very tight and anything could change the position. Governors were advised that there is now no growth funding, so this will have a financial impact going forwards.

Q. This year staffing is the biggest cost under 80%, but jumps next year to 95%. Is this because the school is reducing the PAN and there are now too many teachers?

A. This is a contributing factor, but not the only problem. The school is being sized to six forms of entry because the demand for school places across the borough has reduced, however, the decision on staffing has not yet been made. This will be considered by the "Task and Finish" Group as a separate exercise to the current restructure, which was not financially driven. As there are current year groups carrying 6 and 7 forms of entry which makes it difficult to staff, the restructure may have to be carried out in stages.

Governors noted that Heathcote was not the only school in the borough in this situation, many schools are facing financial challenges.

Q. Is the 5 year plan just internal for us?

A. Technically we do not have to submit a 5 year budget plan as we are submitting a balanced budget, but we are indicating to the LA that we are proactive on how we are going to tackle finances going forward.

Q. Risk analysis, are there other headings that you want to bring to governors attention where you have made difficult assumptions?

A. There are too many to list, but for instance the pay award had been assumed at 2% across the board, at the advice of the LA. Most of the costs relate to staffing, with the remaining £2m across services, although there are not many risks as we are careful across all budgets. The PFI budget is high with a 3% increase. There are a number of unknowns including the pandemic. The SBD drew governors attention to the assumptions which had been highlighted on the spreadsheet.

AGREED: Governors **UNANIMOUSLY RATIFIED** the 2021/22 Budget.

6. CHAIRS ACTION

6.1 Fixed term Exclusion

The Chair reported that Chairs Action had been taken in relation to a Year 7 child who had brought a banned item (weapon) into school. Under the current Behaviour Policy this would have been an automatic permanent exclusion, but as the school is currently working on amending the policy with a view to reducing permanent exclusions, the Headteacher considered alternative solutions. A managed move to another school was considered, but it was decided that it was better for her to remain at Heathcote due to her exemplary record.

The HT felt that it was justified to give the child a second chance, but as a precautionary measure, the HT approached the Chair to gain his approval and also suggested the Chair meet with the mother and child (via Zoom). The Chair did meet with the family and was assured this would never happen again and the child was very sorry and upset. It was agreed that the child would be allowed to return to school at the end of the 15 day fixed term exclusion, but it was made very clear that if anything like this should happen again then a permanent exclusion would apply.

Q. *Have we made an assessment to see if there is any involvement with gangs?*

A. *No we are confident there is not. There were no other indicators other than we think the child was showing off. A risk assessment will be carried out on her return.*

Q. *If this had not been Chairs Action how would it have been dealt with? The motive is not being questioned, but we need to be clear how we respond to any challenge on the process.*

A. *This would normally go through a GDC if the child was permanently excluded. It was a one-off and the Headteacher was being over cautious to ensure safeguarding. It has all been properly documented and recorded. Advice had also been taken from Governor Services. The revised policy is currently going through BAPD Committee and will be presented to the FGB for ratification*

Governors sought clarity that the Headteacher did not need approval from the Chair of FGB for a managed move, as she had the authority to make any operational decisions. She had opted to do this as a cautionary measure whilst the Behaviour Policy was still in consultation.

6.2 Severance Pay

This was recorded as a confidential item

7. **ALTERNATIVE PROVISION SLA**

7.1 Governors noted the attachments to the Alternative Provision SLA namely the Service Level Agreement, Service Specification, Schedule of Payments and the KPIs.

7.2 The Headteacher advised that a report will be presented to the next FGB meeting on the provision and its impact in the last year. There will also be a visit from the LA to quality assure the provision. Link Governors, Barry and/or Lauren to be in attendance at that meeting, if possible.

7.3 A governor highlighted an error in the Payment Schedule. It was clarified by the Headteacher that the LA would purchase 15 places for the 2 years funded, but if they wanted to continue with the provision they would purchase 15 places in the third year. Governors expressed their confusion with the (date) wording of the third bullet point, which the Headteacher agreed to take back to the LA.

7.4 Following clarification on the financial figures, Governors unanimously **APPROVED** the documents for signature.

Q. *Is this draw down irrespective of the number of places used?*

A. *Yes, it is Place led funded.*

8. **GOVERNOR SERVICES SLA FOR 2021/22**

- 8.1 Governors noted that the FGB currently subscribed to the Platinum level at £4,500, with little increase in costs from last year. The Headteacher advised that she had spoken to other schools in the borough and no other providers were recommended.
- 8.2 One Governor suggested that a review should be undertaken of the service provided to ensure that governors were happy and were receiving best value.
- 8.3 JMO advised that she had recently undertaken the L1 and L2 Governor training, which she had found extremely useful and recommended to others.

ACTION: Donna Miller, Governor Services, to be invited to the next FGB.
ACTION: Governors to provide a list of concerns to the Chair for discussion with Governor Services.
AGREED: Governors **unanimously agreed** to the continuation of the Governor Services SLA at Platinum level.

9. SCHOOL POLICIES FOR RATIFYING

- 9.1 Disciplinary Policy and Procedure
Model LA policy, which had been approved by Resources Committee.
AGREED: Governors ratified the policy.
- 9.2 Grievance policy
Model LA policy, which had been approved by Resources Committee.
AGREED: Governors ratified the policy.
- 9.3 Sickness Absence Management Policy
Model LA policy, which had been approved by Resources Committee.
AGREED: Governors ratified the policy.

10. DATE OF NEXT MEETING

- 10.1 **7 July 2021 at 7.00pm**
Governors briefing scheduled for 26 May 2021.

10.2 Agenda Items

11. ANY OTHER BUSINESS

No further items were reported.

The meeting closed at 8.35pm

CHAIR (Print)
..... (Signed)
..... (Dated)

Chair's Initials:
