

**MINUTES OF THE MEETING OF THE  
HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY  
HELD ON MONDAY 6 JULY 2020 AT 7.00 PM (VIRTUAL)**

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

**Co-opted Governor**

Joe Bolger - JBR  
Mary Bunting - MBG  
Paul Leslie - PLE  
Jessica Hayes - JHS  
Barry Tutty – BTY  
Amanda Roper - ARR

**Headteacher**

Emma Hillman - EHN

**Parent Governor**

Samantha Charles - SCS  
Helen Douglas - HDS  
Arnold Williams - AWS  
Joanna Mahadoo – JMO  
Lauren Marchant – LMT  
Natalie Phillips - NPS

**Staff Governor**

Neil Hutchins - NHS

Clerk to the Governors: Jacky Potts  
Also present Julie Vazquez – JVZ (School Business Director)  
Sonia Close – SCE (Deputy Headteacher)  
Alistair Macorkindale – AME (LBWF)

*The meeting started at 7.00pm*

**Summary of agreements and actions:**

| Minute reference | Formal agreements and/or actions identified   | Named person(s) for action(s) identified | Completion date |
|------------------|---|--|-----------------|
| 3.4 & 18.9       | <p>Governor Services to note the resignation of ARR and JBR from the Governing Board on 6 July 2020.</p> <p>Governor Services to note the appointments of five new Governors to the Governing Board.</p> <p>Governor Services to note the pending resignation of MBG in September and that the current staff Governor, NHS whose term expires in September.</p> | Governor Services                        | Immediate       |

Chair's Initials:

| Minute reference                              | Formal agreements and/or actions identified   | Named person(s) for action(s) identified | Completion date |
|---|---|--|-----------------|
| 4.9   | To provide information to Governors on what the offer and pathway is for schools in relation to primary mental health, early intervention and prevention.   | AME                                      | Immediate       |
| <i>Minute 3.4</i><br>11.5.20                  | To update DBS information on Governor Hub.  | All Governors                            | Immediate       |
| 5.4   | Governors who wanted to be involved in the AP project to send their expressions of interest to the Chair.   | All Governors                            | Immediate       |
| <i>Matters arising</i><br>(2.3.20 – Item 9.4) | 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                                      | Immediate       |
| 9.1   | Governors <b>AGREED</b> to ratify the Provider Access Policy.   |  |                 |
| 9.2   | Governors <b>AGREED</b> to ratify the Careers Policy.   |  |                 |
| 9.3   | Governors <b>AGREED</b> to ratify the Addendum to Behaviour Policy and Safeguarding Policy.   |  |                 |
| 9.4   | Governors <b>AGREED</b> to ratify the NQT Policy.   |  |                 |
| 10.   | To update the GB on the status of the proposed Cloud voice system for the school.   | MAL                                      | September 2020  |

**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 Mitchell Goldie.
- 1.3 There were no items of Any Other Business.
- 1.4 The Clerk confirmed that the meeting was quorate with **fifteen** Governors present.

**2. DECLARATIONS OF INTEREST**

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

**3. GOVERNING BOARD**

- 3.1 The Clerk confirmed that there were currently two vacancies for Co-opted Governors.
- 3.2 The Clerk confirmed that Neil Hutchins' position was due to expire on the 13 September and this vacancy would require the school to appoint a Staff Governor.
- 3.3 The Chair welcomed Natalie Phillips who was elected as a Parent Governor on the 3 July 2020. Natalie's son is due to join the school in Year 7 from September 20.
- 3.4 Governors noted that both Joe Bolger and Amanda Roper would be resigning from their positions at the end of this meeting, which meant that there would be an

additional two Co-opted Governor vacancies (four in total) as of today's date. Both Joe and Amanda were thanked for all their hard work and support during their time as Governors. Special thanks were recorded for Amanda's long-standing contribution to the Governing Board, including the OFSTED inspection in 2018, taking over the Chair, and leading the GB transformation.

**ACTION: Governor Services to note the resignation of ARR and JBR from the Governing Board on 6 July 2020.**

- 3.5 Both Amanda and Joe were happy to take on roles as Associate Members to the Governing Board.
- 3.6 Governors noted that four Co-opted Governors are invited to join the Governing Board. The Chair had created a profile for each candidate and had uploaded this to Governor Hub.
- 3.7 It was agreed that towards the end of the meeting, that ARR and JBR would leave the Zoom call. The remaining Governors were asked to consider the appointments of four Co-opted Governors for four vacancies. The Clerk noted that the meeting was still Quorate at this stage, with **thirteen** Governors present.
- 3.8 There were no disqualifications due to non-attendance.

**4. ALASTAIR MACORKINDALE – COMMUNITY SAFETY AND WELLBEING (PAPERS AVAILABLE ON GOVERNOR HUB)**

- 4.1 The Chair welcomed Alastair Macorkindale, who is the Assistant Director (LBWF) responsible for overseeing Community Safety and Wellbeing, based within the Families Directorate. Alastair's focus is on early intervention and prevention covering gangs and criminal exploitation, domestic abuse, violent extremism and radicalisation. He also has the remit for primary wellbeing for children and adults.
- 4.2 He advised that he is the relationship manager between the Wellbeing and Independence Division and the school. Prior to Covid-19, he had been working closely with the school looking at the data from 2018/19 to 2019/20 and the challenges that the school were facing. Governors noted that Heathcote had the highest volume of safeguarding referrals to MASH of any secondary schools, which is a significant challenge to the school as 60% of referrals are reverted to the school to resolve because they do not meet safeguarding thresholds. Data was showing that many of the families' experience issues such as domestic abuse, vulnerability to criminal exploitation, physical and mental health issues and financial distress that would have been magnified by Covid-19.
- 4.3 The report previously circulated to Governors (on Governor Hub) was presented to the Safeguarding Children Board, as they wanted an update on what had been going on during the pandemic. The focus was on serious youth violence and criminal exploitation linked to drugs.
- 4.4 Governors noted the work carried out in LBWF in relation to criminal exploitation of young people through the Violence Reduction Partnership (VRP), which is a novel approach in London and national terms involving community groups, networks and schools. The VRP came up with a public health approach which seeks to

- Curtail violent people in the community
- Treat people who have been harmed to prevent further harm
- Support those people who are at greater risk of becoming harmed
- Strengthen communities and work to build social capital

The VRP had been successful in bringing in £1m in its first year, introducing sixteen new projects, which were in prevention and early intervention.

- 4.5 Governors noted that Heathcote had benefitted from the London Funded School Inclusion programme by receiving additional mentoring.
- 4.6 AME advised that significant changes to the way drugs have been distributed had been noted during lockdown. It was difficult for drug dealers to use young people. This had resulted in a significant decrease in the episode of children going missing and violence on the streets, although there has been instead a significant increase in domestic abuse. This is closely linked with criminal violence on streets as perpetrators of knife crime and violence often grow up in a background of domestic violence.
- 4.7 As restrictions ease it is anticipated that there will be a significant increase in domestic abuse referrals and an increase in drug networks and active criminal exploitation of young people. Two things have been put in place as preparation:
1. Launch of a new urgent response service
  2. A Gangs Risk Panel
- 4.8 In summary, AME felt that there was a strong partnership with the school; the teaching staff are on top of any referral cases, they had plugged into safeguarding systems and he was optimistic off building closer relationships.
- 4.9 He invited questions from Governors.

**Q.** Are there any early signs of changing behaviour that the school can learn from?

**A.** It is currently still too early. The very small cohort of pupils who were going missing frequently, have continued to go missing through lockdown. It was those who were more on the periphery where lockdown has acted positively. There is concern that as travel becomes easier and frequent, young people will become less noticed and it will be easier for criminal networks to exploit them. The Police and the British Transport Police have an ongoing project called COMPASS, which will continue with renewed vigilance.

**Q.** CAMHS were closed down at the start of lockdown and cases closed, would mental health not be a priority?

**A.** There is new investment in primary mental health, not necessarily specialist CAMHS service, but a bigger investment in schools, although I am not sure if Heathcote were starting to benefit. AME agreed to advise Governors on what the offer and pathway is for schools. There is a secondary service called Kooth, which is an on-line service. Young people have responded well to on-line provision and one area, which has continued, is the face-to-face service with the youth offending cohort. The high-risk group were getting daily home visits. There has been some degree of CAMHS provision with face-to-face visits in homes.

AME also agreed to advise Governors what the offer is for schools in relation to early intervention and prevention space. It is recognised that schools have to be more proactive with children's mental health. CAMHS funding compared to other boroughs was not comparable, but some money had been identified for the preventative stage.

**Q.** Given the high numbers of exclusions of black boys, are you speaking to Headteachers regarding systemic racism in decisions to exclude young black boys?

**A.** Conversations in the Violence Reduction Partnerships are driven by young people and community groups and has been about the need to not only address racial disparity in stop and search, but to look at the relationship between the police and local communities and young people. We are about to get a project off the ground which was a piece of work led by young people engaging with police to focus on attitudes and understanding young people in LBWF and impart knowledge on child development and issues they are facing.

VRP in May 20, decided that one of the things they wanted was to add a specific work strand to its programme about naming racial disparity and tackling the impact of structural racism on life chances of black people in the borough. This was presented to a recent joint board meeting.

Black and mixed race pupils are more likely to be excluded than the proportion that make up school roll. 40% exclusions are BAME but they only make up 20% of the school roll. One specific piece of work commissioned by SPARKS was to address the link between exclusions and criminal exploitation.

Governors noted that Cheryl Davis is looking at a complete redesign of the alternative provision, moving to a six-tier model, focussing on inclusion units within schools and a therapeutic offer within those units with a view to keeping pupils much more in main stream education.

One of the things raised at the Safeguarding Board last week by Larelle Brown, was the structural racism and the way it is affecting chances of black boys in education and she had reported that she had seen no action.

**ACTION:** AME agreed 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 thanked AME for his presentation.

*AME left the meeting at 19.55*

*SCE joined the meeting at 19.55*

## **5. ALTERNATIVE PROVISION PROPOSAL (SONIA CLOSE)**

5.1 The Chair welcomed Sonia Close (Deputy Headteacher) to the meeting and invited her to present her proposal to Governors on the Alternative Provision within the Humanities Building. The proposal was available via Governor Hub.

5.2 SCE outlined the following:

- Aim of the provision will be to provide twelve spaces filled through FAP process

- Schools will need to write to Heathcote about entry requirements and the school will visit the child before agreeing to offer a place
- Bring to FAP for ratification
- Offer of a place is for twelve weeks at the Heathcote unit
- One day a week, they will attend their home school
- Access for therapy
- Home school responsible for on-line working
- The school will use Academy 21, which is on-line platform
- The focus is on providing a bespoke approach in order to get the children back into school within the twelve-week period
- If they are not ready to return after the twelve weeks, the school will make recommendations for the next stage. The child will go back to their home school who will be responsible for following up recommendations
- Aim is to improve their mental health and provide an opportunity to access therapy
- The proposal is for a three-year contract with a break point after 1.5 years

5.3 The challenges to providing the provision from September 2020 are that there are physical alterations needed to the ground floor and first floor of the Humanities building. The SLA and drawings are in place, but it will be dependent on how soon the contractor can start the alterations and whether materials and supplies will be easily accessible in the current climate. The school will, however, receive the funding from the 1 September regardless of whether the unit is open at that point. Adverts are currently out for the recruitment of the staff.

**Q.** Is there a growth built into the model?

**A.** We hope to support 36 children over a year. It is written into the agreement that if people or the Local Authority want to spot purchase places they can. If at end of the year, we have taken more children and there is a need then the number of places can be increased.

**Q.** Governors heard that the school has the highest level of referrals, have we got the expertise and facilities to take on this project, when potentially it could increase the risk in this area?

**A.** There is no financial gain, we will break even, but it is a worthwhile project and will be a valuable marketing tool for the school. It brings us more capacity to the current team as the staff will be directly employed by the school and we will be able to use them to provide mental health support and therapy to our own children. We are recruiting staff who have the specialisms to help us provide a rich service.

**Q.** Are we incurring costs that are not covered by the Local Authority?

**A.** The staff costs have been built in at the top of the pay scale, along with a 1% pay rise. There is a small buffer for resource costings. The only risk would be if we had to cover any sickness absence.

**Q.** Has the reputational risk of the school been considered?

**A.** We have not had a discussion around reputational risk. We see this as a positive impact on the local community and bringing specialist skills into the school. We are aware that our reputation is not as good as it should be, and a piece of work this year is to look at rebranding ourselves with a different name. The thing we have to think about is how it may impact on bubbles or limited movement around the school in September. The type of students we would be getting are those that have struggled

with attendance at schools. It is about getting them to engage and come to some kind of provision. This will not be a behavioural unit but a therapeutic one, so we do not anticipate having students who are high risk or have behavioural issues (i.e. violent), as they will not be offered places. This is why it is important that we visit and access them to determine their suitability.

**Q.** How does this impact on SLT who work long hours, who is project managing the changes to the building, is this built into someone's current workload?

**A.** SCE confirmed she was currently covering the project, but the investment will be in getting it up and running with the right staff in place. It is proposed to appoint a manager who is line managed by the Inclusion Manager, who in turn is line managed by SCE. There will be an initial increase in workload, but with the right support and team in place, it can work successfully. It is hoped the unit will be more pro-active than reactive.

*Natalie Phillips joined the meeting at 20:00pm*

- 5.4 Governors and EHN expressed their appreciation and thanks to SCE who had done a fantastic job and wished the project every success. The Chair welcomed invitations from Governors who wanted to get involved in the project.

**ACTION: Governors to send their expressions of interest to the Chair.**

*Sonia Close left the meeting at 20.16pm*

**6. MINUTES FROM COMMITTEES AND FGB MEETINGS**

- 6.1 Governors received the minutes of the Emergency Governing Body meeting held on the 18 June 2020. These were agreed to be an accurate record of the meeting and the Chair will sign a copy of the minutes once the school has re-opened.

6.2 Matters Arising

| Minute reference | Formal agreements and/or actions identified  | Updated Action |
|------------------|--|----------------|
| 3.2.1            | Governors <b>AGREED</b> to adopt the recommendation from the LA in relation to the wearing of facemasks and PPE.   |                |
| 3.2.3            | To add the Behaviour Policy and Fire Alarm Protocol  | Completed      |
| 3.2.6            | To amend wording from 'clean' to 'wipe'  | Completed      |
| 3.2.6            | Further minor comments to be sent to the Head  | Completed      |
| 3.2.6            | Governors <b>UNANIMOUSLY AGREED</b> supported the risk assessment and the wider opening of the school.   |                |
| 3.3              | Governors <b>VOTED UNANIMOUSLY</b> to sign off the guidance policy, subject to further guidance from the LA on the additional precautionary measure of sending the teacher and children home if Covid-19 symptoms are shown by any child/teacher in the class. |                |
| 4.1              | Governor <b>AGREED</b> that parents should be  |                |

|     |  |           |
|-----|--|-----------|
|     | asked to provide evidence of a Covid-19 test result.   |           |
| 4.1 | To cross-reference document against new advice received from the Government on exclusions.   | Completed |
| 4.1 | Page 19 to be amended to clarify that 1-1 meetings relate to in school.  | Completed |
| 4.1 | Governors <b>APPROVED</b> the addendums to the Behaviour Policy and Safeguarding Policy.   |           |
| 4.1 | To work with the school to finalise the Behaviour Policy addendum document, ensuring that it reflected the relevant Covid-19 advice around exclusions. | Completed |

6.3 Governors received the minutes of the Governing Body meeting held on the 11 May 2020. These were agreed to be an accurate record of the meeting and the Chair will sign a copy of the minutes once the school has re-opened.

6.4 Matters arising:

| Minute reference                             | Formal agreements and/or actions identified  | Updated Actions  |
|--|--|--|
| 3.1  | To note imminent governor resignations   | Completed  |
| 3.4  | To update DBS information on Governor Hub  | All Governors were reminded to action this. The Chair advised that he would be undertaking an audit of governance issues in the new academic year.<br><b>ACTION: Governors</b> |
| 4  | To circulate Science presentation slides   | Completed  |
| <i>Matters arising (9.12.19 – Item 7)</i>    | Alistair Mccorkindale to be invited to next FGB in July 2020   | Completed  |
| <i>Matters arising (2.3.20 – Item 6.1.2)</i> | Governors <b>AGREED</b> to put a hold on discussions around academisation  |  |
| <i>Matters arising (2.3.20 – Item 9.4)</i>   | To raise with the LA the categorisation of Black pupils in the recent Secondary Inspection Data Summary Report                   | PLE confirmed he had prepared a first draft and would send this to the Chair following this meeting.<br><b>ACTION: PLE</b>   |
| <i>Matters Arising (2.3.20 – Item 12.1)</i>  | To complete Governor visit reports and send to Sarah Johnson for uploading on Governor Hub.                                      | Completed. New timetable for visits to be circulated in the new academic year.   |
| 6.1  | To circulate comments from staff on changes to the timetable to BTY, JHS and AWS ahead of the consultation meeting on the 8 June | Completed  |

|      |   |                                    |
|------|---|------------------------------------|
| 6.2  | <b>AGREED</b> to re-circulate the survey to staff in order to obtain feedback from staff during COVID-19-19   | Completed                          |
| 8.   | Governors <b>UNANIMOUSLY AGREED</b> to the proposal to reduce the PAN in Years 7, 8 and 9   |                                    |
| 11.1 | Governors <b>AGREED</b> to ratify: <ul style="list-style-type: none"> <li>• Outturn 2019/2020 &amp; Devolved Capital Outturn</li> <li>• Earmarked funding</li> <li>• School Budget Share (Income) 2020</li> <li>• Expenditure 2020/2021</li> <li>• Predicted carry forward</li> </ul> <p>JVZ to send forms to Chair for signing</p> | Completed and submitted to the LA. |
| 12.  | Governors <b>AGREED</b> to continue with the Governors Services Platinum SLA for 2020/2021  |                                    |

6.5 Resources Committee meeting held on 22 June 2020

The Chair of Resources Committee highlighted key elements from the recent meeting:

- Problems associated with Kier and specifically cleaning of the school to Covid-19 standards
- ICT Strategy including enhancing the schools' network and purchasing learning resources (Chrome Books) to meet the needs of the Digital Curriculum
- Governors will be required to sign an Annual Declaration Form in September 20
- Outcome of budget. Governors thanked Julie and her team for the work they had carried out on the budget which was submitted on time to the LA with a ~£1k surplus.
- Governors acknowledged the excellent service being provided by the Catering Team during the Covid-19 period. The Chair confirmed that he would write a letter of commendation to the Catering Staff.

6.6 Behaviour, Attitudes and Personal Development Committee meeting held on 4 May 2020

The Chair of BAPD Committee highlighted key elements from the recent meeting:

- Consideration of the Provider Access Policy and Careers Policy.
- Safeguarding
- Attendance and implications for attendance in September.

6.7 Quality of Education Committee meeting held on 4 May 2020

The Chair of QoE Committee highlighted key elements from the recent meeting:

- Remote learning provision and acknowledging thanks to SLT for organising and supporting the provision
- Challenges with year groups returning to school
- NUT policies
- Presentation from Ross Gallacher on Year 7 and transition
- Update of exam groups, results and impact of changes from exam boards.

## 7. HEADTEACHERS REPORT

7.1 EHN was keen to point out that the school had never been shut, they had been providing education to keyworker children and vulnerable children since the start of lockdown and numbers have increased regularly. The Headteacher Report was available on Governor Hub for information. EHN highlighted the following:

- Essential Education
- Wider opening for Year 10 and Year 12 children on 22 June with approximately 100 children on site every day. Attendance is high, they are engaged and in uniform
- Every child who wanted to return has the opportunity to attend for a minimum of four mornings a week
- Vulnerable children are really benefitting from small group learning
- Home Learning
- Finance and Resources
- Kier continues to be a challenge with cleaning and the Chair is supporting the school and driving change
- Safeguarding vulnerable pupils – 10 MASH referrals
- School Meals
- DfE Laptop Scheme
- Staff attendance in the workplace
- Result days 2020
- September return
- SIP 2020-21
- Staffing and timetable – Three new Teach First trainee teachers are joining.
- Year 6 Induction Day
- Trips – refunds for cancelled trips for Poland. Berlin is outstanding.
- Alternative Provision in the Humanities Building
- Starters and Leavers, the information was available on Governor Hub.

**Q.** Do you have an idea of the percentage of students that will come back in September?

**A.** The expectation is 100%, but it is impossible to predict. Our priority is to make sure we are letting parents know that, assuming shielding disappears in August, we will ensure that individual risk assessments are carried out for vulnerable pupils. Attendance has always been a challenge; our target will be 95%. It is hoped that the vast majority of families will be ready to send children back to school.

**Q.** Will there be any work for them to do over the summer holidays?

**A.** At the moment there will be for Year 10, Year 12 and transition activities for Year 6 into Year 7 and some in Year 9 in relation to changing options. However, I do think the children need a break and de-mark from school. With the exception of Year 10 and Year 12, there is not a huge expectation for other year groups to do work.

Governors thanked EHN and her staff for their hard work in supporting the wider opening of the school and acknowledged that this was a huge achievement in these unprecedented times.

EHN thanked Amanda for all her support and guidance during her time as Governor with some memorable moments, including taking the Chair, leading the Governance review and the OFSTED inspection in 2018.

*Amanda Roper left the meeting at 9.10pm*

7.2 Staff Wellbeing Survey

EHN took Governors through the series of questions that staff were asked and indicated that all staff, with the exception of one, had been happy to state their name on their response. It was recognised that the school would need to drill down further into the responses given, but the vast majority had seemed to cope well with lockdown.

Governors noted that there was no comparison data with the survey carried out at the beginning of lockdown and that the school had not had the opportunity to analyse the results of this follow up survey, although EHN indicated that SLT would delve deeper to look at all the issues raised and the learning points, with a view to addressing what needs to happen before September 20.

In relation to resources, the predominant issue had been the lack of laptops and access to the N drive and this will be considered as part of the ICT strategy.

There had been some positive headlines in relation to staff and there will be some things in place through the Summer that staff can opt in if they want, with also the possibility of a staff event at the end of the summer, dependant on operational issues.

Where staff are worried about returning to work, every member of staff has had a phone call about their return to work and all issues should be ironed out by September. Staff are also being given an opportunity to tour the site to see how the risk assessment has been implemented.

Governors noted that the school had looked after staff and had sought to find solutions and ways of working with the NEU.

**8. CHAIRS ACTION**

There were no actions to report.

**9. SCHOOL POLICIES (AVAILABLE VIA GOVERNOR HUB)**

9.1 Provider Access Policy

Governors **agreed** to ratify the policy.

9.2 Careers Policy

Governors **agreed** to ratify the policy.

9.3 Addendum to Behaviour Policy and Safeguarding Policy.

Governors agreed to ratify the policy, but noted that it would need to be revised in September 20.

9.4 Induction of NQT Policy

Governors **agreed** to ratify the policy.

## 10. PHONE SYSTEM

- 10.1 The Chair introduced Governors to the new Cloud based phone system. The proposed solution will provide IP based telephony to the entire site and will enable many more features for staff. Many companies, schools and small business are moving their voice communications to the Cloud as this offers many new benefits.
- 10.2 The current system is not fit for purpose and very inflexible. A proposal has been received from Comms Unite Limited and ClearLink (the schools' current telephony provider). A third proposal is due from Joskos the schools' IT provider.
- 10.3 The Chair is working with JVZ on the business case, which will be presented to Governors in September. The current costs to the school is ~£10k per annum. The new system is expected to be less than that.
- 10.4 It was likely that given the time-scales, the decision on the choice of phone system would be taken under Chairs action. Governors were happy with this approach.

**Q.** Is the monthly cost ~£800? What is the saving per year?

**A.** Once all quotes from suppliers were received, the Chair **agreed** to do a comparison of costs/savings and provide this to Governors.

EHN expressed her gratitude for the support and expertise MAL was providing the school in relation to this project.

**ACTION: Chair to update the GB on the status of the proposed Cloud voice system for the school at next FGB meeting in September.**

## 11. SCHOOL IMPROVEMENT PLAN (AVAILABLE ON GOVERNOR HUB)

- 11.1 For information at this stage. The SIP will be finalised in last week of August to share with staff on their first day back. The Headteacher requested that Governors review the SIP and provide any comments (via the Chair) to enable her to progress this over the summer break. Sharing thoughts would be useful. The Chair has already reviewed and sent comments that the SIP should include a financial area.

## 12. PAN REDUCTION PROPOSAL (AVAILABLE VIA GOVERNOR HUB)

- 12.1 Governors noted the rejection of the LBWF PAN application to reduce from 8FE to 7FE in Year 7, but the school were continuing to work with Lindsay Jackson and Rob White at the LA on a way forward.

## 13. STAFFING UPDATE (AVAILABLE VIA GOVERNOR HUB)

- 13.1 Information on starters and leavers available on Governor Hub.

## 14. TIMETABLE CONSULTATION RESPONSE (AVAILABLE ON GOVERNOR HUB)

- 14.1 Governors noted this had been agreed and a revised document had been issued. The Headteacher thanked Barry, Jess and Arnold for their support and input to the process.

## 15. SCHOOL TERM DATES CONSULTATION 2021/22

- 15.1 On Governor Hub for information only.

**16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 16.1 Proposed dates are on Governor Hub.
- 16.2 The next FGB will be held on Monday 28 July at 7pm. The venue is not decided and is dependent on the current Covid-19 situation.

**17. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 17.1 There were no items heard under any other business.

**18. GOVERNING BODY (Continued from Item 3 above)**

- 18.1 The Chair again thanked Joe Bolger for his time and support to the Governing Board. This was endorsed by the Headteacher.

*Joe Bolger left the meeting at 21.34pm.*

- 18.2 Governors noted that four strong candidates had been found to fill the four vacant Co-Opted Governor vacancies. The Chair thanked Helen, Barry and Paul for their help in searching for new Governors.
- 18.3 All Governors had the opportunity to consider the new Governors' application packs and the profile summary for each candidate. This was all available on Governor Hub.
- 18.4 Governors **UNANIMOUSLY** voted to appoint the following as Co-opted Governors with effect from 6 July 2020:

- Stephen Jacobs
- Suzanne Sallam
- Cathy Burns
- Shryene Yansen

*Stephen Jacobs, Cathy Burns, Suzanne Sallam and Shryene Yansen joined the meeting at 9.45pm*

- 18.5 The Chair welcomed the new Governors to the Governing Board and invited existing Governors to introduce themselves.
- 18.6 Governors noted that Mary Bunting will be leaving after the 15<sup>th</sup> September, but in the meantime, the Governing Board is full with no vacancies.
- 18.7 New Governors will undergo induction training and the Chair agreed to start sending out information to new Governors over the summer break. Barry will lead on the new Governor Induction programme.
- 18.8 A decision will be taken at the first FGB in September as to what committees the new Governors will be allocated too based on the Governing Board skills analysis and why they feel they can offer most value.
- 18.9 Governors noted that Neil Hutchins' term expires as Staff Governor expires on the 13 September and the Chair thanked him for his work during his term and wished him well for the future.

**ACTION: Governor Services to note the appointments of five new Governors to the Governing Board.**

**ACTION: Governor Services to note the pending resignation of MBG in September and that the current staff Governor, NHS whose term expires in September.**

*The meeting closed at 10.00pm*

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

..... (Signed)

..... (Dated)

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| Chair's Initials: |
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