

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL OF SCIENCE FULL GOVERNING BODY
HELD ON MONDAY 30 SEPTEMBER 2019
AT 7.00 PM
AT THE SCHOOL**

Present: Mike Ashwell (Chair) Parent Governor

Co-opted Governor

Joe Bolger
Mary Bunting
Paul Leslie
Hugh-John McPoland
Emma Prestedge
Barry Tutty
Jessica Hayes

Headteacher

Emma Hillman

Local Authority Governor

Mitchell Goldie

Parent Governor

Samantha Charles
Lauren Marchant
Helen Douglas
Leanne Dunleavy

Staff Governor

Neil Hutchins

Clerk to the Governors: Jacky Potts
Also present: Gillian Barker, NLG

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
11.1 8.7.19	To re-circulate Link Governor Policy	PL	Immediate
3.1	Declarations of Interest forms to be sent to governors absent from this meeting	Governor Services and AR/PL/JM	1 week
4.1	To note the election of Mike Ashwell as Chair	Governor Services	1 week
4.2	To note the election of Joe Bolger and Mary Bunting as Vice Chairs	Governor Services	1 week

Chair's Initials:

5.1	To note the election of Jessica Hayes as Co-opted Governor	Governor Services	1 week
5.2	To note the election of Mitchell Goldie as LA Governor	Governors Services	1 week
5.3	To note 1 vacancy of Co-opted Governor following the resignation of Minaar Hansi	All / GS	1 week
6.4	To advise Governor Services if hard copies of meeting papers and agendas are required	All Governors	Immediate
7.2 Minute 6	Annual Governance Statement to be circulated to all Governors	AR	31 October 2019
11.1	Governors to read and return signed declaration relating to Keeping Children Safe in Education to Neil Hutchins by Wednesday 9 October 2019	All Governors	9 October 2019
13.1	Chair to send signed copy of Code of Practice to Governors and copy school PA	MA	18 October 2019
18.1	To complete and return Skills Analysis survey form to Donna Miller by 18 October 2019	New Governors	18 October 2019
19.	To circulate Annual Cycle of Business to Governors	EH	Immediate
20.2	Sub committees to review their committees' Terms of Reference	Committee Chairs	Next GB meeting
21.1	Date of next meeting: 9 December 2019 at 7PM at the School	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Paul Leslie, Amanda Roper and Joanna Mahadoo.
- 1.3 The Clerk confirmed that the meeting was quorate with **fifteen** governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

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

3. DECLARATIONS OF INTEREST

- 3.1 The Clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and duly returned them to the Clerk for processing. Paul Leslie, Amanda Roper and Joanna Mahadoo were not present and were, therefore, required to complete and return pecuniary interest forms.

Action: Governor Services and AR/PL/JM

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

4. **APPOINTMENT OF OFFICERS**

4.1 Election of Chair for the academic year 2019/2020

The Clerk welcomed nominations for the position of Chair of Governors. Mike Ashwell indicated his intention to stand for election of Chair of Governors for the 2019/2020 academic year.

Governors held a vote and unanimously agreed to elect Mike Ashwell as Chair of Governors. Mike Ashwell was invited to re-join the meeting and was informed by the Clerk of the election outcome.

ACTION: Governors Services to note the election of Mike Ashwell as Chair of Governors.

4.2 Election of Vice-Chair for the academic year 2019/2020

The Clerk welcomed nominations for the position of Vice Chair of Governors. Mike Ashwell proposed that Joe Bolger and Mary Bunting be elected as Vice Chairs of Governors for the 2019/2020 academic year, this was seconded by Hugh-John McPoland and Barry Tutty. With no other nominations and no objections, Joe Bolger and Mary Bunting were duly elected as Vice Chairs.

ACTION: Governors Services to note the election of Joe Bolger and Mary Bunting as Vice Chairs.

5. **GOVERNING BOARD**

5.1 Hugh-John McPoland proposed that Jessica Hayes be elected as a Co-opted Governor for the 2019/2020 academic year, this was seconded by Neil Hutchins.

5.2 Emma Hillman proposed that Mitchell Goldie be elected as Local Authority Governor for the 2019/2020 academic year, this was seconded by Joe Bolger.

5.3 The Clerk confirmed that due to the resignation of Minaar Hansi there was currently one vacancy for a Co-opted Governor.

5.4 The Clerk advised that no governors were eligible for disqualification due to non-attendance.

ACTION: Governors Services to note the new Vice Chair elections and the resignation of Minaar Hansi as co-opted Governor.

Gillian Barker arrived at 7.10pm. The Chair introduced her to the new Governors and explained her role.

6. **PRESENTATION FROM GOVERNOR SERVICES**

6.1 Governors had invited Donna Miller (DM), Governor Services Manager, to attend the meeting to give an overview of the support provided by the Governor Services team.

6.2 She advised that Governor Services were a traded service which supported all but two maintained schools and three academies within Waltham Forest, with the addition of some schools out of borough. She highlighted what support was provided to governors under its Platinum Membership:

- Support the cycle of committee meetings
- Recruitment of governors, including speed recruitment events
- Advice and guidance
- Facilitation of a Chairs of Governors Group
- Governors briefings
- Working on relationships, ability to support and coach from others, pupil numbers.

- Add ons available, including management of GDCs which is a paid service
- Administration of complaints
- Statutory provision – provide reports that are published on websites
- Training programme – Governors can attend as much training as they would like. The school is entitled to one school based training session per year.

6.3 DM sought feedback on how the service could be improved. Following discussion, it was agreed that Governors would not receive hard copies of paperwork unless they opted in for this, although hard copies would still be sent out in the post for GDCs.

6.4 The Chair thanked DM for her support.

ACTION: Governors to advise Governor Services if they wish to receive hard copies of papers through the post in future.

7. MINUTES

7.1 Governors received the minutes of the Governing Board meeting held on the 8 July 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.

7.2 Matters arising:

Unless otherwise stated, the actions noted from the previous meeting were complete.

Minute 6.2.1 (25.3.19)

The Chair advised that members of the Waltham Forest IAG had been invited to attend the meeting in December.

Minute 9.1.3 (25.3.19) – Excluded Children

The Headteacher confirmed that she had written to the LA but was still awaiting a response.

Minute 12 (25.3.19)

The Chair confirmed that he had devised a format which will be circulated, using a RAG rating which will highlight items for immediate attention.

Minute 3.6 - DBS checks

The Clerk advised Governors that DBS' will be kept by the newly appointed Headteacher's PA, who will be starting on Monday 7 October. Newly appointed Governors are to have DBS checks carried out, along with the Chair whose DBS has been in place since 2016.

Minute 5.2 - Attendance of Pupil Leadership Team

Governors agreed that a member should be invited to the next meeting in December.

Minute 5.2 - Visit to alternative provision

NH confirmed that this will be carried out within the next week.

Minute 6 - Annual Governance Statement

The Chair advised that he and AR had completed a first draft and will circulate published to Governors by the end of October.

Minute 10.1 - Safeguarding Link Governor role

In light of the resignation of the existing Link Governor, Mitchell Goldie was appointed as Link Governor for Safeguarding.

Minute 11.1 - Link Governor Policy

PL agreed to circulate the Link Governor Report Template to all governors.

Emma Prestedge arrived at 7.25pm

Donna Miller joined the meeting at 7.30pm

8. OVERVIEW OF RESULTS

8.1 Governors received a presentation from the Headteacher on the school's results, which covered ALPS A Levels and Subject Value Added overview

Governors noted that ALPS indicate 1 = good, 9 = not so good. Last year the school were a low 6, this year they are a mid-5, but there is still room for improvement. The VAS current figure is -0.21 compared to -0.17 last year. Students do a 5th of A Level worse than nationally, although ALPS suggests slightly better.

Key issues highlighted:

- Not hitting enough top grades.
- Applied courses BTEC Business Studies L3 produces outstanding results as does BTEC Sport.
- What Sixth Form curriculum is going to look like going forward
- Keeping figures high
- What is the unique selling point for Sixth Form?
- Started BTEC with Leyton Orient to increase numbers on Sports Course. Not had the required impact on numbers. No costs incurred this year but does have an impact as the school predicted more income would come in than actually did.
- Sixth Form structure has had a good start this year.

8.2 Year 11

Progress 8 on results day was -0.2, 5th of a GCSE worse than nationally. Actual data showed -0.07, however, as this is such an improvement it is important to validate the data before the school publish this, because there have been nationally reported issues with the wrong data. This means that pupils are doing -0.07 of a GCSE worse than nationally and is a significant improvement on the past two years and close to national average. Data also shows that disadvantaged score is slightly worse.

GCSE attainment has increased in many areas from last year. Compared to national and borough, the results are strong in English. Subjects above national attainment are Art, Biology, DT, English Language and Literature, French, Geography and Music.

8.3 Challenges

- Bucket 3 still an ongoing concern
- Increasing Maths and EBacc outcomes
- Meeting needs of current Yr 11
- Whole school drive – LAP, Boys, SEND, HAP and PP
- Sixth Form
- Raising A level attainment and reaching top grades
- Making every pupil's experience equitably and sufficiently positive

8.4 Governors raised the following questions:

Q. Were there any LAC pupils?

A. Yes, two, unfortunately they did not do well. One had positive score and one had negative.

Q. Are we losing teachers?

A. We have had some staff turnover, but have recruited high quality staff as replacements, which is a positive outcome.

Q. What was the issue with low performers?

A. Difficulty and hardness of new specifications. Now linear exams. OFSTED ask how you teach retention and recall and we will consider this this year.

Q. Has any consideration been given to expanding BTEC courses?

A. We are considering the curriculum to ensure we meet the needs of the current Year 9 but there are no particular plans at this stage. We have a problem with underachieving boys in current year 9 and it is important that we ensure they are on the right pathway.

9. SEF/SIP 2019-20

9.1 Governors had received the SEF in advance and were asked to note the main judgements which SLT had agreed:

Overall effectiveness: **Secure**

Behaviour and attitude: **Secure**

Personal development, leadership and management: **Secure**

Safeguarding: **High Performing**

Sixth Form: **Secure**

Once the final judgements have been agreed, the document will not get reviewed again until half way through the year, but will be updated as the year progresses. It is based on the new OFSTED framework and will feed into the 2019/20 School Improvement Plan (SIP).

9.2 Governors noted that there had been some debate around the judgement for the Sixth Form. The Headteacher of Sixth Form was of the opinion that the key indicators had enough evidence to warrant a rating of Secure. Helen Douglas **agreed** to attend the Sixth Form review on the 1 October following that a decision would be made in order to close the SEF and update once DfE data is confirmed.

9.3 Governors noted that the SEF determines the SIP. A two-year draft document had been prepared, which included six overarching objectives. The Headteacher advised that this would be agreed by SLT week commencing 7 October. This will then be circulated to Governors and any issues and comments should be raised via specific Committees. The Headteacher agreed to add an additional column to indicate which Committee it will be tracked through.

9.4 The Headteacher advised that an Audit had recently taken place and the results would be presented to the Resources Committee. The LA had requested that the SIP should be written 3 years in advance with budget forecasting. EH **agreed** to talk

to GB outside of the meeting to gain further insight into how WFSG write their SIP with neutral budgeting information.

EH agreed to keep with the current format for this year. The Chair **agreed** that the 19/20 SIP should be circulated in its current format, as promised, and Governors to note that it is a working document.

10. SAFEGUARDING REPORT

- 10.1 Early Help Report, May 2019, had previously been circulated to Governors. The report shows the number of referrals made and gives an indication of presenting needs. 214 requests were made. Information will be regularly reported to Governors at BAPD Committee. Alistair Macorkindale has been asked to attend a future FGB meeting.

11. KEEPING CHILDREN SAFE IN EDUCATION

- 11.1 All governors are required to read and understand Part 1, once completed their signed declaration should be returned to Neil Hutchins by Wednesday 9 October 2019. Mike and Mitchell are required to read the entire document and sign the relevant declaration form. NH will deliver a half hour refresher training session to governors at the Resources Committee, Quality of Education and BAPD, this will also cover the changes in the document. Governors were advised that the NSPCC has produced a helpful document on the changes.

ACTION: Governors to read and return signed declaration forms to Neil Hutchins by Wednesday 9 October 2019.

12. SCHOOL ITEMS

- 12.1 School Working Group – Lack of equity in TLRs. EH would like option of more sessions to be run to look at school structure. A group of three Governors will be available to call upon if needed to make decisions around school staffing.

12.2 Pupil numbers

The Headteacher advised that this was the biggest threat in the future. Data pulled on 24 September showed the current Yr7 role should be 240 pupils, but actual was 202 and the growth fund decreases each year and then stops.

Year 8 – 240, actual 195

Year 9 – 240, actual 180

To move from eight forms of entry to six will have significant financial impact due to the buildings that needed to be managed.

The Open Evening on Thursday 3 October is always highly received. Continuing the school improvement journey will impact the school's reputation. The new prospectus and website will be live from Wednesday evening. Complaints have reduced significantly from this time last year. Feedback from local people indicates that behaviour outside school was improving. A marketing plan is being worked on to raise the profile of the school. Unfortunately, the reputation of other schools is deemed higher.

Q. How do we work with the local schools?

A. There is a new Headteacher at Chingford Foundation School and we are reaching out to build a relationship. The new Headteacher at Whitehall Primary is keen to work with the school and increase numbers.

Governors noted that the LA were proposing the building of 27,000 new homes in the North Chingford and Kings Head Hill area.

JH, MA, MG, BT indicated that they would be attending the Open Evening.

12.3 Staff Wellbeing

Governors received the staff report from the HR Manager and noted that the HR Manager runs staff wellbeing groups in school. Governors were asked to bear in mind that some staff who left used exit surveys as a forum to air their views and it was not positive.

12.4 Leadership Structure

Governors had received this in advance and noted the importance of attending annual and bi-annual reviews.

These should be seen as a professional conversation, with Governors having an input and challenging as appropriate in order to have an open and honest dialogue.

EP **agreed** to attend Review of Year 11.

JH to attend DT Review at 11.55 on 8 October and confirm if she is able to attend the Geography Review at 13.20 on the same day.

LM to attend rearranged English Review.

13. **GOVERNING BOARD/BODY CODE OF PRACTICE**

13.1 The 2019 Code of Practice was circulated to Governors in advance and was unanimously adopted by Governors. The Chair will send a signed electronic copy to Governors (and school) for their records.

ACTION: MA to send signed copy to Governors and copy school by 18 October

14. **CHAIR'S ACTION**

14.1 There were no items to report.

15. **SCHOOL POLICIES**

15.1 Governors agreed to devolve to Committees to review policies and refer back to FGB for ratification.

15.2 Governors noted that the updated Pay Policy will not be ready until October 2019.

15.3 Governors noted that the Safeguarding Policy needs to go to the FGB. The Behaviour and Complaints Policies are going through the relevant Committees but will need to be ratified at FGB. There is also a new policy on Persistent Complainer, which is based on local and DfE model policies.

Q. Are you clear on what Behavior Policy you are working to pending the new one?

A. We are using the existing one, the new policy has taken on board all of the grey areas, and has been produced in consultation with the legal team.

16. GOVERNORS' TRAINING

- 16.1 Pack circulated to Governors from Donna Hill. For new Governors, BT runs an induction programme. Governor briefings are useful. Governor accreditation programme which runs L1 and L2, Good Governance and replaces induction training for new Governors, can go to this without signing for the whole programme.

17. ALTERNATIVE MEETING ATTENDANCE OPTIONS

- 17.1 Governors considered alternative options, and agreed that all meetings should be face to face, unless there was an exceptional and necessary reason.

18. SKILLS ANALYSIS

- 18.1 New governors to complete or update their skills analysis form and return to Governor Services. Analysis will be produced for a future meeting. Governors noted that the gap in leadership and governance needed to be addressed.
ACTION: All new Governors to complete and return Skills Analysis survey forms to Donna Miller by 18 October 2019.

19. GOVERNING BODY ANNUAL CYCLE (Work Plan)

19. Once finalised the Headteacher will circulate to Governors. This document will be linked to the 2019/20 SIP when available.
ACTION: EH to circulate the Annual Cycle document to Governors

20. GOVERNING BODY COMMITTEES

- 20.1 Governors considered the establishment of Committees and unanimously agreed to the following Committee structures:

Quality of Education (QoE)
Behaviour, Attitudes and Personal Development (BAPD)
Resources Committee (RC)
Governors Discipline Committee (GDC)
Pay Committee (PC)

- 20.2 New Governors were allocated to Committees as follows:

Mitchell Goldie: BAPD
Helen Douglas: QoE
Leanne Dunleavy: BAPD
Jessica Hayes: QoE

- 20.3 Governors agreed the following membership:

Pay Committee (three from five governors): HJP, JH, MG, SC and LM
GDC (Panel of 3 required): JH, MB, SC, PL and HJ
QoE: EP, BT, HD, MA, SC
BAPD: JN, NH, LM, LD, MG and JM
Resources: MB, MA, PL, EH and HJ
Headteachers Performance Management: MA, PL and MB

20.4 Governors to review committees' Terms of Reference

Committees were asked to review their Terms of Reference and bring these to the next FGB for ratifying. Governors duly noted that all Committee meetings held in the interim period would be conducted in line with the previously agreed Terms of Reference.

ACTION: Committee Chairs to review their TORs

20.5 Link Governors

Governors considered the current list of Link Governor requirements and agreed the following list of roles:

LINK ROLE	GOVERNOR
Safeguarding	Mitchell Goldie
SEND	Samantha Charles
HAPS	Joe Bolger
English & Literacy	Lauren Marchant
Maths	Mary Bunting
Science	Barry Tutty
Pupil Premium	Mike Ashwell
Sixth form	Hugh-John McPoland
H&S	Hugh-John McPoland
Equality/Cultural Capital and Enrichment	Paul Leslie
Outward Facing/Community Engagement	Helen Douglas
Careers	Barry Tutty
Parent Engagement	Leanne Dunleavy
Pupil Leadership	Jessica Hayes
Sex and Relationship Education and PSHRE	Lauren Marchant
Training	All Governors via Community

21. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

21.1 Date of next meeting

7pm Monday 9 December 2019 at the school.

21.2 Agenda items:

Terms of Reference

Ratification of policies, including, but not limited to: Behaviour Policy, Complaints Policy, Persistent Complaints Policy and Health & Safety Policy

22. ANY OTHER BUSINESS

22.1. The Chair advised that he would be attending the next Governors briefing and Safeguarding Training at the Town Hall.

22.2 Site staff

Taken as a confidential item.

22.3 The Chair proposed a social event and agreed to create a doodle calendar in order to find a suitable date.

22.4 Governor recruitment required to find a new co-opted governor. The Chair noted the suggestion to use Governors for Schools.

The meeting closed at 9.40pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
