

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY
HELD ON MONDAY 11 MAY 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

LA Governor

Cllr Mitchell Goldie - MGE

Headteacher

Emma Hillman - EHN

Parent Governor

Samantha Charles - SCS
Helen Douglas - HDS
Arnold Williams - AWS
Joanna Mahadoo - JMO

Staff Governor

Neil Hutchins - NHS

Clerk to the Governors: Jacky Potts
Also present: Julie Vazquez – JVZ (School Business Director)
Agneszka Tsui, Head of Science
Sandra Faria, Head of Science

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
3.1	To note imminent governor resignations	Governor Services	Immediate
3.4	To update DBS information on Governor Hub	All Governors	31 May 2020
4	To circulate Science presentation slides	EHN	Immediate
<i>Matters arising (9.12.19 – Item 7)</i>	Alistair McCorkindale to be invited to next FGB in July 2020	EHN	Immediate
<i>Matters arising (2.3.20 – Item 6.1.2)</i>	Governors AGREED to put a hold on discussions around academisation		

Chair's Initials:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
Matters arising (2.3.20 – Item 9.4)	To raise with the LA the categorisation of Black pupils in the recent Secondary Inspection Data Summary Report	PLE	Immediate
Matters Arising (2.3.20 – Item 12.1)	To complete governor visit reports and send to the Chair for uploading on Governor Hub. Governors to send their views to EHN for any requests for virtual visits during this COVID-19 period	ALL Governors	Immediate
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	EHN	31 May 2020
6.2	AGREED to re-circulate the survey to staff in order to obtain feedback from staff during COVID-19	EHN	By end of Summer Term
8.	Governors UNANIMOUSLY AGREED to the proposal to reduce the PAN in Years 7, 8 and 9		
11.1	Governors AGREED to ratify: <ul style="list-style-type: none"> • Outturn 2019/2020 & Devolved Capital Outturn • Earmarked funding • School Budget Share (Income) 2020 • Expenditure 2020/2021 • Predicted carry forward <p>JVZ to send forms to Chair for signing</p>	JVZ	17 May 2020
12.	Governors AGREED to continue with the Governors Services Platinum SLA for 2020/2021		
14.	DATE AND AGENDA ITEMS FOR THE NEXT MEETING 6 July 2020 via Zoom. Calendar invites to be sent out to Governors to ensure that meetings are automatically scheduled in Outlook diaries. Agenda items: <ul style="list-style-type: none"> • COVID-19 Update • Alistair McCorkindale to attend the next meeting 	Governor Services	

Chair's Initials:

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 Amanda Roper.
- 1.3 There were no apologies received from Lauren Marchant and Emma Prestedge, but Governors agreed to accept their apologies considering the current COVID-19 situation.
- 1.4 The Clerk confirmed that the meeting was quorate with thirteen Governors present.
- 1.5 There were no additional items of Any Other Business.

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 was currently a vacancy for a co-opted governor and a vacancy for a parent governor. The following Governors' terms of office are due to expire this calendar year.

- Emma Prestedge (4 July 2020)
- Neil Hutchins (13 September 2020) and this position would require a staff governor election to be conducted
- Joe Bolger indicated that he would be resigning from his position in September
- Amanda Roper had indicated that she would be resigning from her position with immediate effect

ACTION: Governor Services

- 3.2 The Chair would like to thank Amanda for her contribution to the Governing Body and leading the school through the OFSTED inspection in 2018. The Chair is particularly grateful for all the support Amanda has provided to him as he made the transition to Chair of Governors. The Governing Body wish her all the very best for the future.
- 3.3 There were no disqualifications due to non-attendance.
- 3.4 The Clerk confirmed that there were no outstanding DBS applications and reminded Governors that they should update their DBS details held on Governor Hub.
ACTION: Governors by end of May

4. SCIENCE PRESENTATION FROM AGNIEZKA TSUI & SANDRA FARIA

The Chair welcomed both Agnieszka Tsui and Sandra Faria, Heads of Science to the meeting and Governors received a presentation which covered the following areas:

- Mission and Vision
- Values
- Strengths
- Areas for Development
- Opportunities
- Threats
- Priorities

Governors asked the following questions:

Chair's Initials:

Q. How does the school set themselves apart and make progress to become the choice of destination in the next few years?

A. We have a selling point, we are a science college, funding gives us the opportunity to purchase equipment and knowledge. When students arrive they always comment on this. We find ourselves offering equipment in Year 12 that students have seen in earlier years. We also have a wide range of STEM activities which feed into the career pathways.

Q. Do you think this leads to a different experience that you would not get in others schools?

A. Yes. Last year we had a student who got through and was awarded an Arkwright Scholarship, which opened up an opportunity in engineering.

Q. Are there any things you really need to tackle to improve in next year?

A. Yes, early intervention, we recognize this is something we need to work on. How we deliver the curriculum from KS3 to KS5, so that we can improve on results in the long term. We are working on updating the curriculum for September and mapping out how to support this development.

Q. There are promising trends in students wanting to take up higher tier grades and triple science? What do you attribute this to?

A. We are promoting wider academic achievement, we have a lot of students in younger years who are keen. KS4 was introduced in Year 9 as this is an advantage when they take options. The STEM coordinator made this her role, transitioning from Year 8 and Year 9 and those that are promising and she targets them and invites them into STEM, science clubs and this opens their minds to science careers. This has had an improvement in girls applying. We have had some external organisations come into the school to help us, such as London Talk to speak to girls.

Q. What would you do to address those teachers who were not performing at the standard expected?

A. Staff are very dedicated, but we are trying to support consistency by standardising lessons which includes homework, activities and standardised testing. We run CPD sessions to assist with marking and develop and support staff to ensure inconsistencies are ironed out over time. The biggest challenge is the rotation of staff.

Q. Are you equipped to have those honest discussions?

A. We are both experienced and have had to have those conversations. We have monitored changes and improvements and have reported back on improvements and what needs to be done. We are observing individual lessons and bringing everyone up to best practice.

Governors thanked them both for their presentation and requested that the slides were sent to EHN for circulation to Governors.

ACTION: EHN

Agnieszka Tsui and Sandra Faria left the meeting at 7.45pm

5. MINUTES FROM COMMITTEES AND FGB MEETINGS

5.1 Governors received the minutes of the Governing Body meeting held on the 2 March 2020, these were agreed to be an accurate record of the meeting subject to the following:

A Governor queried why item 6.1.4 (Alternative Provision) had not been an action item. It was agreed that this was an error in the minutes. However, the proposal around Alternative Provision will be brought back to Governors for full discussion.

5.3 The Chair will sign a copy of the minutes once the school has re-opened.

5.4 Matters arising:

Minute reference	Formal agreements and/or actions identified	UPDATE
2.1 and Matters arising (9.12.19 – Item 3.1)	Complete the pecuniary interest form	JMO to check
3.1	Governor Services to note the resignation of Leanne Dunleavy as Parent Governor	Completed
3.2	MAL to work with Sarah Johnson to advertise the parent governor vacancy	To be considered once advice has been received on COVID-19. Also to include the advertising for a new staff governor
3.5	LMT to submit her DBS application by Friday 20 March	Completed
3.5	AWS to submit his DBS application by Friday 20 March	Completed
Matters arising (9.12.19 – Item 5.2)	To liaise with Governor Services to determine that emails for Governors were up to date and that some Governors are not receiving emails with attachments	Completed
Matters arising (9.12.19 – Item 7)	To note FGM training scheduled for 26 March and Prevent training on the 19 May	On hold until more advise is provided regarding COVID-19 situation
Matters arising (9.12.19 – Item 7)	Alistair McCorkindale to be invited to next FGB in May 2020	To invite to next meeting, if possible. Action: EHN
Matters arising (9.12.19 – Item 20.3)	Delegation decision planner to be reviewed with GS	Ongoing
5.1	Maths presentation slides to be circulated to all Governors.	Completed
6.1.2	Governors UNANIMOUSLY AGREED that the Chair and Vice Chair's would work with the Headteacher on a mandate which would be considered under Chairs Action to look at reducing PAN to six form entry	Completed
6.1.2	To invite Howard Freed and Gerry Kemble	Governors AGREED to put

	to talk to Governors about academisation options at Governors Training day on 11 July 20	discussions around academisation on hold
9.3	Speak with Sarah Johnson to get GIAS details amended	Completed
9.4	To raise with the LA the categorisation of Black pupils in recent Secondary Inspection Data Summary Report	Ongoing to be actioned prior to next meeting ACTION: PLE
12.1	Governors to provide their nominations to LM for work experience opportunities for up to 20 x Year 10 students	All work experience for pupils had been put on hold for this academic year.
12.1	Governors to complete their visit reports and send to MAL by 30 March 20	ACTION: All Governors to complete their visit reports and send to MAL for uploading on Governor Hub ACTION: Governors to initially discuss with EHN where they would want to do a virtual visit
13.2	HDS agreed to assist the Chair with the recruitment process for the co-opted governor vacancy	On hold, and delayed until September term
16.	MAL to make the change to the Annual Governance Statement 18/19 and send to Sarah to publish on the school website	Completed
19.	AGREED the SFVS statement and this will be submitted to the LA on the 27 March 20	Completed. Governors conveyed their thanks to the SBD
22.1	EPE to post WhatsApp link to raise awareness that UCL Governor Network is offering free CPD training	Ongoing. Link has not been shared. EPE to confirm if this is still relevant

5.5 Resources Committee meeting held on 27 April 2020

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

- IT Strategy – working with Joskos to pull together a strategy on how to digitally enable the school, which will include an infrastructure upgrade. There are a number of meetings scheduled for the next few weeks with the school, Governors and Joskos.
- Alternative Provision - which would utilise the Humanities Building. EHN gave background to reason why the school had been approached to provide an alternative provision for children with social anxiety disorders. A site visit had been carried out and conditions laid down by school. The LA were discussing the matter further with the school on the 12 May. The LA have been advised that Governors would want to debate the matter to determine whether it would benefit the school. One condition would be that it would provide three places for Heathcote pupils. Further details to be provided to Governors of the Resources Committee and at FGB.

- Changes to timetable – Governors noted that the school were now in the consultation phase. JHS, BTY and AWS had agreed to represent Governors on 8 June 2020 at the consultation (virtual) meeting. EHN advised that in putting the timetable together a vast majority of the work has had to be carried out prior to that meeting, otherwise it would be too late to do the timetabling. EHN advised that she had received feedback from staff and would give the Governors sight of this prior to the meeting.
- Governors acknowledged the excellent service being provided by the Catering Team during the COVID-19 period. MAL confirmed that he will write a letter of commendation.

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

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

- Safeguarding around the COVID-19 situation
- View from the LA was that the school was doing a good job
- The committee heard that the school had identified pupils with no access to a laptop and was in the process of accessing laptops for these pupils. However, many other pupils are restricted by having to share a laptop with other family members
- Exclusion appeals which are increasing year on year. The school was being firmer on persistent pupils but this was taking up a lot of the school's time
- Governors acknowledged and thanked NHS for the work he was undertaking in relation to Safeguarding issues on behalf of the school

5.7 Quality of Education Committee meeting held on 4 May 2020

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

- Setting of remote working
- Streamlining work and tracking what is happening
- JHS reported back on her recent link governor Lesson Observation visit, which proved successful. The visit generated a wider discussion around planning and preparation for lesson observations and the wide gap between levels of teaching
- Head of MFL and Head of PE had started their new roles and were settling into their new roles and managing the transitional period well

6. TIMETABLE AND CURRICULUM CONSULTATION

- 6.1 A proposal document was available to Governors on Governor Hub. A Governor panel has been formed, comprising of JHS, BTY and AWS. EHN confirmed she would send the panel all the comments received so far from staff ahead of the consultation meeting on the 8 June. Governors noted that the Union rep was communicating well on this item and the school were not anticipating much challenge as staff were in favour of this new proposal.

ACTION: EHN

Q. It is noted that you are not changing the length of the school day, are there any points when students will be out of school earlier?

A. No, we are changing from 6 x 50 minute periods to 5 x 1 hour periods.

- 6.2 Governors noted that the school had circulated a staff survey to seek feedback on how staff were coping during the COVID-19 pandemic. Feedback received was positive. The school had picked up all the issues raised, such as IT issues. Some support staff were more anxious about what they should and shouldn't be doing

around lockdown. The school had responded by arranging a weekly virtual yoga class at the cost of £30. It was **AGREED** that the school would repeat the survey process later on in the year. EHN had personally telephoned nearly every member of staff to check on their wellbeing. SLT members were picking up on any issues that have been raised in their own departments.

ACTION: EHN

7. STAFFING UPDATE (AVAILABLE VIA GOVERNOR HUB)

EHN presented a summary of starters, leavers, internal changes and vacancies.

Governors noted that the school would be fully staffed from September in Science, however, the difficulty was that the newly recruited teachers had not been observed in teaching due to COVID-19. However, in order to address this, some staff have been appointed on a one-year contract.

Q. Are there any departments that will be under-resourced?

A. No. People have not moved on this year and we are slightly changing the timetable. We will be overstaffed in some areas, however, these staff can cover for those who are not able to return in September.

8. PAN REDUCTION PROPOSAL (AVAILABLE VIA GOVERNOR HUB)

8.1 Governors received a paper on the proposed Published Admission Number (PAN) reduction, along with a Q&A briefing. The proposal is to reduce Year 7 admissions from 8 forms of entry (FE) to 7FE from September 20.

Along with the Year 7 PAN reduction, the school is proposing to reduce the PAN in other year groups, as there has been a reduction in pupil numbers, this move will provide scope to reduce midterm admissions in those year groups and ensure consistency and stability when staffing and planning. The proposal for Governors is as follows:

- Current Year 7: Reduce to 7 FE
- Current Year 8: Reduce to 7 FE
- Current Year 9: Reduce to 6 FE

The above proposal will be reviewed annually.

Governors noted that this proposal was supported by the LA.

Governors had a good discussion around the proposal, recognising that there was a compelling argument for 7 FE. It was recognised that the school must be able to mitigate the loss of income and ensure this was sustainable going forward.

Q. How will this be communicated to staff and parents? We need to be clear on communication as parents will muddle this with the COVID-19 situation. The school needs to be very clear about why they are doing this and how and that discussions were taken place pre-COVID-19 lockdown.

A. Staff are aware that it is in the balance. The school will check with the LA on how they will consult/inform parents, in line with statutory obligations.

Q. What are the financial implication of reducing the forms of entry?

A. None at the moment as there will be no cuts yet, but there will be an impact next year. Reducing PAN is a temporary measure, but we need to start planning for September 2021, if we decide to move to 6 forms of entry for Year 7.

Governors **UNANIMOUSLY AGREED** to accept the proposal to reduce the PAN.

9. COVID-19

9.1 General update

9.1.1 Governors noted that the Virtual School Procedure was on Governor Hub and had been sent out in conjunction with the Union, with the purpose of supporting teachers.

Governors raised the following questions:

Q. NEU had advised teachers against undertaking zoom lessons? What has the response been?

A. Some teachers have looked at creative ways and overcome obstacles to deliver virtual lessons. The NEU are clear that teachers should not be doing lessons, but some want to and will deliver virtual lessons. The paper has enabled staff to make an informed choice.

In response to Governors, EHN assured them that she was as confident as she could be that the school had the right checks and balances in place to underpin the policy in order to Safeguard teachers and pupils. However, it will be difficult when the school have to start putting formal risk assessments in place, issues around PPE and how hard a stance the Union will take.

Q. How much advice has there been from the LA in relation to the COVID-19 situation?

A. Headteacher's have had to make quick decisions in advance of any advice. There is a meeting of Secondary School Heads on 13 May where we will discuss matters further and it will be possible to get a sense check of how schools are planning to reopen in light of the NEU stance and, in particular, what the view of academies are.

Q. Are pupils getting the best support they can?

A. Some of the guidance needs to come nationally as we don't know whether there will be concessions for exams next year. The LA trust that Headteachers are quality assuring the level of teaching that the pupils are getting.

Q. Is there any feedback from students, any complaints that they are not getting enough work?

A. Year 10 are the pupils showing the most anxiety that is because there is no guidance I can give them on their exams next year.

9.1.2 Governors noted that EHN was required to sign off teacher assessments on GCSE grades shortly after half term. There is no basis for appeals on grades awarded, although there may be a possibility for retakes in the Autumn term.

9.1.3 Governors noted that EHN had queried how improving schools such as Heathcote, would be able to reflect their improvements in results where one of the determining factors in results for 2020 will be prior performance of the school. It appears this is not able to be considered as if one school went up, another would go down to ensure

a standard distribution curve for results and P8 scores. It is hoped that the progress made by pupils in Year 10 will continue and be maintained during their Year 11.

- 9.2 Remote teaching and learning
Covered in item 9.1.

10. CHAIR'S ACTION

There were no actions to report.

11. SCHOOL BUDGET 2020/2021 (AVAILABLE VIA GOVERNOR HUB)

To formally ratify (for submission to LA by 17 May 2020) which included documents relating to:

- Outturn 2019/2020 (incl. Devolved Capital Outturn) and earmarked funding
- School Budget Share (Income) 2020
- Expenditure 2020/2021
- Predicted carry forward

- 11.1 Outturn 2019/2020 (incl. Devolved Capital Outturn) and earmarked funding
Governors noted that there was a Revenue budget underspend of **£131,668** due to the effects of Covid, but mainly due to savings made on supply staff and rigorous monitoring of the budget. It is planned to continue this into next year to ensure there is control of the supply staff budget. This meant that a balanced budget for 2021 has been set with a small surplus of **£1,045**.

Governors noted there was a Capital budget of **£70,240k** to carry forward. **£100k** was spent on capital, **£54,408** of this was match funding from LBWF, and the remainder was funded from the school's devolved formula capital.

Governors noted that although the school had been able to set a balance budget, they are required to put forward a 3-Year budget plan, showing a balanced budget in the 3rd year. The SBD advised that this had not been possible due to uncertainties around pupil numbers, changes to PAN and staffing costs.

Q. Are there any potential savings due to the ending of COVID-19?

A. The LA has asked all schools to set their budget based on a normal year. I have had to give an explanation of where COVID-19 will impact on the budget.

Q. Given that there has been support for the school becoming a 7 form of entry and knowing the total deficit is equal to losing 30 students at £135k, can we be assured that this is being reported higher up the chain in the LA?

A. Advice is being sought from Lindsay Jackson (Head of Education Business Effectiveness) and the pupil planning team on pupil numbers, PAN changes and the impact this is having on the school being able to set a balanced budget. The LA recognise we will not need a loan this year but we are still a school facing financial difficulties.

Q. Is there a timescale for producing the 3-Year budget and are there any penalties?

A. We need to submit by the 17 May 20.

Governors **AGREED** to ratify the 2019/2020 Outturn Budget with a recommendation that the 3-Year budget plan is submitted along with an explanation as to why we cannot set a balanced budget in the 3rd year and to seek guidance on what our next steps are. JVZ to send finance forms to the Chair for his signature.

ACTION: JVZ

- 11.2 The SBD tabled a paper which showed the total income and expenditure budgets for 2020-21 and the budgeted surplus at the year end. A comparison to the budget outturn position for 2019-20 was also shown:

	Budget 2020/21	Outturn 2019-20	Incr/(Decr)
	£	£	£
Total Funding/Income	9,080,351	8,709,486	370,865
Total Expenditure	9,210,973	8,577,818	633,155
In Year Revenue balance	(130,622)	117,952	248,574
B/f from previous year	131,668	13,716	117,952
Net surplus/deficit	1,045	131,668	130,623

12. GOVERNOR SERVICES SLA FOR 2020/2021 (AVAILABLE VIA GOVERNOR HUB)

- 12.1 Governors **AGREED** to continue with the Platinum level for 2020/2021.

13. RELATIONSHIPS & SEX EDUCATION (RSE)

- 13.1 Governors noted that this was previously scheduled to take part in the summer term. However, a meeting has been booked for Governors and Staff in order to put together a timeline for consultation with parents. The school will be using policies and experiences of other schools locally to support us.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 14.1 Date of next meeting – 6 July 2020. Governors requested that calendar invites were sent out so that the meeting is automatically scheduled in Outlook diaries.

ACTION: Governor Services

- 14.2 Agenda items

- COVID-19 Update
- Alistair McCorkindale to attend the next meeting
- Schedule of meeting dates for the academic year 2020/2021

15. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

No additional items reported.

The meeting closed at 9.15pm

CHAIR..... (Print)

..... (Signed)

..... (Dated)

Chair's Initials:
