

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BODY
HELD ON MONDAY 28 MARCH 2022 AT 7.00PM (Virtual)**

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

Co-opted Governors

Andrea Corbett - ACT
Andy Campbell – ACL
Cathy Burns - CBS
Jessica Hayes - JHS
Barry Tutty - BTY
Shryene Yansen – SYN
Joanna Mahadoo – JMO (from 7pm)

Headteacher

Emma Hillman - EHN

LA Governor

Mitchell Goldie – MGE (in part)

Parent Governors

Helen Douglas - HDS
Lauren Marchant – LMT
Arnold Williams - AWS
Georgie Agass – GAS
Maria Slavovski – MSI

Staff Governor

Andre Henry - AHY

Clerk to the Governors:

Jacky Potts - JPS

Also present:

Julie Vazquez – JVZ (SBD)

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
Minute 24 13.12.21 / Item 18	To finalise Annual Governance Statement	MAL	Immediate
Matters Arising 9.2	To create a folder on GovernorHub for the SEF and SIP	Governor Services	Immediate
12.	Governors APPROVED the SFVS submission	Governor Services	Immediate
13.	The SBD was asked to clarify costs on E27 for the next meeting	JVZ	16 May 2022
14.	Governors Services to place as a standing item on Resources' agenda	Governor Services	16 May 2022
17.1	To send link to staff survey to the Chair for onward circulation to Governors	EHN	Immediate

Minute	Formal agreements and/or actions identified	Action By	Due Date
18.	GAS agreed to raise matter of Exclusions on FGB meetings at the next BAPD committee in order to agree the format of presenting the information to FGB	GAS	16 May 2022
22.	Governors RATIFIED the following policies: <ul style="list-style-type: none"> • Health & Safety Policy • Early Career Teachers • Exams • Peer on Peer HSB Policy • SEND Policy • Reflection and Assembly Policy 	Governor Services	
22.	Sabbatical Policy to be referred to next Resources Committee on 9 May 2022	Governor Services	
22.	Governors voted to NOT APPROVE the request for the sabbatical request		
24.5	Governors APPROVED the amendment to the Staff Code of Conduct		
24.6	Governors APPROVED the amended Committee Membership		
24.7	Governors to hold Saturday 25 June (Morning) in their diaries for Governors Training Day	Governors, EHN & SCE	
	DATE OF NEXT MEETING 16 MAY 2022 at 7pm		

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 Nerissa Bryden and Paul Leslie.
- 1.3 Mitchell Goldie joined the meeting but dropped after 20 minutes and never rejoined the meeting.
- 1.4 There were no apologies for absence not received.
- 1.5 The Clerk confirmed that the meeting was quorate with fifteen Governors and the Headteacher present at the start of the meeting.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were seven items of any other business heard at the end of the meeting and one confidential item.

3. DECLARATIONS OF INTEREST

- 3.1 There were no declarations made pertaining to any agenda items for this meeting.
- 3.2 The Clerk advised that all Governors had completed their Declarations on GovernorHub.

4. GOVERNING BODY

- 4.1 The Clerk advised that there was one vacancy for a Parent Governor. No Governors terms of office were due to expire this term. Notice of Parent Governor vacancy will be included in the end of term newsletter.

Q. Is there a skills gap?

A. *It was deemed that the board lacked HR experience. One Governor advised of a new parent, whose child was joining the school in September, and might be willing to stand for election.*

5. MINUTES OF THE LAST MEETING

5.1 Governors received the minutes of the meeting held on 7 February 2022 and agreed these as an accurate record. The Chair will arrange to sign these electronically on GovernorHub.

5.2 Matters Arising

Minute	Formal agreements and/or actions identified	Action By	Due Date
Minute 5 – 7.7 27.9.21	Creation of operations manual to help prepare for future Ofsted visits	MAL	Templates were shared from the Key. MAL will pull together key documents and consider who would be best placed to join meetings with Ofsted.
Minute 5 – 10 27.9.21	To adopt the Staff Declaration for use by Governors	HFD	Completed
Minute 24 13.12.21 / Item 18	To finalise Annual Governance Statement	MAL	Ongoing. To be circulated to Governors for approval.
6.	SLA – To circulate Google Form to allow Governors to vote for their choice of IT SLA vendor	ZAI	Completed. New vendors were on site today, as handover is this week.
8.1	The school to be provided with the contact details of the person who can provide advice and support on recruitment issues	SYN	Completed.
9.2	New folder for the SEF and SIP to be created on GovernorHub	Governor Services	JPS to action.
10.	To circulate the link to the Governments consultation paper on exclusion to BAPD committee members. Governors to sign up for exclusion training should they wish to be part of GDC panels	EHN All Governors	Completed. LM updated Governors on the discussion at BAPD committee. Agreed EHN would speak to SCE to glean feedback. It was noted that ACT, GAS and MSI had attended training.
15	Governors to advise the school of any questions they would want included in the Parent Survey	All Governors	Staff survey has gone out, parent survey to be sent out next term so there is still time for Governors to submit questions. Ongoing.
17.1	To provide any comments on the Headteacher’s Advert	All Governors	Completed

	The Chair to discuss additional support for the school during the Headteacher recruitment	MAL	
19.	Governors were reminded to complete their skills analysis on GovernorHub	All Governors	All Governors to update on GovernorHub.

5.3 Confidential Item

5.4 Report from the Resources Committee meeting held on 14 March 2022

The Chair highlighted the following:

- Task and Finish Group – next meeting arranged for April
- Deficit Budget and financial challenges ahead
- Kier Contract – EHN/MAL agreed to write to Heather Flinders at LBWF, due to lack of progress through other channels. A draft letter has been compiled and sent to the Chair for clearance.

5.5 Report from the Quality of Education Committee meeting held on 21 March 2022

Governors noted that the meeting was not quorate, which meant that policies were not able to be ratified. The Chair advised that he would make himself available, should this happen at forthcoming meetings.

Presentations were received on ECTs, Quality of Education and areas for improvement.

5.6 Report from the Behaviour and Personal Development Committee meeting held on 21 March 2022

Governors noted that the following items were considered:

- Peer on Peer Policy
- Update on SEND
- Unifrog presentation
- DfE Exclusion Consultation

6. HEADTEACHER'S REPORT

6.1 Governors were in receipt of the report in advance, and a copy was available on GovernorHub, along with responses to the questions raised by Governors.

6.2 Governors were reminded to make every effort to read the Headteacher's Report and raise questions in advance. Governors discussed whether acknowledgements should be sent to confirm the report had been read, but it was felt that this should be addressed with caution in order to prevent an influx of comments.

6.3 The Chair reminded Governors that as part of any Ofsted visit, inspectors would be looking for evidence of challenge within minutes of Governors meetings and questions raised and answered via GovernorHub.

6.4 The Headteacher ran through the questions raised, and highlighted key issues:

- Admission Appeals – not had formal notice of how many there are.
- Unlikely to run BTEC Sports, Languages and Drama. This will leave school over staffed.
- Looking to introduce an Applied Science Course and using staff who would have taught on the BTEC Sports.
- Concerns around the staffing of the L2 Construction course

- Governors to be aware of the Mental Health issues in the school

Q. It is noted that child protection numbers at 36 are high and the school being left to resolve problems, how can Governor's support.

A. This is being reported through BAPD Committee. Governors were appraised of the support and work that Andrea Corbett was undertaking with the school, including Mind Apples and her current project which is primarily aimed at black and mixed young Black girls aged 10-14. She was also looking at mental health ambassadors to support her in the school in order to offer more wider support. This will be regularly reported in future Headteacher reports.

- New Site Officer joining team on 4.4.22.
- LA paying for condition survey for Humanities and sixth form building.
- Looking at formatting case studies in preparation for Ofsted

7. SLT VACANCY AND STRUCTURE

7.1 In light of the current Deputy Headteacher being appointed to the position of Headteacher from September 2022, the post of Deputy Headteacher will be advertised on a like for like basis, on a salary in line with other Deputy Headteachers in the school. It was deemed that this was a key post for the school and the new postholder would continue with the work of the existing Deputy Headteacher, allowing her to focus on the strategic role of Headteacher.

8.0 CORE SUBJECT PRESENTATION – SCIENCE

Governors thanked Sandra Faria, Department Lead for Science, for her presentation and noted the questions and answers were available on GovernorHub.

9.0 CHAIR'S ACTION

There were no items to report.

10.0 GOVERNORS' TRAINING

The Chair extended his thank to all Governors who had undertaken GDC training. All Governors were encouraged to take up training opportunities.

11.0 SAFEGUARDING

11.1 Report from the Safeguarding Link Governors (standing item)

Deferred to next meeting.

11.2 Child Q Safeguarding

Governors noted the letter from Heather Flinders, Strategic Director of Families, LBWF on GovernorHub.

EHN advised that following guidance from the DfE, SLT will discuss the Search & Strip Policy. She was extremely confident that this could not and would not happen at the school. She further advised that the school had received an FOI request from a journalist requesting the number of searches which had taken place at the school. The return indicated zero.

12. SCHOOLS' FINANCIAL VALUE STANDARD (SFVS)

The Chair appraised Governors of the SFVS and its purpose. Governors attention was drawn to the action plan. In response to a Governors question, the SBD confirmed that the LA had not raised any questions on last year's SFVS.

Q. *In Health Services, if we overspend, we get penalised double, does it apply in Education?*

A. *No there are no penalties like that. If we overspend, we have to have a plan to recover the funds.*

Q. *Have we anticipated a response from the LA?*

A. *There will not be a response. The form is to address the strategic financial standing of the school.*

AGREED: Governors **APPROVED** the SFVS submission.

13. DRAFT BUDGET PLAN 2022/2023

13.1 All papers were available on GovernorHub. Governors were advised of the current position:

In Year Surplus/(Deficit)	(£726,118)
Surplus/(Deficit) Brought Forward	£170,000
Cumulative Surplus/(Deficit) C/Fwd.	(£556,118)

The SBD advised that there were very specific reasons for the deficit which were outlined on the assumptions document on GovernorHub, these included:

- Inflation of 1% has been included
- Loss of growth funding
- Increase in Support Staff Pensions
- Increase in national insurance contributions
- Term time only calculations, estimate figures are only available at the moment
- The budget could result in a restructure
- Little that can be done about non-staffing costs
- Task and Finish Group to be reconvened, AWS and SHN to be invited to attend
- The school will not apply for a cash advance

ACTION: The SBD was asked to clarify costs on E27 for the next meeting.

14. FINANCIAL RISK REGISTER

Governors noted that the Financial Risk Register ran hand in hand with the SFVS. This was a new document which was the responsibility of the Governing Body and should be reviewed at each FGB meeting. Governors agreed this would be delegated to Resources Committee.

ACTION: Governors Services to place as a standing item on Resources' agenda.

15. TIMETABLING AND STAFF UPDATE

Governors noted that Zeeshan Ali will be responsible for timetabling, negating the need to pay consultant costs for this task. Decision will be taken on whether or not there is a need to recruit to vacant posts as they arise. Adverts are currently out for teachers in Geography and Music.

16. SEND POINT REVIEW

16.1 Governors were presented with a briefing paper, available on GovernorHub. EHN outlined her proposal, which affected two members of staff, lead teacher for deaf and another member of staff. Both these members of staff had previously been awarded with SEND points, with no supporting evidence or justification.

- 16.2 In response to a Governors question, EHN clarified the difference in pay between a SENDCO and a Lead Teacher of the Deaf and the reasons why the current SENDCO was paid as part of the SLT.

Q. Would this impact on any decision to leave?

A. It is accepted that a reduction in pay would not be favourable, but their salary would be protected for three years. There was no rationale for the decisions made previously and was awarded inappropriately.

- 16.3 MSI, CBS and GAS agreed to support the headteacher on the consultation process with the staff involved.
- 16.4 Governors questioned whether it was more appropriate to do a whole school structure, but it was accepted that actions were being taken now to avoid a restructure.

17. STAFF SURVEY

- 17.1 Governors were presented with the Staff Survey and EHN ran through the questions asked questions which covered line management, workload, calendar and planning. The link to be sent to MAL for forwarding onto Governors for information.
ACTION: EHN to forward link to Chair

18. EXCLUSIONS

- 18.1 The Chair advised that a statement on Exclusions should be reported by the BAPD Committee at each FGB meeting. The expectation was that the Chair of BAPD would present the information to FGB. GAS agreed to raise this at the next committee meeting in order to agree the format of presenting the information to FGB.
ACTION: GAS

19. TERM DATES 2022-23

Governors noted this information was on GovernorHub for information.

20. GOVERNORS LINK VISIT REPORTS

- 20.1 Governors noted that two link visits had been carried out by AWS as follows:

Science	22.10.21
Business	15.10.21

- 20.2 AWS advised that the visits had been challenging as they were conducted in the middle of lockdown.
- Science – students have benefitted from the remote learning experience; they were more confident in working in small groups. There was concern around missed learning for KS4.
 - Business – very positive. Two new heads, new curriculum. Objective was to improve on last year's results.
- 20.3 PLE had completed a visit on equality and diversity on the 28 March.
- 20.4 The Chair thanked Governors for their visits and encouraged other link Governors to complete their visits.

21.0 ANNUAL GOVERNORS STATEMENT

Covered under Matters Arising

22.0 SCHOOL POLICIES

22.1 *Policies recommended by Resources Committee:*

Health and Safety Policy

AGREED: Governors **RATIFIED** the Health and Safety Policy.

22.2 Sabbatical Policy

Governors noted that this was a new policy and considered that it should first go through Resources Committee. They also deemed that requests for sabbaticals were operational and should be approved by the Headteacher.

EHN stressed that she wanted to resolve the approval, irrespective of the absence of a policy.

Q. *Is there anything similar about this request to the one for the Paralympics request?*

A. *That was for a member of staff who was competing in the Paralympics, it was not a request for a sabbatical.*

Q. *There is one member of staff currently on a sabbatical, are there repercussions for denying this?*

A. *This was granted on substantial circumstances due to the anxiety of the staff member who could not come to school for fear of covid. She is a teacher of science, and it is very difficult to recruit science teachers. Had the policy been in place, this would have been approved on these grounds.*

Following a vote, 10 Governors voted to not approve on the basis that had the policy been in place, the Headteacher would not have approved it. In addition, the financial situation within the school and that English is not a specialist subject with a shortage of staff, were also factors.

ACTION: Sabbatical Policy to be deferred to next Resources Committee

AGREED: Governors voted by 10 votes not to agree to the sabbatical.

22.3 *Policies recommended by Quality of Education Committee:*

Early Career Teachers (ECT)

AGREED: Governors **RATIFIED** the policy.

Exams

AGREED: Governors **RATIFIED** the policy.

22.4 *Policies recommended by Behaviour and Personal Development Committee:*

Peer on Peer HSB Policy

AGREED: Governors **RATIFIED** the policy.

SEND Policy

AGREED: Governors **RATIFIED** the policy.

Reflection and Assembly Policy

AGREED: Governors **RATIFIED** the policy.

23. 2021/22 GOVERNORS MEETINGS

Governors noted dates of future Governing Body and Committee meetings.

24. ANY OTHER BUSINESS

24.1 Alarm Complaint

Governors were appraised of the issue of the intruder alarm which has result in a legal notice being served by a resident. This has been referred to Kier, has the resolution lies with them.

24.2 Building Security

A formal letter had been sent to Kier, but a response was still awaited as to why the building was left open for a whole night.

24.3 Smoking Kier Staff

Kier staff continue to smoke outside of school. The matter was taken up with Kier and their response is unacceptable and shared with Governors. The school confirmed they were not allowed to bill Kier for the time wasted.

24.4 Growth Fund

A response is still awaited from the LA.

24.5 Staff Code of Conduct

This had been amended to reflect pupils of school staff.

AGREED: Governors **APPROVED** the amended Staff Code of Conduct.

24.6 Committee Membership

The Chair confirmed that following some confusion on membership, MSI would be on Quality of Education Committee and CBS would revert back to BAPD.

ACTION: Governors Services to note.

24.7 Governors were asked to hold the 25 June 2022 for Governors Training Day. Governors were asked to consider agenda items. Both SCE/EHN will be invited to attend.

ACTION: Governors to diary Saturday 25 June 2022 for Governors Training Day. This would take place in the Sixth Form and will be a morning session, running from 9am to 1pm. Sarah Johnson to formally book this in the school diary.

25. **DATE OF NEXT MEETING**

16 May 2022 at 7pm

EHN left at 9.30pm

Confidential item.

5.3 To receive the confidential minutes of the Governing Board meeting held on 18 March 2022

Governors received the minutes of the meeting held on 18 March 2022 and agreed these as an accurate record. The Chair will arrange to sign these electronically on GovernorHub.

The meeting closed at 9.45pm