

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BODY
HELD ON MONDAY 16 MAY 2022 AT 7.00PM (Virtual)**

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

Co-opted Governor

Andy Campbell – ACL
Jessica Hayes - JHS
Barry Tutty - BTY
Shryene Yansen – SYN
Paul Leslie - PLE

Headteacher

Emma Hillman - EHN

Parent Governor

Helen Douglas - HDS
Arnold Williams - AWS
Georgie Agass – GAS

Clerk to the Governors:

Jacky Potts - JPS

Also present:

Julie Vazquez, SBD - JVZ

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
4.2	Governor Services to note the resignations of Mitchell Goldie and Cathy Burns.	Governor Services	Immediate
Minute 24 13.12.21 / Item 18	To circulate draft of Annual Governance Statement	MAL	w/c 20 June 2022
<i>Minute 13</i> 28.3.22	JVZ to provide a breakdown of the budget, in particular to costs of professional services	JVZ	11 July 2022
11.1	Governors RATIFIED the Outturn 2021/22 surplus figure of £325,146 .		
11.2	Governors NOTED the 2022/23 deficit budget figure of (£313,494)		
12.	Governors AGREED to continue with the Platinum Package from Governor Services		
17.1	Governors APPROVED the Sabbatical Leave Policy		
20.3	To obtain the report from the Safe Guarding Link Governor visit on the Single Central register	MAL	Immediate
20.3	To amend and re-issue the committee membership schedule agreed at FGB	MAL	Immediate
21.	DATE OF NEXT MEETING		

	11 July 2021 @7PM (Virtual)		
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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 Andrea Corbett, Joanna Mahadoo, Maria Slavovski and Andre Henry.
- 1.3 There were no apologies for absence not received.
- 1.4 The meeting was quorate with nine Governors and the Headteacher present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were five items of any other business heard at the end of the meeting.

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 were vacancies for a Parent Governor, LA Governor and Co-opted Governor.
- 4.2 Governors noted that resignations had been received from Mitchell Goldie and Cathy Burns. The Chair would like to thank both Mitchell and Cathy for their contribution to the Governing Body.
- 4.3 The Clerk advised that Barry Tutty's term of office is due to expire on the 31 August 2022.
- 4.4 Governors were encouraged to attend the school coffee morning on the 12 July to try to encourage the new cohort of Year 7 parents to join the GB.

ACTION: Governor Services to note the resignations of Mitchell Goldie and Cathy Burns.

5. MINUTES OF THE LAST MEETING

- 5.1 Governors received the minutes of the meeting held on 28 March 2022 and agreed these as an accurate record, subject to Item 14 Financial Risk Register being a standing item for future meetings. 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 24 13.12.21 / Item 18	To finalise Annual Governance Statement	MAL	Draft to be circulated w/c 24 May 2022
9.2	To create a folder on GovernorHub for the SEF and SIP.	Governors Services	Completed
13.	The SBD was asked to clarify costs on E27 for the next meeting	JVZ	JVZ to provide a breakdown of the budget, in particular costs of professional services

17.1	To send link to staff survey to the Chair for onward circulation to Governors.	EHN	Completed
18.	GAS agreed to raise the matter of Exclusions on FGB meetings at the next BAPD committee in order to agree the format of presenting the information to FGB		Agenda item 20.3
24.6	To note the change to committee membership	Governor Services	Agenda item 20.3

5.3 Report from the Resources Committee meeting held on 9 May 2022

The Chair highlighted the following:

- Resources and HR issues with filling posts
- Staff turnover above national average at the moment
- New HT appointment has been made
- Appointment to DHT has been made today, 16 May.
- Financial challenges relating to the Budget
- Technology update
- Audit updates
- Premises and ongoing issues with Kier

5.4 Report from the Quality of Education Committee meeting held on 28 April 2022

A committee Governor highlighted the following:

- Department lead presentation on induction
- SEND update – suffering due to lack of capacity
- Technology and spotlight process is working well and it is planned to continue

5.5 Report from the Behaviour and Personal Development Committee meeting held on 28 April 2022

No update was available.

6. HEADTEACHER'S REPORT

6.1 Governors had submitted questions in advance of the meeting and responses were available on GovernorHub. EHN appraised Governors of the questions asked and appropriate responses.

EHN highlighted key areas:

- 6.1.1 Serious concerns re SEN in the borough. Difficulties with recruiting and retaining staff and lack of strategy for transition of pupils from Year 6 to Year 7. Governors noted that the HT had met with the LA and a further meeting was to be arranged with all HTs in attendance. In addition, planned to write again to the LA. She hoped to have details of numbers of EHCPs across schools in Waltham Forest and a response to her letter to the Director of SEN for the next FGB meeting.
- 6.1.2 The report from the SEND review had been published, however, it does not address any of the issues in the LA. EHN had been invited to attend a partnership and parent forum where the report will be shared. The school had come out well in the report, but the report did not tackle the bigger issues that schools are facing in the borough.
- 6.1.3 Behaviour is a significant issue at the moment, particularly since the pandemic, with an increase in internal truancy as children are finding it difficult to go into lessons. A return to live assemblies has allowed the school to reiterate expectations and following a staff briefing they have been advised to challenge each child that is seen out of lesson. The

focus next year will be on how lessons are structured and the move back to critical thinking and challenge.

6.2 Governors raised further questions as follows:

Q. *Are we being given more ECHP pupils than other schools?*

A. *They don't transparently share the data on numbers in other schools, however, it was agreed this would be provided but had not been forthcoming to date. Presently Heathcote and Frederick Bremer have the highest number of SEN pupils in the borough. Other secondary heads have shared their similar concerns about the disorganised process for transition. It has now been agreed to have a shared meeting with all HTs in attendance.*

Q. *Is the SENDCo overstretched to the point you are worried about her?*

A. *There is difficulty in appointing HLTAs and TAs. TA pay is poor across the board and it is hard work, this impacts on TA recruitment. Sickness and staff turnover is high. Systems and structures have improved. The SENDCO has a generous teaching load to ensure she can complete her role, less directed lessons than others in the borough.*

Q. *In relation to PAN, is the school still staffed at 8 FE?*

A. *No, although there is overstaffing in some areas but nothing would be finalized until 31st May resignation date. We are trying to reduce staff though natural wastage. . We have a significant number of adverts out and there is a concern that we will not be able to fill them all. We have received no applications for music teachers and may have to take this subject off the curriculum for next year.*

Q. *What is the ethnicity of the new DHT?*

A. *White British.*

Q. *Would you be open to Black women coming into the school and talk to pupils about mental wellbeing.*

A. *As long as it is part of a strategy and we are clear on what we are trying to do. Andrea Corbett is already doing some work with a group of Black girls in the school. It is a strategy for the next 1-3 years. A response is awaited from the LA on their strategy on how they will support schools following the Child Q case.*

Q. *Is someone working on the school's strategy now?*

A. *We have spoken to PLE and there has been a strategy for this year. We have introduced a number of things such as blind shortlisting approach to recruitment, equality on recruitment panels, leadership programme for staff to ensure equality. There are things in the SIP but there is more work to do around a wider strategy on unconscious bias. We are starting to look at the next steps for the strategy for 2022/23.*

7.0 CHAIR'S ACTION

There were no items to report.

8.0 GOVERNORS' TRAINING

Available on GovernorHub.

9.0 GOVERNOR LINK VISITS

Governors were reminded to complete their scheduled visits and send their completed reports to Sarah Johnson.

10.0 ANNUAL GOVERNANCE STATEMENT

10.1 A draft has been prepared and will be circulated to Governors w/c 20 June 2022 for comment.

11. SCHOOL BUDGET 2021/2022 (Submitted to LBWF by 21 May 2022)

11.1 Outturn 2021/2022 (inc. Devolved Capital Outturn) and earmarked funding
Governors noted the Outturn figures as follows:

CF Revenue Balance	£297,629
CF Capital Balance	£27,517
Total C/F Balance	£325,146

AGREED: Governors **RATIFIED** the Outturn 2021/22 surplus figure of **£325,146**.

11.2 School Budget 2022-23

Governors noted that as the school were in a deficit budget, they were required to submit a 5-year budget plan to the LA. Governors were in receipt of the budget, which was available on GovernorHub. It was further noted that this had been based on a worst-case scenario, and it is hoped that the figures will improve.

Expenditure Revenue Total	£9,786,545
In year surplus/deficit	(£611,123)
Surplus/(Deficit) Carry Forward	£297,629
Cumulative Surplus/(Deficit)	(£313,494)

The school will continue to receive support from the LA as a school in financial difficulty, although concern was raised that there was a lack of strategy from the LA as to how the deficit will be tackled. Of concern was the significant amount of PFI costs, which impacts on the school's finances and has contributed to the deficit budget position, along with the error made on the growth fund.

The SBD explained that there are a number of in year changes which makes it difficult to set a budget at the beginning of the year.

Q. What are the consequence for the school if we continue in a deficit position?

A. They will be pressing the school for a more detailed recovery plan, which will include figures. The LA will demand a staff restructure; however, 3-year protection of salaries will not generate immediate savings. A rare worst-case scenario is they will remove delegation from the school if they feel finances are not managed properly.

Governors again raised the issue of lettings, but it was explained that the school had explored every avenue in relation to lettings, but were prohibited from letting the main school building, which is the one of interest to lettees, due to the PFI contract. Income from the breakfast and after school clubs is minimal at £6k p.a.

Governors noted a contribution of **£40k** from Revenue to Capital to replace IT servers.

AGREED: Governors **NOTED** the 2022/23 deficit budget figure of **£313,494**.

12. GOVERNOR SERVICES SLA FOR 2022/2023

Governors agreed to continue with the Platinum package as part of the Governor Service SLA for the financial year 2022/2023. This also included the appointment of the Clerk to the Governing Body and access to training.

AGREED: To continue with the Platinum package for 2022/23

13. FINANCIAL RISK REGISTER (standing item)

Governors noted that this was a new document which had been populated by the SBD but will need ownership of Governors. It was intended that this is a working document which will be considered at each FGB, including mitigating risks. The current biggest risk is the deficit budget. Governors to provide feedback directly to the SBD.

14. CURRICULUM 2022-23

Governors were presented with the spreadsheet, Staff Analysis Deployment, along with an explanation of how staffing decisions are made and planned. It was noted that Music is an area of concern due to the lack of ability to recruit and the general problem with recruitment.

An Applied Science course is being introduced in Sixth Form, as the BTEC Sports course will no longer run. There are 15 pupils who are likely to opt to undertake this course.

Governors were appraised of the position in relation to handover between SCE and EHN and questioned the payment for EHN to cover the week she will be spending at Wanstead School.

15. FEEDBACK FROM STAKEHOLDERS

15.1 Staff Survey – Results

This is contained within the Headteacher’s report and will be raised further at SLT.

15.2 Parent Survey – Questions.

The is due to close on Wednesday 18 May. To date 127 responses had been received. The link is available in the Headteacher’s report. Governors noted that a pupil survey will be undertaken. Results of all three surveys will feed into the SIP 2022/23.

16. SCHOOL CALENDAR

Governors noted that the LA were currently conducting consultation from the 16 May – 29 June. It was recommended that Governors follow the same holiday pattern as the LA. Governors were happy for the school to respond on their behalf. It was noted that Inset days have been agreed for 22/23 and in Spring term for 23/24.

17. POLICIES

Recommended policy from Resources to be ratified:

17.1 Sabbatical Leave

This had been considered by Governors at Resources Committee and referred to HR who had approved it.

AGREED: Governors **APPROVED** the Sabbatical Leave policy.

18. GREENER GOVERNANCE

Noted for information. Further guidance to be sought from Governor Services.

19. 2021/22 GOVERNOR MEETINGS

Meeting type	Meeting Date
Governors Training Day	25th June 2022
Resources Committee	27th June 2022
Behaviour Attitudes & Personal Development	4th July 2022

Quality of Education	4th July 2022
Governing Body	11th July 2022

20. ANY OTHER BUSINESS

20.1 Parent letter of gratitude

Governors noted the letter of gratitude and conveyed their thanks to the staff involved.

20.2 Post 16 Admissions

Covered in the Headteacher’s report.

20.3 GB Committee Membership (updated)

Governors considered the committee membership and agreed the following needed to be considered:

- Election of a new Chair of BAPD and for the committee to consider how exclusions will be reported to Governors at FGB meetings.
- Chair of Governors to be called on to ensure quorate at Quality of Education meetings
- Mitchell Goldie to be replaced on the Pay Committee
- The resignation of Mitchell Goldie leaves a gap for a Safeguarding Link Governor. It was noted that he had recently completed a visit on the Single Central Register. MAL to chase for the report.

ACTION: MAL to obtain link Governor report on Single Central Register

AGREED: The agreed schedule will be updated and re-issued by MAL

20.4 GDC Schedule

New guidance from the Government the requirement for all permanent and fixed term exclusions over 15 days to be referred to a GDC. BAPD committee to consider the new guidance in detail.

Governors agreed cover for the upcoming GDC panels happening w/c 23 May.

21. DATE OF NEXT MEETING

11 July 2022 at 7pm (Virtual)

Meeting closed at 9.35pm

Chair (print)

..... (sign)

..... (date)