

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BODY
HELD ON MONDAY 11 JULY 2022 AT 7.00PM AT THE SCHOOL**

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

Co-opted Governor

Andy Campbell – ACL

Barry Tutty - BTY

Shryene Yansen – SYN

Paul Leslie – PLE

Andrea Corbett – ACT

Jessica Hayes – JHS

Headteacher

Emma Hillman - EHN

Parent Governor

Helen Douglas - HDS

Arnold Williams - AWS

Georgie Agass – GAS

Maria Slavovski - MSI

Lauren Marchant – LMT

Staff Governor

Andre Henry - AHY

Associate Member

Nerissa Bryden - NBN

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
2.	AGREED: Governors agreed to defer consideration of the pay requests until the Autumn Term.	SCE	Autumn Term
4.2	Governor Services to note the election of Bill Ravenscroft to the position of LA Governor.	Governor Services	ImmED&late
5.3	Clarification to be sought on whether MAL/SCE can attend the Headteacher's meeting on PFI schools.	EHN	ImmED&late
6.2	Presentation slides to be requested from David Hermit and Paula Lorton sessions for circulation to Governors.	EHN	ImmED&late

9.0/14.0	Dates for Governor meetings in 2022/23 to be agreed and circulated to Governors.	MAL/SCE	Summer
11.	AGREED: Governors APPROVED the Annual Governance Statement.		
12.	AGREED: Governors RATIFIED the following policies: <ul style="list-style-type: none"> • Pupil Premium Policy and Statement • Critical Incident Management Plan • Mental Health and Wellbeing Policy • Induction of ECT 		
12.	E Safety Policy to be re-presented to BAPD committee.	Governor Services	Autumn Term
13.1	Stock take to be referred to Resources Committee.	Governor Services	Autumn Term
13.2	AGREED: Governors APPROVED the proposal to award £1 to those teachers affected.		
13.3	Feasibility study for access audit to be deferred to Resources Committee in the Autumn term.	Governor Services	Autumn Term
14.	DATE OF NEXT MEETING 26 September 2022, 6:30pm at the School		

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 Jessica Hayes and Lauren Marchant for lateness.
- 1.3 There were no apologies for absence not received.
- 1.4 The meeting was quorate with twelve Governors and the Headteacher present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

Governors were advised of pay requests that had been received by the Headteacher which did not fall within the recruitment and retention criteria and will need to be considered by the Pay Committee.

AGREED: To defer to Autumn Term.

3. DECLARATIONS OF INTEREST

- 3.1 There were no declarations made pertaining to any agenda items for this meeting.
- 3.2 Governors were reminded to update their declarations. The Chair advised that this would be a priority for next year as the school could be subjected to an Ofsted inspection anytime from September 2022.

4. GOVERNING BODY

- 4.1 The Chair introduced Bill Ravenscroft as a prospective LA Governor and appraised Governors of his background. MAL proposed him as Governor and BTY and SYN seconded this. Governors voted unanimously to appoint BRN as the LA Governor. BRN was invited to join the meeting, where he introduced himself and gave a brief outline of his governance experience. Governors welcomed him to the Governing Body.

4.2 The Clerk advised that there was one vacancy for a Parent Governor and two Co-opted Governor vacancies. It was noted that a year 7 parent had expressed an interest in joining.

4.2 The Clerk advised that Barry Tutty's term of office was due to expire on the 31 August 2022. BTY will determine over the summer period whether or not he wished to remain. The Chair thanked him for his commitment and time.

ACTION: Governor Services to note the election of Bill Ravenscroft to the position of LA Governor.

5. MINUTES OF THE LAST MEETING

5.1 Governors received the minutes of the meeting held on 16 May 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
4.2	Governor Services to note the resignations of Mitchell Goldie and Cathy Burns.	Governor Services	Completed
Minute 24 13.12.21 / Item 18	To circulate draft of Annual Governance Statement	MAL	Completed
Minute 13 28.3.22	JVZ to provide a breakdown of the budget, in particular to costs of professional services	JVZ	Completed
20.3	To obtain the report from the Safeguarding Link Governor visit on the Single Central register	MAL	Completed
20.3	To amend and re-issue the committee membership schedule agreed at FGB	MAL	Completed

5.3 Report from the Resources Committee meeting held on 27 June 2022

The Chair highlighted the following:

- Budget deficit in coming years will increase
- Update from the Task Force meeting to tackle the budget deficit
- Cashflow is healthy
- Letter to the LA, Laura Ovenden which was sent 11 July 2022.
- Grounds Maintenance and photocopying contract
- ICT updates
- Leaks
- Kier – it is hoped that Kier will respond positively in September. A meeting had been proposed for all Secondary Heads for PFI schools which she was unable to attend. It is hoped this will be rescheduled. EHN to clarify if the meeting can be attended by MAL/SCE. EHN reported that there were issues with cleaners and weekly meetings with Kiers were not taking place.

ACTION: EHN

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

A Committee Governor highlighted the following:

- Minutes are still outstanding
- Parent surveys

- QA report

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

A Committee Governor highlighted the following:

- Presentation on Pastoral Support
- Costs of policing station road by two members of staff
- Isolation and exclusions

6. HEADTEACHER'S REPORT

6.1 Questions were received in advance of the meeting but had not been loaded onto GovernorHub. EHN highlighted the following:

- Admissions – The school was full, however, numbers had dropped to 174, but the LA have assured that there are pupils which will fill these places. Transition days have been completed, anyone who comes later may find transitioning challenging. One appeal had been heard. It is hoped to have 180 in September.
- Kier – ongoing issues in delivering a good service.
- SEND Report – update from SEN conference.
- Summer School – 96 pupils will be attending, which is being run by Head of PE
- LA have agreed to do a condition survey on both buildings as the school have concerns around defects. This is likely to bring up a significant number of things that need correcting. The LA will pay for anything over £10k, Resources Committee will need to consider costs which will need to be borne by the school.

Q. *Will they pay for the building even though the school did not have permission to build it?*

A. *Yes, they will accept responsibility for it.*

Q. *Are the LA using external surveyors?*

A. *Yes Evolve. Report should be available by the start of term.*

- Safeguarding
- Handover between EHN and SCE. Safeguarding will be discussed.
- Safeguarding audit will be carried out in September
- Parent survey – 148 responses, which is deemed reasonable feedback. To be considered at next FGB.
- Schools Bill – summary is uploaded on GovernorHub. Unlikely to be many changes. Tom Hiddlehurst advised that if the same party is still in government, schools will need to consider academisation and preferred models.
- Recruitment is a significant issue, although the school had managed to recruit a Business Studies Teacher and a DT Teacher. Yr9 parents will be written to around options.

Q. *What % of children got their first choice*

A. *The majority of students got their first choice. 46 wanted sociology but there were only 30 places. Food Technology and Business Studies were over-subscribed. All pupils have been spoken to and those who have a change already know. Governors will need to consider this carefully next year following analysis of exam results.*

Governors were pleased to hear that drama and dance were going ahead.

- Attendance – the school would be vulnerable with an Ofsted inspection as the last two Ofsted reports are clear that attendance had to improve. Supporting children with part time timetables still impacts attendance. The school would need to have very robust

case studies to support any inspection, along with robust minutes that show Governors are asking key questions.

- Covid cases are rising, and people are not testing due to the cost of tests. Sixth form attendance has been a key cause of concern.
- Behaviour – The merging of the two management information systems has meant that figures are not available, however, Governors will be able to scrutinize the information at the next BAPD committee. Consideration needs to be given as to how this information is going to be reported to FGB, possibly in the form of a dashBody. Governors noted that the reduction of exclusions is due to the isolation room. There is a pattern of internal truancy which is a national picture,
- Clocks will be erected outside to aid pupils' punctuality.
- Withdrawal of exclusions – from September can no longer withdraw. Governors need to be aware of the changes to attendance and updates to the government guidance.
- Page 20 personal development of disadvantaged children – school have done particularly well in this area and potentially could be seen as outstanding.
- Careers – Governors need to keep an eye on this. The school is not where they should be in terms of work experience.
- QoE – curriculum spotlights. Annual review meetings in September/October and Governors need to ask questions around exam results and curriculum spotlights. SCE and BAT will give feedback in September, along with a data presentation, which Governors need to be aware of in preparation of Ofsted.

6.2 EHN thanked Governors for their questions which were raised in advance of the meeting, and provided the following response:

Q. *What do you anticipate from an Ofsted Inspection?*

A. *It would hope that we would get Good.*

Q. *What is the number of students required to make the sixth form viable?*

A. *The aim is for 120 a year, but it is difficult to predict. The LA are looking strategically at sixth forms across the borough. LJ confirmed they will give us advice on sixth form planning and use our sixth form to offer other courses. This may be an opportunity to fill the building and generate income.*

Q. *Is substance abuse becoming a crisis and what is the plan to tackle this?*

A. *This is being covered under the PIE curriculum. It is a national crisis, not just to Heathcote. There is no coherent drug strategy on substance abuse in this country or in London. Vapes were really present in school at one point, which was addressed quickly, and this has tailed off. Nitrous Oxide is very concerning as it is easily obtained.*

Q. *Can we justify replacing computer science with RE?*

A. *Not really but with the Head of IT leaving there is no-one with that level of specialist knowledge. The ICT Department are looking at how this can be addressed to ensure the curriculum is delivered.*

Q. *What students are classified as disadvantaged?*

A. *The same as Pupil Premium students and is in the policy statement.*

Q. *Can you talk us through Peer on Peer and Online incidents?*

A. *This is discussed at BAPD. There is a peer-on-peer report available. Data is up to date to beginning of June. Peer on peer report can be updated to end of July which will be circulated to Governors. Ofsted will want to see how incidents are closed off. There was a spike in incidents following staff training on recording, but these have tailed off.*

Q. *What are the real risks with the present triage and incoming strategy?*

A. *We do not have the safeguarding capacity to pick up all the safeguarding issues.*

Q. *School contextual data?*

A. *We are not full in terms of pupil numbers. The data shows the shortfall.*

Q. *Is there any way we can look at registering local part time teachers and teaching assistants?*

A. *We do not have the capacity to do this. We do have a significant number of casual staff we use, which includes invigilators. We have a team of volunteer parents who continue to help us.*

EHN advised that one Governor had asked some challenging questions in relation to EID. She responded by saying that the equality, diversity and inclusion agenda for the school is massive, with exclusions being one of the key areas that needs to be reduced, so that Ofsted can see the evidence.

Q. *Can Governors attend the sessions that EHN sessions that are arranged for staff, particularly where David Hermit is speaking?*

A. *Governors are more than welcome to attend. EHN will be working closely with David Hermit as he is an HMI inspector and Black Educator and is extremely knowledgeable. SCE indicated that she would continue to stay in touch with him.*

Heathcote are keen to address anti-racism within the school and the anti-racist award is a good framework for the school to use. Diverse Educators to be ordered for Governors' library, which is a book that David Hermit recommended. Ofsted inspectors would expect a HT to be responsible for the ED&I agenda.

Presentation slides to be requested from David Hermit and Paula Lorton sessions for circulation to Governors.

ACTION: EHN

David Hermit also gave some very good practical strategies around ensuring that schools have a diverse Governing Body and how you can increase the number of Black Governors and teachers.

Q. *Peer on peer and online safety.*

A. *Meeting with AHY, who is responsible for this, and will be presented back to Governors in September.*

SCE will provide more detailed information to the next BAPD committee on the 8 prime race incidents and resolutions. Governors were reminded that they needed to be regularly asking questions at BAPD around incidents and how they are being closed off.

Q. *ED&I training?*

A. *SCE to consider and report back to Governors and included in the SIP.*

Governors noted the letter to Lauren Ovendon.

Q. *Given the challenges you mentioned about falling pupil numbers, when linked to the additional challenges of our school budget, which is largely based on student numbers, clearly one issue cascades into another, if not effectively addressed with a robust improvement strategy, will not change our mid to long term budgetary position.*

What measures will you take to address the multiple issues mentioned above to reduce negative impact on the school in future?

A. The SEN strategy has been the main strategy for this year. We have introduced interventions at an early stage for some students and made them SEN-K which has skewed the figures. Data has declined over the year in terms of referrals to the isolation unit. The school has a good reputation for SEN children making it first choice for some parents.

The wider issue is the more parents and first choices we get, means we will have less vulnerable children as we will not have the places for mid-term admissions, who tend to be very challenging with complex issues. A formal complaint has been made to the LA about some schools who are sending children home rather than excluding them, which is illegal.

7. ALTERNATIVE PROVISION REPORT

Governors noted that the Oak provision was now at the end of its second year. SCE gave Governors the background to the Oak provision which provides provision for 15 pupils from across the borough to address mental health needs. She outlined the range of therapeutic support available.

The report was positive and marked the Oak provision under 8 different themes, which was achieved in every single area, with H&S being excellent. Item 3 – Achievement of Children and Quality Teaching, the school had marked themselves as “mostly achieved” due to the quality of work from referral schools and have little control over. The school are not giving them feedback and the children feel detached from their schools. This has been raised as an issue in order to get support from the LA, who have agreed to put an SLA together on what is expected from referring schools.

Potential threat is that SEMH Manager is leaving to go to Hawkswood but looking to recruit on Thursday.

The contract is due for review at the end of the 3-year contract and there is likely to be no reason why this will not continue. The unit is growing in reputation and quality of work and parents are choosing the provision over other provisions.

Q. Can we scale up in numbers?

A. We have already increased from 12 to 15 places. We would need more staff and there is no financial benefit.

Governors noted that the school is in a strong position to bid for the sensory outreach service as part of the Hearing and Impaired provision already provided. Governors agreed to support the school in submitting a bid.

Q. From Ofsted point of view, are we likely to be asked about the Oak? Are there case studies we should be aware of?

A. We have trackers, profiles and a number of indicators that shows the progress pupils have made. Ofsted are unlikely to ask to see this, but they may ask the Resources Committee what the financial benefit is.

8. BUDGET UPDATE

- 8.1 The SBD provided a snapshot of the Budget at Qtr1, which will be finalised and submitted to the LA in the next couple of weeks. The total income is £243,281 with 23% expenditure spent to date.
- 8.2 The deficit is now £232k, which has reduced from £313k. The main reasons for this are that the PFI figure is now being spread over the life of the contract, staffing reductions and grant income received, such as the workforce grant.
- 8.3 Recruitment is still ongoing so is likely to change.

- 8.4 Governors noted the positive moved in relation to the deficit, the school will be focusing on budget monitoring and budget figures current vacancies will all be filled.

Q. Have we costed timetable for next year?

A. This will be presented to FGB in September, so that Governors can see where the curriculum model is. EHN gave an example of math's reducing from 7 groups to 6 in Yr7, which will have an impact on outcomes.

Governors thanked JVZ for securing the grants. They requested sight of the budget at the start of September as it was considered that £232k was still a sizeable deficit. It was noted that the school will still remain on the Schools Deficit Working party with the LA.

- 8.5 It was noted that there had been no formal response from LA to acknowledge budget submitted.

9. MEETINGS FOR YEAR AHEAD

SCE/MAL to discuss further prior to dates being circulated. FGB provisionally scheduled for Monday 19 September 2022.

ACTION: MAL/SCE

10. LINK GOVERNOR REPORTS

- 10.1 All reports were available on GovernorHub. The Chair requested that Governors keep to the format which is on GovernorHub and thanked Governors for carrying these out. Completed reports should be given to Sarah Johnson and uploaded on GovernorHub, as evidence for an Ofsted inspection.

Q. Are we proposing to get more PP funding, as families hit the threshold?

A. The numbers of children on FSMs are increasing. Comparisons will need to be done year on year. We do all we can to get parents to apply. We tried using incentives, but this did not have a discernable impact. With cost-of-living crisis families are actively seeking to apply. However, there are some families who fall just short of the level for FSMs.

11. ANNUAL GOVERNANCE STATEMENT

MAL presented his annual Governors' statement which described the role of the Governing Body, attendance, structure of committees, link visits, what has been worked on and what Governors have been involved in, training, finances, staffing, behaviour, inclusion and complaints. Governors were asked to provide any further comments to MAL so that it could be finalised for publication on the school's website. GAS agreed to assist with writing next year's statement.

Q. Did we include anything about the Governing Body's intention to ED&I?

A. That will be included in next year's annual statement.

Governors asked that thanks should be given to students for their resilience through Covid.

Q. Is there anyone responsible for the website, who can look at hits and analytics?

A. This will be picked up in September by NBN.

AGREED: Governors **APPROVED** the Annual Governance Statement.

12. POLICIES

12.1 PP Policy and Statement

Governors noted that a review will take place in September. It was also noted that the gap between PP and Non-PP was slim.

AGREED: Governors **RATIFIED** the policy.

12.2 Critical Incident Management Plan

AGREED: Governors **RATIFIED** the policy.

12.3 Mental Health and Wellbeing Policy

AGREED: Governors **RATIFIED** the policy.

12.4 E Safety Policy

Governors were asked to address any questions to AHY. The policy was deferred and will be re-presented to the BAPD committee in September.

ACTION: Governor Services

12.5 Induction of ECT

AGREED: Governors **RATIFIED** the policy.

13. ANY OTHER BUSINESS

13.1 Governors noted the Audit requirement for the school to undertake a stock take, which should be reported annually to Governors. It was agreed to defer this item to the Resources Committee.

ACTION: Agenda item for Resources Committee

13.2 Teachers pension

Governors were advised that those teachers who had not moved up financially in the pay scales would be penalized in their pension and the year will not count. Guidance from the LA and Unions was that they should be paid £1 to make sure movement is captured in their pension. This will be instigated in the August payroll.

AGREED: Governors **APPROVED** the proposal to award £1 to those teachers affected.

13.3 Feasibility study for access audit to be deferred to Resources Committee in Autumn term.

ACTION: Governor Services

13.4 Governors were invited to join the school's BBQ on the 22 July at 1pm and to attend a Governors' evening at the Royal Oak on 19 July.

14. DATE OF NEXT MEETING

26 September 2022, 6:30pm at the School. Schedule of dates to be agreed by SCE/MAL and circulated to all Governors.

ACTION: MAL/SCE

Governors thanked EHN for all her hard work and commitment and wished her all the best in her new job. In turn EHN thanked the FGB for their support.

Meeting closed at 9.30pm

Chair (print)

..... (sign)

..... (date)