

<p>MINUTES OF THE MEETING OF THE HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY HELD ON MONDAY 27 SEPTEMBER 2021 AT 7.00PM (at the School)</p>

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

Co-opted Governor

Jessica Hayes - JHS
Andrea Corbett - ACT
Andy Campbell - ACL
Paul Leslie - PLE
Shryene Yansen - SYN

LA Governors

Mitchell Goldie - MGE

Headteacher

Emma Hillman - EHN

Parent Governor

Arnold Williams - AWS
Helen Douglas - HDS
Joanna Mahadoo - JMO

Clerk to the Governors: Jacky Potts - JPS

Also present: Julie Vazquez – JVZ (School Business Director)

The meeting started at 7.10pm

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
3.2	To complete pecuniary interests on GovernorHub	All Governors	Immediate
4.1	To note the election of Chair	Governor Services	Immediate
4.2	To note the election of Vice Chairs	Governor Services	Immediate
5.1	To note the resignation of Stephen Jacobs from his position as co-opted Governor.	Governor Services	Immediate
6.2	To implement the proposed structural changes to GovernorHub	Governor Services	Immediate
7.4	To circulate school calendar and send diary invites to all Governors for upcoming school events	Sarah Johnson	Immediate
7.7	To circulate slides from GAP training on Ofsted inspections	MAL	Immediate
7.7	Creation of operations manual to help prepare for future Ofsted visit	MAL	By End of December 21

Minute	Formal agreements and/or actions identified	Action By	Due Date
7.9	Governors to send ideas to Chair on how to raise responses from parents for future surveys	All Governors	End of November 2021
7.10	AGREED: ACT to support the Leadership Mentoring Programme	ACT	
8.	KCSIE - Governors are required to read the Statutory document and complete the declaration of GovernorHub.	All Governors	Immediate
9.	AGREED: MGE to be involved in the Safeguarding Strategic plan.	MGE	
10.	To adopt the Staff Declaration for use by Governors.	HFD	By end of November 2021
13.	Code of Conduct - Governors to sign to confirm agreement and complete their declaration in GovernorHub.	All Governors	Immediate
14.	Skills Analysis – To complete on GovernorHub	All Governors	1 October 2021
16.	Chairs of Committee to provide feedback on the Governing Body Annual Cycle prior to circulation	Chairs of Committees	End of November 2021
17.1	AGREED: All Governors should attend GDC training to allow the pool to include all	All Governors	
17.2	AGREED: Terms of Reference to be reviewed at Committees	Committee Chairs	At first committee meetings
18.	To provide a simplified financial dashboard to be incorporated into the Headteacher's Report	JVZ	Immediate
18.	AGREED: MAL, AWS and SYN to represent Governors on the Task & Finish Working Group		
21.	Chair to complete and return the Alternative Meeting Attendance Options	MAL	Immediate
23.1	AGREED: Induction of Early Careers Teachers Policy will be deferred back to QoE committee for review.		
23.2	AGREED: Governors unanimously ratified the Behaviour Policy and thanked Sonia Close for the work she had undertaken on the policy.		
23.3	AGREED: Governors ratified the Safeguarding 2021/22 Policy.		
23.4	AGREED: Governors ratified the Staff Code of Conduct Policy.		
25.	AGREED: That where a parent had refused consent, but the child agreed to vaccination, the school would not administer but would direct them to an alternative vaccination site.		

Minute	Formal agreements and/or actions identified	Action By	Due Date
27.5	Governors approved the following trips, in principle: <ul style="list-style-type: none"> • Krakow • Barcelona • Normandy • Day trip to Le Touquet 		
	DATE AND TIME OF NEXT MEETING 13 December 2021 at 7.00pm		

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 Samantha Charles, Lauren Marchant, Cathy Burns, Barry Tutty and Andre Henry.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with ten 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 Governors were reminded to complete their Pecuniary Interests on GovernorHub.
 - 3.2 There were no declarations made pertaining to any agenda items for this meeting.
- ACTION: All Governors by the end of September 2021.**

4. APPOINTMENT OF OFFICERS

4.1 Election of Chair for the academic year 2021/2022

There were no nominations for the position of Chair. Mike Ashwell agreed to continue in the position for a further year and with no objections or other nominations, was unanimously elected as Chair for the academic year 2021/2022 and chaired the remainder of the meeting.

ACTION: Governor Services to note.

4.2 Election of Vice-Chairs for the academic year 2021/2022

There were no nominations received for the position of Vice Chair, Helen Douglas agreed to continue in her role as Vice Chair and this was seconded by Mitchell Goldie. Jessica Hayes agreed to continue in her role as Vice Chair and this was seconded by Emma Hillman.

ACTION: Governor Services to note.

5. GOVERNING BODY

- 5.1 There is currently a vacancy for a Parent Governor and a co-opted Governor. Governors noted that Stephen Jacobs had resigned from his position as co-opted Governor. The Governing Body thanked Stephen for his support and contribution during the previous academic year.

ACTION: Governor Services to note the resignation of Stephen Jacobs.

- 5.2 There were no considerations for disqualification due to non-attendance.
- 5.3 The Clerk confirmed that all DBSs were complete.
- 5.4 The Clerk confirmed that the school were responsible for providing details of Governors to the Secretary of State via GIAS and this was in hand.

6. MINUTES OF THE LAST MEETING

6.1 Governors received the minutes of the meeting held on 19 July and subject to the following amendments, agreed these as an accurate record. The Chair will arrange to sign these electronically on GovernorHub.

- Andy Campbell is a co-opted Governor and not a Parent Governor.
- Item 3.1 should say *prospective* and not *perspective*.
- Item 6.1 should refer to *EBACC* and not *EBAC*.

6.2 Matters Arising

Minute	Formal agreements and/or actions identified	Action By	Due Date
Minute 4.2 7.6.21	To provide a simple layout of information (file structure) on GovernorHub to Donna Miller, LBWF	EHN	This was completed by EHN and the action is on GS to implement the changes. ACTION: GS
3.1	Governors Services to note the election of Andrea Corbett as Co-opted Governor.	Governor Services	Completed. ACT confirmed she will be undertaking induction training.
5.	Governors to diary 31 August as a provisional meeting to discuss the return to school taking account of Covid-19 guidance	Governors	Not required. Now closed.
8.	HR Manager to be asked to provide data on leavers based on their background, i.e. Teach First.	EHN/HFD	Information to be presented to Resources Committee.
13.3	To consider the schedule of committee meetings and speak to Governor Services about adequate clerking cover.	EHN	Completed, no additional Clerks needed as meetings will not take place on same day.

7. HEADTEACHER'S REPORT

7.1 Governors had raised questions in advance of the meeting had these been responded to by the Headteacher and were uploaded to GovernorHub for information.

7.2 Year 12 to Year 13, 93% have progressed on A level, 84% on BTEC, which is below the national figures. The Sixth Form team has been asked to do some more in-depth analysis as it is crucial that student numbers are retained. Data will be shared with Governors when ready.

Q. Do we ask why students they drop out?

A. Yes and this is being formulated now and will be presented to Governors in due course.

7.3 The Headteacher advised that she had several points for governors to consider, these are listed below.

- 7.3.1 Attendance at Open Evening – MAL, MGE, JHS, HDS, AWS and ACT all agreed to attend. Following discussion on how Governors could utilise the opportunity, it was agreed that Governors would be given a stall, so that parents would be aware of who Governors were, what they did for the school and perhaps use this as an opportunity with potential recruitment of new Parent Governors. The Headteacher requested that Governors provide feedback on their views as to how the evening went.
- 7.3.2 The LA had given approval for a later start on the next school day following the Open Evening.
- 7.3.3 Any other marketing ideas?

The tour of the school started this morning and will be repeated daily. Four workshops had been held for Year 5 and Year 6 pupils at all feeder primaries, including the running of a football academy.

MGE agreed to assist with the positioning of the banners if needed.

Unfortunately, Chingford CoE and Saint Mary's (RC) primaries are not responding to any requests to work with the school.

Following a discussion, it was agreed that the school should approach the alumni with a view to producing videos from successful past students, which could be shared on social media.

- 7.3.4 How else can the school help Governors get to know the school?
Governors attendance at school events, e.g. start of term.
- 7.3.5 Governors are welcome to come into the school at any time, not only for Link visits.
- 7.4 Governors to be provided with a copy of the school calendar and diary invites to allow them to diary attendance at upcoming school events.
ACTION: Sarah Johnson to send list and calendar invites to Governors.
- 7.5 Governors attendance at Annual Review Meetings will be covered under Any Other Business.
- 7.6 MGE agreed to attend a meeting to develop the Safeguarding Strategic Plan.
- 7.7 Another external review will be undertaken next year and the Headteacher requested the involvement of a Governor, particularly with an Ofsted inspection looming. This review will focus on SEND. The latest external review highlighted that the school were lacking evidence and case studies. MAL agreed to create a framework operations manual to help with preparation and share this when ready.

Q. *Are Ofsted taking Covid-19 into account?*

A. *It will be interesting to see what the other neighbouring schools achieve. Ofsted are not taking account of any data. Governors are advised to read the new Ofsted framework and review the Governor Accreditation Programme slides on "Preparing for Ofsted".*

ACTION: MAL to circulate GAP module 2 slides.

ACTION: MAL to create operations manual to help prepare for future Ofsted visit.

- 7.8 The Headteacher requested that the SIP is considered and robustly monitored by each Committee.
- 7.9 The recent parent survey only generated 69 responses; how do we get more? Governors agreed to consider ideas and send ideas to the Chair.
ACTION: Governors to send ideas to Chair by end of November
- 7.10 ACT **agreed** to support the bespoke leadership mentoring programme. EHN thanked PLE for his help on devising the programme.
- 7.11 Governors discussed in detail the alternative to BAME, which was no longer considered to be appropriate. It was felt that this should not be over complicated, but also that groups should not simply be *lumped* together. The added difficulty was how groups could be reflected in data capture. It was agreed not to use the term BAME, but that EHN would ask the question through the school council and staff to seek their views and would come back to governors with suggestions.
- 7.12 EHN stressed the importance of the BAPD Committee focusing on the impact of the new policy over the coming year, and whether it has resulted in reducing exclusions.
- 7.13 Governors were advised that behaviour of pupils in the community was of great concern and a letter had been posted to every parent outlining the clear expectations of the school. There was a small and significant group of children causing disruption in the local community.

Q. What is the consequence if they are caught?

A. If caught, for two weeks they must be picked up and dropped off by parents. Unfortunately, this does not appear to deter them and the school were unsure of what more they could do.

Q. Where is the police presence?

A. We have a safer community officer shared with Chingford Foundation and he does visit the Mount.

Governors recognised that there was a lot of negativity towards the school on social media. However, the LA Governor confirmed that it wasn't just Heathcote which were affected by unacceptable behaviour in the community. Neighbouring schools were also experiencing similar problems and it had been noted that Heathcote were actively addressing this far more than other schools were.

A Governor briefed on an initiative being used in another borough to address youth serious crime and suggested this maybe something that the school could consider and lead on from a community perspective. The Safer Neighborhood Board still exists and this could be the starting point.

- 7.14 The school had received funding to provide breakfast for every child, but only 38 parents had signed up for it.
- 7.15 Feedback from Governors was that they were pleased with the new format of the HT report and saw it as work in progress. They requested that the report include a financial dashboard, including sickness and HR issues with associated costs to the school. EHN confirmed that she would present this report at the end of each term, which would allow clear comparisons from previous terms.

8. KEEPING CHILDREN SAFE IN EDUCATION

Governors are required to read the statutory document and complete the declaration of GovernorHub.

ACTION: All Governors

9. SAFEGUARDING AUDIT

Key features of all 3 audits were covered in the Headteacher's report. A clear strategy needs to be pulled together on how the school is going to address safeguarding. MGE **agreed** to be involved.

10. STAFF DECLARATION

For information. All staff are asked to sign to say they have complied with several key items and undergone training. As Governors had agreed that DBSs would be checked every 5 years, staff are asked to sign to confirm there are no changes to their DBS.

AGREED: To adapt this declaration for use by Governors

ACTION: HFD to implement for Governors.

11. OFSTED UPDATE

The Chair agreed to pull together a framework so that governors are prepared for any inspection. It was suggested that a representative from Leytonstone or South Chingford school be invited to come and talk about their recent Ofsted experience. Action item is covered under 7.7.

12. CHAIRS ACTION

No items to report.

13. GOVERNING BODY CODE OF CONDUCT

Governors to sign to confirm agreement and complete their declaration in GovernorHub.

ACTION: All Governors to sign by end of October.

14. SKILLS ANALYSIS

Governors to complete on GovernorHub by end of September. Governors should complete the survey using the guidance document on GovernorHub. It was considered that marketing was seen as a gap.

ACTION: All Governors to complete skills analysis by end of September 2021.

15. TRAINING DAY – WAYS OF WORKING

Following the training day held on 26 June a paper had been prepared and was available on GovernorHub for Governors to read. MAL highlighted the key points and thanked Governors for their contribution on the day. Key take a ways are summarized as follows:

- Talented team, highly experienced
- Diverse skills
- Challenging and supportive
- Governors have a commitment to read emails at least weekly
- Papers to be made available at least 7 days in advance
- Governors are encouraged to submit questions in advance to Sarah Johnson
- Meetings will be hybrid, both F2F and virtual for this academic year
- Governors should come to meetings prepared having read the key information prior to attending
- Meetings should start and finish on time and not last any more than two hours, this is dependent though on Governors reading papers in advance, so meetings can focus on exceptions only
- Governors **are kindly reminded** to respond to Sarah Johnson when she seeks information or clarify from Governors. It has been noted that Sarah is having to chase Governors for responses in recent times

16. GOVERNING BODY ANNUAL CYCLE

EHN tabled her proposition which covered the key things which are needed to be covered at each meeting. New Chairs of Committees to give feedback prior to circulation. The Chair thanked EHN for compiling this.

ACTION: Chairs of Committees

17. GOVERNING BODY COMMITTEES

17.1 To review membership of committees:

- Behaviour Attitudes & Personal Development
- Quality of Education
- Resources
- Pay
- GDC
- Headteacher's Performance Management (Review to be completed by 31-12-2021)

MAL/HDS/JHS had met over the Summer break and compiled a list of members for each committee. Governors **agreed** that GDCs would be made up from ALL Governors that have been through (recent) exclusion training. The only exception would be the Chair, who would need to be excluded in the case of appeals. No other challenges were made and the agreed committee members is available on GovernorHub.

17.2 Governors to review committees' Terms of Reference. Governors **agreed** that TORs would be reviewed at Committees and ratified at FGB. These are the current ToRs.

- Behaviour Attitudes & Personal Development
- Quality of Education

- Resources
- Pay
- HT Performance Review

18. FINANCE

Governors were advised of the new reporting tool from the LA. The Q2 budget will be reported to Resources Committee. Key issues that were presented by JVZ were as follows:

- Cash flow is stable and healthy
- Lots of changes for Q2, particularly in relation to staffing
- The budget was set to breakeven at £2k, but this has increased to £19k surplus.
- Budget had allowed for a 2% pay increase, but this has been frozen.
- Key decision will need to be made for next year's budget.

AGREED: MAL, AWS and SYN to represent Governors on the Task & Finish Working Group once it has been set up. The Headteacher is trying to secure a date with Lindsay Jackson to start discussions.

Governors requested a simplified version of key finance items (dashboard) should be incorporated into the Headteacher's report.

ACTION: JVZ

19. LINK GOVERNORS

A paper was tabled on Link Governor roles and were agreed as follows:

Link Governor	SLT Lead	Faculty/Area Link(s)
Mitchell Goldie	NHS	Safeguarding/LAC
Samantha Charles/Joanna Mahadoo	EHN	SEND
Laurent Marchant	MAS/SBL	English & Literacy
Shryene Yansen	MAS/CMN	Math's & Numeracy
Jessica Hayes	SCE/SFA	Science
Arnold Williams	MAS	More able/HAP
Mike Ashwell	EHN	Pupil Premium
Johanna Mahadoo	LTA	Sixth Form
Mike Ashwell	EHN/JVZ	Health & Safety
Helen Douglas	EHN	Outward facing, community engagement & communication
Paul Leslie	EHN	Equality, Diversity & Inclusion
Barry Tutty	BAT	Careers
Helen Douglas	NHS	Parent Engagement
Cathy Burns	KMN	Pupil Leadership
Lauren Marchant/Samantha Charles	KMN/SDE	Sex & Relationship Education & PSHCRE
Andy Campbell/Andrea Corbett	EHN	Wellbeing
Andrea Corbett	SCE	Alternative Provision

The Chair thanked JHS and HDS for their assistance in compiling this.

20. GOVERNORS' TRAINING

Governors were encouraged to attend any training, details of which were on GovernorHub.

21. ALTERNATIVE MEETING ATTENDANCE OPTIONS (Document attached)

Governors agreed to keep attendance flexible, with a blend of face to face and virtual meetings, but that proxy voting should be "No." MAL to complete and sent to Governor Services.

ACTION: MAL to send completed Alternative Meetings form to Governor Services.

22. EXCLUSIONS

Governors were advised that there had been two half day exclusions this term and needed to be aware there were several children where the school have exhausted all their resources and if alternative pathways are not found then they will be at risk of permanent exclusion.

The Headteacher advised that it was imperative that the impact of the inclusion room is robustly monitored by members of the BAPD committee. In response to Governor questions, she outlined the use and process of the Inclusion Room. Governors were advised that this had had an impact on SLT hours, but that a target of half term had been set whereby SLT members will not be included in break times.

Q. Why have the FAP been unable to offer alternative provision?

A. The new provision at Holy Family had been late in opening and there are limited spaces at other provisions.

23. POLICIES (to be ratified)

23.1 Induction of Early Careers Teachers Policy

AGREED: Deferred back to QoE committee for review.

23.2 Behaviour Policy

AGREED: Governors unanimously **ratified** the policy and thanked Sonia Close for the work she had undertaken on the policy.

23.3 Safeguarding 2021/22 Policy

AGREED: Governors **ratified** the policy.

23.4. Staff Code of Conduct

AGREED: Governors **ratified** the policy.

Governors questioned whether they had a choice in adopting LA policies. They were advised that LA policies would have previously gone through any consultation with Unions, and they are always customised to reflect the school. It was deemed that it was important that Governors continue to have a dialogue and discussion around policies, but if there were any elements of an LA policy that they were unhappy with this should be raised with the LA.

24. POLICY REVIEW CYCLE

For information. The Headteacher confirmed these will be slotted into the workplan.

25. VACCINATIONS

Governors were advised that the school will be part of the 12-15 vaccination programme and had been given provisional dates for November for on-site vaccinations. Governors **agreed** that where a parent had refused consent, but the

child agreed to the vaccine, the school would not administer but would direct them to an alternative vaccination site.

The Headteacher confirmed that all schools were receiving threats, which were being forwarded to the LA.

Of the 129 responses, 59% of parents have indicated that they do not want their children to be vaccinated. 11 staff are currently unvaccinated, spread across teaching and support. The expectation is that any member of teaching staff who is not ill but isolating would have to deliver lessons remotely.

26. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

26.1 The schedule of meetings for 2021/22 is available on GovernorHub. Governors were encouraged to sign up for the next Governors Briefing. All FGB meetings will be held at the school. In exceptional cases, where a Governor cannot attend a FGB meeting, they can attend via Zoom. All committee meetings will continue to be held via Zoom. This practice is in-line with other Governing Boards across the Borough.

Neil Hutchins will present a virtual Zoom conference on Safeguarding for Governors of both BAPD and QoE on 11 October.

27. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

27.1 Exit Interviews

This information to be provided on a regular basis at Resources Meetings. The paper tabled and available on GovernorHub indicated recent responses, one of which was the issue of high workload, which is not specific to Heathcote. Governors noted the number of teachers who were relocating out of London.

Next year the school will be proposing to finish early on one afternoon for CPD. Governors will be presented with a proposal, following benchmarking with other schools to determine how the extra hours are made up.

27.2 Extra Bank Holiday 2022

As the extra bank holiday on 15 July 2022 falls within half term, the DfE have advised that schools can opt for an alternative day. Governors **approved** Tuesday 3 May 2022, to allow for a 4-day bank holiday weekend.

27.3 Fire alarm

Governors were appraised of the recent issue with the Fire Alarm and the complete failure of Kier to respond. This event happened on a Saturday and the Chair was alerted by a local resident that the fire alarm has started from 6am in the morning. An apology letter has been sent to the Chair from Academy Services and an offer of KPI credits which the school need to follow up with the Andrew Hill, LBWF. The Chair recorded his thanks to Martin, the school caretaker who assisted him during the day.

27.4 Annual Reviews for Departments

Governors agreed attendance at the following reviews. Diary invites and zoom details to be sent out by the school.

Dept	Governor	Date	Period	Time
Science	JHS	Mon 4 Oct	P3	11.15am
Math's and Numeracy	SYN	Mon 4 Oct	P5	1.45pm
SEND	JMO	Tue 5 Oct	P1	8.45am
MFL	MAL	Tue 5 Oct	P4	12.45pm
English and Literacy	LMY	Wed 6 Oct	P1	8.45am
Social Science	ACT	Mon 11 Oct	P4	12.45pm
Creative Arts	ACL	Tue 12 Oct	P5	1.45pm
PE	MGE	Wed 13 Oct	P3	11.15am
History	PLE	Wed 14 Oct	P1	8.45am
DT	MAL	Thur 14 Oct	P3	11.15am
Business	AWS	Fri 15 Oct	P2	9.45am
Geography	BTY	Wed 20 Oct	P3	11.15am
PIE	HDS	Tue 21 Oct	P5	1.45pm
ICT	MAL	Thur 4 Nov	P3	11.15am

Year	Governor	Date	Period	Time
Year 12/13	MAL	Thur 7 Oct	P1	8.45am
Year 7	MGE	Mon 11 Oct	P3	11.15am
Year 11	ACT	Tue 12 Oct	P3	11.15am
Year 8	BTY	Tue 14 Oct	P5	1.45pm
Year 10	AWS	Wed 18 Oct	P3	11.15am
Year 9	JMO	Wed 20 Oct	P1	8.45am

27.5 Trips Approval

The Chair queried whether the request should be accompanied by a risk assessment, but it was confirmed that this was a time-consuming piece of work which would not be undertaken until Governors had approved the trip. EHN also confirmed that a member of SLT would be required to accompany any trip.

Governors approved the following trips, in principle:

Autumn Term 2021

- Krakow
- Barcelona
- Normandy
- Day trip to Le Touquet

Meeting finished at 9.30pm.

Chair (print)

..... (sign)

..... (date)