

**MINUTES OF THE MEETING OF THE  
HEATHCOTE SCHOOL AND SCIENCE COLLEGE  
FULL GOVERNING BODY  
HELD ON MONDAY 13 DECEMBER 2021 AT 7.00PM (Virtual)**

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

**Co-opted Governor**

Andrea Corbett - ACT  
Andy Campbell - ACL  
Paul Leslie - PLE  
Joanna Mahadoo - JMO

**Headteacher**

Emma Hillman - EHN

**Parent Governor**

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

**Associate Member**

Nerissa Bryden - NBN

**Staff Governor**

Andre Henry - AHY

Clerk to the Governors: Jacky Potts - JPS  
Also present: Julie Vazquez – JVZ (School Business Director)  
Zeeshan Ali, Head of ICT

*The meeting started at 7.10pm*

**Summary of agreements and actions:**

Minute	Formal agreements and/or actions identified	Action By	Due Date
Minute 5 3.1. 29.9.21	To complete declarations, including pecuniary interests and code of conduct by end of Autumn Term.	All Governors	17 December 2021
4.	To note the election of Paul Leslie and Joanna Mahadoo as Co-opted Governors and Nerissa Bryden as an Associate Member.	Governor Services	Immediate
Minute 5 – 7.4 27.9.21	To send school calendar and diary invites to Governors	SJN	This had been completed
Minute 5 – 7.7 27.9.21	Slides on gap training to be sent to all Governors.	MAL	Immediate

Minute 5 – 7.7 27.9.21	Creation of operations manual to help prepare for future Ofsted visit	MAL	End December 2021
Minute 5 – 8 27.9.21	To read KCSIE and complete declaration	All Governors	17 December 2021
Minute 5 – 10 27.9.21	To adopt the Staff Declaration for use by Governors	HFD	Spring Term
5.4 5.5 5.6	Minutes of Resources Committee, BAPD Committee and Quality of Education Committee deferred to the next meeting.	Governors Services	Immediate
9.1	Governors were encouraged to sign up for the training which can be found on GovernorHub.	Governors	Immediate
10.	Governors <b>APPROVED</b> the £71k capital spend for the ICT infrastructure project		
11.	Governors <b>AGREED</b> the migration to Arbor.		
12.1	SYN and BTY to be invited to be part of the IT Tendering process	ZAI	Immediate
12.2	School to clarify that they were following the correct protocol in relation to the tendering process and were not in breach of OJEC regulations and are following relevant tendering processes	ZAI	7 February 2022
12.3	Governors <b>AGREED</b> that notice should be given to Joskos not to renew their contract.		
14.	Governors <b>APPROVED</b> the following policies: <ul style="list-style-type: none"> <li>• Pay Policy</li> <li>• SEND Information Report</li> <li>• Educational Visits Policy</li> <li>• Provider Access Policy</li> <li>• Financial Regulations</li> </ul>		
14.4	Admissions Policy for Sixth Form was <b>AGREED</b> to deferred to next Resources Committee.	Governor Services	Immediate
14.6	Peer on Peer Abuse/Harmful Sexual Behaviour Policy <b>AGREED</b> to defer this policy to the next FGB meeting.		
16.2	Chair of BAPD to provide feedback to next FGB on exclusions.	MGE	7 February 2022
17.2	AWS to provide a LINK visit to SJS following his visit to the Science department in October.	AWS	End of January 2022
21.1	Governors <b>APPROVED</b> the Terms of References for all Committees subject to the wording on equality and inclusion.		
21.1	To provide wording on equality and diversity for inclusion in all Terms of References.	PLE	Immediate
22.	Governors <b>APPROVED</b> the Annual Work Plan.		
23.	School to publish statutory Governor information on the website.	SJN	End of December 2021
24.	Chair to finalise Annual Governance Statements for next FGB.	MAL	7 February 2022



26.2	To provide wording on GDPR for inclusion in Terms of Reference	HDS	Immediate
26.3	Governors <b>APPROVED</b> the list of ICT equipment for disposal.		
	<p><b>DATE OF NEXT MEETING</b>  <b>7 February 2022 (via Zoom)</b>  <b>Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Feedback from BAPD on exclusions</li> <li>• Annual Governance Statement</li> <li>• Skills Audit</li> <li>• Peer on Peer/Harmful Sexual Behaviour Policy</li> <li>• Deferred feedback from Committee meetings</li> </ul>		

**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, Barry Tutty, Cathy Burns and Shryene Yansen.
- 1.3 Apologies for absence were not received and accepted from Mitchell Goldie. It was noted that Mr. Goldie had indicated that he would join the meeting late but did not attend and no updates were received.
- 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 three 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 not all Governors had completed their Declarations on GovernorHub. Those Governors were reminded that this needed to be actioned.

**ACTION:** All Governors to complete their declarations on GovernorHub by the end of term **without exception**.

**4. GOVERNING BODY**

- 4.1 The Clerk confirmed there were two co-opted governor vacancies. One was from a previous co-opted governor who had resigned and more recently, Paul Leslie's term had expired on the 4 December.
- 4.2 There is one parent governor vacancy which will be advertised in January 22.
- 4.3 Governors were asked to consider the re-election of Paul Leslie as co-opted governor and consider the election of Joanna Mahadoo as a co-opted governor.
- 4.4 Governors voted unanimously to elect them on to the Governing Board. They rejoined the meeting.
- 4.5 Governors were asked to consider the election of Nerissa Bryden to the FGB as an Associate Member. Governors unanimously elected Nerissa Bryden as an Associate Member and agreed that she should join Resources Committee and would be given voting rights. Nerissa has specialist skills in PR and Marketing.

**ACTION:** GS to note the election of Paul Leslie and Joanna Mahadoo as Co-opted Governors and Nerissa Bryden as an Associate Member.

- 4.6 There were no considerations for disqualification due to non-attendance.  
 4.7 The Clerk confirmed that all DBS's were complete.  
 4.8 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.

## 5. MINUTES OF THE LAST MEETING

- 5.1 Governors received the minutes of the meeting held on 27 September and agreed these as an accurate record. The Chair will arrange to sign these electronically on GovernorHub.  
 5.2 The Headteacher raised concern that limited Governor LINK visits had taken place. It was confirmed by the Chair that visits will be taking place early in the new year and these are being scheduled by Sarah Johnson.

### 5.3 Matters Arising

Minute	Formal agreements and/or actions identified	Action By	Due Date
3.2	To complete pecuniary interests on GovernorHub	All Governors	To be completed by end of Autumn Term
4.1	To note the election of Chair	Governor Services	Completed
4.2	To note the election of Vice Chairs	Governor Services	Completed
5.1	To note the resignation of Stephen Jacobs from his position as co-opted Governor.	Governor Services	Completed
6.2	To implement the proposed structural changes to GovernorHub	Governor Services	Completed
7.4	To circulate school calendar and send diary invites to all Governors for upcoming school events	Sarah Johnson	SJN to be reminded to resend.
7.7	To circulate slides from GAP training on Ofsted inspections	MAL	To be sent by end of this week.
7.7	Creation of operations manual to help prepare for future Ofsted visit	MAL	By End of December 21
8.	KCSIE - Governors are required to read the Statutory document and complete the declaration of GovernorHub.	All Governors	Govs who have not declared this to complete by end of this week. KSIE is on GovernorHub.
10.	To adopt the Staff Declaration for use by Governors.	HFD	Ongoing
13.	Code of Conduct - Governors to sign to confirm agreement and complete their declaration in GovernorHub.	All Governors	To be completed by end of week
14.	Skills Analysis – To complete on GovernorHub	All Governors	Ongoing
16.	Chairs of Committee to provide feedback on the Governing Body Annual Cycle prior to circulation	Chairs of Committees	Completed

17.2	<b>AGREED:</b> Terms of Reference to be reviewed at Committees	Committee Chairs	Agreed. PL to provide paragraph on equality and inclusion.
18.	To provide a simplified financial dashboard to be incorporated into the Headteacher's Report	JVZ	Deferred to next meeting
21.	Chair to complete and return the Alternative Meeting Attendance Options	MAL	Completed

- 5.4 Report from the Resources Committee meeting held on 18 October 2021  
Deferred to next meeting.
- 5.5 Reports from the Quality of Education Committee meetings held on 11 October 2021 and 6 December 2021  
Deferred to next meeting.
- 5.6 Reports from the Behaviour & Attitudes and Personal Development Committee meetings held on 11 October 2021 and 6 December 2021  
Deferred to next meeting.

## 6. CORE SUBJECT PRESENTATION - MATHS

- 6.1 Governors had received a video presentation ahead of the meeting. No further questions were raised. Governors thanked Chris McLean for his presentation.

## 7. HEADTEACHER'S REPORT

- 7.1 The Headteacher's report had been received in advance by Governors and was available on GovernorHub. Questions submitted in advance by Governors, had been answered by the Headteacher and uploaded to GovernorHub.
- 7.2 The Headteacher highlighted specific key issues and referred to questions raised by Governors:
- Staggered approach to first day of term will allow for a refresher session on GDPR.
  - Governors noted the first preference figures
  - Staff absences and pupil absence is challenging. Figures for support staff had increased due to the small number on long term absence.
  - Peer on peer abuse – BAPD need to be satisfied with the work being done by the school.
  - Persistent absence – why so high? Attendance is difficult to hold the school to account due to the change in recording of absence due to covid.
  - Sixth form attendance – data and registers are currently being updated.
  - Permanent exclusions – analysis of isolation room to be carried out next term
  - The SEND information report has been updated with answers to questions raised by Governors and highlighted in yellow.

**Q.** *What can the FGB do to support staff and SLT on wellbeing?*

**A.** *SLT are under a lot of pressure and this term has been particularly challenging, as we thought we were near to getting back to normal. Next term we will revisit and consider our own wellbeing. SLT know that they can opt to work at home on*

*any day they choose to. It was recognised that too much comes to SLT and this needs to be addressed with middle leaders.*

- 7.3 EHN thanked Governors for their questions and it was agreed that this format would continue with Governors asking questions ahead of meetings.

## **8. CHAIRS ACTION**

No items to report.

## **9. GOVERNOR'S TRAINING**

- 9.1 New Governors were encouraged to sign up to training, in particular the Governor Accreditation Programme (GAP), which is delivered over six modules. There is also Governor induction training which can be found via "The Key" which is available from GovernorHub and is extremely useful for new Governors.

**ACTION:** Governors were encouraged to sign up for the training which can be found on GovernorHub.

## **10. IT WIRELESS PROCUREMENT**

ZAI presented his IT infrastructure update report and highlighted the key items:

- Resources Committee decided on the option to combine phase 1 and 2 and to go with a particular vendor who offered a good deal on hardware. This was subject to lengthy debate and challenge at the meeting.
- The current Local Area Network (LAN) and Wi-Fi infrastructure is not fit for purpose
- Governors noted the project plan and risk assessment
- Funds are available in the budget and is match funded by the LA.
- Vendor has agreed full site survey and can guarantee the network switches.
- Supplier has reassured the school that any cabling that would not support access points would be replaced with no additional cost to the school.
- Confirmation on who owns the cabling is still awaited.
- Main risk is the access to school. There will be downtime which will be after school and during breaktimes. This relationship needs to be formed with Kier to ensure this can happen.

**Q.** *What is your biggest concern?*

**A.** *There is still uncertainty with who owns the cabling and also access to site. My plan was to complete by half term, but this has been extended to Easter. The work will be carried out segment by segment, which will mean a longer process. However, costs are now fixed.*

**Q.** *Who is going to maintain the network after and what are the costs?*

**A.** *This project relates to the hardware. The MSP will need to be considered, as they will have day to day responsibility.*

**Q.** *How much of a problem is it going to be in terms of access?*

**A.** *The vendors have spoken to Kiers around access to cherry pickers. They are confident they can deliver and can work around Kier, as Kier have the buildings open throughout breaks as they have their own work to carry out.*

**Q.** *What would happen if the project was not completed when pupils and staff return. If things go wrong and we move back to remote learning is there anything not thought about?*

**A.** *We are preparing our site for Wi-Fi and access systems and are moving to a Cloud based system. If the school is closed the business still runs. By April we will move SIMS to Cloud. We are future proofing ourselves now to protect against issues such as this. We are not looking at cabling infrastructure around PCs. Worst case scenario is that we would stay as is, but if it goes ahead, we will get better Wi-Fi coverage in school.*

**AGREED:** Governors **APPROVED** the **£71k** Capital spend for the IT Infrastructure project.

## **11. MIS UPDATE**

11.1 ZAI presented his paper to Governors, which was available on GovernorHub.

11.2 ZAI outlined his rationale for moving away from the current SIMS software system to the Cloud based version from Arbor. The current system was a one size fits all approach and did not fit the needs of the school.

11.3 Governors were appraised of the financial costs and benefits.

11.4 Questions raised by Governors had been responded to and included in the questions and answers appertaining to the Headteacher's report and were available on GovernorHub.

11.5 Governors noted that the LA are supporting the school's approach due to the detailed research and length of time the school had been considering the approach to a cloud-based system.

11.6 Governors thanked ZAI for his detailed research and well laid-out presentation.

**Q.** *Data cleansing – is this part of the project?*

**A.** *SPS will be providing the school with data cleansing and will keep back up of SIMS server.*

**Q.** *What is the plan for User training?*

**A.** *Arbor will do pre-training and post-training. SPS contract will also provide on-going training throughout the year.*

**Q.** *Have staff brought into the project*

**A.** *We have been talking to them for a significant amount of time and they have had the opportunity to raise issues. Most people are looking forward to an alternative to SIMS. All teachers were invited to a presentation session. EHN is convinced it will have an impact on teaching and learning and teachers will find the new interface positive and user friendly.*

**Q.** *What are the Initial costs*

**A.** *£22961 for Year 1. £12k will be from April 2022 for the Arbor License. Free uploading and training to March 31. The costs will be included in the budget. Will be included in budget.*

**AGREED:** Governors **APPROVED** the migration to Arbor.

## **12. SLA TENDERING PROCESS**



12.1 ZAI provided an update on the Service Level Agreement (SLA) tendering process and highlighted the following:

- Notice will need to be given to Joskos (existing SLA provider) in December 2021 to inform them that the school will not be renewing the contract in March 2022.
- Resources Committee had agreed that the school should reach out to other providers for quotes.
- 12 providers were approached and 6 provided a proposal.
- One has since pulled out due to concern with appointing engineers to support the contract.
- All 5 providers have suggested 2 on-site engineers. Some offered additional support, with different approaches.
- Awaiting LA advice on the TUPE process affecting current engineers.
- Barry and Shyrene to be invited to be part of the tendering process.
- Those shortlisted will be asked to present to SLT initially and then to Governors.

**ACTION:** ZAI to invite Barry and Shyrene to the SLA tendering process.

12.2 Governors raised concern whether the school were following the correct protocol and were not breaching OJEC requirements. They were assured that the school were following the DfE framework and that the contract had been advertised on DfE digital marketing and that the schools' financial regulations were being followed in terms of the tendering process. Governors requested that this is formally clarified

**ACTION:** ZAI to formally clarify in writing that the school is not breaching OJEC requirements and that the due tendering processes are being followed correctly.

**Q.** *Once established who is responsible for contract management.*

**A.** *The school will be.*

12.3 ZAI advised that he would provide an update to Governors at the FGB on the 7 February 2022, but in the meantime, Governors were welcome to visit the school to look through the SLA responses. He appraised Governors of the decision taken at Resources Committee which was to recommend to FGB **not to renew** the contract with Joskos in December 2021 and enter into a tendering process with alternative suppliers, who will present to Governors before a formal decision is taken.

**AGREED:** Governors **AGREED** that Joskos to be given notice to **not renew** the current IT support contract.

### 13. COVID UPDATE

13.1 Governors were advised that the school was currently Amber, which meant that a series of measures had been put in place under local and national guidance, which included masks in communal areas and will remain until the end of term. The risk assessment will be updated over the Christmas break. All parents were aware of the measures.

13.2 A further update letter was being sent out to parents with a clear message to continually test. A vaccination clinic was being run at the school on Thursday 16 December, but no free slots were available. On the first day back to school children

will be sent to the Assembly Hall for vaccines and remote learning will take place for the afternoon.

- 13.3 There had been 11 cases in Year 7 and various numbers in other year groups. The school were currently awaiting guidance on Omicron.

#### 14. SCHOOL POLICIES

##### 14.1 Pay Policy

Amended to reflect updated figures and additional changes to flexibility around TLR3.

**AGREED:** Governors **APPROVED** the Pay Policy.

##### 14.2 SEND Information Report

Points raised by a governor have been taken on board.

**AGREED:** Governors **APPROVED** the SEND Information Report.

##### 14.3 Educational Visits

**AGREED:** Governors **APPROVED** the Education Visits policy.

##### 14.4 Admissions Policy for Sixth Form

Governors noted this was a new policy and agreed this should be referred to Resources Committee on the 17 January 2022.

**AGREED:** To be deferred to Resources Committee.

##### 14.5 Provider Access Policy

**AGREED:** Governors **APPROVED** the Provider Access Policy.

##### 14.6 Peer on Peer Abuse/Harmful Sexual Behaviour Policy

Governors agreed to defer this policy to the next FGB meeting.

##### 14.7 Financial Regulations

**AGREED:** Governors **APPROVED** the Financial Regulations Policy.

#### 15. FEEDBACK ON SKILLS AUDIT

- 15.1 Deferred to next meeting.

#### 16. EXCLUSIONS

- 16.1 The Headteacher confirmed that the school is continuing to work hard to reduce the number Fixed Term Exclusions (FTE) and Permanent Exclusions (PE). This has been largely supported by the new Behaviour Policy and changes to the IEU procedures which is showing positive signs of improvement.
- 16.2 The Headteacher reported that that there had been 8 FTE (up to 30 November 21) compared with 62 FTE (up to 30 November 20) and Zero PE (up to 30 November 21) compared with 3 PE (up to 30 November 20).
- 16.3 Governors will receive feedback from the BAPD committee at future FGB meetings.

**ACTION:** MGE to ensure a briefing is provided at each FGB meeting.

#### 17. LINK GOVERNOR REPORTS

- 17.1 No reports received.

- 17.2 Following his visit on the 15 October to the Science department, Arnold was asked to complete his report using the LINK governor reporting template and submit to Sarah Johnson.

**ACTION:** AWS to complete the report by end of January 22.

- 17.3 SJS to update LINK Governor schedule. Governors were reminded that LINK visits are a key part of Governance and meetings need to be scheduled and booked during January 2022.

- 17.4 Governors were also reminded that the timely completion of the LINK report must be followed up within one week and sent to Sarah Johnson.
- 17.5 Governors agreed that as JHS would be unavailable for the foreseeable future, her Science visit will be undertaken by Georgie. Maria will take responsibility for SEND. The amendments are reflected in the table below.

<b>Link Governor</b>	<b>SLT Lead</b>	<b>Faculty/Area Link(s)</b>
Mitchell Goldie	NHS	Safeguarding/LAC
Maria Slavovski	EHN	SEND
Lauren Marchant	MAS/SBL	English & Literacy
Shryene Yansen	MAS/CMN	Math's & Numeracy
Georgie Agass	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	KMN/SDE	Sex & Relationship Education & PSHCRE
Andy Campbell/Andrea Corbett	EHN	Wellbeing
Andrea Corbett	SCE	Alternative Provision

## **18. APPRAISAL FOR TEACHERS AND HEADTEACHER**

- 18.1 Confidential Item.

## **19. HEALTH AND SAFETY**

- 19.1 H&S report was presented to Resources Committee in October. This is a new format and will be incorporated into the Headteacher's report. Feedback and questions welcomed from Governors.
- 19.2 H&S audit scheduled for January 2022.

## **20. FINANCIALS**

- 20.1 Summary of first half of year was presented to Governors:

- A balanced budget had been set at start of year.
- Positive change is the pay award for teachers at 0% and reduced pay award for support staff at 1.75% has resulted in approximately £50k surplus back into the budget. There is also underspend on the teacher supply budget of approximately £50k.
- Alternative Provision funding and exclusions will impact budget if a pupil moves, as the funding follows them. This will be reported to Resources Committee for Quarter 3, as there is impact on this year's budget.
- The school is managing to maintain a balanced budget.
- Capital spend will be utilised this year on fencing for Blue House Field and the IT infrastructure. Planning permission approval scheduled for work in March for first phase on Blue House field. Match funding was received from the LA for Phase 1.
- No problems are anticipated on cash flow, still healthy and well managed,

- 20.2 The Financial Regulations were presented to Resources Committee and discussed. The Committee has recommended them for approval at FGB.

**21. TERMS OF REFERENCE**

- 21.1 The Chair highlighted that the relevant wording to cover Equality and Inclusion will be incorporated into Terms of Reference for all committees. Paul Leslie has agreed to provide the wording.

**AGREED:** Governors **APPROVED** the Terms of References for all Committees subject to the wording on equality and inclusion.

**ACTION:** PLE to provide appropriate wording.

**22. ANNUAL WORK PLAN**

**AGREED:** Governors **APPROVED** the Annual Work Plan.

**23. PUBLICATION OF GOVERNOR INFORMATION**

23.1 School Website Review

The school to review the website and ensure compliance.

**ACTION: SJN**

23.2 Governing Body publication of information

The school to update the website with correct publication of information.

**ACTION: SJN**

23.2 Attendance 2020-21

The school to update the website with attendance information.

**ACTION: SJN**

23.3 Declaration of Interest 2020-21 and 2021-22

The school to update the website with declaration of interest information.

**ACTION: SJN**

23.4 Current Governing Board/Body membership

The school to update the website with current GB membership details.

**ACTION: SJN**

**24. ANNUAL GOVERNANCE STATEMENT**

- 24.1 To be finalised by the Chair. Deferred to next meeting.

**ACTION:** MAL to provide version for review and approval.,

**25. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 25.1 The next meeting is the 7 February 2022 and will be held via Zoom.

- 25.2 Agenda Items will include:

- Feedback from BAPD committee on exclusions
- Annual Governance Statement for review/approval
- Skills Audit
- Peer on Peer/Harmful Sexual Behaviour Policy
- Updates from BAPD and QoE committees

**26. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 26.1 Governors were reminded to check emails on a weekly basis and continue to raise questions in advance to HT report.

26.2 GDPR

Governors discussed the recent GDPR issue and the guidance given by the LA.

One Governor did not agree with this advice and felt that it was not in the spirit of the regulations and in-line with GDPR. It was suggested that if the Governing Board wanted to know issues on a “Need-to-Know” basis then this should be incorporated into the Terms of Reference.

Governors agreed that the statement ‘Governors will adhere to all the school policies and relevant regulations and laws’ to be included in ToR and this will be updated by for all ToRs by the school prior to uploading on GovernorHub.

**ACTION:** HDS/SJN

26.3 ICT equipment Disposal

Further list uploaded on GovernorHub. IT team have cleared out old ICT equipment and sought approval from Governors on disposal which is scheduled for disposal on Thursday.

**AGREED:** Governors **APPROVED** the original list and additional list of equipment scheduled for disposal.

AHY left the meeting at 9.20pm.

Meeting finished at 9.30pm.

Chair ..... (print)

..... (sign)

..... (date)