

**MINUTES OF THE MEETING OF THE  
HEATHCOTE SCHOOL AND SCIENCE COLLEGE  
FULL GOVERNING BODY  
HELD ON MONDAY 7 FEBRUARY 2022 AT 7.00PM (Virtual)**

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

**Co-opted Governor**

Andrea Corbett - ACT  
Andy Campbell – ACL  
Paul Leslie – PLE  
Cathy Burns - CBS  
Jessica Hayes - JHS  
Barry Tutty - BTY  
Shryene Yansen - SYN

**Headteacher**

Emma Hillman - EHN

**Parent Governor**

Lauren Marchant – LMT  
Arnold Williams - AWS  
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:

Zeeshan Ali, Assistant Headteacher

*The meeting started at 7.10pm*

**Summary of agreements and actions:**

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	28 March 2022
Minute 5 – 10 27.9.21	To adopt the Staff Declaration for use by Governors	HFD	28 March 2022
Minute 24 13.12.21 / Item 18	To finalise Annual Governance Statement	MAL	28 March 2022
6.	SLA – To circulate Google Form to allow Governors to vote for their choice of IT SLA vendor	ZAI	11 February 2022

8.1	The school to be provided with the contact details of the person who can provide advice and support on recruitment issues	SYN	Immediate
9.2	New folder for the SEF and SIP to be created on GovernorHub	Governors Services	Immediate
10.	To circulate the link to the Governments' consultation paper on exclusion to BAPD committee members	EHN	Immediate
	Governors to sign up for exclusion training should they wish to be part of GDC panels	All Governors	Immediate
15	Governors to advise the school of any questions they would want included in the Parent Survey	All Governors	Immediate
17.1	To provide any comments on the Headteacher's Advert	All Governors	8 February 2022
	The Chair to discuss additional support for the school during the Headteacher recruitment	MAL	Immediate
18.	Annual Governor Statement to be presented at the next FGB meeting		28 March 2022
19.	Governors were reminded to complete their skills analysis on GovernorHub	All Governors	Immediate
20.	Governors RATIFIED the following policies: <ul style="list-style-type: none"> <li>• Admissions Policy for Sixth Form</li> <li>• Supporting Pupils with medical needs</li> <li>• Whistleblowing</li> </ul>		
20.	Peer on Peer/Harmful Sexual Abuse Policy deferred to next BAPD Committee	Governor Services	Immediate
23.1	Governors <b>AGREED</b> to the amendment to the Terms of Reference, applicable for all Committees	Governor Services	Immediate
	<b>DATE OF NEXT MEETING</b> <b>28 March 2022, 7pm at the School</b>		

## 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 Mitchell Goldie, Helen Douglas and Cathy Burns/Lauren Marchant for lateness.
- 1.3 Apologies for absence were not received and accepted from Johanna Mahadoo.
- 1.4 The Clerk confirmed that the meeting was quorate with fourteen Governors and the Headteacher present.

## 2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were four 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 confirmed there was one parent Governor vacancy. As there were no responses to the recent advertisement, the advert will be repeated later in the year. Parent Governors were asked to network with other parents to encourage interest.
- 4.2 There were no considerations for disqualification due to non-attendance.

**5. MINUTES OF THE LAST MEETING**

- 5.1 Governors received the minutes of the meeting held on 13 December 2021 and agreed these as an accurate record. The Chair will arrange to sign these electronically on GovernorHub.

**5.3 Matters Arising**

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	Completed
4.	To note the election of Paul Leslie and Joanna Mahadoo as Co-opted Governors and Nerissa Bryden as an Associate Member.	Governor Services	Completed
Minute 5 – 7.4 27.9.21	To send school calendar and diary invites to Governors	SJN	Completed
Minute 5 – 7.7 27.9.21	Slides on gap training to be sent to all Governors.	MAL	Completed
Minute 5 – 7.7 27.9.21	Creation of operations manual to help prepare for future Ofsted visit	MAL	28 March 2022
Minute 5 – 8 27.9.21	To read KCSIE and complete declaration	All Governors	Completed
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	Agenda item
9.1	Governors were encouraged to sign up for the training which can be found on GovernorHub.	Governors	Governors were reminded to sign up for exclusion training should they want to be part of GDC panels.
12.1	SYN and BTY to be invited to be part of the IT Tendering process	ZAI	Completed
12.2	To clarify that the school were following the correct protocol in relation to the tendering process and were not in breach of OJEC regulations	ZAI	Completed

16.2	Chair of BAPD to provide feedback to next FGB on exclusions.	MGE	Agenda item
17.2	AWS to provide a LINK visit report to SJS following his visit to the Science department in October.	AWS	Completed
21.1	To provide wording on equality and diversity for inclusion in all Terms of References.	PLE	Completed
23.	School to publish statutory Governor information on the website.	SJN	Completed
24.	Chair to finalise Annual Governance Statements for next FGB.	MAL	Ongoing
26.2	To provide wording on GDPR for inclusion in Terms of Reference	HDS	Completed

*LMT joined the meeting at 7.45pm*

5.4 Report from the Resources Committee meeting held on 18 October 2021 and 17 January 2022

18.10.21 – The Chair of the Resources Committee appraised Governors of items covered at the meeting, which included Budget; IT Strategy; HR Report covering staff absences, sickness and recruitment; health and safety; concerns around Kier and the tree survey.

17.1.22 - The Chair of the Resources Committee appraised Governors of items covered at the meeting, which included the Budget which is on track; HR Report covering staff absences, sickness and recruitment, and a recent request for staff leave and work on policies.

5.5 Reports from the Quality of Education Committee meetings held on 11 October 2021 and 6 December 2021

ACL advised that both meetings were not quorate, which needs to be addressed. The SIP was discussed at the October meeting. A presentation on Knowing and Growing was received by Governors, which generated some good questions. The presentation is available for all Governors on GovernorHub.

6.12.21 – Governors received a report from a Teach First participant who was positive and it was encouraging to note that they see themselves staying at Heathcote following their training; questions raised around mocks and deep dives, in particular careers.

5.6 Reports from the Behaviour & Attitudes and Personal Development Committee meetings held on 1 November 2021 and 6 December 2021

6.12.21 – Governors noted the changes to coding of Covid absences which had impacted attendance figures. A data report is being sought to enable a comparison of PA figures to other schools using FFT software. Presentation from SENDCo, which Governors found interesting. New systems on behaviour which has had a positive impact. New well-being strategy and an audit is underway. Governors were pleased to see that the school were actioning and evaluating all the new schemes being implemented, which is showing that genuine impact and improvements are being made, particularly in the reduction of exclusions.

## 6. SLA DISCUSSION

Four presentations had been received from potential IT SLA vendors. ZAI updated Governors on the background to the project and the context and highlighted the following:

- Minimal requirements
- Procurement stages
- Procurement threshold
- Evaluation Criteria
- Summary of SLAs – cost; staffing; 3<sup>rd</sup> line support
- References from educational establishments
- Presentation from SLA
- Pros and cons

It was noted that Governors needed to make a decision on the successful vendor by the 1 March 2022 and that ZAI has indicated that feedback from School Leaders had expressed a preference to move ahead with CNetso.

Following presentations to the FGB at the earlier meeting on 7 February, Governors were concerned that there were still a number of unanswered questions and that the shortlist of vendors was too big. This prevented them from making a decision at this meeting. It was suggested that the number of vendors should be reduced and those remaining vendors be invited back in to meet with Governors in order to answer questions.

*Q. What is the different service we get from local or non-local?*

*A. Having local suppliers means they are generally smaller organisations and would have a more personal relationship with the schools.*

Following discussion by Governors, it was agreed that ZAI would seek answers to any questions Governors wished to raise. Governors also **AGREED** that considering the time-scales to make a decision, ZAI should generate and circulate a Google Form by Friday 11 February, to allow Governors to vote for their first, second and third choice vendor.

It was deemed that if there was a clear first choice that aligned with the Schools preferred vendor then the contract should be awarded to them on this basis and that no further action would be needed.

**ACTION: ZAI**

*CBS joined the meeting at 7.35pm*

*ZAI left the meeting at 7.38pm*

## 7. CORE SUBJECT PRESENTATION – ENGLISH

- 7.1 Available on GovernorHub. No questions were raised from Governors, but should Governors have questions these can be raised via Sarah Johnson. The Chair thanked the Head of English for her presentation.

## 8. HEADTEACHER'S REPORT

8.1 Governors were in receipt of the report ahead of the meeting and questions raised had been answered and uploaded on GovernorHub. EHN ran through the questions raised. She also reiterated the points for Governors to consider:

- Governors on the BAPD and QoE committees to raise questions around the SEND Review and to pick up on any detail raised in the Headteacher's Report. The report is accessible on GovernorHub, as an appendix to the Headteacher's report.
- The school is still experiencing recruitment problems, particularly for support staff and other specialist positions. SYN has recently advised that she had a colleague who could assist the school with recruitment issues, and EHN requested that contact details are sent to her.

### **ACTION: SHN**

- A review of SEND points, which affects two members of staff, will be undertaken.
- The new Office Manager, Natasha Jackson, has commenced in her role.
- Governors had previously agreed for a member of staff to be given leave to compete in the Paralympics, this member of staff will no longer be going, but may make an alternative request.
- HT Questions and answers have been uploaded onto Governor Hub.

The Chair thanked EHN for her report and reiterated that Governors should continue to present their questions in advance of the FGB meeting to allow for a timely response.

*AHY joined the meeting at 8.00pm*

## 9. SIP UPDATE

9.1 The SIP will be an agenda for BAPD and QoE Committees and committee members were reminded to challenge the school, particularly on the amber and red RAG related items.

9.2 To allow easy access, it was agreed that a separate folder should be created on GovernorHub for the SIP and SEF.

### **ACTION: Governor Services**

## 10. EXCLUSIONS

LMT updated Governors of the work being undertaken by Sonia Close, which is regularly reported to BAPD Committee. She appraised Governors of the threshold for the Isolation Room, which since introduction had dramatically reduced the number of permanent exclusions.

EHN advised that members of the BAPD committee needed to be aware of the current government consultation on exclusions and to ensure that they contributed. EHN to forward the consultation document to BAPD Governors.

### **ACTION: EHN**

Governors noted that EHN felt there were some operational issues around the isolation room and the BAPD committee needed to have an honest look at whether this was the right solution, although it was accepted that there would be teething problems with its introduction.

Governors were reminded to sign up for exclusion training should they want to be part of GDC panels.

**ACTION: All Governors**

**11. Q3 BUDGET MONITORING SUMMARY**

11.1 In the absence of the SBD, the Chair updated Governors on the current budget situation, which was forecasting a Revenue balance of **£162k** surplus.

11.2 Governors noted the Budget Monitoring report, available on GovernorHub, but requested that the budget summary spreadsheet is uploaded for future meetings.

11.3 Main Capital spend will be on the Wi-Fi upgrade and the works to the Blue House field.

**12. MIGRATION UPDATE**

Governors noted that the migration to Arbor was still on track for April. The plan was available on GovernorHub for information.

**13. WELL BEING UPDATE**

Covered under HT's report.

LMT advised that well-being issues had been raised during her link visit and she had offered support from both ACA and ACO who have experience in this area.

**14. LINK GOVERNOR REPORTS**

Link Governors updated on their link Governor reports, which are available on GovernorHub. Five areas had been covered:

- Wellbeing
- HAP
- English
- PSHRE
- Pupil Leadership

**15. PARENT SURVEY**

Any questions that Governors want to ask of parents can they please be sent to SJN by end of the week for incorporation in the forthcoming Parent Survey.

**ACTION: All Governors**

**16. GOVERNOR'S TRAINING**

16.1 Available on GovernorHub.

**17. SUCCESSION PLANNING**

17.1 Confidential Item

*JHS left the meeting at 9.00pm*

**18. ANNUAL GOVERNANCE STATEMENT**

To be completed for next FGB meeting.

**ACTION: MAL**

**19. SKILLS AUDIT REVIEW**

Governors were reminded to complete their skills analysis.

**ACTION: All Governors**

**20. SCHOOL POLICIES**

20.1 Admissions Policy for Sixth Form

Adapted for Heathcote.

**AGREED:** Governors **RATIFIED** the policy.

20.2 Supporting Pupils with Medical Needs

Based on a LA Policy, with no substantial changes.

**AGREED:** Governors **RATIFIED** the policy.

20.3 Whistleblowing

Based on a LA Policy, with no substantial changes.

**AGREED:** Governors **RATIFIED** the policy.

20.4 Peer on Peer Abuse/Harmful Sexual Behaviour Policy

Deferred to BAPD Committee

**ACTION: Governor Services**

**21. CHAIR'S ACTION**

No items to report.

**22. 2021/22 GOVERNOR MEETINGS**

Meeting type	Meeting Date
Resources Committee	14th March 2022
Quality of Education	21st March 2022
Behaviour Attitudes & Personal Development	21st March 2022
Full Governing Body	28th March 2022
Quality of Education	25th April 2022
Behaviour Attitudes & Personal Development	25th April 2022
Resources Committee	9th May 2022
Full Governing Body	16th May 2022
Governors Morning	11th June 2022
Resources Committee	27th June 2022
Behaviour Attitudes & Personal Development	4th July 2022
Quality of Education	4th July 2022
Full Governing Body	11th July 2022

**23. ANY OTHER BUSINESS**

23.1 Terms of Reference for all committees now contain additional bullet points relating to Equality & Diversity and adherence to school's policies.

**AGREED:** Governors agreed to the amendment to the ToR for BAPD, Resources, QoE, Pay Committee and the Headteacher's Performance Review.

- 23.2 Governors were advised of an email from the LA requesting that the school go back to a PAN of 7 FE, which the school have refused for the time being. Current figures for September indicate that there are 47 choices above the PAN of 180. Governors were appraised of the reasons for refusal and agreed with the school's approach.
- 23.3 Governors noted the sad news of the passing of a former member of staff and asked for their condolences to be passed onto her family and current school, Parkside.
- 23.4 Exam information had been released and HoDs were currently compiling a summary which will be shared with parents as to what this means for each subject area.

*EHN and AHY left the meeting at 9.15pm*

**24. PAY COMMITTEE**

- 24.1 Confidential Item

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

- 25.1 The next meeting is the **28 March 2022**, to be held at the **School**.
- 25.2 Agenda Items will include:

- Annual Governance Statement

Meeting finished at 9.30pm.

Chair ..... (print)

..... (sign)

..... (date)