

**MINUTES OF HEATHCOTE SCHOOL AND SCIENCE COLLEGE  
GOVERNING BODY  
HELD ON MONDAY 18 SEPTEMBER AT 6.30PM**

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

**Co-opted Governor**

Andy Campbell - ACL  
Shryene Yansen – SYN,  
Andrea Corbett – ACT  
Paul Leslie – PLE  
Lauren Marchent – LMT  
Jessica Hayes - JHS

**Headteacher**

Sonia Close – SCE

**Parent Governor**

Helen Douglas – HDS  
Georgie Agass – GAS  
Maria Slavovski – MSI  
Laura Alexander – LAR  
Claire Feiner – CFR  
Arnold Williams - AWS

Clerk to the Governors: Jacky Potts  
Also Present: Krista Mitchell, Deputy Headteacher (Item 7)

**Summary of agreements and actions:**

Minute	Formal agreements and/or actions identified	Action By	Due Date
3.1	All Governors to complete the Register of Business Interest	All	22.9.23
4.	To note the election of Chair and Vice Chairs	Governors Services	Immediate
5.3	The school to provide a register of governor DBS' for each FGB meeting.	SJN	18 December 23
5.4	<u>Governing Board Diversity</u> - Chair to circulate an online poll to allow the NGA form to be completed which would generate a GB Diversity report.	MAL	Immediate
6.2	To validate the figures in item 14 of the minutes of the 20 July 2023	SCE/SYN	Immediate
8.1	<u>EDI Update</u> – meeting to be arranged to progress the SWOT analysis	MAL	4 weeks
9.	Governors were reminded to read KCSIE and update their declaration on GovernorHub. Governors were reminded to book their place on the LA's Safeguarding Training	All	22 September 23
11.	<b>AGREED:</b> To adopt the Code of Conduct.		
12.	Governors to update their Skills Audit	All	22 September 23

15.2	Dates to be scheduled for department reviews and link governor visits	SJN	Autumn Term
17.1	Equality Impact Assessment to be sent to the Headteacher	GAS	Autumn Term
17.	<b>AGREED:</b> Governors ratified the following policies: <ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Induction of ECTs</li> <li>• SEND Policy and Information Pack</li> </ul>		
21.1	<b>AGREED:</b> Governors agreed to the Berlin trip subject to risk assessments and pupils being accompanied by experienced teachers.		
22.2	Safeguarding Link Governor to circulate dates for Safeguarding training which will be delivered by the school's safeguarding lead.	LMT	Immediate
	<b>DATE AND TIME OF NEXT MEETING</b> Monday 18 December 2023, 6.30pm		

## 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 Nerissa Bryden and Andre Henry, and from Paul Leslie 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.
- 1.5 Governors agreed to take item 7 after item 5 to allow KML to present her report and leave.

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

There were four items of Any Other Business.

## 3. DECLARATIONS OF INTEREST

- 3.1 Governors were reminded to complete the Register of Business Interests on GovernorHub by Friday 22 September 2023.  
**Action:** All Governors
- 3.2 There were no declarations of interest appertaining to any of the agenda items.

## 4. APPOINTMENT OF OFFICERS

- 4.1 Election of Chair for the Academic Year 2023/34  
The Clerk invited nominations for the position of Chair. Lauren Marchent nominated Mike Ashwell which was seconded by Jessica Hayes. Governors voted to unanimously to elect Mike Ashwell as Chair for the academic year 2023/24. MAL accepted the position and chaired the remainder of the meeting.
- 4.2 Election of of Vice Chairs for the Academic Year 2023/24  
The Chair invited nominations for the two positions of Vice Chairs. Shyrene Hanson was nominated by Helen Douglas and seconded by Jessica Hayes; Andrea Corbett was nominated by Georgie Agass and seconded by Arnold Williams; Lauren Marchent was nominated by Jessica Hayes and seconded by Helen Douglass. The three governors left the room whilst the Clerk conducted a vote. Governors voted to elect Lauren Marchent and Shryene Hanson as Vice Chairs for the academic year 2023/24, all three returned to the meeting.

- 4.3 Governors were asked to consider either nominating themselves or others for the positions of Chair and Vice Chair in future, to ensure there was a succession plan in place. It was agreed that this would be an agenda item for the final FGB in July 2024 to encourage governors to consider this over the summer break in time for the academic year 2024/25.

**ACTION:** Governor Services to note the appointments of Chair and Vice Chairs.

## 5. GOVERNING BOARD/BODY

- 5.1 Governors noted that there was currently a vacancy for an LA governor and a vacancy for a co-opted governor. JHS' term of office expires on the 29 September 2023 and she will not be standing for re-election. The Chair thanked her for her contribution over the last four years. HDS' term of office as parent governor ends on the 26 September and she confirmed she would be putting herself forward for re-election. AWS will not be extending his term beyond the 13 February 2024. MAL confirmed that he would be extending his term of office from 26 January 2024. The school will begin the process of parent governor elections.

- 5.2 There were no governors considered for disqualification through non-attendance.

- 5.3 It was agreed that the school would provide a register of governors DBS' for each FGB meeting.

**ACTION:** SJN

- 5.4 Governing Board Diversity - Governors noted that this was a new standard agenda item. An NGA template report had been prepared. The Chair agreed to circulate an online poll which will allow the NGA form to be completed and a report generated. Governors questioned whether there would be benchmarking information to prompt FGB discussion.

**ACTION:** MAL

## 6. MINUTES OF MEETING OF LAST MEETING

- 6.1 Minutes of the 10 July 2023

Governors received the minutes of the meeting held on 10 July 2023 and approved these as an accurate record. One governor abstained from voting. The Chair agreed to sign these electronically on GovernorHub.

- 6.2 Governors received the minutes of the reconvened meeting held on the 20 July 2023. A query was raised in relation to the figures quoted in Item 14 as the Headteacher had been unable to validate these. It was agreed that the minutes would be approved, subject to the data being validated by SCE/SYN outside of the meeting.

**ACTION:** SCE/SYN

## 7. HEADTEACHER'S REPORT

- 7.1 Data Outcomes

KM presented the data to governors and outlined the following key information:

- Instructions from DfE to compare data with 2019 and the school were working to this.
- KS5 – two students going to Cambridge.
- Pathways

**Q.** How many students went to University?

**A.** 94, but one has decided to defer for a year

- Top performing subjects and subjects for improvement
- GCSEs – grades have improved following re- marks. All pupils who were 1 mark away in English were put in for a re- mark, results are still awaited. All pupils 1-3 marks away on Maths will be put in for a re-mark. The school has some concerns regarding the exam marking process, particularly in relation to the lack of resources and are checking that all

papers have been marked properly. Any improvement in outcomes could potentially result in an increase on last year's figures. Governors will be advised of updated figures.

- GCSE successes
- Progress 8 – data compares nationally but is late in coming through. Provisional data does identify some of trends but this is not confirmed, but will be shared with governors, once received. Governors were given a brief summary on what Progress 8 is.
- Higher % of pupils doing Ebac than other local schools, at 58%
- Issue: Accuracy of predicted grades – context and actions
- Issue: Coursework downgraded in some subjects – context and actions
- Issue: Increase in U grades at A level – context and actions

**Q.** *Was there a high % of those that got unconditional university places?*

**A.** *Only two pupils. All pupils who undertook the PCP course were marked down, which was the same last year. The online exam has a high level of maths included and if pupils do not pass Unit 3 then they will fail. As a result the school have decided not to run the course next year.*

- Issue: Weaker performance of SEN-K – context and actions
- Issue: Weaker progress of HAP students – context and actions
- Issue: Underperforming students and groups

*PL joined at 7.45pm*

- Gobs were concerned that the number of black pupils against white was particularly high. KM explained how the school works with individual pupils and the intersections between groups in relation to performance which impacts the figures in each section and makes the data difficult to understand.
- Governors asked that future data was disaggregated as it was difficult to compare like for like.

**Q.** *Do you have software to be able to disaggregate?*

**A.** *It is difficult as we need to look at an individual child based on their needs, circumstances and gaps.*

*Governors thanked KM for her presentation and she left the meeting at 8.00pm*

## **8. EDI UPDATE**

- 8.1 Governors were presented with a handout on the SDP which indicated targets to be met by each Department. Leaders are tasked with writing actions against every intent and target. SCE advised that in relation to item 5, Chris ?? was the lead for Target B. He had made a connection with a school which had gained the anti-racism award and had embedded this within the school. He is arranging a visit, with a view to learning from them.

A governor raised concerns that Chris ?? was not the right representative to send on the visit and was also disappointed that the SWOT analysis had not been progressed from the Governors training day. MAL acknowledged that this should have been an agenda item and apologised for the oversight. He agreed to set up a separate meeting within the next four weeks to progress this, which would also include input from the school on the work that they had already started around this item. SCE assured governors that Chris McLean was able to work on this project and felt that he could bring something to the table.

**ACTION:** MAL

**9. KCSIE**

9.1 Governors were reminded to read the document, Part 1 as a minimum, and to confirm this on GovernorHub by Friday 22 September 2023.

9.2 All governors were remind to book online and attend Safeguarding training run by the LA.

**ACTION:** All Governors

**10. CHAIRS ACTION**

There were no items to report.

**11. CODE OF CONDUCT**

**AGREED:** Governors reviewed the Code of Conduct and agreed to adopt this.

**12. SKILLS ANALYSIS**

Governors were asked to update their Skills Analysis by Friday 22 September 2023.

**ACTION:** All Governors

**13. GOVERNING BODY ANNUAL CYCLE**

This was not available on GovernorHub, but will be re-uploaded.

**14. GOVERNING BODY COMMITTEES**

14.1 The Chair proposed that the board revert to two QoE and BAPD committee meetings per to allow discussions at a local level. Following those meetings Chairs would present a one page summary at the next FGB summarising discussions and actions. It was agreed that committee meetings would be held virtually and FGB meetings would be held in school.

14.2 MAL had proposed membership of committees which was available on Governorhub. Governors were invited to comment on the proposal and membership. Ownership of SIP items to remain as last year.

14.3 It was agreed that LAR and CFR would join the Quality of Education Committee and HDS to be listed under HT Performance Management Committee.

14.4 Terms of Reference to be reviewed at the first Committee meetings

**15. LINK GOVERNORS**

15.1 Governors reviewed the list of link governor roles and agreed that LMT should remain as Safeguarding Link Governor. The following amendments were made to the list:

Curriculum – LAR

Numeracy – MSI

EDI – to be shared between PLE and SYN

Science – GA

It was noted that although SYN was the link governor for Teaching & Learning, this could be allocated to one of the newly elected governors in the near future.

15.2 All governors to continue to attend department reviews. SJN will circulate dates for these along with a schedule of link visits for the academic year. Governors were reminded to check their emails weekly and to respond on proposed dates. There was a minimum requirement of one link governor visit per year, but it was suggested that two should be made.

**ACTION:** SJN

**16. GOVERNORS TRAINING**

16.1 All Governors were encouraged to book online and attend training offered by Governor Services.

**17. SCHOOL POLICIES**

17.1 Behaviour Policy

SCE advised that there were no major changes to the policy, but where amendments had been made these were highlighted throughout the policy. Filming and recording had been included in the policy, along with a line on page 24 around responsibility of mobile phones.

*Q. How are you aligning this policy with the EDI statement and what is being done proactively around the policy to create a more balanced response on behavioural issues?*

*A. The policy is much more nurtured based and has taken away suspensions. As a result the data has declined over time in line with the new policy and the significant changes around not using suspensions and using other methods, use of the pastoral team and key workers in each group. Systems around support on Page 41 onwards talk about what can be done to support, monitor and intervene rather than using sanctions. It is also about making sure the policy is applied consistently, which was the focus of staff training and a handout to staff which supports this.*

*Q. Do the school carry out equality impact assessments as to how the policies might have a disproportionate impact on some groups?*

*A. No, but we are happy to look at this.*

**ACTION:** An equality impact assessment template to be sent to SCE.

**AGREED:** Governors agreed to ratify the policy

17.2 Induction of Early Career Teachers (ECT) Policy

Governors noted this was an LA policy.

*Q. Are your mentors supported with time to support ECTs?*

*A. Yes it has been challenging as we have a lot of ECTs, but we have managed to build the time into timetables.*

**AGREED:** Governors agreed to ratify the policy

17.3 SEND Policy/SEND Information Pack

Governors recognised the input of the SEND Link Governor, who advised that all aspects of the code of practice was reflected in the policy. SEND reports are now more parent friendly. The policy and information pack was recommended for ratification by the SEND Link Governor.

**AGREED:** Governors agreed to ratify the policy and the information pack.

**18. FINANCIAL RISK REGISTER**

To be reviewed at next Resources Meeting and recommendations to be put forward to next FGB.

**19. REVIEW GB STRATEGIC PLAN/SELF EVALUATION**

Feedback on Governors' Training Day is available on GovernorHub. The Chair advised that he was currently reviewing the governor induction pack and was keen for the buddy system to continue for new governors.

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

Monday 18 December 2023, 6.30pm

**21.0 ANY OTHER BUSINESS**

21.1 Berlin Trip Yr 12/13

Governors noted that a residential trip was proposed for Yr12/13 pupils. Final details are still awaited.

**Q.** *Is there any kind of support fund?*

**A.** *All sixth form pupils can apply for £2.5k in bursary. In addition, a proportion of the PP Budget has been set aside for trip support.*

Governors were concerned that there may some parents who were disadvantaged due to low pay who fell outside of any entitlement threshold. Governors discussed the use of the hardship fund, assistance from the PTA in seeking corporate sponsorship and other areas of financial support which could be sought and offered to those families who were not financially able to cover the cost.

**AGREED:** Governors agreed to the trip subject to risk assessments and pupils being accompanied by experienced teachers.

22.2 Safeguarding Link Governor to circulate dates for Safeguarding training which will be delivered by the school's safeguarding lead.

**ACTION:** LMT

22.3 SYN agreed to organise a social event.

22.4 Hygiene Bank – A governor offered to co-ordinate with a teacher the introduction of a hygiene bank, which could be run similar to a food bank. SCE advised that the school had received donations of toiletry products which they had distributed to those pupils who they felt were of need. Supplies were donated from local businesses and it is hoped that this would continue. A governor offered to donate surplus supplies which are donated to the NHS.

**Q.** *How did you circulate the hampers?*

**A.** *This was all done in confidence. Students were pulled aside and personally handed the supplies. There are products available in the toilets for girls and a similar initiative should be considered for the boys.*

It was suggested that this could item could be included in the PTA newsletter.

*Meeting finished at 9.30pm*