

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BODY
HELD ON MONDAY 26 SEPTEMBER 2022 AT 7.00PM
AT THE SCHOOL**

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

Co-opted Governor

Andy Campbell – ACL
Shryene Yansen – SYN
Andrea Corbett – ACT (V) joined 19.05
Jessica Hayes – JHS
Nerissa Bryden – NBN (V)
Lauren Marchant - LMT

Headteacher

Sonia Close – SCE

Parent Governor

Helen Douglas - HDS
Arnold Williams - AWS
Georgie Agass – GAS
Maria Slavovski - MSI

Staff Governor

Andre Henry – AHY joined at 7pm

Clerk to the Governors: Jacky Potts - JPS

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
4.2	To note the election of Chair and Vice-Chairs.	Governor Services	Immediate
5.6	To note the election of Lauren Marchant and Nerissa Bryden as Co-opted Governors.	Governor Services	Immediate
<i>Minute 2</i> 11.7.22	To enquire of EHN which members of staff the pay requests related to - NJY	SCE	Completed
<i>Minute 6.2</i> 11.7.22	To follow up on the request for the presentation slides from David Hermit and Mpaula Lorton sessions for circulation to Governors – SCE attended D Hermitt talk	SCE	Completed
<i>Minute 12</i> 11.7.22	To present the E Safety Policy to the next meeting	AHY/Governor Services	14 November 2022
<i>Minute 12</i> 11.7.22	Declaration Form for the ICT Policy to be uploaded to GovernorHub	SCE	Immediate
<i>Minute 13.1</i> 11.7.22	Stock take to be an agenda item for next Resources Committee meeting.	Governor Services	Immediate

<i>Minute</i> 13.3 11.7.22	Feasibility study for access audit to be deferred to Resources Committee in the Autumn term.	Governor Services	Immediate
7.2	To determine if there is generic comparative data on staff sickness absence – in HT Report	SCE	Completed
7.2	To produce a glossary on terms and acronyms for the Headteacher report	LMT	11 November 2022
7.3	Analysis to be undertaken on the impact of staff sickness against pupil performance in sixth form	SCE	11 November 2022
10.	AGREED: To trial the new Improving Governance structure for a period of one year with regular reviews.		
11.	To read and complete declaration of the Governor's Code of Conduct	All Governors	Immediate
12.	To complete Skills Analysis on GovernorHub	All Governors	Immediate
15.	To provide any feedback or amendments to link Governor roles and allocated key themes in the SIP	All Governors	Friday 7 October 2022
17.	To submit the Alternative Meeting Attendance Options to Governor Services	MAL	Immediate
19.	To defer the Behaviour Policy to the next FGB meeting.	Governor Services	Immediate
19.	Governors AGREED the following policies: <ul style="list-style-type: none"> • Attendance Policy • Safeguarding Policy • Child on Child Policy • Appraisal for Teacher and Support Policy 		
21.1	To respond to WhatsApp Doodle poll on dates available for Safeguarding training	All Governors	Immediate
22.3	To circulate the template format for written reports following Reflection Meetings.	Sarah Johnson	Immediate
	DATE OF NEXT MEETING 14 November 2022, 6.30pm at the school		

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 Paul Leslie.
- 1.3 There were no apologies for absence not received.
- 1.4 The meeting was quorate with thirteen 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 Governors were reminded to complete their Declarations on GovernorHub.
- 3.2 There were no declarations made pertaining to any agenda items for this meeting.

4.0 APPOINTMENT OF OFFICERS

4.1 Election of Chair for the academic year 2022/23

The Clerk invited nominations for the position of Chair. Mike Ashwell was nominated by Lauren Marchant and seconded by Helen Douglas. Governors voted unanimously to elect Mike Ashwell as Chair. MAL chaired the meeting from this point.

4.2 Election of Vice-Chairs for the academic year 2022/23

The Chair invited nominations for the two Vice-Chair positions. Shryene Yansen was nominated by HDS and seconded by GAS. Lauren Marchant was nominated by HDS and seconded by JHS. Governors voted unanimously to elect Shryene Yansen and Laurent Marchant as Vice-Chairs.

ACTION: Governor Services to note the appointment of Chair and Vice-Chairs.

5. GOVERNING BOARD

5.1 The Chair advised that there were currently three co-opted Governor vacancies and one Parent Governor vacancy.

5.2 Lauren Marchant's term as Parent Governor is due to expire on the 11 November 2022 and the Chair proposed that she be elected as a co-opted Governor to ensure consistency within the Governing Board.

5.3 Nerissa Bryden is currently an Associate Member and the Chair proposed that she be elected as a co-opted Governor. Both proposals were seconded by HDS and AWS.

5.4 Governors **voted unanimously** to appoint Lauren Marchant and Nerissa Bryden as Co-opted Governors. Both Governors were invited to rejoin the meeting.

5.5 The Chair confirmed that there was now one co-opted vacancy and two Parent Governor vacancies.

5.6 The school will embark on a campaign to advertise for two Parent Governors with immediate effect.

ACTION: Governor Services to note the appointment of LMT and NBN as Co-opted Governors.

6. MINUTES OF THE LAST MEETING

6.1 Governors received the minutes of the meeting held on 11 July 2022 and agreed these as an accurate record, subject to typos on pages 1 and 5. The Chair will arrange to sign these electronically on GovernorHub.

6.2 Matters Arising

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	SCE to speak to EHN to find out to whom this related.
4.2	Governor Services to note the election of Bill Ravenscroft to the position of LA Governor.	Governor Services	Completed
5.3	Clarification to be sought on whether MAL/SCE can attend the Headteacher's meeting on PFI schools.	EHN	Meeting at Suntrap which Chair and HT have been invited to attend.
6.2	Presentation slides to be requested from David Hermit and Paula Lorton sessions for circulation to Governors.	EHN	SCE to chase EHN for slides. Gobs queried whether SCE would be

			building a relationship with DH. EDI work is major part of SIP and will be addressed.
9.0/14.0	Dates for Governor meetings in 2022/23 to be agreed and circulated to Governors.	MAL/SCE	On GH and circulated.
12.	E Safety Policy to be re-presented to BAPD committee.	Governor Services	AHY to finalise and present policy to next meeting. SCE to upload declaration form for ICT policy to GovernorHub ACTION: AHY/SCE
13.1	Stock take to be referred to Resources Committee.	Governor Services	Agenda item 10.10.12
13.3	Feasibility study for access audit to be deferred to Resources Committee in the Autumn term.	Governor Services	Agenda item 10.10.22

7. HEADTEACHER'S REPORT

7.1 SCE presented her simplified report and sought feedback from Governors. This report will be presented at each FGB meeting and will include the minimum amount of information as recommended by "The Key." Future meetings will alternate between data and then teaching and learning and then SIP/SEF. The Resources Committee will maintain priority around budget, premises, Health and Safety and HR, with key topics summarised in the HT report.

7.2 SCE highlighted the following in the HT report:

- Self-Evaluation
- 11 key aims across the SIP which will be ragged (RAG)
- Snapshot of admissions shows that the school is under-subscribed
- Sixth Form numbers are up at 220, but against a 250 Sixth Form
- Summarised statement around attendance. At 91% against target of 95%. Year 12 destinations is currently challenging. Holidays at start of term had an impact
- Introduced Wellness Wednesday with positive feedback from students
- Launched Arbor App to parents
- Paid for EWO from company one day a week at **£15K**. Appointment has been made for a person to work 3 days per week for the same money.

Q. Was it expensive to train up this person?

A. Cost of £300 for 3 sessions with EWO, which will include all the paperwork.

Governors raised the issue of knowledge capture. SCE advised that cheat sheets have been prepared for key roles to prevent constant training. The school were mindful of this and were considering upskilling all staff to ensure roles can be covered.

- Staff attendance - 347 days absence for 56 members of teaching staff; 554 days absence equating to 55 members of support staff. SCE has included this as a focus in the SIP. Staff had been appraised of the impact of staff absence on pupils learning.
- Statistically, 50 pupils had lost 150 lessons as a result of this. Actions to address absence includes all absence phone calls to prevent messages being left are being taken by SCE and she undertakes all sick review meetings. Governors noted that ongoing certificated illness for support services staff and three teacher absences, has had an impact.

Q. *Is there a cost related to this?*

A. *Yes, and it was included in the May HT report, but it is hard to cost due to differences in hours. We are considering how best to calculate this and are looking at a model that can be used. Arbor has the capacity to know staff hours, pay rates and hourly rates. The HR Manager has made this a priority to get this information uploaded in order to run the report.*

Q. *Do you have anything to compare against pre-covid?*

A. *Everything has transferred from SIMS to Arbor. All data from historical absence is there.*

Q. *Are you able to compare this to other schools?*

A. *Not at this moment, although I am aware our support staff absence is higher than other schools.*

Governors asked that SCE enquire as to whether there was a generic piece of data that could be presented to Governors.

ACTION: SCE by next FGB meeting

Q. *Do the school use supply teachers when a permanent teacher is off sick?*

A. *Very little. We have 3 cover supervisors who are maximized. SLT also covered a significant amount of lessons during the last summer term saving the school a lot of money. The school only incurred £57K, would have been more, for the whole of last year due to SLT covering.*

Q. *How far is the HT prepared to go with persistent teacher and support staff sickness absence?*

A. *It has been made clear to all staff that current sickness absence levels cannot be tolerated. By undertaking the return-to-work interviews I am able to understand what is going on with staff and can quickly address. Staff are aware that protocols need to be followed. All the processes and paperwork have been changed, which is working. I have already picked up that we are a sick building, which has flagged up issues that need to be addressed.*

Governors were keen to provide any support needed.

- Safeguarding – 1 open case
- Breakdown of students
- Summary of exclusions with headline figures
- Current number of pupils on FSM and level of funding

Q. *Has the school publicised free school meals?*

A. *Yes, we have run workshops and provided links for parents. We are still chasing the LA on the number of children who have been identified to receive free school meals.*

PP strategy, Governors were reminded to read this, which is available on the website

In response to a Governors' query, SCE confirmed the percentages of SEN students.

12% SEN, 4.5% on EHCPs which is above national figures, 15.5% SEN-K which is also significantly above national. Extra funding of **£6.5K** per pupil does not cover the cost of staffing at this level. The link Governor confirmed she was planning on doing some work with the SEN Team.

Q. *Would we ever take a child who needs three support staff?*

A. *No, they would be deemed beyond a mainstream school such as Heathcote.*

- School performance and standards. Data on priority KPIs from the SIP will provide a month-on-month comparative
- Quarter 1 simplified budget - Expenditure and Income
- H&S issues, in particular heating levels in the ICT suites
 - Fencing outstanding
 - Condition surveys have taken place on two buildings, reports awaited
 - Standard of cleaning is unacceptable
 - GDPR – 2 SARs received
 - 14 new teachers, 10 new support staff
 - Appraisals, Training & Parental engagement

Governors were asked for their initial feedback on the report. Governors were pleased with the format which they found much easier to follow. A glossary of terms and acronyms to be included, which LMT agreed to compile and will be made available on GovernorHub.

ACTION: LMT

Q. *Year 12 and Year 13 movement last year, is that a problem? Why would they want to change subjects?*

A. *Mainly because they were not enjoying the subject or not doing well. Often the decision is to take them back and for them to choose three new subjects so that the school would get funding.*

7.3 Exam Results

A Levels

SCE took Governors through the exam results data which showed an improvement in all areas, in comparison with **2018/19**. She highlighted the following:

- There was an improvement with A level results, but was below national levels
- Average point score will be C grade
- BTEC similar story showing an improvement Year 12-13
- Departments who had done incredibly well.

Q. *Is there any link with the high teacher absences and how well students are performing?*

A. *This analysis is still to be done. Absences had huge impact on pupil attendance and outcomes in the Sixth Form.*

ACTION: SCE

Concerns and actions

- U grades, in particular PCP, which is being appealed. Governors requested to be updated at the next meeting
- U and E grades in Physics, Maths and Psychology. Unconditional Offers from Universities had an impact on the effort pupils put in, which is an ongoing complicated problem. This is being focused on for existing Sixth Form cohort.

- Predicted grades were way off for A levels. Only three subjects predicted on point. Going forward predicted will be scrapped and replaced by target and current. Predictions at GCSE were nearer on point.
- This year group did not sit GCSEs
- HAPS outcomes for Maths and Psychology is a concern.
- A*-A is below national average, so have launched a challenge mandate.
- Decline in CADs, TAGs and ALPS
- Disadvantaged are still under-performing, but numbers are not high enough to compare against non-disadvantaged meaning gap is not evident.

Year 11 Progress

- 72% got a 4+ in E&M, compared to 66% in 2018-19
- 50% at 5+ has also improved

Q. How does that compare with national

A. Although there is an improvement we are not doing as well against national.

P8 0.15% which is first time the school has gone over 0.

Q. How do you know they have done better than in another school?

A. Because this is calculated nationally and data is input for eight subjects. Scores will tell the school how they are doing. We were in the Top five schools for P8 scores in the LA.

- Maths and English both over 0
- P8 other improved to positive
- P8 EBacc positive

Q. When does data get published officially and when do school choices get made, is there something that can be done to articulate these results to those parents on the cusp of choosing secondary schools?

A. 31 October 22 is when parents have to submit applications, these results may not be formally validated but it does not stop us highlighting this. A leaflet has been sent out to all existing parents.

- Attainment 8 – have improved, particularly in EBacc overall A8 is 49.7% which means that a pupil will get an average of five across the board. The aim is to be a six.
- Governors noted the high-flying departments

Concerns

- HAPS
- Boys
- Disadvantaged gap
- SEN-K
- White British
- Subjects of concern geography, history and Spanish
- Summary of underperforming groups across all year groups

Q. How are you ensuring that these are addressed?

A. Challenge mandate for HAPS; CPD and SIP is in line to address. Spotlights. Every teacher has had to pick two pupils who are underperforming in each of their classes and will do strand one intervention in class.

Governors were extremely pleased with the exam results and recognised the efforts made by the whole school, including the previous Headteacher, Emma Hillman.

8. KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

8.1 Governors were reminded to read Part One and declare that this has been actioned on GovernorHub.

9. CHAIRS ACTION

9.1 Nothing to report.

10. IMPROVING OUR GOVERNANCE

10.1 A presentation for Governors was available on GovernorHub. MAL presented the document which captured the feedback from Governors Training Day in June 22 and included a proposal for consideration to make the Governing Board more effective. MAL highlighted the following:

- Things the GB do well were highlighted
- Things we could do better were reviewed
- Current GB structure was discussed and proposed GB structure was debated
- Introduction of a "Steering Committee" with a primary focus on planning and development, with meetings held virtually.
- This new committee would set the agenda for forthcoming FGB meetings and deal with strategic issues/opportunities surrounding the school.
- The Steering Committee would initially be comprised of the Chair, Vice-Chairs, HDS and JHS. Although, membership will be rotated through-out the year.
- Rationale for new structure will bring simplicity, reduce duplication and bring more focus on key issues facing the school. A separate Terms of Reference will be agreed for this committee
- BAPD and QoE Committees are now effectively embedded within the FGB meetings.
- The new "ways of working" will align Governors to SIP targets, based on Governor skills and experience. Each Governor would "own" their area in the HT/SIP report and ask questions in their respective areas. This will ensure a complete 360-degree review is achieved.
- The Steering Committee will meet in advance of FGB meetings to set the FGB meeting agenda based on the key issues raised by Governors in the SIP review and HT report. On this basis, FGB meetings will be more purposeful and focused on key issues and priorities.

10.2 Governors had received the schedule of dates for the new academic year which comprised of FGB meetings. SCE took Governors through the SIP and highlighted the key themes and which Governors had been allocated to which specific theme. It was noted that this was flexible, with Governors having a say in what key themes they wanted to be involved in if they wished to change.

10.3 Governors raised concern as to whether this proposal would work and, in particular, whether the FGB meeting could cover all issues and were further concerned that this proposal affected collaborative working and challenge. It was explained that the existing structure had a lot of duplication which the new proposal would eliminate. It was further explained that the meeting would focus on key issues, which will be raised and considered at the Steering Committee and included in the agenda for FGB meetings.

Q. *How will this affect us in terms of Ofsted?*

A. *If we break the SIP down it means all areas are being challenged, and the proposal is in line with what Ofsted are looking for.*

Following discussion, Governors **AGREED** to trial the new structure for one year, with regular reviews at the end of each FGB meeting.

SY and MS left the meeting at 9.20pm

11. GOVERNING BODY CODE OF CONDUCT

11.1 Governors were reminded to read and complete their declaration before the next FGB meeting.

ACTION: All Governors

12. SKILLS ANALYSIS

Governors were reminded to complete their Skills Analysis on GovernorHub before the next FGB meeting.

ACTION: All Governors

13. GOVERNING BODY ANNUAL CYCLE

SCE completed on Governor lines.

14. GOVERNING BODY COMMITTEES

14.1 Governors were appraised of the current membership and to advise of any amendments. JHS to be added to GDC membership. Governors noted dates for meetings throughout the academic year 2022/23. All meetings will aim to commence at 6PM (albeit the this could be 6:30PM) and will last no longer than two hours.

14.2 All meetings will be face to face, with some exceptions a MS Teams link will be made available for those Governors who are unable to attend school.

15. LINK GOVERNORS

Governors noted the list of LINK Governors, which will be updated with SLT leads. Governors to advise of any amendments to link Governor roles and SIP areas by Friday 7 October. Governors were reminded that they are required to provide a written report following link visits. MAL to upload the correct format on GovernorHub

ACTION: MAL/All Governors

16. GOVERNORS TRAINING

Governors were reminded to book courses, particularly safeguarding and the session on preparation for Ofsted scheduled for November.

17. ALTERNATIVE MEETING ATTENDANCE OPTIONS

Governors unanimously agreed to keep the same format as last year. MAL to provide a signed copy to Governor Services.

ACTION: MAL

18. SAFEGUARDING AUDITS

Nothing to report.

19. SCHOOL POLICIES

19.1 Behaviour Policy

Deferred to next meeting. Searching and screening guidance has been published, which includes elements which the school does not agree with.

ACTION: Agenda item

19.2 Attendance Policy

Very small changes to rewards and focus for students.

AGREED: Governors **AGREED** to ratify the Attendance Policy.

19.3 Safeguarding Policy

Governors noted this was an LA document and was in line with LBWF guidance. SCE highlighted the following:

- A job description for a DDSL had to be written.
- Further discussion required on whether Parents are able to video events such as music evenings. The policy currently says that they cannot. The school has an appropriate filter in place, but any improvements to this will incur a significant cost of **£5K**.
- Guidance advised that the school should have staff on duty during school holidays, which will have a financial impact for the school
- Processes on written confirmation from every third-party provider that enters the school needs to be tightened up.

AGREED: Governors **AGREED** to ratify the Safeguarding Policy.

19.4 Child on Child Policy

Remains unchanged.

AGREED: Governors **AGREED** to ratify the Child on Child Policy.

19.5 Appraisal for teacher and support policy

Updated with minor amendments.

AGREED: Governors **AGREED** to ratify the Appraisal for teach and support staff policy.

20. DATE OF NEXT MEETING

14 November 2022, 6:30PM in school

21. ANY OTHER BUSINESS

21.1 LMT will organize a poll to canvass dates for safeguarding training which will be delivered by the Safeguarding Lead Neil Hutchins. It was noted that this training was mandatory.

ACTION: LMT

22.2. Governors were encouraged to attend the Open Evening on the 5 October which starts at 5PM.

22.3. Sarah Johnson to be asked to circulate the template (LINK visit form) to allow Governors to provide a written report following attendance at the Reflection meetings.

ACTION: Sarah Johnson

Meeting closed at 9.45pm