

**MINUTES OF THE MEETING OF THE  
HEATHCOTE SCHOOL AND SCIENCE COLLEGE  
GOVERNING BODY HELD ON MONDAY 14 NOVEMBER 2022 AT 6.30PM  
AT THE SCHOOL**

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

**Co-opted Governors**

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

**Headteacher**

Sonia Close – SCE

**Parent Governors**

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

**Staff Governor**

Andre Henry – AHY

Clerk to the Governors: Donna Miller

*Note: Clerk was unavailable, so meeting was recorded on MS Teams*

**Summary of agreements and actions:**

Minute	Formal agreements and/or actions identified	Action By	Due Date
5.1	Minutes of the meeting held 26 September agreed	MAL	Immediate
9.1	Action: All governors that have not completed training on Safeguarding to do so before the end of the autumn term 2022	All Governors	December 2022

**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 Paul Leslie for lateness.
- 1.3 The meeting was quorate with fifteen governors present including the Headteacher.

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

There were no 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. GOVERNING BOARD

4.1 MAL advised the Governing Board that there were no Governors coming to their end of term before spring 2022 and no Governors we due to come to their end of term.

4.2 Members welcomed Laura Alexander and Claire Feiner to their first meeting and to the Governing Board of Heathcote School and Science College.

#### 5. MINUTES OF THE LAST MEETING

5.1 Governors received the minutes of the meeting held on 26 September 2022 and agreed these to be an accurate record of the meeting.

5.2 MAL agreed to sign these electronically on GovernorHub.

#### 5.3 Matters Arising

Minute	Formal agreements and/or actions identified	Action By	Update on action
4.2	To note the election of Chair and Vice-Chairs.	Governor Services	Completed
5.6	To note the election of Lauren Marchant and Nerissa Bryden as Co-opted Governors.	Governor Services	Completed
Minute 2 11.7.22	To enquire of EHN which members of staff the pay requests related to - NJY	SCE	Completed
Minute 6.2 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
Minute 12 11.7.22	To present the E Safety Policy to the next meeting	AHY/Governor Services	Completed
Minute 12 11.7.22	Declaration Form for the ICT Policy to be uploaded to GovernorHub	SCE	30 November 22
Minute 13.1 11.7.22	Stock take to be an agenda item for next Resources Committee meeting.	Governor Services	Completed
Minute 13.3 11.7.22	Feasibility study for access audit to be deferred to Resources Committee in the Autumn term.	Governor Services	Completed
7.2	To determine if there is generic comparative data on staff sickness absence – in HT Report	SCE	16 January 23
7.2	To produce a glossary on terms and acronyms for the Headteacher report	LMT	16 January 23
7.3	Analysis to be undertaken on the impact of staff sickness against pupil performance in sixth form	SCE	16 January 23
10.	<b>AGREED:</b> To trial the new Improving Governance structure for a period of one year with regular reviews.	All Governors	Completed
11.	To read and complete declaration of the Governor's Code of Conduct	All Governors	30 November 22
12.	To complete Skills Analysis on GovernorHub	All Governors	16 January 23

15.	To provide any feedback or amendments to link Governor roles and allocated key themes in the SIP	All Governors	Completed
17.	To submit the Alternative Meeting Attendance Options to Governor Services	MAL	Completed
19.	To defer the Behaviour Policy to the next FGB meeting.	Governor Services	Completed
19.	Governors <b>AGREED</b> the following policies: <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Safeguarding Policy</li> <li>• Child on Child Policy</li> </ul> Appraisal for Teacher and Support Policy		Completed
21.1	To respond to WhatsApp Doodle poll on dates available for Safeguarding training	All Governors	Completed
22.3	To circulate the template format for written reports following Reflection Meetings.	Sarah Johnson	Completed

## 6. SPOTLIGHT PROCESS

*Mr. Ben Abbott joined the meeting.*

- 6.1 Ben presented the Governors with the information contained within presentation 6.1, 14/11/22 Quality of Education.
- 6.2 Due to in room recording facilities, sound quality was poor and Clerk was unable to transcribe to text.
- 6.3 Slides for this presentation will be made available via GovernorHub.

## 7. SCHOOL IMPROVEMENT PLAN (SIP)

Due to in room recording facilities, sound quality was poor and Clerk was unable to transcribe to text. Slides for the following items will be made available via GovernorHub.

- 7.1 Developing challenge in lesson (3A, C, D)
- 7.2 Logging of child on child and reporting for safeguarding (7A)
- 7.3 Sixth form recruitment plan (8A)
- 7.4 Truancy and punctuality strategy (6D)
- 7.5 RE curriculum plan (5D)

Governors thanked 'George' for such an informative presentation on Truancy and Punctuality.

## 8. HEADTEACHER'S REPORT

- 8.1 SCE thanked Governors for their questions submitted in advance of the meeting, pertaining to her shared report. Governors noted receipt of the answers issued by SCE.
- 8.2 Staff attendance was reviewed by the meeting, this was down on the previous year, 284 days' absence were recorded in the current year; 100 of those absences pertained to two staff members. When considering this, Governors noted that absence were 184 days on 132 periods, this was an overall improvement in the absences of staff when considered in entirety.

**Q** – *Are the long-term absences still absent?*

**A** – *No, they are back*

- 8.3 Attendance was now 93%, the national average being 92.6%, the school was broadly in line with the national average. The school previously purchased an EWO service, one day a week from 10am to 3pm. The school had reconsidered this contract at a cost of £15,000 and had now employed someone directly to work in the school, meaning the budget now paid for three days per week for a direct report. To date this appointment has already had a positive impact on those hard-to-reach families and tackling the habits of families that are persistently absent/late.
- 8.4 The schools Safeguarding data was noted as presented, the school had two children with a Child Protection plan in place, 14 Children in need, 33 children with an Education Health Care Plan, the school had made three MASH referrals and there had been no investigations against staff to report.
- 8.5 The school continued to meet with Kier on a regular basis to discuss cleanliness of the school and to address issues as necessary as they arise. SCE had been discussing the issues with Lindsay Jackson at the LA as there had been concerns raised pertaining to the overall contract management of all PFI schools with Kier.
- 8.6 The schools' admissions information and number on roll were acknowledged as listed in the report issued.
- 8.7 Staff vacancies were reviewed, the school was fully staffed in September utilizing agency cover for one specific role, however the school was now recruiting for one DT vacancy. SCE highlighted that she was making Governors aware as the school had been advertising since May 2022 with no success. Challenges around recruitment of support staff was discussed by Governors.

## **9. KEEPING CHILDREN SAFE IN EDUCATION**

- 9.1 The Chair reminded Governors of the need to ensure all Governors have received updated training for the academic year, a report was shared with colleagues detailing those yet to complete training.

**ACTION: All Governors that have not completed training on Safeguarding before the end of the Autumn term 2022**

## **10. CHAIR'S ACTION**

There was nothing to report.

## **11. REVIEW NEW PROCESS**

- 11.1 LMT introduced the item to Governors, noting the intention of the working party and its remit.
- 11.2 Governors discussed the Steering Committee meeting held for this meeting and the effectiveness of this, it was agreed there was room for improvement. Governors discussed the selection criteria for this committee and whilst it was agreed that the meeting did provide an agreed agenda for the meeting, there was a continued need to improve the communications around the meetings as the process evolved – there was a need to engage all Governors in the process to ensure complete transparency and accountability for decision making.
- 11.3 In general, Governors felt that the new process was an improvement and that the focus of FGB had moved to the key issues affecting the school and more specifically focused on the SIP.

11.4 Governors also recognised that the information being shared by the Headteacher is really meaningful and relevant.

11.5 The Chair agreed that there is more room for improvement. The next Steering Committee will be open to all Governors that would like to attend.

## **12. LINK GOVERNOR REPORTS**

12.1 LINK reports were available and can be viewed via GovernorHub. The Chair thanked the Governors for their contribution and asked that Governors commit to the LINK schedule and complete their reports, including the round of Reflection Reviews that are due to commence in January 2023.

## **13. COMMITTEE TERMS OF REFERENCE**

Governors received the terms of reference for each of the boards' committees, and unanimously agreed to adopt these as presented.

13.1 Resources Committee – The board noted the updated text in the 'purpose' section of this document and the query around the '*completion of the intention to create a plan to ensure greater diversity and equality of opportunity across SLT ...*' Governors recorded their support and thanks to Shryene for her support in driving these changes.

13.2 Pay Committee, the model was taken from the previous year with no amendments to this document.

13.3 HT Performance Management Committee – the model was taken from the previous year with no amendments to this document.

## **14. SCHOOL POLICIES**

Governors considered and unanimously agreed to adopt the following policies recommended by the Resources Committee:

- 14.1 Fire Action and Emergency Plan
- 14.2 Flexible Working Guidance
- 14.3 Support Staff Probation Policy
- 14.4 Parental Leave Policy
- 14.5 Paternity Procedure
- 14.6 Employees of Close Relative Policy
- 14.7 Recruitment and Selection Policy
- 14.8 Maternity Procedure
- 14.9 Employee Access to Personal File Policy

Governors discussed the review processes for the consideration of policies and noted that a scheme of delegation could be better utilised to ensure that governors only consider relevant policies at board level and that the Resources Committee be delegated authority to approve some policy documents.

## **15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

Governors noted the next meeting was scheduled for:

- Governing Board – 16 January 2023
- Resources Committee – 20 February 2023
- Governing Board – 13 March 2023
- Resources Committee – 24 April 2023

**16. ANY OTHER BUSINESS**

16.1 Governors discussed the annual Christmas meal and made the necessary arrangements for this.

16.2 The annual staff Christmas celebration was noted, Governors were welcomed to attend this event; booking to be made via ParentMail.

*Mr Henry left the meeting at 20.30*

**17. CONFIDENTIAL ITEMS**

Confidential minutes were taken.

**18. PERFORMANCE MANAGEMENT**

Confidential minutes were taken.

The Chair thanked all Governors for their attendance and contributions to the meeting and for their support this year. The Chair took the opportunity to wish all Governors a peaceful and relaxing festive holiday.

*Meeting closed at 20.45*