

**MINUTES OF THE MEETING OF THE  
HEATHCOTE SCHOOL AND SCIENCE COLLEGE  
FULL GOVERNING BODY  
HELD ON MONDAY 16 JANUARY 2023 AT 6.30PM  
AT THE SCHOOL**

Present: Lauren Marchent (LMT) (Vice Chair) Co-opted Governor

**Co-opted Governor**

Andy Campbell – ACL (Virtual)  
Shryene Yansen – SYN,  
Andrea Corbett – ACT  
Jessica Hayes – JHS  
Nerissa Bryden – NBN (V)  
Paul Leslie – PLE

**Headteacher**

Sonia Close – SCE

**Parent Governor**

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

**LA Governor**

Bill Ravenscroft

**Staff Governor**

Andre Henry – AHY joined at 7pm

**Also Present for Item 7 only:**

Neil Hutchins

Clerk to the Governors: Jacky Potts - JPS

**Summary of agreements and actions:**

Minute	Formal agreements and/or actions identified	Action By	Due Date
7.2	To provide answers to the questions raised by SHN	SCE	Immediate
7.2	Comparison to be carried out between attendance of co-hort of Heathcote 6 <sup>th</sup> formers and co-hort of external sixth formers.	SCE	Immediate
7.5	Governors to send any additional questions relating to the Headteacher Report and the	All Governors	18 January 2023

	presentation on Attendance to HDS by 5pm Wednesday 18 January 2023		
14.4	Google poll to be circulated with suggested dates for rescheduled Christmas Meal	LMT	Immediate
14.5	Dates of next Resources and FGB meeting to be amended on GovernorHub	JPS	Immediate
7.1	Governors <b>AGREED</b> the following actions: <ul style="list-style-type: none"> <li>• SYN and ACT volunteered to be part of the Working Party</li> <li>• Working Party to be established by February half term</li> <li>• Feedback from the Working Party to be presented to the FGB 13 March 2023</li> </ul>	SCE	13 March 2023
9.3	Governors <b>AGREED</b> : <ul style="list-style-type: none"> <li>• All presentations to be prioritised, pre recorded and uploaded to GovernorHub to allow governors to watch in advance of meetings and prepare questions.</li> <li>• Clerk to discuss with Governor Services the possibility of a tick box process on GovernorHub for policies</li> <li>• Steering group to be held two weeks before the FGB to allow all documents to be uploaded one week in advance of the meeting</li> <li>• Diarise 1 student presentation per year to talk about what their key strategic priorities are.</li> </ul>		
11.	Governors <b>AGREED</b> to ratify the following policies: <ul style="list-style-type: none"> <li>• Financial Regulations Policy</li> <li>• Financial Regulations Appendices 2022</li> <li>• Summary of Update to Financial Regulations</li> <li>• Data Protection Policy</li> <li>• Data Processing for Employees</li> <li>• Personal Data Breach Procedure</li> <li>• Reporting of Data Protection Infringements by Employee's</li> <li>• Subject Access Request Procedure</li> <li>• Privacy Notice – Pupils</li> <li>• Privacy Notice – School Staff</li> <li>• Freedom of Information Policy</li> <li>• Publication Scheme</li> <li>• Pay Policy</li> </ul>		
	<b>DATE OF NEXT MEETING</b> <b>13 March 2023</b>		

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Vice Chair welcomed all those present to the meeting and advised she would be chairing the meeting in the absence of MAL. It was agreed to take Item 7 as the first agenda item.
- 1.2 Apologies for absence were received and accepted from Mike Ashwell.
- 1.3 There were no apologies for absence not received.
- 1.4 The meeting was quorate with fifteen 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 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/BODY**

- 4.1 The Vice Chair advised that there was currently one vacancy for a co-opted governor.
- 4.2 There were no governors considered for disqualification due to non-attendance

**5. MINUTES OF THE LAST MEETING**

- 5.1 Governors received the minutes of the meeting held on 14 November 2023 and agreed these as an accurate record, subject to the amendment showing Nerissa Bryant as in attendance. The Vice Chair will arrange to sign these electronically on GovernorHub.

5.2 Matters Arising

Minute	Formal agreements and/or actions identified	Action By	Due Date
<i>Minute 6.2</i> 11.7.22	To follow up on the request for the presentation slides from David Hermit and Paula Lorton sessions for circulation to Governors.	SCE	SCE advised that despite attending the training session she had been unable to obtain copies of the presentation slides. Completed.
<i>Minute 7.2</i> 26.9.22	To determine if there is generic comparative data on staff sickness absence	SCE	SCE confirmed that despite enquiring the HR Manager had been unable to obtain comparative data.
<i>Minute 7.2</i> 26.9.22	To produce a glossary on terms and acronyms for the Headteacher report	LMT	To be circulated imminently
7.3	Analysis to be undertaken on the impact of staff sickness against pupil performance in sixth form	SCE	It was confirmed that there is no clear data available.

5.3 To receive the minutes of the Resources Committee meeting held on 28 November 2022.

Governors noted the minutes of the above meeting.

5.4 Matters arising

There were no matters raised.

**6.0 CHAIR'S ACTION**

There were no items reported.

**7.0 HEADTEACHER'S REPORT**

Governors were in receipt of the Headteacher's report and all the presentations in advance of the meeting, which were available on GovernorHub. Governors received timely presentations, to allow for questions and answers.

7.1 Equity, Diversity and Inclusion Plan

Governors received a presentation from NHS who highlighted the four main strands of the proposed strategy.

Governors raised the following observations and questions:

**Q.** Is it equity rather than equality? Can we change the name to reflect this? It was felt that the document was rushed and it is believed that it is more of a cultural change rather than a tickbox exercise.

**A.** NH confirmed that the document had not been rushed, but he accepted that he needed knowledge and guidance from those who had first hand knowledge and welcomed this, along with any feedback on the strategy.

**Q.** What are the final objectives and outcomes and what triggered the requirement for the strategy?

**A.** We have recognised the imbalance of behaviours and sanctions being put in place for young people and the non-equity has driven this. The progress data and attendance data picks out SEN and Black.pupils as the key groups and is why it is a SIP priority. It is recognised that the curriculum has to change to represent all communities. A reduction in sanctions will be a key outcome.

Governors recognised that the plan represented a good roadmap towards the strategy and has a vision that can be aspired to. The point about it being led by a Caucasian male was noted, but it was also accepted that pupils were confident in NHS. Governors requested that there was greater clarity in where the school is now and where it needs to get to, as well as being visionary about the end goal.

In response to feedback from pupils that they did not feel safe talking to teachers, it was imperative that they had someone who looks like them to enable them to be open and honest without the need to justify themselves.

It was pointed out that the document referred to eradicating racism, which needed to be realistically reworded.

Governors **AGREED** the following actions:

- SYN and ACT volunteered to be part of the Working Party
- Working Party to be established by February half term
- Feedback from the Working Party to be presented to the FGB 13 March 2023

*NHS left at 7.00pm*

7.2 Year 11 Data Presentation - Sarah Columb

Governors received a presentation from SCB who highlighted the following:

- Roles
- Key actions from Jan 2023
- Focus on each pupil
- Data
- Curriculum
- Challenge Week

Governors raised the following questions:

**Q.** *In what subject areas do you have concerns around teaching?*

**A.** *Feedback indicated that there was lower engagement from pupils in Modern Foreign Languages (MFL) and as a result this was one of the areas of spotlight focus. SCE advised that the department reflection meetings were highlighting concerns which would be addressed. Governors were advised that the school had moved from using predictive grades to current grades.*

Parent governors raised concern that despite asking, they had not been provided with any information on how they could help their children with their learning and revision. It was clarified that information had been provided in the recent newsletter on what pupils are being assessed on and where parents can find further information. This information will also be provided at the forthcoming parents' evening.

SYN queried why the targets were qualitative and not quantitative and raised the following questions:

**Q.** How do you measure your consistent approach?

**Q.** 50% of pupils are below expected and you are only picking out four, what happens with the rest?

**Q.** How do the HLTAs have the same understanding of what is required?

SCE agreed to answer these questions outside of the meeting, as all the relevant information was contained within her report.

**ACTION:** SCE

Governors questioned whether there were any areas where Yr11s were thriving and what could be learnt from those areas. SCE advised that there was real consistent approach in some areas, via leadership and knowing how to develop staff and what the exam boards were looking for, which had been shared. All HoYs are responsible for CPD in their own areas and for developing their staff.

*SCB left at 7.12pm*

7.3 Year 13 Data Presentation - Hibo Elmi

Governors received a presentation from Hibo Elmi. She highlighted key areas:

- Trialed current grades and not predictive grades which has impacted the data showing significantly lower grades.
- Key challenge – last legacy with TAGs
- Intervention strands 1 and 2
- Online learning interventions

- Targeted support and buddy system
- Targeted focus on attendance

**Q.** *Would the data on current grades, rather than predicted, affect an Ofsted inspection?*  
**A.** *No, they do not look at in-year data as they would be focusing on final outcomes.*

**Q.** *How are you identifying gaps and what are you doing to close them?*  
**A.** *Using predictive grades last year meant it was hard to target those students who needed the most support.*

**Q.** *The target of 4 pupils, if 50% of pupils are not meeting expected grades, how will you tackle the remainder?*  
**A.** *Targetted particular mass then strand 2 would be used. Strand 1 intervention is for class teachers to identify up to 4 students working with them for a short space of 6 weeks to see how strategies work. This is separate to focused mentoring of 2 pupils via SLT members. SCE outlined the reasoning behind focused intervention.*

**Q.** *How many of those pupils are truants and are not coming into school?*  
**A.** *It is accepted that attendance is a concern and there is a concerted effort to improve this. We need to think about an alternative approach for those pupils that are hard to reach with an ongoing effort to get support from parents, via increased parental engagement and consider areas for encouragement. It is accepted that the overall % of attendance has improved.*

Governors requested that comparison is carried out between attendance of co-hort of Heathcote 6<sup>th</sup> formers and co-hort of external sixth former.

**ACTION:** SCE

### 7.3 Sixth form recruitment

Governors received a presentation from HEI on measures taken to increase sixth form recruitment:

- IT, applied science and H&SC
- Vocational courses
- Immersion days
- Yr12 ambassadors to attend Yr11 classes
- Open Evening 2 Feb.
- Bespoke workshops and assemblies for different pathways. Pupils to do a Plan A and Plan B for their pathways.

HEI welcomed intervention from the Link Governor for Marketing in order to increase the marketing and promotional opportunities for sixth form recruitment, particularly in relation to the vocational courses on offer.

*HEI left at 7.35pm*

### 7.4 Intervention Plans

Covered in 7.3 above.

### 7.5 Behaviour Data

Governors received a presentation from GFR, and as this had not been made available in advance of the meeting, it was agreed that any governor questions would be emailed to HFD by 5pm on Wednesday 18 January 2023.

- Comparative data from 21/22 Week 15.
- 2 PE - alternative placements via managed moves, which will not affect data.
- Detention data
- IEU Referrals
- Isolations
- Fixed Term Exclusions
- SEN K and EHCP disproportionate number across all categories
- Ethnicity breakdown for disproportionate numbers in each category
- Reasoning for FTE and isolations
- FAP
- Key Actions

**ACTION:** All Governors

7.6

#### Attendance Data - Katie Morrison

Governors received a presentation from Katie Morrison, who highlighted the following:

- 29% persistent absence nationally, which is a national picture of concern
- SIP priorities
- Strategy
- What is new this year?
- Status Quo – above national average.
- Pupils of concern – FSMs and SEND pupils
- Breakdown analysis
- Focus
- Next Steps

**Q.** *What steps are you prepared to take with a child who will not attend school?*

**A.** *If the child is refusing to attend then the first conversation is to find out the reason why from the child and parents. We can then put pupil interventions in place. If these do not work we will then make a referral to FAP. There are a number of interventions we can put in place, we have even put home tuition in place through Academy 21 with emergency funding to cover the costs.*

**Q.** *Are we going to see many staff going on strike and will it affect attendance?*

**A.** *We are not able to predict at the moment, but comparison with snow days was 75% attendance. Dates for strike days have been released from one union.*

7.7Governors were reminded that all governor questions had been responded to and were on GovernorHub, with the exception of two questions that were outstanding. SCE advised that all SIP targets and data around the vision sit in a separate document. The next FGB will be SIP based and governors will receive this comparison.

SYN queried why her questions had not been answered. SCE was unclear and agreed to go through the SIP document with SYN to determine if this answered her questions.

7.8Governors commended and thanked SCE for her comprehensive report.

8.

#### **COMMITTEE MEMBERSHIP**

The document had been circulated in advance of the meeting, for information.

9.

#### **FINANCE [Documents available via GovernorHub]**

9.1

##### Q2 Budget

Governors were advised that the school had previously been reporting a £175k deficit, however, Q3 balance looks like the school could draw a balanced budget. The SBD is working on producing a budget monitoring sheet which will allow a defined budget for April.

Governors were concerned to note that the LA had decided to draw back the Growth fund overpayment of £233k. Governors asked that the school query whether this can be paid back in instalments.

9.2 Update Risk Register and incorporate in 5 year business plan

SCE advised that the key risks are recruitment; sixth form recruitment; deficit budget; collecting high needs funding; IT infrastructure; condition of sixth form building, for which condition surveys are still awaited, however, £44k had been received from DFC.

A governor raised the issue of the school ensuring they had committed capital funds, to alleviate any capital reserves. This would mean that the school did not have the ability to pay back the £233k.

Governors noted that the £40k allocated for servers will not be utilised as the servers are not being replaced. There are, however, other costs associated with moving to the Cloud, which is planned to take place by September 2023.

Q. How much of a risk is the school from hacking?

A. We are fire walled by LGFL and have the CNestco system, plus our own internal system. Monthly rental is being paid for back up, which is included in the budget.

9.3 **REVIEW OF NEW PROCESS**

Governors were advised that the steering group had tried hard to put timings against agenda items, in order to give adequate time for the presentations. However, it was evident that if governors wanted more time for talking then the meeting would have to be longer than 2 hours. It was suggested that presentations should be limited to 3 per meeting and SCE would prioritise and steer governors as to what they needed to focus on.

Governors discussed how the process for reviewing Policies could be simplified.

**AGREED:** All presentations to be prioritised, pre recorded and uploaded to GovernorHub to allow governors to watch in advance of meetings and prepare questions.

Clerk to discuss with Governor Services the possibility of a tick box process on GovernorHub for policies

Steering group to be held two weeks before the FGB to allow all documents to be uploaded one week in advance of the meeting

Diarise 1 student presentation per year to talk about what their key strategic priorities are.

10. **LINK GOVERNOR REPORTS [Documents available via GovernorHub]**

10.1 Careers Community – on GovernorHub, for noting.

10.2 Marketing – NBT advised that she had met with the PTA, who were well organised and had questions they wanted to put to the GB. SCE to initially meet with the PTA to consider their programme of events ahead of any requests to the GB for fund raising.

10.3 Science Reflection Review – governors received feedback from GA.

10.4 Updated LINK meeting schedule had been sent out, governors to respond directly to Sarah Johnson.



**11. SCHOOL POLICIES**

Governors noted that the following policies had been approved by Resources Committee on 28 November 2022 and, therefore, **AGREED** to ratify the following:

- Financial Regulations Policy
- Financial Regulations Appendices 2022
- Summary of Update to Financial Regulations
- Data Protection Policy
- Data Processing for Employees
- Personal Data Breach Procedure
- Reporting of Data Protection Infringements by Employee's
- Subject Access Request Procedure
- Privacy Notice – Pupils
- Privacy Notice – School Staff
- Freedom of Information Policy
- Publication Scheme
- Pay Policy

**12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING  
Monday 13 March 2023**

Governors' Briefings will be held on:

Thursday 9 February 2023

Wednesday 24 May 2023

All Briefings will be held at 6.00pm via MS Teams

**13. CONFIDENTIAL MINUTES**

- 13.1 To receive the Confidential minutes of the Governing Board meeting held on 14 November 2022.  
Deferred to the next meeting.

**14. ANY OTHER BUSINESS**

- 14.1 Governors were asked to consider the approval of a trip to Normandy for pupils in Yrs8-10. They were assured that the new tour company being used had undertaken all the appropriate health and safety checks.  
**AGREED:** Governors agreed the Normandy Trip for Yrs8-10
- 14.2 Governors were keen for training to be in place ahead of an Ofsted Inspection. SYN advised that she had attended the Governor Priority Course.
- 14.3 Concerns were raised around admin for governors. SCE recognised that there was a problem particularly with resolving the google issue.
- 14.4 Google poll to be recirculated for dates for rescheduled Christmas meal.  
**ACTION:** LMT
- 14.5 Clerk to ensure dates for next Resources and FGB meetings are amended on GovernorHub,  
**ACTION:** JPS

SCE thanked governors for the valuable questions posed ahead of the meeting and also for governors' attendance at department reflection meetings.

*Meeting finished at 9.00pm*