

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BOARD
HELD ON MONDAY 27 MARCH 2023 AT 6.30PM
(HYBRID)**

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

Co-opted Governor

Shryene Yansen – SYN (Vice Chair)
Andrea Corbett – ACT
Jessica Hayes – JHS
Nerissa Bryden – NBN
Paul Leslie – PLE
Lauren Marchant – LMT (Vice Chair)

Headteacher

Sonia Close – SCE

Parent Governor

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

Also present for Item 2 only:

Miriam Argyrakis (MAS)

Clerk to the Governors: Jacky Potts - JPS

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
Minute 7.2 16.1.23	Comparison to be carried out between attendance of cohort of Heathcote sixth formers and cohort of external sixth formers.	SCE	Summer Term
Minute 14.4 16.1.23	Google poll to be circulated with suggested dates for rescheduled Christmas Meal	LMT	Immediate
2.	SCE to look into the Great British School Trip, funded by Hyundai. SCE agreed to look into this.	SCE	Immediate
4.1	JPS to enquire with GS why PLE's declarations of interest cannot be viewed on GovernorHub.	JPS	Completed
6.2.2.	SCE to speak to GA outside of meeting to clarify further what was meant by <i>moulding</i> pupils.	SCE/GA	Immediate
6.2.2	Student Leadership to be invited to the next meeting.	SCE	15 May 2023

11.2	The Link Governor for Safeguarding agreed to speak to GFA in order to understand current processes.	LMT	Immediate
11.2	SCE to produce an action plan for Governors on how the school will meet the requirements for recording safeguarding information and the effective storage of the data.	SCE	Summer Term
2.1	AGREED: Governors ratified the Educational Visits policy.		
13.	AGREED: Governors ratified the SFVS.		
15.1	AGREED: Governors ratified the Behaviour policy on the grounds that it was applied fairly, consistently and equitably.		
15.2	AGREED: Governors ratified the Teaching & Learning policy.		
	DATE OF NEXT MEETING 15 May 2023		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present at the meeting.
- 1.2 Apologies for absence were received and accepted from Andy Campbell, William Ravenscroft and Andre Henry.
- 1.3 The meeting was quorate with thirteen Governors and the Headteacher present.

2. MAS RECOGNITION

2.1 Educational Visits Policy

MAS advised Governors that the school had moved away from Evolve, as an online system it was becoming unmanageable. They had moved to a new process, which had proved more cost effective. MAS highlighted the key changes.

Q. *What can we do in terms of inclusion of all parents, are the school looking at this and considering ways of support?*

A. *Two trips per year are free. The majority of trips are subsidised by PP, which people and those on FSM get 10% discount. A letter has been sent to parents outlining the hardship fund.*

Q. *Do people feel they can apply for this?*

A. *To date we have approved 3 requests for assistance.*

A Governor advised of the Great British School Trip, funded by Hyundai. SCE agreed to look into this.

ACTION: SCE

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

- 2.2 Governors thanked MAS for her length of service at the school and wished her well in her retirement.

MAS left the meeting at 18.50pm

Governors noted the plans to cover MAS' position, until a replacement could be found.

3. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were no items of Any Other Business.

4. DECLARATIONS OF INTEREST

4.1 Governors were reminded to complete their Declarations on GovernorHub. PLE queried why his declarations of interest were not visible on GovernorHub. JPS to resolve with Governor Services.

4.2 There were no declarations made pertaining to any agenda items for this meeting.

ACTION: JPS

5. GOVERNING BOARD

5.1 The Chair advised that there was currently one vacancy for a co-opted Governor. It was noted that HDS and JHS terms were due to expire in the Autumn 2023 term.

5.2 There were no Governors considered for disqualification due to non-attendance

6. MINUTES OF THE LAST MEETING

6.1 Governors received the minutes of the meeting held on 16 January 2023 and agreed these as an accurate record. The Chair will sign electronically on GovernorHub.

6.2 Matters Arising

Minute	Formal agreements and/or actions identified	Action By	Due Date
7.2	To provide answers to the questions raised by SHN	SCE	Completed and posted on GovernorHub
7.2	Comparison to be carried out between attendance of cohort of Heathcote 6 th formers and cohort of external sixth formers.	SCE	Ongoing.
7.5	Governors to send any additional questions relating to the Headteacher Report and the presentation on Attendance to HDS by 5pm Wednesday 18 January 2023	All Governors	Completed
14.4	Google poll to be circulated with suggested dates for rescheduled Christmas Meal	LMT	Ongoing
14.5	Dates of next Resources and FGB meeting to be amended on GovernorHub	JPS	Completed

6.2.2. Item 7.2 Comparison of attendance for external and internal pupils in Sixth Form

SCE advised that 20 pupils were external, 11 of which are below 93%. One of the main reasons was the external pupils were less willing to comply with Heathcote's *ways and could not be moulded*. Internal pupils will get priority placements over externals for the September 2023 co-hort.

Q. *What is the benefit of moulding them, how can we be sure we are getting the balance right and not squashing spirit? As a parent I have never felt the children have been moulded, but appreciated for their individuality*

A. *That is one of our strengths. We have strong systems which the children know. Every school has to have systems and policies adhered to for safety reasons and this is fully embedded by the time they reach Yr11. Externals have to learn those things and attendance is a key priority.*

ACTION: SCE to speak to GAS outside of meeting. It was agreed the item would be deferred to the next meeting for further discussion, if necessary.

ACTION: SCE to invite Student Leadership to the next meeting.

6.3 To receive the minutes of the Resources Committee meeting held on 20 February 2023
Governors noted the minutes of the above meeting.

6.4 Matters arising

The Chair raised the following key items:

- Budget monitoring – Deficit was at £313k, now reduced to £100k, which includes staff pay rises, TTO and repayment of the growth fund. Governors expressed gratitude to JVZ and her Team for their efforts in closing the gap.
- Asset Management Plans – match funding to be applied for.
- IT – Wi-Fi upgrade has taken place. The next phase will be to replace telephones with a VoIP solution.

Q. Wasn't there talk that the Government would give money to schools for buildings?

A. Yes, we have received a DFE grant to improve energy efficiency of buildings.

7.0 CHAIR'S ACTION

There were no items reported.

8.0 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. All Governors questions have been answered and were available on GovernorHub and easy to find. SCE advised that she would not be covering the report in detail but would highlight key points. She invited further questions.

Q. How are you ensuring the quality of cover teachers?

A. SCE outlined how she had managed to cover up to this point. It was only on rare occasions that agency staff were used, as the three cover supervisors pick up most of the cover, as well as SLT members.

Q. How easy is it for them to pick up the teaching plan and know what to teach?

A. The HoD is responsible for setting the cover, which admittedly is not always perfect. There are curriculum maps to follow. A lot of staff are diligent and will advise what should be covered in their lessons.

Cultural capital and enrichment is important and school trips are affecting cover. We are looking to next year to see how we can plan visits so that it has less impact on teaching.

Q. Can you ask for volunteers to accompany on trips?

A. Yes. They would need to be DBS checked. We could consider using our parent reading mentors and invigilators, who are all DBS checked.

Q. How far in advance do teachers do lesson planning?

A. We don't ask for plans but HoD and the team have prepared curriculum maps and schemes of learning for the term. We want to be in a position where these are available on the website so that parents can see what their children are working on.

A Governor volunteered to demonstrate what is used in her school, which was easy to navigate.

SCE highlighted:

- School performance standards and indicators – Black and SEN referrals have reduced.
- SEN progress is looking healthy 70 – 90% of pupils are above their targets.
- Data has been cleaned up so that it is more focused and accurate
- The document circulated summarised 9 intents under Blue headings, which shows progress and evidence to achieving green.
- Attendance national is 90%. Currently 91.9%. PA is 22%, National is 29%. Covid has had a significant impact on figures nationally.
- Written feedback from the staff survey
- 81% of children now think that the school are interested in their MH. This was commended by Governors.

Q. Is this a sample test or is it all students?

A. We had 230 responses across the board which represents 1/5 of students. Another survey had 370 responses in response to mental health.

9.

EDI UPDATE

Presentation and updated strategy available on GovernorHub. At the Working Party meeting members decided the process needed to be mindful and measured on what was to be achieved and to choose priorities:

- Unpick data
- Raise profile and awareness of the data
- Demographics of staffing
- Leadership, recruitment and appointments

Next phase:

- Surveys
- Working Parties
- Creation of an Anti-racism statement for the school
- Decolonise the curriculum
- Training

Ofsted are looking for diversity in the Curriculum and each department are clear on what they have achieved on this, to date. The SIP document outlines what the school is doing on EDI.

Q. Are the school restricted to what books can be used?

A. There has been a backlash and so AQA has introduced new books.

Q. Geography, what particularly are the school doing in order to improve curriculum and results?

A. The new HoD has undertaken substantial work on the curriculum, and results should be seen for the current cohort of Yr11s who have been taught by her.

Q. The Plan has a 2-year strategy, if targets are not reached in Yr1 what is the likelihood of seepage into Yr2?

A. We cannot answer this until we have all the data to hand.

10. TEACHING & LEARNING

10.1 Ben Abbott, Deputy Headteacher, presented the key headline data:

- 85% of teachers are secure or better
- Lesson Observations only captures 5% of lessons
- Historical data
- 2% under performing, both are on Teach First and are only in their first or second year
- Lesson observations based on 7 standards and seen whether met or not met.
- Correlation between Autumn and Spring standards.
- 4,5,6 biggest areas of concern – planning, adapting and making use of assessments in lessons
- Do not give lesson grades anymore, it is more about being developmental and where teachers have not met their T&L against teachers standards.
- Snapshot analysis
- Next steps and actions: Adaptive teaching; bespoke CPD; Department Leads to increase their monitoring; curriculum led department reflections.
- Curriculum checks will be part of next spotlight

Q. Are they planned and how long have you been doing them?

A. Since September 2022. 5 days notice is given and feedback within 48 hours. Alongside this is unplanned learning walks.

Q. How many does the 15% represent?

A. 13 and all are ECTs on a two-year course.

Q. How much of this is related to pupil voice?

A. We have not recorded this up to now and that will be the next spotlight.

10.2 Data Analysis 22/23

Ben Abbott presented key points to Governors:

- Working on current grades
- P8 -0.94 current
- Gives focus for intervention strategies
- Year 11 KPIs – significant improvement
- Key groups are starting to emerge and focused intervention will be implemented
- Strand 2 intervention will be put in place
- Appointed 2 members of staff as intervention strategists
- Key Actions and Next Steps
- ALPS data currently at 7
- Subject analysis shows key groups
- Subject analysis in sixth form
- Paid for UPLEARN which gives access to live chat with a STEM teacher
- Yr11 are having face to face interviews for their sixth form places
- Tuition fund spent on UPLEARN 16-19s
- Covid Recovery premium spent by carving out 20 hours of directed teacher time in order to deliver an additional 1 hour of intervention each night.
- Tutor led funding, 1-1, spent on Academy 21 which is an online academy service.
- English, Maths and Science on line 20 hours a week for those pupils who could not access education.

Governors had an in-depth discussion around the focus of Yr11s motivation, their point of realisation and revision, with concerns expressed around the correlation impact on learning for those who do not have access to ICT. The school advised that they have created paper revision booklets for every subject and every child. Exams are scheduled for 13 May – 23 June 2023.

Q. *Could consideration be given to having interviews earlier so that realisation sets in?*

A. *Yes, but some of the delay is part of the process. Careers Advisor meets with every Yr11 in winter term. We could possibly do an open evening after the Data 1 drop, on a Thursday evening, and have counsellors present.*

11. BEHAVIOUR, ATTITUDES AND PERSONAL DEVELOPMENT

George Ferrar presented the key highlights and tabled a handout for Governors.

11.1 Attendance

- BAPD overview
- Attendance overview 91.9%

Q. *Will Ofsted look at the Oak Unit?*

A. *Yes, they will, but will use the audit report to judge it. We have some children at Alternative Provisions and they will ask for their attendance.*

- Actions from last term
- Children are struggling with parents working from home which has created separation anxiety
- Actions for this term
- Year Group Actions
- Key groups in each year group and focus

11.2 Safeguarding

- Advert has gone out for DSL again
- Ongoing work with staff
- Ongoing work with pupils
- Breakdown of safeguarding concerns/incidents
- Breakdown of child-on-child incidents
- Looking to move to CPOMS
- Still working on data for sixth form
- The LA Safeguarding audit was carried out, with snapshot, which went well. Older pupils reported less incidents as didn't want to get involved in something, or their parents.
- Separate member of SLT to be identified to look after harmful sexual behaviours
- Detailed checks have been carried out on the SCR and it is up to date.
- Code of conduct for staff – recognise; record; respond; report
- The website has been updated and there is now an opportunity for students to report anonymously.

Q. *How do these figures compare to other schools?*

A. *Difficult to compare as there is a lack of consistency.*

Q. *Are there any concerns around systems, processes and training?*

A. Yes, there are. There is an issue around Safeguard and mismatch of logging to see if there is any mis-categorisation. CPOMS is easier to categorise and there is a plan to purchase CPOMS.

The Link Governor for Safeguarding agreed to speak to GFA in order to understand current processes.

ACTION: LMT

Q. DDSL role, what is the policy on premiums for salary?

A. It is governed by LA policies.

Q. How strong are the school on the strategic and horizon scanning?

A. The operational side is performed well, but we struggle to get information on what is being done to prevent incidents happening again. As a school we have identified that data is not always categorised correctly therefore, it is forming misleading data. We need to be able to take actions in Safeguard and have everything in one place so that evidence can be shown, at the moment it is fragmented, and can be accessed by many.

Governors were confident that the school had identified the areas that were missing and had a plan to rectify this which was verbally outlined by SCE and BAT.

ACTION: SCE to produce an action plan for Governors on how the school will meet the requirements for recording safeguarding information and the effective storage of the data.

Q. Do we have a DDSL?

A. Most SLT and MLs are trained to DSL level. We can all step in and cover safeguarding.

Q. Where is LADO in the process?

A. Staff knowledge is limited on that so staff training will be undertaken around LADO.

Governors requested that the school repeat the Bystander Training.

11.3

Overview of behaviour

- Permanent exclusions have been withdrawn as alternative provision has been found.
- Detentions have gone up. Breaktime detentions have been introduced, which has had an impact on referrals to the IEU.
- Truancy has started to reduce. Looking at how to get pupils to lessons with purpose.
- Persistent truancy is now being referred to Isolation
- Behaviour Actions
- Disproportionate sanctions – still in infancy. Has been movement in the right direction for SEN and Black pupils. Thanked PL for his input.
- Pupil numbers are used by Ofsted and not %
- Pupils at alternative provision broken down by year groups

Behaviour Policy has been updated. There are no fundamental changes, the policy follows the five rules.

The code of conduct applies to both staff and pupils and so training is fundamental. The June 23 inset day will incorporate this.

12. OFSTED TRAINING

- 12.1 Governors had a deep dive on Ofsted inspection areas, the following points summarise the key topics discussed with the Headteacher:
- 12.2 The Chair advised that the school could receive a call at any point to advise of an inspection. Governors needed to be clear on what the school priorities were and how as a Governing Board they challenge and monitor the school.
- 12.3 How does the Governing Board consult with parents and pupils? This is through attendance at events and having parent Governors at a strategic level. Staff surveys; parent surveys; Complaints panels; GDCs; hearings.
- 12.4 The inspectors were likely to do a deep dive into subject areas and would be looking for areas of improvement and key indicator outcomes.
- 12.5 The gap between PP and Non-PP is wider than previously at 0.08, but we are doing significantly better than national, but this is still not good enough. Attainment grades have gone up, and the school are doing well in English and Maths, even though there are gaps. There is a lot of focus on SEND, HAPs and disadvantaged pupils.

13. SVFS

Thanks were extended to SYN who had worked with the school to complete the SVFS. She recommended that Governors ratified the document.

AGREED: Governors **ratified** the SFVS.

14. LINK GOVERNOR REPORTS

The Chair thanked Governors for carrying out their link Governor reports. Reports to be submitted to Sarah Johnson, PA to SCE.

Future LINK visits are planned as follows:

- GAS advised she was carrying out a LINK visit on Pupil Premium on the 3 May
- William Ravenscroft is carrying out a visit on the 16 May
- Link Governor for Safeguarding to carry out a visit on the 5 May

SCE thanked Governors for their participation in the Department Reflection meetings.

15. SCHOOL POLICIES

15.1 Behaviour Policy

Searching and screening had been updated to the latest guidance. The school will not allow a strip search to happen on this site, should police attend then they would be accompanied by an appropriate member of staff to the police station.

Q. *If a Black boy was pulled out of school, would a Black member of staff accompany them?*

A, *Yes. The policy states an appropriate adult, but where possible it would be a parent or guardian.*

Governors discussed the grounds on which the police would be called and how the school would manage those situations, as well as other incidents such as the finding of narcotics on pupils.

Spring Term 2023

In relation to agreeing to the policy, a Governor expressed that she felt it was about how the policy was applied and the fair application of that policy.

AGREED: Governors ratified the Behaviour Policy on the grounds that it was applied fairly, consistently and equitably.

15.2 T&L Policy

Governors noted that the policy had been changed to reflect lesson gradings and the process of support.

AGREED: Governors ratified the policy.

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

15 May 2023 - FGB

10 July 2023 - FGB

Meeting finished at 21.20pm