

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BODY
HELD ON MONDAY 15 MAY 2023 AT 6.30PM
Hybrid**

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

Co-opted Governor

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

Headteacher

Sonia Close – SCE

Parent Governor

Helen Douglas – HDS (V)
Arnold Williams - AWS
Georgie Agass – GAS
Maria Slavovski – MSI
Claire Feiner – CFR

Staff Governor

Andre Henry

Also Present for Item 3 and 9 only:

Neil Hutchens (NHS)
Julie Vazquez (JVZ)

Clerk to the Governors: Jacky Potts - JPS

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
12.	Annual Governance Statement – governors RATIFIED the Statement subject to any late comments and the inclusion of EDI as part of the Governor Training Day.	MAL	Immediate
12.	AGREED: GA will prepare the draft Annual Governance Statement 2023/24	GA	Summer Term 2024
13.1.2	Budget Outturn 2022/23 - AGREED: Governors RATIFIED the year end outturn of £3,482 surplus to be c/f into 2023/24 noting the excellent work undertaken by the SBD and her team.		

13.1.3	Budget Outturn 2022/23 - AGREED: Governors RATIFIED c/f Capital Budget of £76,919.		
13.3.2	AGREED: Governors noted the following: Deficit budget of -£155,954 based on the increase in costs to the PFI contract, Devolved Capital c/f of £85,700		
13.3.3	<u>Governor Services SLA</u> AGREED: To continue with the Platinum package		
14.	Financial Risk Register – Governors to review on GovernorHub and provide comments to the Chair	All Governors	Immediate
16.1	SEND Policy and SEND Information Policy deferred to the next meeting. MSI to provide comments.	MSI	Immediate
	DATE OF NEXT MEETING 15 May 2023 Agenda items: <ul style="list-style-type: none"> • EDI • Governor Training Day • SEND Policies 		

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 Laura Alexander and Paul Leslie and Lauren Marchent who had to leave the meeting early.
- 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 one item of Any Other Business.

ACT and AHY joined at 18.43

3. DECLARATIONS OF INTEREST

- 3.1 All Declarations of Interest were up to date. The Chair thanked SYN for ensuring this task was completed.
- 3.2 There were no declarations made pertaining to any agenda items for this meeting.

4. GOVERNING BOARD/BODY

- 4.1 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. Governors queried what skills were needed for the co-opted vacancy role and it was agreed that the board would benefit from someone with HR, H&S or compliance.
- 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 23 March 2023 and agreed these as an accurate record. The Chair will sign electronically on GovernorHub.

5.2 Matters Arising

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 co-hort of Heathcote 6 th formers and co-hort of external sixth formers.	SCE	Completed
Minute 14.4 16.1.23	Google poll to be circulated with suggested dates for rescheduled Christmas Meal	LMT	Completed
2.	SCE to look into the Great British School Trip, funded by Hyundai. SCE agreed to look into this.	SCE	SCE advised that all the bursaries had gone, but that she had applied for the whole school to be added to the waiting list.
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	Completed
6.2.2	Student Leadership to be invited to the next meeting.	SCE	To attend the last meeting of Summer Term.
11.2	The Link Governor for Safeguarding agreed to speak to GFA in order to understand current processes.	LMT	LMT advised that she had visited the school and reviewed the SCR.
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	Completed, but the dry run for Ofsted needs practicing.

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

5.4 Matters arising

The Chair raised the following key items:

- Budget monitoring
- IT – Wi-Fi upgrade has taken place. The next phase will be to replace telephones
- School's website
- Policies

6.0 HEADTEACHER'S REPORT

6.1 Governors were in receipt of the Headteacher's report and presentations in advance of the meeting, which were available on GovernorHub. All Governors questions had been answered and were available on GovernorHub. SCE highlighted key points:

- With the exception of an IT Teacher and a Music teacher, the school will be fully staffed from September 2023. The inability to secure a Head of Music may mean a difficult decision will need to be taken to reduce the timetable by one hour in music and add this to Creative Arts, who will incorporate dance and music in their curriculum.
- The other risk factor in terms of staffing is TAs. The school have only managed to appoint 1 person in the last year. In order to address this SCE had put together two potential apprenticeships which will be open to existing Yr13 Heathcote students from September 2023. Governors were pleased with this decision.
- A new Head of Year had been appointed, who could potentially grow into the SENCO role.

6.2 SCE updated governors on how the school had responded to the recent loss of an ex-student and measures that had been put in place to support the family. SCE said that the school had been deeply affected and had led her to consider and ensure that there are appropriate pathways in place for Yr11 students. Governors recognised that there needed to be measures in place to support her, SLT and teachers and SCE agreed there was a need for supervision for SLT because they take onboard a lot of trauma. Governors were fully in support of this and asked SCE to consider this as a priority. One governor offered her Trauma Support Programme.

LM left the meeting at 8pm

7.0 OFSTED PREPARATION - WHERE ARE WE AGAINST THE STANDARD

Governors received a presentation from SCE, which was made available on GovernorHub in advance of the meeting. Also on GovernorHub is the Priorities Impact Statement. SCE highlighted the following:

- Ofsted Review Points
- Previous Ofsted Report – key findings which are all on track, with areas to develop
- Key summary of areas of strength and areas to develop

Quality of Education

- Intent – areas of concern is maths, music and MFL
 - Q. Do we have a plan in place for Maths?*
 - A. Yes I have met with the HoY and outlined actions that need to be taken.*
- 7 staff are trialling new approach to Challenge.
- Implementation – maths was an area of focus. Pupils not able to explain why they are doing something.
 - Q. Who would go in from Maths Department*
 - A. Myself and HoY. We know where our areas of concern are.*
- Impact

Governors to use the 3 documents Positive Impact Statement, Department Overviews, Key Priorities, as well as the SIP.

- Behaviour and attitudes – more consistency on addressing issues and comments in class; key priorities
- Introduction of Pastoral Assistants has been well received by pupils
- Personal Development – awarded Bronze award for mental health
- Next year every teacher will teach PIE. RE will be delivered by a specialist

Leadership and Management

- Audit has been carried out on staff files
- Priorities

Governors will be in receipt of a briefing document prior to the Ofsted investigation.

8.0 CHAIR'S ACTION

There were no items reported.

Governors agreed to take item 9 ahead of the other agenda items.

9. EDI UPDATE (NHS)

Governors received a presentation from Neil Hutchins, who provided the following update:

- Where we are now – two drafts proposed and on track for July
- Next Steps – parental feedback June; external training and guidance for staff

Governors thanked NHS for his work and for being open to the input from governors, particularly around prejudice and racism. Feedback from pupils was deemed interesting, particularly in the way that teachers speak to them, this was raised repeatedly by pupils and governors stressed that this should not be lost in the process.

A governor questioned whether the people in the working party were self selecting, as there appeared to be a lack of representation of White British. NHS advised that it was about making sure everyone was involved.

A governor raised concerns about the pace of the project, and whether it was going fast enough to benefit the pupils who are in the school now. She advised that there was a lot of scepticism amongst pupils to whether their comments would be taken seriously. She tabled a copy of text messages which showed examples of feedback from pupils. Governors were concerned that pupils did not feel confident to report incidents they had witnessed and questioned whether the school had a Whistle Blowing policy. Another governor supported this as the feedback was similar to that which she had heard at her first meeting with pupils last year. The programme needed to gain pace. SCE acknowledged the comments and assured governors that this was a priority to complete this year.

NHS left at 19.07

10. GOVERNORS' TRAINING

Governors noted that an up to date report was available on GovernorHub.

11. LINK GOVERNOR REPORTS

Mental Health – the Link Governor confirmed she had carried out two visits and reports had been prepared.

Teaching & Learning – SYN was concerned that her Link Governor role did not match the priorities in the SIP. SCE did not agree with this and felt that it was acceptable.

Governors were advised to write up any outstanding reports for submission.

12. ANNUAL GOVERNANCE STATEMENT

The Chair advised that this had been drafted and uploaded on GovernorHub for comments and approval. GA agreed to draft the 2022/23 statement.

AGREED: GA to draft 2023/24 Statement

AGREED: Governors agreed to **RATIFY** the statement subject to the inclusion of EDI in the topics covered on the Governor training day.

PL left the meeting at 19.17

Governors agreed to take item 13 ahead of the other agenda items.

13. FINANCE

13.1 Final Outturn Budget 2022/23

13.1.1 Governors were extremely pleased to note that following an initial forecast of a £112k deficit the final outturn figure was £3k surplus. The summary at the bottom of the budget return outlines how this was achieved, but was a combination of:

Strike actions £24k
TU claimed back £17k
Supply teacher insurance
Underspend on department capitation of £20k
Kier charges

13.1.2 This figures also includes the repayment of the £257k growth fund and the teacher and support staff pay increases.

The TTO calculation has been estimated and allowed for in the 2023/24 budget, of approx. £70k.

AGREED: Governors **RATIFIED** the year end outturn of **£3,482** surplus to be c/f into 2023/24 noting the excellent work undertaken by the SBD and her team.

13.1.3 Capital

Governors noted that this budget had not been spent and was being carried forward into 2023/24 in order to cover the cost of the works from the Condition Survey.

AGREED: Governors **RATIFIED** c/f Capital Budget of **£76,919**.

13.2 BUDGET 2023/24

13.2.1 Governors were presented with the budget and the 5 year plan which was available on GovernorHub.

13.2.2 The SBD advised that the school had been advised as late as Friday 12 May that Kiers were imposing to increase their contract costs to 18.5%, despite the school being told by the LA to budget 3.5%. This has meant an additional deficit of £90k. SCE is querying the legality of whether they can do this.

Governors queried what action they could do to support the school and noted that they will lobby the LA to hold them to account, as the service being received from Kiers was unacceptable. They noted that the LA had met with Kiers on Friday 12 May and were awaiting the outcome of this, before seeking advice from the Legal Team.

Governors noted that SCE came very close to shutting the school recently as the site was not fire safe. David Geary (LBWF) has since attended the school to inspect and is preparing a report. Governors were in support of any action the school took.

The Chair agreed to attend the H&S meeting on Tuesday 16 May 2023.

Capital will be spent this year on condition survey works totalling £186k and the IT upgrade.

AGREED: Governors noted the following:

Deficit budget **-£155,954** based on the increase in costs to the PFI contract,
Devolved Capital c/f **£85,700**

JVZ left the meeting at 19.45

13.3.3

Governor Services SLA

AGREED: To continue with the Platinum package

14.

FINANCIAL RISK REGISTER

Governors were advised to review the Financial Risk Register on GovernorHub and to provide any comments to the Chair.

ACTION: All Governors

15.

ASSET MANAGEMENT PLAN

Governors noted that this related to the Condition Survey which had highlighted £186k worth of works to be carried out in 2023/24.

16.

POLICIES

16.1

Send Policy

Send Information Report

These policies were deferred to the next meeting. MSI as Link Governor for Safeguarding to provide her comments on the policy.

ACTION: MSI

16.2

Staff Wellbeing and Work Life Balance Policy

AGREED: Governors RATIFIED this policy subject to a one page summary being drafted.

17.

DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10 July 2023

Agenda items:

- EDI
- Governor Training Day
- SEND Policies

18.

ANY OTHER BUSINESS

The Chair advised that a half day governor training session would be arranged for a Saturday in June. **Mike, apologies, but I didn't appear to pick up the action on this.**

Meeting finished at 21.15pm