

**MINUTES OF
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
GOVERNING BODY
HELD ON MONDAY 18 DECEMBER 2023 AT 6.30PM (Hybrid)**

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

Co-opted Governor

Andrea Corbett – ACT
Paul Leslie – PLE
Lauren Marchant – LMT
Nerissa Bryden – NBN
Senay Nihat – SNT
Steve Edmans - SES
Tyron Julien - TJN

Headteacher

Sonia Close – SCE

Parent Governor

Helen Douglas – HDS
Maria Slavovski – MSI
Laura Alexander – LAR
Claire Feiner – CFR
Nina Aufderheide – NAE

Staff Governor

Andre Henry - AHY

Clerk to the Governors: Jacky Potts
Also Present: Julie Vazquez – School Business Director
George Fevrier (V) – Deputy Headteacher (V)
Krista Mitchell – Deputy Headteacher

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
4.	Governors Services to note the re-election of Michael Ashwell as Co-opted Governor and the election of three new Co-opted Governors.	Governor Services	Immediate
c/f 5.4	MA to clarify with Governor Services whether comparative data will be provided on Governor Board Diversity	MA	Immediate
c/f 8.1	Meeting to be arranged within the next 4 weeks to undertake EDI SWOT exercise.	SYN	January 2024
c/f 15.2	All governors to advise of convenient dates for department reviews/link governor visits during the two-week window in March 2024.	All	Immediate

6.2	Terms of Reference for Resources Committee to be sent to the Chair and Vice Chair prior to the next meeting.	SCE	29 January 2024
6.3	Governors RATIFIED the following policies recommended by Quality of Education on 4 December 2024: <ul style="list-style-type: none"> Controversial issues policy Homework Policy Remote Learning policy Teaching & Learning Policy Staff Induction Policy Sixth Form Admissions Policy 		
7.2	BAPD Team Meetings to be scheduled for entire length of meeting	Governor Services	Immediate
7.3	Governors RATIFIED the following policies recommended by the BAPD Committee on 4 December 2024: <ul style="list-style-type: none"> Attendance Policy Equal Opportunities Policy Equality Information & Objectives Safeguarding & Child Protection Policy 		
10.2	All new governors to attend GDC training so that they can be included in the pool of governors for exclusion panels.	SNT/SES/TJN/NAE	Immediate
10.3	MA to discuss link governor roles with new governors.	MA	Immediate
18.	Governors RATIFIED the following policies: <ul style="list-style-type: none"> School Closure due to Severe Weather Conditions Complaints Policy Persistent Complaints policy Accessibility Policy Capability of Staff Policy Menopause Policy DBS Policy Redeployment Policy Reorganisation and Redundancy Policy Recruitment and Section Policy Pay Policy 		
19.1	AGREED: Governors approved the Teacher performance management reviews.		
	DATE AND TIME OF NEXT MEETING FGB - 18 March 2024 at 6.30pm Resources Committee - 29 January 2024 at 6.30pm		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present at the meeting. MA introduced Senay Nihat, Steve Edmans and Tyron Julien as newly proposed co-opted governors, who each gave a brief introduction on their backgrounds.
- 1.2 Apologies for absence were received and accepted from Shryene Yansen, Arnold Williams and from Paul Leslie for lateness.
- 1.3 There were no apologies for absence not received.
- 1.4 The meeting was quorate with fourteen Governors and the Headteacher present.
- 1.5 Governors agreed to take item 6 and 14 ahead of other agenda items to allow KM and GF to leave the meeting after their items.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were no items of Any Other Business and one confidential item.

3. DECLARATIONS OF INTEREST

- 3.1 There were no declarations of interest appertaining to any of the agenda items.

4. GOVERNING BOARD/BODY

- 4.1 To Appoint Three Co-opted Governors – MA proposed that Senay Nihat, Steve Edmans and Tyron Julien be elected as Co-opted Governors. Governors noted that Tyron Julien would move to the LA Governor role once all his paperwork was cleared. Governors were in receipt of their application forms and unanimously voted to elect them as Co-opted Governors. All three were invited to join the meeting.
- 4.2 There were no governors considered for disqualification through non-attendance.
- 4.3 The Clerk advised that Mike Ashwell’s term of office would end on the 26 January 2024. MA indicated that he would be standing for re-election. MA left the room at 18.58 and governors voted unanimously to re-elect him as Co-opted Governor and Chair of FGB. MA rejoined the meeting.

ACTION: Governors Services to note the re-election of Michael Ashwell as Co-opted Governor and the election of three new Co-opted Governors.

5. MINUTES OF MEETING OF LAST MEETING

5.1 Minutes of the 18 September 2023

Governors received the minutes of the meeting held on 18 September 2023 and approved these as an accurate record. The Chair will sign an electronic copy on GovernorHub.

5.2 Matters Arising

Minute	Actions Identified	By Whom	Due Date
3.1	All Governors to complete the Register of Business Interest	All	Completed
4.	To note the election of Chair and Vice Chairs	Governors Services	Completed
5.3	The school to provide a register of Governor DBS’ for each FGB meeting.	SJN	Completed

5.4	<u>Governing Board Diversity</u> - Chair to circulate an online poll to allow the NGA form to be completed which would generate a GB Diversity report.	MAL	MA advised that he was happy to provide an online training session to help governors complete. MA to clarify with
			Governor Services whether comparative data will be provided. ACTION: MA
6.2	To validate the figures in item 14 of the minutes of the 20 July 2023	SCE/SYN	Data was accurate but the way it was prepared was the issue.
8.1	<u>EDI Update</u> – meeting to be arranged to progress the SWOT analysis	MAL	Meeting to be arranged within the next 4 weeks ACTION: MA
9.	Governors were reminded to read KCSIE and update their declaration on GovernorHub. Governors were reminded to book their place on the LA's Safeguarding Training	All	Completed
12.	Governors to update their Skills Audit	All	Completed
15.2	Dates to be scheduled for department reviews and link governor visits	SJN	Next dates are scheduled for two weeks in March. Governors to advise SJ of convenient dates. ACTION: All
17.1	Equality Impact Assessment to be sent to the Headteacher	GAS	Completed
22.2	Safeguarding Link Governor to circulate dates for Safeguarding training which will be delivered by the school's safeguarding lead.	LMT	Completed. Training to be arranged for new governors.

5.3 Resources Committee 30 October 2023

The Chair of the Committee highlighted the following items discussed:

- Finances £155k gap
- Continued challenge with Kier
- As the school's finance are under control the school are no longer considered a School in Financial Difficulty. The LA had praised the way the finances were being managed and will continue to monitor.
- Governors recommended that the Terms of Reference were adopted.

PL joined at 19.04

6.0 **QUALITY OF EDUCATION**

6.1 LA provided feedback on the meeting held on 4 December 2023. She highlighted the following items:

- MS has agreed to take on the role of Chair and LA will be VC.

- Curriculum development
- Homework
- Numeracy – parent governors confirmed that parents are receiving a lot of reminders to ensure children take advantage of the online apps
- Sixth form numbers and courses
- Destinations, careers and enrichment
- Reading ages and enrichment
- Observation – key highlights
- KS2 Data & Reading Ages – Cohort of weaker pupils in Yr7, as well as a cohort of stronger pupils. KS2 data on Lexia looks more promising than in-house data.
- KM gave an example of a fertile question.

Q. Is there a programme for using the apps?

A. We did not have something for homework before. We moved to creating a pupil portal so that there are a range of apps which are subject specific. Some homework is still set, but is a core offer of English, maths and science.

Governors discussed the challenges of using several apps and logs ins which the children had to navigate.

6.2 Governors discussed the Terms of Reference which will be amended and sent to the Chair and Vice Chair prior to the next meeting. **ACTION: SCE**

LA left the meeting at 19.28

6.3 School Policies

KM presented the following policies which had been approved by the Committee for ratification by the FGB. She outlined where key amendments and changes had been made:

6.3.1 Controversial issues policy - minor changes had been made to the policy. This had been sent to parents and staff, with no feedback. It was agreed that this would be sent out again, as the link did not work.

AGREED: Governors agreed to ratify the policy.

6.3.2 Homework Policy – KM advised that this was a significant departure for Heathcote and may be subject to change. It captures where the school are now but will be re-presented to governors next year.

AGREED: Governors agreed to ratify the policy.

6.3.3 Remote Learning – this policy was adopted by the Key and amended to be Heathcote specific and included best practice from Covid.

AGREED: Governors agreed to ratify the policy.

6.3.4 Staff Induction Policy – LA Policy with added Heathcote specifics. **AGREED:**
Governors agreed to ratify the policy.

6.3.5 Teaching & Learning Policy – this was an old policy which has been amended to include clearer roles and responsibilities for staff and governors – ratified **AGREED:**
Governors agreed to ratify the policy.

6.3.6 Sixth Form Admissions – minor amendment to entry requirements for oversubscribed courses.

AGREED: Governors agreed to ratify the policy.

Q. What areas of the T&L policy would you like to see improved moving forward?

A. The assessment sections need to be strengthened, opening of the policy is also vague and needs to be tighter with a closer vision.

7. BEHAVIOURS AND PERSONAL DEVELOPMENT COMMITTEE

7.1 LM updated governors on the following:

- Attendance and punctuality - PA slightly under national; key groups; Yr9 flagged as a concern, parent engagement and tracking, comparative data on truancy
- Update on safeguarding
- Move to CPOMs has increased number of reports and improved dissemination to all staff
- Monitoring of internet and use of Smoothwall
- LAC attendance data

7.2 SYN offered to act as Chair at the meeting. Governors requested that future Team meetings are scheduled to cover the entire length of the meeting. **ACTION:** Governor Services

Q. *Is attendance monitoring online?*

A. *Yes, the teacher takes the register and this is recorded on Arbor, the online system.*

7.3 Policies

The Committee approved the following policies for ratification by the Governing Body:

7.3.1 Attendance Policy – Updated with guidance released from DfE. The policy outlines different roles of every member of staff in school, timings of registration, flowcharts for behaviour sanctions in line with new behaviour policy, updates to thresholds in line with lessons learnt from last year and actions that need to take place to support and challenge attendance, migration out of borough.

AGREED: Governors agreed to ratify the policy.

7.3.2 Equal Opportunities Policy – The policy has been updated in line with current SIP targets and equality objectives. Governors to be aware of the change of use of BAME to World Majority based on discussion amongst staff in the working party.

Q. *How are you going to ensure parents are aware of this change and it is embedded within school?*

A. *It is accepted that we have a journey to go on in terms of language and the use of language, but it is a starting point, which is likely to evolve.*

AGREED: Governors agreed to adopt the policy, which will be reviewed in the Autumn Term 2024.

7.3.3 Equality Information and Objectives

PL and SYN to be linked governors.

AGREED: Governors agreed to ratify the policy.

7.3.4 Safeguarding and Child Protection Policy

SCE highlighted governors on the key changes, particularly in relation to KCSIE. **AGREED:** Governors agreed to ratify the policy.

Governors questioned whether there was a gap in the policy which related to police visitors on the school site. SCE advised that the school had written an appendix covering the conduct of police on site. She had also asked Commander Crick to recirculate the expectations of the police when visiting school sites and had agreed to a process with the schools' officers which they need to follow. In addition, the school have confirmed that they will not allow any searching and strip searches on the school site, as they do not have the facilities for this to be undertaken in a respectable way. The Police would have to make an arrest and undertake the search at the police station with a relevant adult in attendance.

Q. *When will the document come to governors for review?*

A. *We need to add to the information we learnt from the debrief. It will be presented to the next meeting in March. It is being written as guidance with a shared understanding of how things should be managed. The school have a duty of care and responsibility for safeguarding. The guidance outlines that if a child has an EHCP then that plan will be gone through to make sure that it is fully understood by the officers in attendance.*

LM left the meeting at 20.35pm

8. EDI UPDATE

8.1 GF gave a presentation on the work conducted by himself and Chris McClean since September 2023:

- SIP Target 5
- Increase number of days
- Ensuring pupils from key demographics take up opportunities
- Breakdown of pupil leadership and pupil ambassadors
- Providing support and awareness of LGBTQA+
- Tracking and monitoring data
- Comparisons of half term 1 2022/23 and 2023/24 – RAG rated
- Praise points and recognition of positive behaviour
- Raise praise points from Yr10 upwards
- Comparable data with other local schools within the borough
- WF permanent exclusion data. 1 PE last year
- Comparison with LA suspensions by gender
- Decolonising curriculum
- Embed anti-racism strategy with target to achieve within two years
- Demographic graphs of year groups
- Partnership work with Norwood School around anti-racism strategy
- Approach to self-assessment for anti-racism award
- Focus of subgroup to be language and bias
- Breakdown of working parties
- Anti-racist statement pledge – Everyone is Welcome
- SCE meets key members bi-weekly to set plans and focus on the key issues that need to be addressed.

SJ has provided dates in January for the SWOT exercise.

GF left the meeting at 21.11pm

9. CHAIRS ACTION

There were no items to report.

10. COMMITTEE MEMBERSHIP, LINK GOVERNORS AND GOVERNANCE

- 10.1 MA outlined the committee structure to the 3 new governors and invited them to select which sub committee they would like to sit on. The following was agreed:

Senay Nihat – Resources
Steve Edmans - QoE
Nina Afderheide – BAPD

Tyron Julien to give further consideration to which committee he would like to attend.

- 10.2 All new governors to attend GDC training so that they can be included in the pool of governors for exclusion panels.

ACTION: SNT/SES/TJN

- 10.3 MA to discuss link governor roles with new governors.

ACTION: MA

11. ANNUAL GOVERNANCE STATEMENT

Deferred to next meeting

12. BUDGET MONITORING Q2

JVZ advised that budget information was Included in the HT report. She highlighted the following:

- £155k deficit, this is unlikely to increase
- Spent 44% of expenditure and collected 48% of income.
- Good monitoring of cashflow and no problems are anticipated
- Some spend is that Teachers pay award will be paid in January and TTO £70k paid in April 2024.
- Looking to identify savings and generate income, which will be outlined in Q3 January 2024.
- Capital – allocated budget for condition survey works on 6th form building but there has been no spend to date. The LA are on board to do a more detailed specification of issues and the school are hoping they will fund most of it. The new governors were updated on the issues which affect the building.

Q. Where are the school at PAN and what looks like the bottom line?

A. 212 first choice places, which is significantly higher than local schools. 520 applications for 180 places.

Q. Are we going to increase the PAN?

A. We may have a discussion around a bulge class, but this is currently on old.

Q. What areas of savings are you referring to, as the supply teacher element is always high?

A. We have not used any supply, to date. We will do a deep dive into all the areas. There is a £10k deficit in the AP, which the LA have been approached to fund, as this is not sustainable longer term. The LA have agreed to increase places from 13 - 15

13. FINANCIAL RISK REGISTER

13.1 Governors noted that the Risk Register reflects the current financial position of the school.

14. YR11 AND YR13 OUTCOMES

KML outlined the process for Challenge week which takes place 3 times a year. She presented the data for Yrs 11 and 13 and highlighted the following:

- Strengths
- Significant concerns • U/E Grades key focus.
- Actions to improve grades at cohort levels and individuals

Q. For those pupils at U/E, did you find grades were lower across the board?

A. They were a real focus at parents' evening. We have even dropped an A level to ensure that pupils can manage their subjects across the board. It tends to be the harder subjects, such as physics and maths. Uplearn is good for these pupils as it is targeted.

Q. *Have you been able to overlay these grades with PP pupils?*

A. *We have looked at cohort level of PP pupils. We have got disadvantaged data and they are underperforming; they have all been given a bursary and funding has been spent on Uplearn. We have purchased books, revision guides and provided 1-1 tutoring.*

Q. *Will you be making a different decision on Yr11 pupils going into sixth form?*

A. *We need to make a decision on some courses. All the children who did not get applied science were put onto science subjects and they have struggled.*

Q. What are you doing differently with the new cohort of Yr12/13 pupils?

A. Yr 12 grades were harder, so they were much more suited. We were stricter on pathways and there is more combination of BTECs. There have been some early conversations where we have seen where pupils were struggling.

- Comparative grades
- Core performance – pupils' needs to be challenged.

Governors noted the shift to make maths more engaging and challenging, as it was previously felt that it was deemed as safe. The curriculum in Yr7 was felt to be too repetitive of Yr6. Work is being carried out on lesson plans and resources.

Q. *If this is not going to be a quick win, how does that affect Yr11 now?*

A. *We have to focus on Maths Watch as this is geared to their gaps and will help to plug any gaps from Covid. KML explained how pupils need to be encouraged to build resilience to tackle the maths.*

- KPIs
- Tracking data
- Gaps – PP launched free online tutoring, with a payment of £60 for non-PP for STEM lessons
- Subject analysis
- Actions to improve grades

Q. *Are the school clear on what access PP pupils have at home? What is being done for those students who do not have access at home?*

A. This formed part of the student questionnaire. We have identified those that we want to sign up, and if they don't sign up, we will follow up with them and ensure they have access, laptops, etc. We have a good sense of what is going on from homework records. We now have a night in the library for all year groups where they can access chrome books, etc. We will closely monitor the data on pupils' access.

Q. The SLT mentoring programme for key children, will this be continued?

A. Unfortunately, it did not have an impact as we could not meet regularly enough. All those parents who did not attend parents evening, SLT will meet with them to update them on where their children area, so that they are aware of what they can do to support their children.

Q. What was the turnout for parents evening?

A. 85% turnout, where previously it has been at 78 – 80%.

KML left the meeting at 20.00

15. HEADTEACHER'S REPORT

Governors were in receipt of the report prior to the meeting and had had the opportunity to raise questions. SCE raised the following:

Governors commended on the excellent improvement in attendance, which is significantly above national.

16. SIP PROGRESS

16.1 Evidence shows progress made against SIP targets

16.2 PTA have raised £2.5k and have match funded. When they reach £5k they will have £10k for PP pupils.

16.3 Reviewing sixth form offer in order to retain as many Yr11s as possible.

17. PUPIL PREMIUM STATEMENT

17.1 The biggest spend is on support for english and maths and what is being done to improve and close gaps.

18. SCHOOL POLICIES

18.1 Governors received the following LA policies:

- School Closure due to Severe Weather Conditions
- Complaints Policy
- Persistent Complaints policy – minor changes made to clarify that persistent complaints can either by via telephone or email.
- Accessibility Policy – this had been amended to cover the Oak Unit, DSD and Sixth Form.
- Capability of Staff Policy
- Menopause Policy
- DBS Policy
- Redeployment Policy
- Reorganisation and Redundancy Policy
- Recruitment and Section Policy

AGREED: Governors ratified the above policies.

18.2 Pay Policy

AGREED: Governors ratified the Pay Policy

- 18.3 Fire Action and Emergency policy - awaiting written confirmation from the LA that individual buildings can be evacuated.

JV, AH left at 21.42

19. PERFORMANCE MANAGEMENT REVIEWS

- 19.1 HT appraised governors on the recent Pay Committee. All teachers progressed one pay increment, with the exception of 1 teacher and 1 member of support staff who are on support plans. 4 members of staff applied and were awarded UPS.

AGREED: Governors approved the Teacher performance management reviews.

- 19.2 The Terms of Reference were agreed and ratified.

SCE left at 21.45

20. DATE AND AGENDA ITEMS FOR NEXT MEETING

FGB - 18 March 2024 at 6.30pm

Resources Committee - 29 January 2024 at 6.30pm

21.0 ANY OTHER BUSINESS

- 21.1 Governors were advised that the Sixth form open evening would take place on the 10 January 2024 at 5pm.

Meeting finished at 21.47pm