

**DRAFT MINUTES OF
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
GOVERNING BODY
HELD ON MONDAY 18 MARCH 2024 AT 6.30PM (Hybrid)**

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

Co-opted Governor

Andrea Corbett – ACT
Lauren Marchant – LMT (Vice Chair)
Nerissa Bryden - NBN

Headteacher

Sonia Close – SCE

Parent Governor

Helen Douglas – HDS
Maria Slavovski – MSI
Laura Alexander – LAR (V)
Claire Feiner – CFR
Shryene Yansen (Vice Chair)

Staff Governor

Andre Henry - AHY

Clerk to the Governors: Jacky Potts
Also Present: Julie Vazquez – School Business Director
George Fevrier, Deputy Headteacher

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
3.2	Governors to complete their Declarations of Interest	SNT	Immediate
4.1	To check paperwork for parental elections	SCE	Immediate
4.3	Submit relevant information to the school to allow DBS' to be renewed.	MAL/HDS	Immediate
4.4./c/f 5.4	To complete the governors body equality & diversity form on GovernorHub	All Governors	Immediate
7.1	Governors to provide their feedback on the Heathcote Pledge	All Governors	Immediate
8.	Chair to write to Councilor Williams to make a case for the boiler replacement in sixth form.	MAL	Immediate
9.1	AGREED: Governors RATIFIED THE SFVS		
11.	Governors to provide comments by Friday 22 March 2024 to allow ratification outside of the meeting.	All Governors	22 March 2024
12.	AGREED: Governors RATIFIED the Committee Membership		

13.	All reports to be completed and submitted to SJN for uploading to GovernorHub	All Governors	Ongoing
14.1.1	Behaviour Policy – Governors voted (8 votes) for the school to introduce an amnesty between now and September on VAPES in preparation for the policy to be amended and adopted in September prohibiting vapes being brought into school.	SCE	Immediate
14.1.2 – 14.1.6	Governors RATIFIED the following Policies: <ul style="list-style-type: none"> • Financial Regulations • Child on Child/Harmful Sexual Behaviours • E-Safety • Statement of British Values • Addendum to Safeguarding Policy 		
15.1	Poll to be circulated to determine appropriate dates for Governor Training Day and items for discussion	MAL	Immediate
16.	DATE AND AGENDA ITEMS FOR NEXT MEETING Monday 13 May 2024, 6.30pm at the school		

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 Paul Leslie
- 1.3 There were no apologies for absence received from Steve Edmans, Tyron Julien, Senay Nihat or Nina Aufderheide.
- 1.4 The meeting was quorate with ten Governors and the Headteacher present.
- 1.5 Governors agreed to take Item 7 ahead of other agenda items.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There was two items for 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.
- 3.2 It was noted that Senay Nihat had still to complete her declarations of interest on GovernorHub.

ACTION: SNT

4. GOVERNING BOARD/BODY

- 4.1 The Clerk advised that there was currently a vacancy for an LA Governor and a vacancy for one parent governor. SCE to check the paperwork for parental elections.

ACTION: SCE

- 4.2 There were no governors considered for disqualification through non-attendance.
- 4.3 The governors whose DBSs were due for renewal were asked to submit relevant information to the school in support of applications.

ACTION: MAL/HDS

- 4.4. Governors were asked to complete the governing body diversity form, which is on GH.

ACTION: ALL

5. MINUTES OF MEETING OF LAST MEETING

- 5.1 Minutes of the 18 December 2023

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

5.2 Matters Arising

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	Completed
c/f 5.4	MA to clarify with Governor Services whether comparative data will be provided on Governor Board Diversity	MA	All Governors to complete to allow the data to be produced. ACTION: All
c/f 8.1	Meeting to be arranged within the next 4 weeks to undertake EDI SWOT exercise.	SYN	Discussion held on 18/12 about the SWOT. SJN to contact SYN to arrange a date and SYN to do a WhatsApp poll to determine governor attendance.
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	Completed. Governors to provide reports.
6.2	Terms of Reference for Resources Committee to be sent to the Chair and Vice Chair prior to the next meeting.	SCE	Completed
7.2	BAPD Team Meetings to be scheduled for entire length of meeting	Governor Services	Completed
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	Training date scheduled. New governors to be encouraged to attend. MA offered to provide refresher training on GovernorHub,
10.3	MA to discuss link governor roles with new governors.	MA	Completed Tyrone - PIE Steve – Science Nina – 6 th Form

5.3 Resources Committee 29 January 2024

The Chair of the Committee highlighted the following items discussed:

- £61k deficit, making progress on reducing deficit

Q. *Where are the school with money that LA were going to fund?*

A. We fell short of 0.5% of the pay award which we had to budget for ourselves. There may be a potential 10% pay award for support staff, which will have a major impact on finances.

- £60k required for boiler replacement. LA are not prepared to fund.
- Cleaning by Kier is still not good enough. The school have collated evidence of jobs that have not been closed which has resulted in payments being stopped to Kier.

Q. Do we have an equivalent insurance scheme to cover for the boiler?

A. We have got a regular contract at Aston's who maintain them yearly. The boiler is at the stage where there is nothing else that can be maintained.

- Still running temporary website. Draft one has been completed. NBT will be reviewing it. New photos and video have been produced.
- Concerns continue with IT support. SLA did not quantify the skills set of ground staff. The contract finishes next April. MA available to support the school.
- Oak Provision – it is closing at Easter. LA have replaced the staff and SCE made it categorically clear that if funding did not increase then the provision will cease. They have offered £15k per place, but this has still not been provided in writing. Meeting for all AP Secondary Heads in the borough to be held within the next two weeks.

6. HEADTEACHER'S REPORT

The Chair thanked the governors for the questions raised in advance of the meeting. SCE highlighted Key items:

- Attendance is significantly above average
- Staff attendance has had a massive financial reduction on costs
- Oak Provision
- Behaviour Data
- Feedback on Ofsted Inspection – 3 deep dives on English, geography and math's on first day; pupil feedback, pupil voice and staff voice; attendance and safeguarding. Focus became quality of education on the second day. Initial feedback from the newly received report which includes areas for improvement which are already in the SIP. Governors queried the next stage.

Governors queried what the issues were with Maths. SCE updated governors on the current situation and how it was being addressed, along with proposals, to bring about improvements in outcomes, including quick wins and possible 1-1 online tutoring.

Governors suggested that consideration should be given to using exceptional sixth formers and ex-students who would be willing to help out.

The recent LA Governors briefing identified that attainment was dropping for pupils transferring from Primary to Yr7. SCE was aware of this and advised governors what was happening to address this.

- SIP – new document to be uploaded on GovernorHub. Evidence, concerns and next steps; Maths and numeracy strategy to be a major focus; online behaviours; school environment. Governors were reminded to continue to ask questions, particularly on their SIP designated areas.

7. EDI UPDATE

7.1 Update from Headteacher

GFR provided a presentation on behalf of the school and highlighted the following key items:

- Actions – Updating IEPs; whole staff training; Adaptive teaching; whole staff inset focused on language; anti-racist work; pledge created by pupils and staff. Monitoring child on child behaviours; pyramid of need.
- Impact – Qualitative
- Next Steps for Summer Term – Governors were asked to provide their feedback on the Heathcote Pledge so that this can be finalised.

ACTION: All Governors

Q. Data presented on suspensions, EHCP children did not have attendance information? Attendance is a big issue nationally?

A. Highlights were presented, but there are still areas of concern, EHCP is one. The data presented related to the impact made so far. GFR advised that he was happy to share the entire document on GovernorHub.

- SCE updated governors on the areas she was concentrating on and the significant staff she was line managing. In addition she was completing a census return on staff promotion, which would indicate how the school fairs once the report is produced.

Q. Do topical issues get discussed with pupils

A. Yes, in tutor time. There is limited capacity to address this area as well as it was previously due to limited staff resources, but it is hoped that this will be addressed.

7.2 Update from EDI Governor

SYN updated governors on the following:

- Pleasantly surprised at how much work has been done
- Good partnership between CMN and GFR, who have moved the work on monumentally
- Feedback from the pupils at the Norwood School
- Important for the school to narrow down priorities
- EDI item on Inset Day was encouraging
- Cultural shift
- Still awaiting some answers on the data, it is important that this information is known
- Would have been nice for the link governors to be involved in the Inset Day
- Acknowledged progress from last year. Actions need to be measured.

SCE recognized the amount of items on the action plan, but felt it was important that the school focus on a particular strand.

GFR left the meeting at 19.15pm

8. **FINANCIAL RISK REGISTER**

Thanks to SYN for her input on this. MA to upload the new template with the data.

Governors were asked to look at this, for instance, the boiler needs to be included as a Major Risk. Funding is available to replace one boiler. Worst case scenario is that if the boiler breaks down the sixth form will need to be closed. MA to draft a letter to Councilor Williams to make a case for funding for the boiler.

ACTION: MAL

9. **FINANCE**

9.1 SFVS

The document was reviewed by MA/NBT at a recent meeting and answered all the questions on how the school's resources are managed. 3 questions answered in part, 6, 9 and 13

which relate to a deficit budget. School under Management, no longer a school in financial difficulty.

AGREED: Governors **ratified** the document.

9.2 Review Budget Plan

Update on outturn. Qtr. 3 shows a reduction in the deficit from -£155k - £61k. Continuing to work on other savings which are highlighted on pages 4-6 of the HT's report.

- Agency supply costs have been minimal as all cover provided internally
- Reduced agency TAs from 5 – 3.
- Savings on HTAs
- Savings on consultancy, capital and premises costs
- Provided for TTO, pay awards and repayment of growth fund. No certainty of how much the TTO costs will cost.

Q. How much of capital budget committed for projects in scope?

A. Planned to do the boiler. The only spend was £25k on the pigeon project and £17k on ICT. Carry forward will be needed on boiler replacement in sixth form building.

A governor queried whether the school had moved forward on engaging the parental community and being able to tap into them. HDS provided a document which needs to be sent out. The school had managed to get 50 desktops via this approach.

JVZ left at 20.00pm

10. **CHAIRS ACTION**

There were no items to report.

11. **RATIFY ANNUAL GOVERNANCE STATEMENT**

Governors to provide comments by Friday 22 March 2024 to allow ratification outside of the meeting.

ACTION: All Governors

12. **COMMITTEE UPDATES**

MAL highlighted committee membership. Chairs and Vice Chairs to be decided at the next meetings.

AGREED: Governors Ratified the committee membership

13. **LINK REPORTS**

All reports to be completed and submitted to SJN for uploading to GovernorHub.

ACTION: All Governors

14. **SCHOOL POLICIES**

14.1 Governors received the following LA policies:

14.1.1 Behaviour Policy

SCE presented the Behaviour Policy and highlighted that there was currently a national issue around Vapes in schools. The school are concerned that re-usable vapes are being used to fill with drugs, which means that the school have no way of testing if drugs are being brought into school undetected. Children are able to easily conceal vapes on themselves, even in exams, as some vapes no longer display smoke. The School are now considering vapes being added to the prohibited list which could lead to permanent exclusion.

Q. *What is the general consensus across the borough?*

A. *Two heads have already put this in their behaviour policy ahead of the government's stance on vapes and were challenged on this.*

Governors discussed the problems associated with the issue and suggested that an amnesty could be introduced immediately, with this being introduced as policy in September. It was suggested that the school undertake a programme of work from now until September which could consider including parental engagement, education through assemblies, referrals, etc. The School would also need to consider how children can be given the opportunity to dispose of vapes before they come into school. During this time the current policy would exist, and if anything is defined as drugs then this would be dealt with under the drugs policy, using existing sanctions. From September the Behaviour Policy would then be amended to include Vapes as a prohibited item and the inclusions of suspensions and exclusions should drugs be found in vapes.

Governors voted on this proposal and it was **AGREED** by a vote of 8.

Q. What is the demographic of pupils who are the main perpetrators?

A. It is a group of white girls in Year 10.

A governor passed a flippant comment at this point.

14.1.2 Financial Regulations

AGREED: Governors RATIFIED the Financial Regulations.

14.1.3 Child on Child/Harmful Sexual Behaviours

SCE advised that there were minor changes to the policy which included the logging and tracking on CPOMS, online bullying and behaviours.

AGREED: Governors RATIFIED the Child on Child/Harmful Sexual Behaviours Policy.

14.1.4 E-Safety

Governors noted the minor amendments. Workshops on online safety issues will take place during the Summer Term.

AGREED: Governors RATIFIED the E-Safety Policy.

14.1.5 Statement of British Values

This is a DfE policy with no updates. A governors queried whether the policy includes the definition on extremism, SCE clarified no update had been received to date.

AGREED: Governors RATIFIED the Statement of British Values.

14.1.6 Addendum to Safeguarding Policy

AGREED: Governors RATIFIED the Addendum to Safeguarding Policy.

15. **ANY OTHER BUSINESS**

15.1 The Chair agreed to circulate a poll to determine appropriate dates for the governor training day and ideas for discussion.

ACTION: MAL

15.2 AI is becoming a problem. Software being used on exam boards needs to be purchased by the school to ensure that pupils are not being struck off by exam boards. It was suggested that the borough should be funding this for all schools, as it will become a national issue. It may well be that AI becomes part of a course and accepted. In the meantime, it is important that the school needs to prevent final submissions being excluded or missed and sent to exam board which could result in the whole cohort being excluded.

SCE and AH left at 21.20

15.3 Confidential Item – Confidential Minutes of 18 December 2023 were agreed.

16. DATE AND AGENDA ITEMS FOR NEXT MEETING
Monday 13 May 2024, 6.30pm at the school

Meeting finished at 9.30pm