

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL GOVERNING BODY
HELD ON MONDAY 19 MAY 2025
AT 6.30 PM
(HYBRID)**

Present: James Bore (Chair) **Co-opted Governor**

Co-opted Governor(s)

Lauren Marchant

Headteacher

Sonia Close

Parent Governor(s)

Claire Feiner
Maria Savovski
Helen Douglas

Staff Governor

Andre Henry

Clerk to the Governors/Trustees: Jacky Potts
Also present: Julie Vazquez, School Business Director

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.	AGREED: Governors AGREED the Final Budget Outturn 2024/25		
6.2.3	AGREED: Governors noted that the school were setting a deficit budget of £371,038 and will work with the school on the 5 Year Recovery Plan.		
7.1	AGREED: CFR/LMT agreed to meet with SCE to review applications for governors.		
7.1	School to update Risk Register following the governor review	SCE/JVZ	Immediate
7.1	To circulate outcome of Condition Survey to governors	JVZ	Immediate
8.	AGREED: Governors AGREED the Financial Regulations 2024/25.		
9.	AGREED: Governors AGREED the SFVS		
10.	AGREED: Governors AGREED the following policies: <ul style="list-style-type: none"> • Sabbatical Policy • Educational Visits Policy • Internal Appeals Procedure 		

Chair's Initials:

	<ul style="list-style-type: none"> Conflicts of Interest Policy NEA Policy 		
11.	AGREED: Governors AGREED, in principle, the trips to New York, Italy and France.		
13.2	Clerk to clarify which policies can be ratified at committee meetings.	JPS	Immediate
	DATE OF NEXT MEETING MONDAY 14 JULY, 6.30PM AT THE SCHOOL		

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 Leonie Alderman and Laura Alexander.
- 1.3 No apologies for absence were not received.
- 1.4 The Clerk confirmed that the meeting was quorate with six governors present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were five items of Any Other Business and One Confidential item.

3. DECLARATIONS OF INTEREST

- 3.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.
- 3.2 There were no declarations made pertaining to any of the agenda items for this meeting.

4. MINUTES

- 4.1 Governors received the minutes of the FGB meeting held on 24 February 2025 and agreed these to be an accurate record of the meeting. JB to sign a copy of the minutes on GovernorHub.

4.2 Matters arising:

Minute reference	Action	Status update
4.1.1	Agreed: Reconstitution to 13 Governors	Completed
4.1.3	TJ wishes to be a LA Governors	TJ has since resigned
4.4	Governing Body Diversity to be completed.	Ongoing reminder
4.5	Safeguarding Training to be completed by Governors	Completed
5.1	Agreed the Minutes of the meeting held on the 16 September 2024 and 17 December 2024	Minutes to be signed by Vice Chair
8.0	Terms of Reference for Committees	Agenda item
9.6	Governors invited to choose their Link Roles and inform the Headteacher by email	Completed

5. BEHAVIOURS AND PERSONAL DEVELOPMENT COMMITTEE 31 MARCH 2025

Chair's Initials:

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5.1 The Chair reported content of the meeting as follows:

- SEND and SEND Data
- Terms of Reference
- Presentation from NH and KM on Behaviour and Attendance
- Policies approved – low level addendum by staff, Peer on Peer Policy, Critical Incident Policy presented for feedback and discussion.
- Next Governor link visit to be combined for SEND and Behaviour. Date to be arranged.
- Governors raised concern at the dip in SEND data as pupils progressed through the school, particularly in Yr9, and they did not feel that this was thoroughly addressed. SCE explained that these pupils are on track, but their outcomes are different, but this was a good flag for governors to consider.

Q. Do Yrs7,8,9 understand what being on track means?

A. We have changed the reports for this year to include the DfE target and what they are getting, this was approved by parents. For September, we need to consider how we present data to those pupils who are vulnerable.

- New trackers for KS3 will be part of the SIP for next year. Discussions have been held with SEND teachers about measures for SEND children and a need for separate reporting. Teachers had discussed the difficulty in tracking data and progress through all the year groups.
- Change of structure of day presented to ML, with exception of one person, all agreed to move tutor time back to the beginning of the day, to start in September.

6. RESOURCES REPORT

6.1 Final Outturn 2024/2025

- 6.6.1 Governors noted that the Final Outturn was **£221k** surplus. The school had made a number of cuts to deliver the surplus. Only £23k had been spent on Supply Staff, as members of SLT had provided cover. Staff absence had reduced, and continues to improve year on year.
- 6.6.2 The original plan was to utilise the surplus to increase staff across core subjects and undertake IT refits throughout the school, however, as the school were proposing a deficit budget for 2025/26 the surplus would have to be offset against the deficit.

AGREED: Governors **AGREED** the following Final Outturn 2024/25 as follows:

Revenue	£221,062 surplus
Capital	£3,860 surplus

6.2 Staffing and Timetabling

- 6.2.1 Governors noted that there were 3 teachers due to take maternity leave this year, which will impact the budget as the positions will need to be recruited to.
- 6.2.2 The position of the Lead teacher of Deaf had still not been recruited to and SCE was unsure of the implications of the SRP as the school were not fulfilling the SLA. A meeting is still awaited with the LA. An option would be to internally recruit someone to lead the department, who could then go on to do the training and qualification.
- 6.2.3 The position of Senior Deputy Head will no longer be recruited to.
- 6.2.4 No additional costs will be incurred as KM's maternity post is covered internally.
- 6.2.5 Governors noted that should the PTA get charitable status then there are a number of grants that they can apply for once they have reached £5k.
- 6.2.6 Governors were keen for the school to pursue Jack Petchey Awards.

6.2 Budget 2025/26

6.2.1 The SBD highlighted the following:

- Level of income of core budget for school budget share did not increase year on year. The school had received a much smaller percentage than predicted, resulting in approximately £400k reduction compared to last year, but expenditure had stayed the same. Received Income £11,028,699 against Expenditure £11,620,799.
- 2.8% Teachers Pay Award is not covered
- Impact of one month delay for the receipt of Indicative Budgets
- Heathcote is over-subscribed for September intake and numbers for Sixth Form are highest ever achieved.
- Schools meals service at LBWF will be disbanded from March 2026, due to excessive overspends. The school will be required to tender for a new catering company by the end of the academic year, which will be presented to governors for approval.
- Teachers pay funding is included in the Core Schools Grant. Awaiting April – September payment.
- Uncertainty of the Oak Provision has impacted the budget.
- The surplus from the 2024/25 Budget will be offset against the deficit.

6.2.2 Governors discussed in detail the negative impact of the deficit budget and raised concern around the lack of support, guidance and information from the LA.

Q. What is worse case scenario?

A. We are writing a detailed 5 Year recovery plan. We are required to show how we will achieve a balanced budget by Year 5, which is impossible. Historically we have been put under monitoring, but we are now having to define how we are going to cut the budget.

Q. What is the consequence of so many schools being in deficit?

A. Staffing cuts

6.2.3 **AGREED:** Governors noted that the school were setting a deficit budget of **£371,038** and will work with the school on the 5 Year Recovery Plan.

7. RISK REGISTER 2024/25

7.1 Governors reviewed the Risk Register and considered whether current levels of risk were appropriate, as follows:

- Governance - Loss of key financial knowledge is continued risk - High Risk. CF/LM agreed to meet with SCE to review applications for governors.
ACTION: SCE
- School strategy – yearly risk - unchanged
- Setting annual budget - High Risk
- EHCP funding – High Risk. Note re SRP to be included.
- Staffing – Medium
- VFM – Medium
- IT contract – detail to be updated to reflect new contract
- Rising PFI – high
- H&S Premises to be updated. Outcome of condition survey to be circulated to governors

ACTION: JVZ

ACTION: School to update
ACTION: SCE/JVZ

8. FINANCIAL REGULATIONS 2024-2025

Governors noted that there were no changes with the exception of dates and name of the new payroll provider

AGREED: Governors **AGREED** the Financial Regulations 2024/25.

9. SFVS

9.1 Governors noted that the SFVS had been completed with the Chair of Governors and submitted to the LA by the requested deadline. The school were awaiting a response from the LA.

AGREED: Governors **AGREED** the SFVS

10. POLICIES

10.1 Sabbatical Policy

Governors noted that this was an LA policy with no changes.

AGREED: Governors **AGREED** the Sabbatical Policy.

10.2 Educational Visits Policy

Governors noted the changes, which had been highlighted on the policy in GovernorHub.

AGREED: Governors **AGREED** the Educational Visits Policy.

10.3 Internal Appeals Procedure

Governors noted that all children have the right to disagree/challenge their coursework grade. They have one week to appeal, with evidence, once the exam grades have been published. Governors were advised that no issues had been encountered this year

AGREED: Governors **AGREED** the Internal Appeals Procedure.

10.4 Conflicts of Interests Policy

Staff will be required to sign as part of their declarations.

AGREED: Governors **AGREED** the Conflicts of Interest Policy.

10.5 NEA Policy

Governors noted that the policy had been highlighted and the relevant wording to Heathcote had been made clear on GovernorHub.

AGREED: Governors **AGREED** the NEA Policy.

11. TRIP PROPOSALS

11.1 AH presented the following trip proposals:

11.1.1. New York 5 – 9 October 2025 (5 days, 3 nights), 40 pupil spaces, 4 teacher spaces, Active for Schools Tours.

Governors noted that this was a new tour company which the school had not used before. The trip was targeted at business and economic groups, but would be open to all. Neighbouring schools were offering similar trips, which was becoming a draw for sixth form students.

ACTION: Governors raised concern around USA border controls and checks on passports and social media links, which the school agreed to consider and seek guidance on.

11.1.2 Italy Skiing Trip 21-27 March 2026 – Yrs 8-9. 44 places, 4 staff members (6 days)

Governors noted the purpose of the trip.

11.1.3 France, 17 – 20 June 2027 France Yrs 9 – 10. 44 spaces, 5 teacher spaces. Travel via bus and ferry.

It is hoped that the trip will help with recruitment to option of French, as any Yr9s attending would have to choose French as an option.

11.1.4 Governors noted that to include additional members of staff would incur further costs to parents.

11.1.5 Financial assistance for PP pupils would be at a minimum.

ACTION: School to verify the tour companies

AGREED: In principle, subject to further questions and checks on Active for Schools Tours.

12. SCHEDULE OF MEETING DATES

12.1 Monday 16 June – BAPD

Monday 16 June – QoE

Monday 14 July - FGB

13. ANY OTHER BUSINESS

13.1 Terms of Reference

Governors noted that the Terms of Reference for both QoE and BAPD had been changed to reflect the structure of team, and constitution changed to 2 governors plus HT/DH to allow meetings to continue whilst recruiting to governor vacancies. Either DH or HT to be attended. Governors questioned what policies could be ratified at committee meetings, the Clerk agreed to clarify.

ACTION: JP

13.2 Appointment of new governors

Working party agreed to include SCE/LMT/CFR.

13.3 Election of Chair

JB advised that due to personal circumstances he was unable to remain as Chair and was seeking nominations for the position of Chair for the remainder of the academic year. HDS nominated LMT, which was seconded by CFR. Governors unanimously elected LMT as Chair.

JB advised that he would be remaining as a Co-opted Governor. The GB formally thanked him for his time as Chair.

13.4 Governors were updated on the recent resignation of a governor.

13.5 Governors noted that Heathcote had been mentioned in the local Guardian newspaper.

AH left the meeting at 8.40pm

14. CONFIDENTIAL ITEM

This item was heard confidentially.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 Date of next meeting – Monday 14 July 2025

The meeting closed at 9.30pm