

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE
FULL GOVERNING BODY
HELD ON MONDAY 13 MAY 2024 AT 6.30PM
Hybrid**

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

Co-opted Governors

Shryene Yansen – SYN,
Andrea Corbett – ACT
Nerissa Bryden - NBN
Paul Leslie (v) –PLE
Tyrone Julien - TJN

Headteacher

Sonia Close – SCE

Parent Governor

Helen Douglas - HDS
Maria Slavovski – MSI (v)
Leonie Alderman - LAN

Staff Governor

Andre Henry (V) - AHY

Also Present

Julie Vazquez (JVZ) – School Business Director
Krista Mitchell (KML) – Deputy Headteacher
Clerk to the Governors: Jacky Potts - JPS

Summary of agreements and actions:

Minute	Formal agreements and/or actions identified	Action By	Due Date
4.1	Governor Services to note the re-election of Shryene Yansen.	GS	Immediate
4.2	Governors Services to note the election of James Bore at Co-opted Governor.	GS	Immediate
5.2	Minutes to include circulation of the Vice Chairs.	JPS	Immediate
5.3.1	To set up meeting to discuss and take forward the SWOT analysis from Governors' training day	NBT	Immediate
10.1	Governors noted the Budget 2024/25		
10.2	AGREED: Governors agreed the Final Outturn 2023/24		
12.0	GB Self Evaluation - Governors were asked to complete this via the link on GovernorHub	All	Immediate
13.0	Draft Annual Governance Statement - To be drafted by the Chair, in conjunction with Vice Chairs.	MAL/SYN/LMT	Summer Term
14.3	School to arrange ID passes for all new governors.	SJN	Immediate

16.	Governors RATIFIED the following policies: <ul style="list-style-type: none"> • Code of Conduct Policy • Flexible Working Policy • Grievance Policy • Leave of Absence Policy • Sickness Absence Management Policy 		
18.1	AGREED: Governors approved the IT Asset Disposal list.		
	DATE OF NEXT MEETING Monday 22 July 2024, 6.30pm at the school		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting, in particular Leonie Alderman, new Parent Governor, and James Bore, prospective Co-opted Governor. All governors introduced themselves.
- 1.2 Apologies for absence were received and accepted from Laura Alexander, Senay Nihat, Lauren Marchant and Nina Aufderheide.
- 1.3 There were no apologies for absence not received.
- 1.4 The meeting was quorate with ten Governors and the Headteacher present.

Governors agreed to take Items 8 and 10 ahead of the main agenda to allow KML and JVZ to leave the meeting

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

There were two items of Any Other Business.

3. DECLARATIONS OF INTEREST

- 3.1 All Declarations of Interest were up to date. New governors were reminded to complete their declarations on GovernorHub.
- 3.2 There were no declarations made pertaining to any agenda items for this meeting.

4. GOVERNING BOARD/BODY

- 4.1 The Clerk advised that there was currently one vacancy for a co-opted governor and Shyrene Yansen's term of office was due to expire on 6 July 2024. She indicated that as she wanted to continue as EDI Link Governor she proposed herself for re-election. SYN left the room and Governors were asked to vote via a secret ballot. This was questioned by a Governor who queried why this process was being used when previously governors had voted via a show of hands. HDS said SYN needed to be nominated and seconded, but this was not followed. Governors re-elected SYN as a Co-opted Governor, *by a show of hands*. SYN re-joined the meeting.
- 4.2 The Chair introduced James Bore for election, whose application was available on GovernorHub for information. He was nominated by HDS and seconded by MAL. Governors voted to elect him as a Co-opted Governor and he was invited to rejoin the meeting.
ACTION: Governor Services to note the election of Shryene Yansen and James Bore as Co-opted Governors.
- 4.3 There were no governors considered for disqualification due to non-attendance

5. MINUTES OF THE LAST MEETING

- 2 V3 Minutes of FGB 15 May 2024

5.1 Governors received the minutes of the meeting held on 23 March 2023 and concern was raised by a number of Governors in relation to item 14.1.1. It was agreed that governors would email the Clerk what they had said in the meeting so the Clerk could capture this in the minutes, those amended minutes would be re-presented to Governors at the next FGB meeting for agreement.

5.2 This discussion was recorded as a confidential Item.

5.3 SYN requested that all future draft minutes should be circulated to the Chair and Vice Chair for approval.

ACTION: Clerk/Governor Services

5.2 Matters Arising

5.2.1 Deferred to the next FGB meeting.

5.2.2 A Governor expressed concern this was the second time an action had not been given to someone who was not at a meeting (the first was a).

5.3 To receive the minutes of the Resources Committee meeting held on 29 January 2024

5.3 Deferred to the next FGB meeting.

5.3.1 SYN queried the action on her to organise the SWOT analysis from the Governor's Training Day. A response had been received from Sharon Warrington and forwarded to SYN and PLE for consideration of value for money. Governors felt that the SWOT analysis should not be a stand-alone piece of work but should be part of the wider EDI work and carried out after Sharon Warrington or Joe had undertaken their piece of work with the FGB.

NBT agreed to set up the next meeting, with guidance from SYN and PLE.

ACTION: NBT

6.0 **HEADTEACHER'S REPORT**

6.1 SCE presented her report, which was available on GovernorHub along with governor questions and answers. She highlighted the following key points:

- Attendance – The LA have failed to process the paperwork for school fines to those parents taking children on holiday in term time. This is very frustrating, due to the message given to parents. The school have formally complained to the LA. In addition, the LA Co-ordinator who sits on Attendance Panels has not been following up on action points. This also undermines the school.
- CPOMS, significant number of entries 3000 entries since September. 37 MASH referrals.

Q. *Do you get a good response on MASH referrals?*

A. *Yes, most go for Early Help, but it is about whether parents want to engage. We currently have 24 pupils on Early Help.*

- New log in system for CPOMS/Arbor. Every incident is fully investigated and logged under high level document, meaning that everything logged is followed up. HLIPs. SYN had some questions around this which she will send outside of meeting.
- Teacher Vacancy in Maths, due to complaints received on cover teacher
- 76 EHCPs 7.4%, national is 2%. The school are requesting information on comparative with other schools. SEND can allocate as the school is mainstream, whereas Academies can refuse to take a child. The school are now challenging allocations by writing judicial letters to the Secretary of

State for funding. So far they have secured £45k from Redbridge for an SEN pupil.

- 2 PEs. The LA are not brokering placements in other schools. A PE now means that a child has to go to the PRU.
- The school are awaiting comparative data on SEND, Exclusions. Attendance for all schools in the borough.
- SCE thanked governors for their questions.

7.0

EDI UPDATE

7.1

Headteacher Update

SCE updated governors on the following:

- Context
- Worked with pupils on the Heathcote pledge
- Rewritten halo code in conjunction with pupils
- Developing imagery around the school
- Smooth wall - tracking and monitoring specific issues that have been triggered

Q. How many issues are you seeing?

A. We have had 150 online concerns; self harm is the biggest concern. Appropriate workshops have been carried out for Yrs. 9,10 and 12, along with community safety workshops on a range of subjects for the whole school.

Q. How was the feedback on Solutions Not Sides

A. We carried out sessions in tutor time, facilitators came into school, who were very good. Training sessions were carried out for staff. There were no problems on the day, and no negative feedback was received from parents.

- Decolonising of curriculum work is scheduled for the 28 June.

Q. Will there be any preparatory work with teachers beforehand?

A. The focus of this was covered on the first inset day, staff are already aware of this as a priority.

Q. Is there a gap in children entitled to or receiving FSMs? Who takes up FSMs?

A. Because we make the children go in to eat, we can ensure every child eats, although some prefer the food available at break times. Finances from LBWF have been moved over to the school, which will ensure we get a better view on what the spend is on, allowing us to present more detailed data to Governors.

7.2

EDI Governor feedback

SYN updated Governors on the following:

- She had recently met with GFR and CMD
- The Action Plan was extensive
- Key priorities and how can governors can be more supportive
- Are the targets deliverable, measurable and SMART?
- Conversation with teachers, who found EDI challenging?
- Policies – areas of disproportionality need more focus
- Picked up with GFR about areas he was finding challenging
- Governors felt that things were moving in the right direction

- 1164 sanctions were given to Black children in 2022. This was reduced to 600, but highlighted disproportionality. Figures are disproportionate to White children. There needs to be some balance and understanding around the figures, including demographics of year groups. AI can play a part here.
- SYN updated governors on the meeting held with Sharon Warrington on the 28 April and her proposal for two workshop days on RACE (Reality of experience, Aggression and impact, Culture and Education).
- Sharon Warrington had commented that the governing body were very brave in addressing this, but as it was a 3-5 year plan, every year it was delayed meant a cohort were missing out. She suggested the GB needed to consider a short, medium and long term plan.
- Costs for SW were £5,600, some of which the LA had agreed to fund.
- Concern was expressed by two Governors that GFR may not be the most appropriate member of staff to lead EDI. SCE advised that the school had a diverse body of staff, each of whom would be bringing some of their own lived experiences. She felt that she would have more of an idea of what the school were undertaking once she had met with SW. She wanted to be in a position to go ahead with this piece of work. KML was leading the work on the curriculum.
- Governors felt that the preparations for Solutions not Slides had been more in-depth, in comparison with Decolonisation. SCE advised that had been an offer that came as a package and confirmed that was why she was now arranging for an external individual to lead on Decolonisation.

8.0 DATA AND OUTCOMES – Yrs. 11 and 13.

Krista Mitchell presented and highlighted the following:

- Key headlines
- Yr13 Targets
- Disadvantaged pupil performance
- HAPs, MAPs and LAPs
- Actions to address issues – strategic leadership; Within lessons; Intervention
- KPIs Yr11 Data – Progress 8
- Improvement on last year's predictive grades
- Maths' data is weaker than English, although lots of intervention had been put in place
- Subjects of concern – dance, drama, sociology, history, science, computer science, geography
- Key groups: Current Grade; Ethnicity; HAPs/LAPs/MAPs
- Strategic/Leadership; Within lessons
- Governors were extremely pleased with the excellent progress and the support being put in place by the school for all the students.
- School are retaining pupils until 6th June to ensure that revision study is carried out in school.

The Link Governor for PIE reported back on the amazing work he had witnessed on his recent visit, but that he had felt the weight and pressure on the teachers. SCE advised that staff were stressed three weeks ago, but are more settled now.

Q. *Does the attitude of Yr11s nationally mean that the national pass mark may come down?*

A. *Possibly, there have been a lot of in-year group admissions, plus we are aware of other Headteachers excluding Yr11 pupils. There were gaps in KS3 plus Covid has had an impact.*

Q. Do we have attendance data alongside and is that something that can be presented?

A. This is in the Headteacher's report. There are 20 pupils in this year group who are significant absentees, with specific needs and challenging mental health issues. However, so far everyone has turned up for their exams.

We will be doing a lot of work on Yr10 as they move into Yr11, lessons learnt going forward. We carry out Vulnerables meetings every week and attendance meetings with year groups. There are also a number of SEN pupils in Yr10. The school had been commended for attendance by both Ofsted and the LA.

Q. What support is being put in for pupils?

A. A lot of practical support particularly where exams are taking place, i.e. exam access arrangements.

The Chair thanked KML for her presentation and for the questions raised by governors.

9.0 OFSTED FEEDBACK

Governors noted the report which had been uploaded to GovernorHub.

10.0 FINANCE

10.1 School Budget 2024/25

The SBD presented her budget report/5 Year Plan and highlighted the following:

- £21k deficit expected for 2024/25.
- Lean budget with lack of movement.
- £75k received due to increase in AP provision from £10k to £15k per place which has helped the budget.
- There are some children with complex EHCPs whose needs cannot be met without support from the LA. The school have received £75k funding for one particular child but should he find it difficult in a mainstream school, his funding would move with him.
- MFL staffing changes
- Estimated pay awards for Teachers and Support Staff
- Changes in TA Structure
- Progress was being made with challenges to the Kier contract

Q. Is there any contingency for Capital which has not been budgeted for which would push the budget into a deficit?

A. Potentially there could be on the boilers as it has been recognised as a complex project. It has now been put on the LA's Capital Programme, with the school contributing £25k. There are ICT costs and works required from the condition survey. This is the one that is a risk, as long as there are no high risk H&S works required and we manage the works in priority order, we will only spend what we can afford.

Governors noted the **Budget 2024/25**:

Revenue Budget	£21,240 deficit
Capital Budget	£54,673 surplus

SCE formally recorded her thanks to JVZ for securing £100k for boiler works and £75k for SEN student.

10.2 Outturn 2023/24

- Started year with £155k deficit, Qtr3 reported a deficit of 61k, but final Revenue Outturn £61k surplus. The main reasons were extra grant received £25k, variances on staffing and external supplies. All staff absences have been covered internally which has come at a high price, with SLT members covering lessons. Last four weeks have been difficult cover wise, with exams and moderation.

Q. *Has there been any additional staff absences during exams?*

A. *Yes, staff have had to cover moderations, exam days, etc. which puts additional pressure on the internal team.*

- Capital Qtr. 3 £11k c/f, final Capital Outturn £54k surplus as proportion was put aside for boilers which has not been spent, as the project is delayed.

AGREED: Governors agreed the **Final Outturn 2023/24** as follows:

Revenue	£61579 surplus
Capital	£54,573 surplus

10.3 Finance Audit

Governors were appraised of the recent audit report which had been received late, following the audit inspection last summer. Two low risk items had been flagged in relation to the Inventory and the Charge Card, both of which have been actioned and will be completed over the summer period. Governors thanked JVZ for driving this.

Governors noted that this was the third audit carried out in the last five years and the school were not expecting another audit to be carried out in the next 3-4 years.

JVZ left the meeting at 20.28pm

11. **CHAIRS' ACTION**

There were no items to report.

12.0 **CONDUCT GOVERNING BOARD SELF EVALUATION**

Governors were asked to complete this via the link on GovernorHub.

ACTION: All Governors

13.0 **DRAFT ANNUAL GOVERNANCE STATEMENT**

To be drafted by the Chair, in conjunction with Vice Chairs.

ACTION: MAL/SYN/LMT

14.0 **GOVERNORS TRAINING**

14.1 Newly appointed governors to undertake recommended training courses, with particular emphasis on KCSIE.

14.2 The following buddy roles were **AGREED** as follows:

HDS - James Bore.

SYN – Leonie Alderman

MAL – Tyron Julien

14.3 School to arrange ID passes for all new governors.

ACTION: SJN

15. LINK GOVERNOR REPORTS

MAL thanked SYN for her link governor report and reminded all governors to upload their reports to GovernorHub via SJN.

16. POLICIES

16.1 Code of Conduct

AGREED: Governors noted that this was an LA adopted policy and AGREED to ratify, subject to the highlighted amendments.

16.2 Flexible Working Policy

Governors noted that this was an LA adopted policy, which includes a list which appears to disqualify everyone. It was pointed out that the purpose of the policy is to govern the conduct of the operation, this gives the person expectation that a request for flexible working could be challenged. SCE advised that the school were flexible and tried to find a fix to enable requests to be honoured. It was suggested that the form should include an extra point asking for an explanation of the reason for flexible working, but that this should be explicitly optional.

AGREED: Governors noted that this was an LA adopted policy and AGREED to ratify.

16.3 Grievance Policy

AGREED: Governors noted that this was an LA adopted policy and AGREED to ratify.

16.4 Leave of Absence Policy

AGREED: Governors noted that this was an LA adopted policy and AGREED to ratify.

16.5 Sickness Absence Management Policy

A governor pointed out that the policy states that Governors must also apply the policy to the Headteacher and when reviewing sickness absence data governors should be provided with the associated costs and strategic direction. SCE agreed that she could provide this information.

AGREED: Governors noted that this was an LA adopted policy and AGREED to ratify.

17. DATE AND TIME OF NEXT MEETING

Monday 22 July 2024, 6.30pm at the school

18.0 ANY OTHER BUSINESS

18.1 IT Asset Disposal List

AGREED: Governors approved the IT Asset Disposal list.

18.2 Governor Services SLA – Annual Renewal

The Chair advised that at the last Resources Committee, Governors requested that a VFM money exercise was carried out before a decision was made on the renewal of the Governor Services SLA.

The Chair had obtained costs of Strictly Education which was £9.5k plus additional training costs against LBWF at £3.5k, which included training costs. Governors to further debate at the next Resources Committee on the 15 July 2024. Governor Services have agreed to defer the decision until the end of the academic year.

Meeting ended at 9.30pm