

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL GOVERNING BODY
HELD ON 22ND JULY 2024
AT 6:30 PM
AT THE SCHOOL**

Present: Mike Ashwell, MA (Chair) Co-opted Governor

Nerissa Bryden, NB Co-opted Governors
 Andrea Corbett, AC
 Tyron Julien, TJ
 Paul Leslie, PL
 Lauren Marchant, LM
 Shryene Yansen, SY

Sonia Close, SC Headteacher

Leonie Alderman, LEA Parent Governors
 Laura Alexander, LAA
 Nina Aufderheide, NA
 Helen Douglas, HD
 Claire Feiner, CF
 Maria Slavovski, MS

Andre Henry, AH Staff Governor

Clerk to the Governors: Kate Protsiv

Also present: Rachel Bowerman, RB Waltham Forest, School Improvement

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2.4.3	To follow up contact with governors who need to present relevant ID to the school for DBS checks	MA	
5.2.4.4	To complete the governing body equality and diversity form on GovernorHub	All	Immediate
5.2.13	Outstanding Link Governor reports to be submitted to SJN	Link Gov.	24.7.24
11	PL to be invited to join EDI review meeting with external company	SC	Autumn Term
12	To request for Donna Miller to reshare the self-evaluation link on the GovernorHub noticeboard	MA	Immediate
12	All governors to complete the Self-Evaluation questions on GovernorHub.	All	Two Weeks

Chair's Initials:

	<p>Ratified policies:</p> <ul style="list-style-type: none"> • Exams • Careers • Induction of ECTs • Health and Safety • Parent Conduct • Home School Agreement • Leave of absence Policy • Flexible Working • Code of Conduct • Sickness Absence Management Policy • Grievance Policy • Managing Aggressive & Inappropriate Behaviour Parents/ Carers Policy • First Aid and Medical Care • Pupils with medical conditions 		
	Date of next meeting: 16 th September 2024	All /GS	Immediate
	<p>Agenda Items:</p> <ul style="list-style-type: none"> • Behaviour Policy • HRSE Policy • Elements of the T&L Policy • Lockdown/ Critical incident Policy • Equality and Diversity form responses • Meeting and Training dates • Annual Governance Statement 		

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting. All present were invited to introduce themselves, including RB who was observing this meeting.
- 1.2 Apologies for absence were received and accepted from James Bore, as well as apologies for lateness from PL.
- 1.3 No apologies for absence were received from Senay Nihat and therefore these were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with 15 governors present.

2. NOTICE OF ANY OTHER BUSINESS

None declared

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. CONFIDENTIAL ITEM

5. MINUTES

- 5.1 Governors received the minutes of the governing body meeting held on 18th March 2024 and agreed these to be an accurate record of the meeting, subject to

Chair's Initials:

correction: Shryene Hanson (sic) to be removed from list of parent governors present. MA to sign a copy of the minutes on GovernorHub.

5.2 **Matters arising (Actions were complete unless referenced below):**

Minute reference	Action	Status update
4.3	To submit information to the school for governor’s DBS checks	MA has been in contact with Senay Nihat and offered to collect documents, he is awaiting a response. MA asked if any governors were able to support this further. James Bore is due to bring ID to the school for a DBS.
4.4	To complete the governing body equality and diversity form on GovernorHub	MA stated this was still outstanding for some governors, and asked people to promptly complete this so a report could be prepared for September’s FGB
13.	All reports to be completed and submitted to SJN for uploading to GovernorHub	Some reports remain outstanding, MA requested they are submitted by the end of term
14	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.	Deferred to September FGB
15	Poll to be circulated to determine appropriate dates for Governor Training Day and items for discussion	Deferred to September FGB

5.3 Governors received the minutes of the governing body meeting held on 13th May 2024 and agreed these to be an accurate record of the meeting. MA to sign a copy of the minutes on GovernorHub.

Regarding the confidential minutes of 13th May SY noted she has stated to RB and Donna Miller (DM) she feels it is important the governing body are transparent with all actions and where they are.

5.4 There were no matters arising.

5.5 Governors received the minutes of the governing body meeting held on 10th June 2024 and agreed these to be an accurate record of the meeting. MA to sign a copy of the minutes on GovernorHub.

5.6 There were no matters arising

5.7 Verbal Feedback from the Quality of Education Committee (MS):

Minutes were shared for information. Learning walks are replacing lesson observations, reasons were noted. Curriculum refinement was discussed and how

Chair’s Initials:

SLT will be monitoring it. A new model for action plans was discussed, with Middle Leaders being upskilled to take ownership of actions. Governors in the meeting contributed to a discussion about how to monitor impact, and discussed case studies that were provided. Overall, the meeting was very productive,

5.8 Verbal Report feedback the BAPD Committee (LM):

Minutes were shared for information. TAs will be attached to departments next year, as opposed to following students between lessons. This will develop expertise. Primary teachers have been employed next year to support Year 7 SEND pupils in groups for core subjects.

Q (HD): Is this model being used elsewhere in the borough?

A (SC): Other schools have expressed interest and are keen for feedback.

Q (SY): How will the impact be measured for pupils working with Primary teachers? Will data be measured against previous data?

A (SC): These pupils will have IEPs with baseline reading ages in September and targets set. Data will be clear and recorded at three data points in the year. The groups will be fluid, and children will be able to move in and out of this group. At the moment there are a number of SEND pupils with behaviours resulting from not accessing the curriculum. SEND pupils are disproportionality sent out of lessons. SC has already spoken to Year 8 students in a small group, they expressed they felt heard and that they were in a safe space.

SC noted this sounded positive.

AC stated she hoped there would be a positive impact for pupils with MH needs.

SC agreed, noting that some pupils were poor attenders and would be targeted to be in school more with well-pitched learning.

Q (LAA): Will they be employed as teachers, or TAs?

A (SC): Teachers.

LM reported on attendance data. Also, the vape project that has begun in school. Though information is available some parents have reported not having it.

Q (LAA): What is being done to reach parents?

A (SC): Next year there is a new parent handbook, parent information evenings will be held online and in person, and workshops are planned. Pupil Portal will also be used.

5.9 Verbal Feedback from the Resources Committee (MA):

Minutes were shared for information. MA shared the good news that the final overrun figure for 2023/24 was a surplus of £61k. He praised Julie, SC and school staff for their work in making this happen. As CoG MA sent a letter of congratulations to staff. Work is taking place over the summer on the boiler, and replacing some windows. New year the projected in-year deficit is £23k, which is manageable.

6. CHAIR'S ACTION

None declared

7. ANNUAL GOVERNANCE STATEMENT

Deferred to September. MA invited SY and LM to work with him on the document, noting this is to be a celebration of the work done this past academic year.

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8. LINK GOVERNOR REPORTS

MA thanked link governors who have already uploaded the reports, and repeated his request recorded in Action 5.2.13 for outstanding reports to be returned by the end of term.

9. SIP

- 9.1 SC shared a PowerPoint on screen as a final review of the 2023/4 SIP. This was summarised for the meeting, with the full document on GovernorHub. Impact was shared for each action, and the following highlights noted:
- 9.2 Attendance and Punctuality: Attendance has improved, with 500 children in the 100% club. There was a discussion with SC answering operational questions about the new attendance admin role, the rationale and needs.
- 9.3 Staff and pupil wellbeing and MH: SC highlighted the positive staff feedback in Ofsted. The comprehensive offer at the Oak provision for next year was outlined and discussed.
- 9.4 Curriculum opportunities and experiences: 90% of PP pupils have been on a trip. 279 pupils have been funded to go on trips. AH has been leading the IT BTEC. There were 232 first choice applications.

Q (HD): Is there an update on Drama provision?

A (SC): There is a plan to pick up Drama A-Level again, but this hasn't been historically popular as an option. Drama ran for Year 13 as staffing was already in place.

Year 11 and Year 13 destinations were discussed. A development target for next year is to plan destinations earlier with pupils in Alternative Provision.

- 9.5 RB asked if the school had worked with SACRE in RE, which SC confirmed they had.
- 9.5 Creating a safe, calm and positive environment: The use of CPOMS to track behaviour was discussed, with LM noting the excellent work shared by Neil with the BAPD committee.

The school has not followed the national trend in the increase in exclusions, internal exclusions are used as restorative practice when possible. There was a discussion around EDI and using Data. SENDK is an identified group to work with next year.

Q (LA): Why do you think more SENDK pupils are receiving isolation sanctions?

A (SC): When a pupil is in isolation an All About Me page is created and an IEP is built. The second time in isolation results in a Pupil Profile being created and shared with teachers, for example if a student struggles in certain seating placements teachers will be made aware. The creation of IEPs will automatically link isolation to SENDK students, and possibly skew data.

PL arrived at 7:35pm

- 9.6 A culture of inclusivity: SC reported on impact and noted the parent workshops planned to support parents with access to the pupil portal.
- 9.7 High quality teaching: Fertile questions and tier 2/3 language were discussed.
- 9.8 HAPS, SEND, PP at KS4/5: Predications and P8 measurements were discussed, as well as strategies for progress. EHCP progress has improved.
- 9.9 Data, assessment and feedback: This will remain a focus next year. Impact was discussed
- 9.10 Leadership and school improvement: SC shared statistics for first choice applications, making Heathcote the second most chosen school in the borough. A positive quote from Ofsted was shared.
- 9.11 SC shared the new SIP for 2024/25 on screen:

- 9.12 SC reported the new SIP is much smaller. With 5 headings: Leaders, Outcomes, Curriculum, Classrooms and Conduct and Community.
- 9.13 MA stated it was great this one has been recorded on two pages. MA suggested the use of a dashboard for acronyms, as well as RAG rating termly. SC confirmed these would be on the full document, the document shared in this meeting has been simplified for the FGB.
SC shared the action that sixth form students will be tutoring younger students.

Q (AC): Will this be usable on their CVs?

A (SC): Yes, it will be within the Year 12 hours.

- 9.14 SC shared the changes to responsibilities for the Senior Team next year. SC clarified the different roles of behaviour for learning and managing behaviours operationally, in response to questions.

- 9.15 Q(LEA): Looking at the information about the inclusion of new topics in response to pupil feedback, how will this fit in with exam content coverage?

A(SC): SC outlined the curriculum non-negotiables, and when topics may give a broader choice of options. SC gave examples for individual subjects.

Q (SY): Governors were given feedback in another meeting with the deputy headteacher that some teachers feel uncomfortable delivering topics on other cultures. How will this be supported?

A: (SC): SC spoke about the use of available resources, diverse staff teams and gave an example of a geography topic to outline how staff are supported.

Q (NA): How will aspirations be raised for students content to achieve Level 5s? Some students may work against this?

A (SC): SC asked if the question referred to disruptive pupils, then spoke of strategies including parent feedback, reflection and mindful work, alongside sanctions when appropriate.

Q (TJ): Noting the term 'Heathcote disadvantaged', could the name of this group frame the mindset of those working with these pupils?

A (SC): SC thanked TJ for a good question, stating the language had carried over from previous years. This language is also reflected in OFSTED communications. SC stated she wished to reflect on this with her SLT and she would review the terminology the day after this meeting. RB noted the positive language of 'caught being brilliant' already used.

10. HEADTEACHER'S REPORT

This was uploaded on GovernorHub and governors agreed their questions were covered in the previous agenda item. SC confirmed there were no further questions.

11. EDI UPDATE (PL)

PL invited SY to share this agenda item. Key outcomes were in the HT report and SIP.

SC stated there will be an external company reviewing work in September, this is the earliest point that was available. PL's expertise to bring to this meeting was noted. The importance of setting SMART targets was also noted.

Action: PL to join EDI review meeting with external company

Intersectionality was discussed for children in isolation or suspended. PL asked if the right data was being looked at, and repeat isolations leading to SENDK registration was noted again. The school is 20% SEND. PL asked if these were mainly mid-year entrants, SC replied only 2/34 were. The positive reputation of Heathcote for SEND students was noted by CF and discussed. SC noted some EHCP consultations had to be refused this year for the first time, due to the already high level of needs.

Q (SY): SY asked for an update on Solutions not Sides and work on decolonisation of the curriculum

A (SC): The company sourced for decolonisation work only offers this for Art, another company is being sought for work in other subjects. In response to a question about timeframes from PL SC stated a company was being sought. It was agreed SC could reach out to other schools in LBWF to support the search.

Q (PL): Has the EDI lead changed?

A (SC): SC outlined where EDI sat within each SLTs members new area of responsibly.

12. GOVERNING BOARD SELF-EVALUATION (NGA)

MA asked all governors to complete the self-evaluation questions.

Action: To request for Donna Miller to reshare the self-evaluation link on the GovernorHub noticeboard

Action: All governors to complete the Self-Evaluation questions on GovernorHub.

13. POLICIES

Recommended policies from Quality of Education Committee:

- 13.1 Exams: Ratified
- 13.2 HRSE: Deferred to September
- 13.3 Careers: Ratified
- 13.4 Elements of the T&L Policy: Deferred to September
- 13.5 Induction of ECTs: Ratified

Recommended by the Resources Committee:

- 13.6 Health and Safety: Ratified

Recommended by the BAPD Committee:

- 13.7 Parent Conduct: Ratified
- 13.8 Home School Agreement: Ratified
- 13.9 Managing Aggressive & Inappropriate Behaviour Parents/ Carers: Ratified
- 13.10 First Aid and Medical Care: Agreed, subject to staffing updates in September
- 13.11 Pupils with medical conditions: Ratified. Insurance being renewed by Julia
- 13.12 Lockdown/ Critical incident policy: deferred to September

Ratified on 13th May FGB:

- 13.13 Leave of absence
- 13.14 Flexible Working
- 13.15 Code of Conduct
- 13.16 Sickness Absence Management Policy
- 13.17 Grievance Policy

The above 5 policies were confirmed to have been ratified.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1 Date of next meeting: 16th September

Governors noted the need to consider the schedule of meeting dates for the academic year and agreed this would be shared in the September FGB. SC noted she had adjusted meeting dates and date in response to feedback this year.

15. AOB

There was further discussion regarding agenda item 4.

The meeting closed at 8:35pm

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