MINUTES OF THE MEETING OF THE HEATHCOTE SECONDARY SCHOOL GOVERNING BODY HELD ON WEDNESDAY 11 MARCH 2026 6:30PM AT THE SCHOOL

Present: Lauren Marchant, Chair — Co-opted Governor

Local Authority Governor
Sharon Morgan

Co-opted Governors
Maria Slavovski
Ernest Toquie
Gavin Sallery

Parent Governors
Leonie Alderman
Claire Feiner
Peter Murtagh

Staff Governor
Andre Henry

Headteacher
Sonia Close

Clerk to the Governors: Jacky Potts

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
c/f 4.2	**Action:** Send potential candidate's information for consideration to meet and discuss a potential role as a Co-Opted Governor. **Action:** Review Maria's membership and potential move to Parent Governor	Helen Sonia	Immediate Immediate
c/f 5.2	Governor Services to be asked to send a thank you letter to **Mike Ashwell** for his hard work and support in the role of Chair and Governor.	Governor Services	Immediate
7	Amendments to be made to Risk Register, including Cyber Security as an additional risk	LMT	Immediate

Chair's Initials:

7/13	Resources Govenors to undertake financial training and complete the financial impact document	Resources Governors	Immediate
11.	To confirm if gender and ethnicity breakdown was submitted to Resources for suspensions and isolations	SCE	Immediate
12.	KPI document showing data for previous years to be presented at next FGB.	SCE	
13.	To review SFVS for any gaps and to sign before 31.3.26 deadline	LMT/SMN	Immediate
14.	Governors RATIFIED the following policies: • Learning and Teaching • Recognition of Prior Learning • Financial Regulations appendices • Code of Conduct • Scheme of Delegation		
	DATE OF NEXT MEETING **20 MAY 2026, 6.30PM AT SCHOOL** **Agenda item:** KPI Data document for previous years		

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all those present to the meeting, in particular, the new governors, who briefly introduced themselves.

1.2 Apologies for absence were received and accepted from Helen Douglas and Laura Alexander.

1.3 The meeting was quorate with seven members present.

2. NOTICE OF ANY OTHER BUSINESS/ CONFIDENTIAL ITEMS

There were no further items for discussion.

3. DECLARATIONS OF INTEREST

3.1 Register of Business Interests – Governors have all confirmed their Pecuniary Interests on GovernorHub.

3.2 There were no declarations made pertaining to any of the agenda items for this meeting.

4. GOVERNING BODY

The Clerk confirmed there was currently 1 Co-opted Governor vacancy.

5. MINUTES

5.1 Governors received the minutes of the governing body meeting held on 3rd December 2025 and agreed these to be an accurate record of the meeting, subject to the following amendments:

- Acronym on 2 and 9.1 to read BAPD
- Action item for SCR to be Sharon and Sonia
- Page 6 Joe replaced with AGE

5.2 Matters arising

Chair's Initials:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2	**Action:** Send potential candidate's information for consideration to meet and discuss a potential role as a Co-Opted Governor. **Action:** Review Maria's membership and potential move to Parent Governor	HDS All	Immediate
5.2	**Action:** Governor Services to send a thank you letter to James for his hard work and support in the role of governor.	Governor Services	Completed. It was noted that a thank you letter had not been sent to Mike Ashwell. Governors requested that this be actioned. **Action: GS**
5.2	**Action:** Complete Governors Induction Training	SMN	Completed
5.2	**Action:** Governor Services to clarify if training regarding SIP and role of governors is available and if so, provide details	??	

Item 5.2 - The new governors confirmed they had signed up for the governor induction training and had completed Safeguarding and Cyber Security Training. SMN advised that she had yet to complete a Safeguarding link visit, but was meeting NHN the following day, 12 March 2026.

6. CHAIR'S ACTION

No decisions have been made outside of the last FGB.

7. RISK REGISTER

7.1 LMT/SCE had met to review the document, which had been circulated to governors for comments. Governors reviewed the Risk items and agreed they had been rated at the appropriate risk, however, the following was noted:

- Governance - All governors of Resources Committee to attend free basic financial training. Skills audit to be completed and financial matrix updated to reflect completed training.
  ACTION: Resources Governors
- School Strategy – Risk is if Yr11s fail to obtain grades to obtain place in Sixth form. It was agreed this should be clarified and rephrased to show the risk as the drop in number of pupils
  ACTION: LMT
- Setting Annual Budget – SCE explained that budgets for 2025/26 were less by £500k than the planned income. The budget was released a whole month late by

Chair's Initials:

the LA, which meant that it had proved difficult to plan. This put the school in a deficit position this year, despite having £200k surplus from 2024/25.

- SRP uncertainty – the school had secured certainty for AP for one additional year. SCE explained that the LA were attempting to cut the top up funding for all children in SRP to £6k per child, which will further impact the budget, with a potential additional £200k loss. Meeting to be held next week with all 3 schools with SRP.
- Staffing – 2 additional maternity leave cover. Insurance options are really expensive at £50k to cover all staffing, which cannot be justified at the moment.
- Rising costs of service and maintenance contracts – 10% of budget is paid to Kier, which increases annually and is taken at source.
  Q. Who covers utilities
  A. *We pay a package price to the LA, but the school have no control over the increases to the contract.*
- Investment in ICT infrastructure – 3 rooms completed on minimal budget through grants and match funding which the school had applied.
- School floods/bad weather – roof work had been completed.
- PFI contract – governors noted the significant improvements following the appointments of new Kier Facilities Manager and Contracts Manager.
  Q. Is that a risk in itself if they were to leave?
  A. Yes, but they have been with Kier a long time and have been moved across to our contract.
  Q. Are there no checks on Keir, and what can be done about it?
  A. Yes, the LA hold Academy Services to account, who in turn hold Kiers to account, but checks and balances do not always work.
- H&S – Agreed to review whether items 10 and 11 could be combined.
- TTO & NOPAL costs – £80k have been paid to date to all current staff. Leavers still to be paid.
- Cyber security training – to be added as a security risk, particularly in relation to financial risks if the system was hacked. New policy has been produced, as well as Critical Incident Policy, in line with guidance from the LA.

ACTION: LMT to make amendments to the register in line with above comments.

8. RESOURCES COMMITTEE 4 FEBRUARY 2026

The Chair of committee updated governors on the following:

- Risk Register – this will continue to be reviewed at each meeting, as the document is owned by governors.
- Payroll contract ratified for next 3 years, Strictly Education had ceased to trade.
- Ratified Ground Maintenance contract for next 3 years, at a reduction based on the price of a 1 year contract
- Financial Regulations referred to FGB for ratification
- Update on policies. As two appendices were omitted from the Preventing Sexual Harassment at Work policy, this will be circulated and agreed out of the meeting.
- Update on link visits
- Date of next meeting changed to 6 May 2026

9. BEHAVIOURS, ATTITUDES AND PERSONAL DEVELOPMENT COMMITTEE

The Chair of Committee updated governors on the following:

- Governors raised concerns that a lot of information was presented, which did not allow for them to interject or ask questions. It also meant that the second

Chair's Initials:

presentation did not go ahead. SCE confirmed that this had been noted and taken on board.
- Ratification of policies
- Data update
- Attendance – sickness and unauthorised absence. Concern raised that data can be skewed by small numbers of pupils.
- Positive behaviour – reinforced to pupils by teachers. Governors felt that it would be useful for pupils to have access to the pupil-side of Arbor. SCE confirmed that it is hoped that this would be launched in September 2026. Governors discussed visibility of pupils to see praise they are receiving in the classroom, but raised concern that this could generate negativity in friendship groups.

10. QUALITY OF EDUCATION COMMITTEE

The Chair of committee updated Governors on the following:

- Data drop from assessment week
- Yr13 C but below national average
- Focus on HAPS
- SEND students performing in line with cohort
- BTEC grades, bard to predict as just started course, but positive feel.
- Yr12 C- but higher calibre than Yr13
- SEND is first line approach for intervention and HAPS
- HAP focussed actions
- Booster programme
- Tutoring for key pupils

Q. *What is Key marginal?*
A. *This relate to a grade which is on the border line of B or C.*

- Yr11 cohort are a concern as they are displaying very immature behaviour. Results from Challenge 2 week show disappointing results.
- Extra boost sessions, including every pupil not achieving Maths and English. Functional maths and English can be offered if not achieving a 4
- Concern around ensuring completion of course work.
- SEND and EHCP pupils underachieving were being taken out of MFL lessons in order to attend intervention sessions.
- KS3 tracking is clearer.
- CPD – main priority focus on pupil cold calling, Think Pair Share and Show Me Board.
- Link visits still be arranged with KML.

Q. *What do the school have in place for AI?*
A. *We have University standard which can check for similarity and AI. We have systems in place for checks and balances prior to signing declaration forms and submission to exam boards.*

Q. *How good is Turn It In?*
A. *Universities use it, best right now, although expensive. The system is constantly evolving so it is up to date. It does create a lot of additional admin for staff.*

Q. *Have you had children using it to bypass systems to access stuff they shouldn't be accessing?*

Chair's Initials:

A. Pupils cannot pull down any AI, download apps or software. They can only access what exists on the desktop and server.

11. HEADTEACHER'S REPORT

Governors received the report in advance of the meeting. SCE highlighted the following key items:

- Q3 closed from £371k to £64k and it is hoped to close at Zero. Governors noted it had been a very tight year financially, there had been no spend on supply and cover, as this was being provided by SLT. The impact of this was the reduction in SLT presence around the school and in corridors. This is likely to show as a dip in behaviour and number of isolations.
- Summarised assumptions for income and expenditure
- Big risk is SRP funding
- HR issues have been time consuming. Disciplinary resulted in gross misconduct and dismissal. No appeal received to date.
- Two members of staff at investigation for conduct and professional behaviour
- Trainee teachers on support plans
- Member of PE team on long term sick, has had a knock on effect for BTec course.
- 4 members of staff on formal sickness procedures (3 support, 1 teacher)
- Successfully recruited a Deputy Headteacher, who is a former member of staff
- Authorised absence 3% below National Average and 2% lower than last year
- Persistent Absence data is 19% and NA is 20%
- Update on safeguarding
- Update on Sixth form recruitment – change in BTECs from September could affect recruitment for September. Target of 250 applications, currently 186 applications.

Q. How do you manage provisional offers if all applicants make their grades?
A. We have a wide ranging offer, with the capacity to take on more pupils and increase class sizes.

- Challenge week 2 data to be presented to governors at next FGB.
- Results opening for Yr11. SCE explained that marks for English were not just made up of paper 2, but papers 1 and 2. Reports showed weighted mark. Reason for confusion was heading for column said challenge week result and not current grade. This wasn't helped because some departments did not share combined data.

Q. With all exclusions and suspensions did BAPD have a breakdown with gender and ethnicity?
A. Yes, but data on LAC was missing. SC to check if there was an ethnicity chart.
ACTION: SCE

- Safeguarding training – governors to do all safeguarding training via national college. SM to raise with NH.

12. SIP REVIEW

Governors were presented with the overarching summary, SCE highlighted the key areas and clarification on RAG ratings:

- 6 key areas identified on page 1

Chair's Initials:

- Two year plan
- Outcomes – 70% benchmarks; EBACC subjects to 70%. Refine what marking and feedback looks like in the summer term (red item).
- How you evidence a pupil's progress by their books, needs more planning and in line with new ofsted framework.
- Challenge week 2 data to be included for comparison, once available. KPI document showing data for previous years to be presented at next FGB.
  ACTION: SCE
- Extended project figure will improve as this is only data for challenge week 1.
- Our curriculums – most concerning is music, as it feels stale. Concerns also over some parts of the PE curriculum. Review of all curriculums have taken place over the last few years. Aiming to do more in house to enrich curriculum as opposed to doing trips. Currently building offer which can be shared with parents; everything is logged in Arbor which is part of the new Ofsted framework.
- Our classrooms – how adapt to meet pupils' needs is a big piece of work for this term.
- Our conduct – inroads made on praise and celebrations; appointed someone to work on socials, community events, fundraising and charity work
- Punctuality to lesson has reduced during transition from lesson 3 to 4.

Governors discussed how places are allocated for trips as concerns were raised that places are taken quickly and some pupils are missing out. SCE explained that there was a minimum offer for each child in each year. She outlined how additional trips are offered and confirmed that the process was constantly under review.

13. SFVS FEEDBACK

LM/SM/JV had met to review all questions, as the Chair of Governors is required to sign the document for return by the 31 March. It was agreed that all Governors of Resources Committee to complete the financial management matrix, which will be reviewed by LMT/SMN to identify any gaps Chair agreed to sign the document.
ACTION: LMT/SMN to review financial management matrix and identify any gaps
ACTION: LMT to sign SFVS

14. POLICIES

14.1 Cyber Security Policy

Some amendments from the training. Will develop over time and be represented to governors at end of the year.

14.2 Learning & Teaching Policy

Minor changes to SEND learning and removal of support plan documentation and updated flow chart of how this will work. Appendix 6.
AGREED: Governors agreed to ratify this policy

14.3 Recognition of prior learning policy

Supports children moving from one centre to another, recognised prior learning as being marked and validated.
AGREED: Governors agreed to ratify this policy.

Q. How often does this happen?
A. Mid term admissions in Yr 10 and 11 are regular.

14.4 Financial Regulations Policy Appendices

Chair's Initials:

Policy new and updated. Appendices were incorrect. These have now been circulated to governors. Debt Recovery policy, Lettings Policy, Charges and Remissions Policy all sit discreetly under Financial Regulations document
AGREED: Governors agreed to ratify the appendices

14.4 Code of Conduct
Policy to be amended to reflect that the governor lanyard says purple, when it is orange.
AGREED: Ratified, subject to the above amendment.

14.5 Authorised scheme of delegation
AGREED – Ratified, subject to amendment on page 8 to include value of authorised payment.

15. CONFIDENTIAL ITEMS
No further items to report.

16. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

6TH May	Resources Committee
13th May	all committees to meet
20th May	FGB
15th July	FGB

17. ANOTHER OTHER BUSINESS
17.1 No further items to report.
17.2 SCE thanked governors for attending and supporting the school on recent GDC panels, link visits and support from the Chair on HR issues. Thanks governors for attending GDC panel and for link visits. HR had to deal with and thanked LM for her support.

The meeting closed at 9.00pm

Chair's Initials: