

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF HEAVERS FARM AND SELSDON FEDERATION
HELD ON 14th July 2022 AT 6.15PM VIA ZOOM**

Present

Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor, Vice Chair
Tanya Dennis	LA Appointed Governor
Lucy Freeston	Co-opted Governor
Roisin Kumar	Co-opted Governor
Ayesha Marrett	Parent Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member (arrived at 6.30pm)
Everton Stuart	Co-opted Governor
Alan Tigg	Co-opted Governor
Katie Walton	Parent Governor

Also In Attendance

Robert Askey (HoS, Heavers Farm)	Observer
Hugo Feitor (HoS, Selsdon)	Observer
Liz Parry	Governance Manager

Absent

Harry Cambridge	Staff Governor
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1. Welcome and Apologies for Absence

The Chair opened the meeting and welcomed everyone. Apologies for absence had been received from Harry Cambridge which were accepted by the Governing Board.

2. Declaration of Pecuniary Interests in the Current agenda

No conflicts of interest were declared in the current agenda.

3. Quorum

It was confirmed that the meeting was quorate

4. Update on Governing Body Membership

- Instrument of Government and membership is currently as follows:*

2 Parent Governors	Katie, Ayesha
Executive HT	Susan
1 staff Governor	Harry

	<p>1 LA Governor Tanya</p> <p>2 Partnership Governors Graham, vacancy</p> <p>6 Co-opted Governors Nigel, Everton, Alan, Lucy, Roisin. vacancy</p> <p>2 Associated Members: Jo, Hilary</p> <p>2 Observers: Robert, Hugo</p> <ul style="list-style-type: none"> • <i>To note the resignation of Aps Tripathi, Co-opted Governor</i> It was noted that Aps had resigned on 4th July due to pressure of other commitments. • <i>Efforts to recruit to the vacancies</i> There were currently two vacancies, one Partnership Governor and one Co-opted Governor. Efforts had been made to find suitable candidates via Governors for Schools which were on-going after some initial disappointments, and the Chair was also in contact with a potential candidate known to him as a very strong governor who would make an excellent impact if she has the time to commit to the Federation Governing Board. ACTION: Update on progress with finding suitable candidates for the vacancies to be reported at the next meeting.
5.	<p>Minutes of the Previous meeting held on 22nd March 2022 : Checking of accuracy and signing by the Chair</p> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings. it was agreed that the Chair would sign a copy for the school files when he was next in school.</p>
6.	<p>Matters arising from the previous minutes</p> <p>All matters arising/action points had either been completed or were items on the current agenda and would be discussed later in the meeting.</p>
7.	<p>Safeguarding:</p> <ul style="list-style-type: none"> • Checks of the Single Central Register and Safeguarding updates Graham reported that he had completed checks at both schools, 13th May at Selsdon, and 25th May at Heavers Farm. Governors were in receipt of the written report, detailing Graham's check of the SCRS and discussions with the Safeguarding leads at both schools. Graham confirmed that his checks of the SCRS indicated that everything was in order. <p>Detailed Safeguarding updates for both schools were included in the Executive Headteacher's Report. During that portion of the meeting Susan discussed in detail the cases which had occurred at the schools over the Summer term. Governors discussed in particular the incident which had occurred at Heavers Farm involving a large number of the Year 6 children sharing inappropriate images and messages outside school via a social media Ap called Discord. A governor also highlighted another similar Ap called Telegram. This highlighted a very difficult area and spoke to the need for families to have more awareness and understanding about what their children are accessing on line, and not being afraid to check their devices etc, and for themselves to become as technically savvy as possible. It also highlighted the need for further re-inforcement of online safety education for children and</p>

families, in particular encouraging children not to hesitate to tell a trusted adult when they see something inappropriate and are aware of inappropriate and worrying images and conversations. The SLT had discussed these issues with staff, and responded to this specific situation by talking to the whole year group and sanctioning some children. A Parent Governor queried why a letter had not yet gone out to families about the matter and the Executive Headteacher confirmed that this would follow.

With regard to the peer on peer sexual harassment incidents Susan explained that whenever there is an incident/issue, this is always followed up with work in the year group, and specific discussion and teaching in PHSE sessions takes place to try and address the issues which have arisen. The Federation takes all of these issues extremely seriously, because of the recognition that inappropriate sexualised behaviour if allowed to be normalised and unchallenged, can lead to more acceptance of serious abuse (rape culture pyramid).

8. Committee items

Quality of Education Meeting held on 17th May 2022

Update on progress and attainment

It was noted that the school was now in a position to provide data after the difficulties of the last two years with the pandemic. A full update was included in the Executive Headteacher's report and discussed under item 12.

Progress with priorities in the School Development Plans

The outcomes of this year's data would inform some of the key priorities in next year's SDPs with a fundamental focus on teaching and learning.

It was agreed that **link governor roles** attached to specific curriculum areas will be allocated at the first meeting of the Governing Board on 22nd September 2022.

Resources Committee meeting: Meeting held on 23rd June 2022

- **Formal ratification of policies recommended by the Resources Committee**

Governors were in receipt of all the following reviewed policies:

- **HF Finance Policy and Procedures** June 2022
- **Selsdon Finance Policy and Procedures** June 2022
- **HF GDPR DPO Policy** June 2022 (*minor updates in red*)
- **SPS GDPR DPO Policy** June 2022 (*minor updates in red*)
- **HF School Privacy Notice Pupils** 2022 <https://heaversfarm.com/pupils-and-their-families-privacy-notice/>
- **SPS School Privacy Notice Pupils** 2022 <https://selsdonprimary.com/about-us/gdpr/pupils-and-their-families-privacy-notice/>
- **HF School Privacy Notice School Workforce** 2022 <https://heaversfarm.com/school-workforce-privacy-notice/>
- **SPS School Privacy Notice School Workforce** 2022 <https://selsdonprimary.com/about-us/gdpr/school-workforce-privacy-notice/>

- **HF School Privacy Notice** Governors 2022 <https://heaversfarm.com/gdpr/governors-privacy-notice/>
- **SPS School Privacy Notice** Governors 2022 <https://selsdonprimary.com/about-us/gdpr/governors-privacy-notice/>
- Federation Document Retention Policy and Retention Schedule June 2022 (*only change is date*)
- Federation Freedom of Information Policy and Publication Scheme June 2022 (*only change is date*)

The Governing Board **formally ratified all the policies**, as recommended by Resources Committee

- **Formal ratification of End of year statements for both schools - CFR reports**

The Governing Board formally ratified the end of year statements. It was agreed that the Federation had done well to clear so much deficit and be in a position to set balanced budgets.

- **Asset registers and Write Offs - update from Nigel**

Nigel confirmed that he had been into Selsdon on 13th July and undertaken a review of the Asset register. Nigel said that he was able to confirm that the register was functional, and he had been able to locate randomly picked items on the register, but there was room for improvement, as more data was needed to track down equipment more efficiently.

Nigel said that he had noted that there were a lot of new chrome books at Selsdon which were not yet in use. The EHT said that she was disappointed that this was the case and this issue was being followed up to ensure that new technology is brought into use.

Nigel had also identified that there were a number of iPads which were getting old and coming to the stage of write off, as batteries were failing and it was not viable to replace them. There were also a number of projectors which are ready for write off. It was agreed that a full list of equipment which is deemed non viable needs to be compiled and brought to governors for write off approval.

ACTION: 1. Update on improvements to the Asset Register to be reported at the next meeting of the Resources Committee. 2. List of Write offs to be brought to the next meeting of the Resources Committee for approval, followed by the full GB for formal ratification.

- **Results of the Governors Finance Matrix - report from Everton**

All governors had completed their finance matrix and submitted it to Everton who had undertaken a compilation of the results and an analysis. There was some sense that some governors were overly harsh in their marking of their own competency noting that all governors were able to look at financial information and had been fully involved in strategic planning based on financial reports. However, overall it was clear that there were governors who had good financial competency in all areas, and others who would benefit from additional training. It was also noted that in seeking candidates for the current governor vacancies, financial competency was a highly desirable skill.

The Governing Board thanked Everton for his thorough report which was very helpful.

- **Resourcing for next year**

It was noted that the schools were both working to very tight budgets which meant that there was very little scope. The Federation had been planning accordingly with not recruiting to some posts and keeping a very careful monitoring of the budgets. The Committee would review Q1 and Q2 at the next meeting, and the Executive Headteacher confirmed that there was some slippage into deficit at

	<p>Heavers Farm by approximately -£20,000 at the current time, due to unpredictability with staffing and reclaiming of early years funding.</p>
<p>9.</p>	<p>The Behaviour Policy: Ratification following review and rewriting of the policy</p> <p>Governors were in receipt of the reviewed Behaviour Policy. This had included feedback from staff and some input from the LA. The Federation had subsequently circulated the updated policy to parents for consultation and to date had received very little feedback. Susan said that she was keen for the SENCOs to organise a working party of SEND families to review the policy/provide any comment, and this will be taken forwards next term.</p> <p>In the meantime the updated policy was now much better organised, with a contents page, and the inclusion of important appendices with templates and documents.</p> <p>Q: Could you explain the policy of giving detentions to children if they don't bring their PE kit into school? Is this not more of a family/social issue rather than something which the child is directly responsible for?</p> <p>A; Susan explained that this was not designed to penalise families who may have trouble providing PE kits for their children. If staff see that a child is without PE kit or appropriate uniform the school will provide the relevant kit, and overall there is good awareness of the vulnerable families. Detentions are given to try and avoid families not complying with requirements and sending children in with street wear etc.</p> <p>Q: Are there many children who receive repeated detentions, and if so is the policy effective in preventing defiance of school rules?</p> <p>A: We do keep a close eye on the numbers of detentions children are receiving and if they reach a trigger point we will make sure that we investigate further, have a meeting with the family and class teacher, look at putting appropriate support in place such as nurture provision, a behaviour chart, etc.</p> <p>Q: What input did the LA have with the newly updated Behaviour Policy?</p> <p>A: Joyce provided some very helpful documents which have been attached as appendices. Roisin confirmed that as a Staff governor she found the Policy very comprehensive and supportive to her as a teacher.</p> <p>Governors said they were fully reassured by responses to their questions.</p> <p>At the conclusion to discussion the Governing Board formally ratified the updated Behaviour Policy. The Executive Headteacher said that as and when any further feedback is received from the SEND Parent Working Party, any further amendments will be made and the revised Policy brought back to governors for further ratification.</p>
<p>10.</p>	<p>Review of Staffing Structure, and update on planned staffing for next academic year</p> <p>Governors were in receipt of the current Staffing Structure.</p> <p>The EHT said that in view of the diminishing roll it was important to ensure that the staffing structure reflects an appropriate balance of staff and leadership team members, also taking into account resignations.</p> <p>The following changes were agreed:</p>

No longer a Senior IT Manager in place working across both schools

Heavers Farm: Instead of having two Deputy Headteachers and two Assistant Headteachers, the structure will now allow for one Deputy Headteacher and one Assistant Headteacher/SENCO. Both these positions also include working in class part time.

Selsdon: Currently the school has a Head of School, an Acting Deputy Headteacher and an Acting Assistant Headteacher/SENCO which ends on 31st August.

The proposal is to have an Assistant Headteacher/SENCO who will be class based but with release time for the SENCO role. The Deputy Headteacher position will not be replaced following the resignation of the current member of staff who is leaving at the end of term.

The proposal for the Assistant Headteacher/SENCO is for an internal appointment, subject to the identified member of staff being willing to take on the position.

The Governing Board discussed the proposals. Governors agreed that the proposal was viable in the current circumstances, noting that in the event of the Head of School being off at Selsdon, either the EHT or Deputy EHT will step in.

Governors also agreed that it was important to retain individual SENCOs for each school at the current time.

The Governing Board then formally ratified the proposals.

ACTION: Updated Staffing Structure to be circulated for Governors information as soon as possible.

11. Wellbeing of the whole school community

It was noted that the Wellbeing Working Party would meet early next term. Membership of the Working Party was confirmed as: Nigel, Tanya, Graham and Lucy.

Nigel confirmed that he had sent exit interviews to staff who were leaving at the end of the current term; to date he had not received any replies.

Jo confirmed that the newly set up Staff Councils have been running in both schools throughout the year and have proved to be very positive and supportive.

With regard to relationships with the schools' community of families, it was agreed that one measure, the number of formal complaints, had improved significantly this year. Susan said that she felt there was still scope to improve relationships and the schools were working on this.

Susan then explained that the Heavers Farm Sports Day had been a great success in spite of a difficult start to the day with the Croydon Arena locked up in the morning, following a failure by a member of Croydon staff team to open it meaning that KS1 had to walk back to school and have an improvised event on the school field. It had been very encouraging that families had remained good humoured and supportive and the event was enjoyed.

In the afternoon the arena was opened and KS2 children had their Sports Day there, which was also very successful and very much enjoyed by children and families, with a lovely atmosphere. The SLT particularly thanked the lead Sports Coach Mr Olisa and his team.

12. Headteacher's Report

Governors were in receipt of the comprehensive report circulated in advance of the meeting. The EHT took governors through the key information, some of which was discussed under items 7 (safeguarding) and 8 (Finance).

Staff absence: It was noted that the figures were particularly high at Heavers Farm, and with a slight increase at Selsdon. There were some specific issues with long term sickness. As reported at Resources Committee all absences are carefully monitored and followed up with appropriate action under the schools' sickness procedures.

Staff leaving: Heavers Farm - 1 teacher is leaving and another is transferring to Selsdon
Selsdon: 1 teacher is leaving and 1 supply teacher is not having their contract renewed

Pupil attendance: Attendance figures were much lower at both schools than pre pandemic. A key issue has been on-going Covid symptoms and children staying off until their symptoms have cleared in the interests of safety. The Federation's EWO had indicated that though attendance figures were not where schools wanted them to be, in fact they were in line at least with other Croydon schools.

Pupil numbers: Governors noted the continuing issues with mobility, pupils moving in and out. At the current time the projected numbers for Reception in September at Selsdon were 54 and at Heavers Farm they were 51. Both schools were losing more children leaving Year 6 than those coming in.

Statutory data

The HT Report included a full update on the statutory data following statutory tests.
The SLT commented that the results were very patchy.

Reception data is very strong and much higher than the Croydon average. Going forwards there will be the expectation that the same level of progress is maintained to realise high attainment at the end of KS2 for this cohort.

Year 1 Phonics: Results were lower than expected and significantly lower than pre-pandemic. The schools have recently begun with the new Little Wandle Learning Phonics programme and expect to see this having impact. Having analysed the results the Federation is confident that it will be able to support the children who didn't pass to do so in Year 2, and fully expect next year's Year 1 results to be better.

KS1 data: Heavers Farm Results in Reading were higher than the Croydon average, but lower in Writing and in Maths. The combined scores were in line with Croydon average.

Selsdon: Results were above the Croydon average in all subjects and in combined.

Year 4 Multiplication test: results as follows

HEAVERS FARM

75% passed the test

SELSDON PRIMARY

78% passed the test

At this stage there was no comparative data.

KS2 data**Heavers Farm:**

Reading - in line with national average

Writing - significantly below national average

Maths - below national average

GPS - in line with national average

RWM combined - below national average

Selsdon:

Reading - in line with national average

Writing - slightly above the national average

Maths - below national average

GPS - above national average

RWM combined -in line with national average

Governors discussed the results overall and in particular the discrepancy in Writing results between the two schools. Robert said that there were some identified weaknesses which the school will be working to address. However, it had been very helpful to be moderated by the LA in writing this year because the professional discussion identified the areas of weakness, but also an area of strength, notably spelling

There was also a Federation wide need to focus on Maths next year.

It was noted that the SATs tests themselves had been run extremely professionally. Both Ayesha and Katie undertook governor visits to see the administration of the SATs. Graham from the LA. All confirmed that arrangements were fully secure and well administered.

ACTION: Areas for development to be addressed within the SDP for 2022 - 2023.

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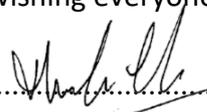
Extending the school day to 32.5hrs/week from September 2022, in line with the government white paper.

The Executive Headteacher said that to be in line with Government requirements, she was proposing that the length of the school day is extended by 15 minutes from September. **This was formally endorsed and ratified by the Governing Board.**

14.	<p>Chair's Items: Report on any correspondence, Chair's actions etc The Chair did not have any specific correspondence or actions to report.</p> <p>Governors were in receipt of the comprehensive SEND reports of meetings with the schools' SENCOs from Tanya. The Chair thanked Tanya for the reports and it was agreed that these and any further updates will be a key area for discussion at the next meeting of the Quality of Education Committee.</p>
15.	<p>Governors' Training - any updates and identification of governor training needs Ayesha reported that she had attended the very comprehensive Induction training for governors which had been very helpful and informative.</p> <p>The Chair urged all governors to continue to review the Octavo programme and undertake training as it was of high quality and valuable for governors' continued development.</p>
16.	<p>Confidential Items None.</p>
17.	<p>Next meeting dates: See below Governors formally approved the schedule of meeting dates for next year. The Chair asked governors to ensure that they put the dates in their diaries as soon as possible and aim to attend meetings, barring illness or emergencies on the day.</p> <p>The Chair asked governors to consider whether next year they would like to meet in person, have some in person meetings (full GB) and some zoom meetings (committee meetings) or to hold all meetings via Zoom. After discussion and a vote it was agreed that next year all meetings will be held via Zoom.</p> <p>Setting a date for governors' day in the schools It was agreed that governors would aim to attend at least one Governors' Day in school next year, with a date to be set in November at Heavers Farm, and a Spring term date at Selsdon.</p> <p>ACTION: Executive Headteacher and Chair to liaise on possible suitable dates and then circulate to the GB. Governors to then respond so the most suitable dates can be confirmed.</p> <p>Election of Chair in the autumn term Governors were reminded that in line with the Standing Orders, governors needed to make nominations for the position of Chair two weeks in advance of the first meeting of the term. Governors were therefore requested to send any nominations to the Governance Manager by Thursday 8th September 2022. Graham was nominated for Chair at the current meeting and formally seconded. Graham confirmed that he was happy to stand as Chair but that this did not preclude any other nominations.</p>
Autumn Term 2022	
Thursday 22nd September 6.15pm	Full Governing Board meeting

Wednesday 19th October 6.15pm	Resources Committee
Wednesday 9th November 6.15pm	Quality of Education Committee
Tuesday 13th December 6.15pm	Full Governing Board
Spring Term 2023	
Thursday 2nd February 6.15pm	Resources Committee
Wednesday 1st March 6.15pm	Quality of Education Committee
Thursday 30th March 6.15pm	Full Governing Board
Summer Term 2023	
Tuesday 25th April 6.15pm	Budget Ratification Governing Board meeting
Wednesday 24th May 6.15pm	Quality of Education Committee
Tuesday 6th June 6.15pm	Resources Committee
Tuesday 11th July 6.15pm	Full Governing Board

There being no further business the Chair closed the meeting, thanking all staff and governors for their work and wishing everyone a good summer break.

Signed..........Chair of the Governing Board

Date.....22/09/2022.....