

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF HEAVERS FARM AND SELSDON FEDERATION
HELD ON TUESDAY 28th SEPTEMBER 2021 AT 6:15PM VIA ZOOM**

Present

Harry Cambridge	Staff Governor
Graham Cluer	Partnership Governor, Chair
Tanya Dennis	LA Appointed Governor
Lucy Freeston	Co-opted Governor (appointed at item 6)
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member
Everton Stuart	Co-opted Governor
Alan Tigg	Co-opted Governor
Katie Walton	Parent Governor

Also In Attendance

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

Absent

Moses Bukenya	Partnership Governor
Nigel Collins	Co-opted Governor, Vice Chair
Tanya Dennis	LA Appointed Governor

1. Welcome and Apologies for Absence

Graham Cluer opened the meeting at 6.15pm and welcomed everyone to the meeting. Apologies for absence had been received from Nigel Collins and Tanya Dennis with reasons given, which were accepted by the Governing Board.

A particular welcome was given to Harry Cambridge, newly appointed Staff Governor, Lucy Freeston, prospective Co-opted Governor and to Katie Walton, newly appointed Parent Governor (Selsdon). Introductions were made.

2. Declaration of Pecuniary Interests in the Current agenda

- *To note that all governors are asked to complete a 2021/2022 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships when meetings are held in school again*

ACTION: All governors to submit their completed Pecuniary Interests forms to the Governance Manager as soon as possible if they had not already done so.

- *Governors to declare any pecuniary or personal interests in any agenda item for this meeting*

	<p>No conflicts of interest were declared.</p> <ul style="list-style-type: none"> <i>To note that the completed register of interests will be published on the schools' websites in compliance with requirements when it is possible to collate all returned forms</i> <p>A register would be produced as soon as all forms had been submitted.</p>
3.	<p>Quorum</p> <p>It was confirmed that the meeting was quorate.</p>
4.	<p>Election of Chair to the Governing Body for the forthcoming year.</p> <ul style="list-style-type: none"> <i>The Governance Manager to report on nominations and self nominations for the position of Chair for the forthcoming year. A vote to ensue.</i> <p>The Governance Manager took the chair for this item. Nominations for Graham Cluer to be Chair had been received. No other nominations had been made or received. Graham confirmed that he was happy to stand for a further year, though again cautioned that this could not be an indefinite arrangement.</p> <p>Graham was then re-elected with a unanimous vote, and grateful thanks to Graham for taking on the role of Chair of Governors for a further year.</p>
5.	<p>Election of Vice Chair to the Governing Body for the forthcoming year</p> <ul style="list-style-type: none"> <i>The Governance Manager to report on nominations and self nominations. The process will be the same as for the election of Chair.</i> <p>No nominations had been received in advance of the meeting. Graham Cluer nominated Nigel Collins for the role of Vice Chair which was seconded. There were no further nominations. Nigel was then formally appointed, in his absence, with a unanimous vote and governors extended their thanks to Nigel for taking on the role of Vice Chair for a further year.</p>
6.	<p>Update on Governing Body Membership</p> <p>It was noted that the Instrument of Governance for the Federation is as follows:</p> <p>2 Parent Governors Executive HT 1 staff Governor 1 LA Governor 2 Partnership Governors 6 Co-opted Governors</p> <ul style="list-style-type: none"> Staff Governor vacancy - update The Staff Governor vacancy had now been filled by Harry Cambridge, Heavers Farm. Efforts were continuing to encourage members of staff from Selsdon to put themselves forward for election for one of the Co-opted vacancies. Parent governor vacancies - update Katie Walton had now filled the Parent Governor vacancy for Selsdon. An Election for a Parent Governor at Heavers Farm was in process. The deadline for voting for the 4 candidates who had been

nominated was Friday 8th October.

- **3 Co-opted governor vacancies - update**

The Chair explained that Lucy Freeston had applied to be a governor via Governors for Schools, and she had already met with Graham and Susan and had a tour of Heavers Farm. Lucy was very keen to join the Board and offer her support to the Federation.

The Chair recommended Lucy's appointment which was duly accepted with unanimous agreement and Lucy was formally appointed as a Co-opted governor.

The Chair asked governors to note that Johnny Tang's term of office as a Co-opted Governor had recently ended. Johnny had said that he would be happy to be re-appointed with a view to supporting a new governor take over his current role, and also acknowledging his difficulties with attending some meetings because of work pressures.

The Chair said that he was also in the process of meeting with other potential applicants for the remaining Co-opted Governor vacancy.

It was agreed that the decision on appointment to this vacancy created by Johnny's end of term would be deferred to the next meeting.

ACTION:1. Clerk to inform the LA of all new governor appointments and update the Governing Board Contact list. 2. Chair to contact Moses Bukeny to establish if he wishes to continue in post as a Partnership Governor.

7. To review and adopt the Standing Orders for the coming year

Governors were in receipt of the reviewed Standing Orders for the Working Practice of the Governing Board. These were based on the Croydon model, but included some new amendments particularly in relation to sitting on panels and conduct at online meetings; wherever possible governors are asked to have their video cameras on as this aids communication, (although it is recognised that technology does not always support this).

The Governing Board then formally approved the Standing Orders with unanimous agreement.

8. Committee Membership and Appointment of Governor Focus Roles

8.1 Membership of Resources Committee

Membership was agreed as follows:

Everton Stuart Chair

Graham Cluer

Nigel Collins

Katie Walton

Harry Cambridge

Alan Tigg

Susan Papas

Jo Read

Robert Askey

	<p>All governors present confirmed that they had read the updated KCSE Guidance. It was noted that this year there are a number of changes and additions some of which had arisen as a consequence of Covid, and including increased awareness of peer on peer abuse, sexual harassment, signs of abuse and child sexual exploitation.</p>
<p>11.</p>	<p>To Formally Approve the Governing Body Code of Conduct</p> <ul style="list-style-type: none"> • <i>All governors, having read the Code of conduct in advance of the meeting, to confirm their agreement</i> All governors confirmed that they were in agreement with the contents of the Code of Conduct and would sign in person when possible to come into school for a meeting. • <i>Document to be signed by governors at the earliest opportunity to be held on file in school.</i> The Document will be signed at the next available opportunity.
<p>12.</p>	<p>Minutes of the Previous meeting held on 16th July 2020</p> <ul style="list-style-type: none"> • To check the accuracy and minutes to be signed by the Chair The minutes were agreed as a true and accurate account it was confirmed that they would be signed as soon as possible and passed to the EHT to be held on file in school.
<p>13.</p>	<p>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</p> <p>Meeting with the LA to discuss the Deficit recovery plan at Heavers Farm: The Chair and EHT reported that a meeting had been held with officers in Croydon, and they had discussed in detail the deficit budget and the measures in place to recoup the deficit. An ambitious target had been set to cut the deficit within a year, but the difficulties of Covid had not enabled this to happen. Governors were in receipt of a report (SMRA) which had been produced by consultants looking at actions to date. Overall this was very positive and there was acknowledgement of the positive actions taken by the Federation to bring the situation under control.</p> <p>Complaints Policy: Susan reported that this has been updated and is on both school websites.</p> <p>FOI Request: Susan reported that she had received a FOI request from a parent who had been unhappy about the decision to cancel the Year 6 party at Selsdon, wishing to know about the number of Covid cases in school. Susan confirmed that she has responded to the request. It was noted that the decision to cancel the year group party had been disappointing but the school had ensured that each class had its own party, and this had been very much enjoyed.</p> <p>SENCO Report: This will be a discussion item at the next meeting of the Quality of Education Committee.</p>
<p>14.</p>	<p>Update on how return to school in all year groups has been going, levels of attendance, implementation of the curriculum, pupil wellbeing, staff wellbeing etc. Covid specific arrangements. Is any specific support from governors required?</p> <p>Susan reported that on return to school the SLT shared the DfE Recovery Curriculum with teachers and all were able to pick out key aspects across each subject to focus on with their classes. Teachers were in the process of assessing children across different subjects.</p>

The Federation is looking at how it undertakes professional development and key to this is consulting with staff to find out what they would like and then discussing how this can be implemented. There have been a series of workshops for all groups of staff, discussing this issue, how staff can best be supported to teach the curriculum and looking at research from the Education Endowment Foundation about what effective Professional Development looks like. These workshops have been very positive and more are planned.

All baseline assessments for Reception children were done in the first weeks.

Next week Year 6 children will be sitting a practice SATs paper and then staff will assess the results, and look at where gaps in knowledge lie and draw up a plan for addressing these.

There has been a strong focus on settling children into school happily. There is a happy and calm atmosphere in both schools.

There is also work being done on supporting good behaviour for learning.

In person assemblies are now able to take place again, and the first ones of the year have included an NSPCC assembly, and celebration and reward assemblies.

Staff wellbeing is a major focus and an Action Plan is being developed. The SLT is reflecting on every aspect of school life with staff wellbeing in mind, and looking at if and how systems can be made better. Morning briefings have been introduced and these have been very positive to date. The provision of more staff meetings and small group workshops have enabled people to feel that they can speak and this will continue. Jo Read ran workshops at the inset days on staffing policies to help staff understand what they mean in practice and reasons behind why particular systems are in place, and also received feedback and ideas in relation to wellbeing.

There is now a Social Committee in place and a first social event has already taken place.

People are feeling that the return to more normality has taken a lot of tension out of the equation, and it has become clear how managing Covid and trying to keep the school community as safe as possible led to negative relationships and eroded mental health.

Q: Is there any expectation that adults should wear masks on site now?

A: No, there is no expectation but staff can wear one if it makes them feel more comfortable.

Q: What happens now if there is a Covid case in school?

A: Schools are no longer obliged to notify anyone. The individuals concerned now notify test and trace who will then identify close contacts. If contacts are double vaccinated they are requested to have a PCR but do not have to isolate.

Q: Is there a threshold of cases whereby other action would need to be taken?

A: There is a 10% threshold whereby Public Health England will be informed and the school would take advice at that point.

Q: Is there any specific support which governors can provide at the present time?

A: Yes, it would be good to get Governors' Days in School back up and running and for governors to be able to come into school and spend time interacting with children and staff and seeing how the schools are functioning.

	<p>After discussion it was agreed that The first Governors' morning in School will be on Friday 17th December and the Spring term Governors' day will be on Friday 11th February. Planning and agenda for the mornings to be discussed and worked out nearer the dates.</p>
<p>15</p>	<p>School Development Plan 2021 - 2022</p> <p>Priorities for the year ahead</p> <p>Susan explained that work was being done at the moment to draw up a SDP which will be finalised following discussion and input from staff and governors, to be brought to the next meeting for formal ratification.</p> <p>The proposed key priorities were as follows:</p> <ol style="list-style-type: none"> 1) To improve Staff Wellbeing 2) To improve relationships with families and a work towards reducing the number of complaints the Federation receives and to increase the popularity of both schools. 3) To change the approach and focus of continuing professional development (CPD) 4) To develop collaborative writing opportunities for different groups across the schools 5) To review and revise the Behaviour Policy following consultation with staff and governors 6) To establish and embed the catch up curriculum across the schools with a focus on Reading, Maths, Planning and Assessment for Learning. 7) To look at provision for SEND children 8) To look at systems for supporting attendance and punctuality <p>During discussion governors agreed that this was a very positive set of priorities and that they were very pleased that staff wellbeing and communication with families was at the top of the list of priorities, as well as review of the Behaviour Policy.</p> <p>Q: What will be the mechanism for measuring the relationship with parents? A: One metric is looking at the number of complaints over the year. We will also be asking parents to give their views on how they would like to be communicated with. We need to look at how we reach out to as many families as possible and incorporate their views.</p> <p>ACTION: Finalised draft SDP to be circulated as soon as possible, and to be an agenda item at the next meeting of the Governing Board for formal ratification.</p>
<p>16.</p>	<p>Plans for review of key statutory policies this term:</p> <p>It was agreed that Susan and Liz Parry will liaise and ensure that policies requiring review are included on this term's committee agendas.</p> <p>Policy/planning to ensure robust Cyber Security</p> <p>It was noted that having a robust approach to cyber security was a recommendation for schools, noting that in recent years some schools have experienced severe problems following hacking and system failures. It was agreed that the planning and audit will take some time and work, and the mechanisms for this will be discussed at the next meeting of Resources Committee.</p>

17	<p>Update on review and analysis of 2021 exit interviews and planning for taking forward work on improving staff wellbeing, communication etc.</p> <p>It was reported that Nigel Collins had produced a summary of responses following his collation of exit interview responses. The Working Party will liaise and arrange a meeting with the SLT to talk through the various issues and ensure that this awareness can then inform the work which is being done to improve staff wellbeing.</p> <p>ACTION: Working party (Tanya, Graham, Nigel, Moses) to liaise and arrange a meeting with the SLT asap.</p>
18	<p>Approval for planned school residential trips during the current academic year;</p> <p>Susan reported that the Federation was hoping to arrange Year 6 residential trips for summer term 2022, but the venues the school had previously used had raised their costs and these were prohibitive/too expensive for the Federation's families, and for the Federation to subsidize. Further options were being explored and proposals would be brought to the next meeting of the Governing Board for approval.</p> <p>ACTION: Residential trips to be an agenda item at the next meeting.</p>
19.	<p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>19.1 It was agreed that it would be helpful if experienced governors could be assigned to support new governors as a 'buddy', noting that the Governance Manager was also available to provide support and information to governors at any time if required.</p> <p>The following pairings were suggested:</p> <p>Everton to be buddy to Katie Tanya to be buddy to Lucy Nigel to be buddy to Harry</p>
20.	<p>Governors' Training - any updates and identification of governor training needs</p> <p>Governors were in receipt of the autumn term Octavo training schedule. All governors are encouraged to attend and refresh their Safeguarding knowledge if they have not recently attended a Safeguarding course. The Federation may also suggest that governors complete an online Safeguarding course provided through the Key.</p> <p>It was also agreed that it would be helpful for the Governing Board to receive a bespoke training session on What Governors Need to Know in preparation for an Ofsted Inspection. Governors agreed that they would be willing to attend a training session on this issue, in addition to the meetings planned this term, noting that and Ofsted inspection was likely to be imminent.</p> <p>ACTION: Update on possibilities for a bespoke training session on preparation for Ofsted to be communicated as soon as possible</p>
21.	<p>Confidential Items</p> <p>There were some staffing issues which were reported under Part B</p>
22.	<p>Next meeting dates:</p>

Autumn Term 2021 Meetings to be held via Zoom

Wednesday 6th October 6.15pm	Resources Committee
Thursday 11th November 6.15pm	Quality of Education Committee
Thursday 9th December 6.15pm	Full Governing Board
Spring Term 2022 meetings to be held at Heavers Farm if meeting in person	
Thursday 20th January 6.15pm	Resources Committee
Thursday 10th March 6.15pm	Quality of Education Committee
Tuesday 22nd March 6.15pm	Full Governing Board
Thursday 28th April 6.15pm	Budget Ratification Governing Board
Summer Term 2022 meetings to be held at Selsdon if meeting in person	
Tuesday 17th May 6.15pm	Quality of Education Committee
Thursday 23rd June 6.15pm	Resources Committee
Thursday 14th July 6.15pm	Full Governing Board

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

Date..... 09/12/2021