

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF HEAVERS FARM AND SELSDON FEDERATION
HELD ON TUESDAY 5TH DECEMBER 2023 AT 6:15PM AT HEAVERS FARM**

Present

Robert Askey	Acting Headteacher, Heavers Farm
Graham Cluer	Partnership Governor
Tanya Dennis	LA Appointed Governor
Hugo Feitor	Acting Headteacher, Selston
Donna Haywood	Staff Governor
Ayesha Marrett	Parent Governor
Shaun Parnell-Cook	Co-opted Governor, Chair of Governors
Mike Swadling	Co-opted Governor
Alan Tigg	Co-opted Governor

Also in Attendance

Liz Parry	Governance Manager
-----------	--------------------

Absent

Katie Walton	Parent Governor
Hilary Smith	Associate Member
Roisin Kumar	Co-opted Governor

1. Welcome and Apologies for Absence

The Chair opened the meeting and welcomed everyone. Apologies for absence with reasons given had been received from Roisin Kumar and Katie Walton which were accepted by the Governing Board. Hilary Smith attempted to join the meeting via Zoom and telephone but the links failed, so Hilary's apologies were also accepted.

2. Declaration of Pecuniary Interests in the Current agenda

No conflicts of interest in the current agenda were declared.

3. Quorum

It was confirmed that the meeting was quorate.

4 Update on Governing Board Membership:

4.1 Update on Parent Governor position

Governors were very pleased to note that following the extraordinary meeting of 28th November which had been called after the resignation of Katie Walton as Chair of Governors, Katie had agreed to remain in post as a Parent Governor.

<p>4.2.</p>	<p>To note the Instrument of Government is as follows:</p> <table border="1"> <thead> <tr> <th><u>Category of governor</u></th> <th><u>Current Incumbents</u></th> </tr> </thead> <tbody> <tr> <td>2 Parent Governors</td> <td>Ayesha, Katie</td> </tr> <tr> <td>1 staff Governor</td> <td>Donna</td> </tr> <tr> <td>1 LA Governor</td> <td>Tanya</td> </tr> <tr> <td>2 Partnership Governors</td> <td>Graham, vacancy</td> </tr> <tr> <td>6 Co-opted Governors</td> <td>Alan, Roisin, Mike, Shaun 2 vacancies</td> </tr> <tr> <td>1 Headteacher position</td> <td>Robert/Hugo</td> </tr> <tr> <td>2 Associate Members:</td> <td>Hilary, Nigel</td> </tr> </tbody> </table> <p>4.3</p> <p>Update on efforts to recruit to the current vacancies</p> <p>At the extraordinary meeting of 28th November Shelley Davies had given an undertaking to help find experienced governors to support the Governing Board.</p> <p>The Governance Manager had also written to Governors for Schools to ask for support in finding candidates, and four potential candidates had been put forward. Governors for Schools were currently in liaison with the applicants to find out if they would be interested in joining the Federation and if so meetings with the Chair and Headteachers and visits to the schools will be arranged at the earliest opportunity.</p> <p>ACTION: Update on progress to be reported as soon as possible.</p>	<u>Category of governor</u>	<u>Current Incumbents</u>	2 Parent Governors	Ayesha, Katie	1 staff Governor	Donna	1 LA Governor	Tanya	2 Partnership Governors	Graham, vacancy	6 Co-opted Governors	Alan, Roisin, Mike, Shaun 2 vacancies	1 Headteacher position	Robert/Hugo	2 Associate Members:	Hilary, Nigel
<u>Category of governor</u>	<u>Current Incumbents</u>																
2 Parent Governors	Ayesha, Katie																
1 staff Governor	Donna																
1 LA Governor	Tanya																
2 Partnership Governors	Graham, vacancy																
6 Co-opted Governors	Alan, Roisin, Mike, Shaun 2 vacancies																
1 Headteacher position	Robert/Hugo																
2 Associate Members:	Hilary, Nigel																
<p>5.</p>	<p>Minutes of the Meeting of the Governing Board held on 21st September 2023 <i>Checking of accuracy and signing by the Chair</i></p> <p>The minutes were agreed and signed by the Chair as a true and accurate record, and passed to the Headteachers to be held on file in each school.</p> <p>Minutes of the extraordinary meeting of the Governing Board held on 28th November 2023</p> <p>The minutes of the meeting were agreed as a true and accurate record, noting that the Governing Board had not accepted Katie's resignation until they had asked her to consider remaining as a Parent Governor which she had subsequently agreed. The Chair signed the minutes with a copy to be placed on file in each school.</p>																
<p>7.</p>	<p>Matters Arising from the Previous Minutes of 21st September not included on the current agenda</p> <ul style="list-style-type: none"> ➤ Update on any proposals for Safeguarding training for governors (Hugo) Governors were aware that there was a statutory responsibility for them to undertake annual Safeguarding training. Hugo had provided an initial session of training on 29th November, attended by Tanya and Graham. Hugo confirmed that he will set up another date as soon as possible at the later time of 6pm for all other governors. ➤ Update on parent/carers consultations and resulting proposals re residential trips for Year 6 this academic year (Hugo and Robert) 																

Hugo reported that the current Year 6 parents wished to go ahead with a trip at the higher costs so this will go ahead.

Hugo also reported that the Federation has been able to secure a booking for the autumn term 2024 for the current year 5 group (rather than the summer term 2025) because the costs are much cheaper at this time of year with a cost of five days for £300.

Robert said that Heavers Farm was not yet in a position to confirm this trip for Heavers Farm pupils as the staffing has not been agreed.

Governors thanked Hugo for the update and noted that costs to the school from pupil premium funding would not exceed £5,000.

8. Committee Items

To receive the minutes of this term's meetings and the reviewed **Terms of Reference**, recommended for formal approval.

To note that since the committee meetings Graham Cluer has looked at TORs with the Standing Orders to ensure they all match, and these updated TORs are presented for ratification

Governors were in receipt of the updated wording in the Terms of Reference . Graham said that he would also like to propose that for a committee vote to be valid, the majority of the votes counted should be from committee members who do not work at the school. Governors formally ratified the changes to the TOR with thanks to Graham for the proposals.

To note key points of discussion and any follow ups:

8.1 Resources Committee - meeting held on 18th October 2023

➤ **update on exit survey report (Nigel)**

Nigel had provided details of the exit surveys he had received, only 3, at the end of last year. Key issues to arise were comments on perceived need for more structure and progression.

➤ **recruitment of new site manager, Heavers Farm**

Robert confirmed that an appointment had been made and a new Site Manager will be starting in post in January 2024.

➤ **any other staffing updates**

Robert reported that a supply teacher working in the Nursery will be leaving at Christmas. Rob and Rachel will job share this position, and also job share Reception. Both are enthusiastic about the possibilities of working more interactively across the two year groups with this arrangement in Early years. Hugo also confirmed that a member of staff returning from maternity leave from January will be working at Heavers Farm rather than at Selsdon as this best meets staffing needs.

➤ **proposal for formal ratification of Q2 reports for both schools**

Governors were in receipt of the Q2 reports which were recommended for ratification by the Resources Committee. **The Governing Board formally ratified both reports.**

➤ **update on current financial positions at both schools**

It was agreed that the Chair of Resources will resume monthly discussions with both Headteachers with regard to the monthly outturns/ budget monitoring.

➤ **update on progress with taking forward catering contract negotiations at Heavers Farm (Mike & Robert)**

Mike and Robert had met to discuss this issue but at the present time the school has been asked not to proceed yet by HR because of implications for staff and the capacity of HR to provide support at the present time.

➤ **Next year's budget**

There was agreement that the Resources Committee will need to be considering some indicative figures for the setting of next year's budget at its next meeting in February 2024. Governors were fully aware of the challenges involved.

8.2 Quality of Education Committee -meeting held on 7th November 2023

➤ **allocation of governor subject link roles**

It was agreed that the Chair will be exempt from taking on a focus role

The following allocations were agreed:

Tanya – Art, Design and Technology

Graham – Science

Alan – Maths

Ayesha – Phonics

Other governors agreed to consider their preferences

ACTION: Governance Manager to re-circulate list of subject leaders/links

➤ **update on progress with identifying way forward with Maths teaching, a key priority for development at both schools**

Hugo said that this was still an issue for discussion and exploration. The Maths leader recently led a meeting and has taken feedback from teachers . There will be a full update on progress with delivery of Maths and the use of the Maths Mastery programme at the next meeting of the Quality of Education Committee.

Robert and Hugo drew governors' attention to the excellent results in the Year 4 Multiplication tests at both Heavers Farm and Selsdon in summer 2023 when compared to the Croydon, London and National averages.

Governors extended their congratulations and recommended that this success is posted on both school's websites.

Selsdon results were as follows:

	SUMMER 2023
School mean average score	22.3
National mean average score	20.2
School % of pupils scored 25	47%
National % of pupils scored 25	29%

Heavers Farm results were as follows:

	SUMMER 2022	SUMMER 2023
School mean average score	21.7	22.7
National mean average score	19.8	20.2
School % of pupils scored 25	51%	50.0%
National % of pupils scored 25	27%	29%

- update on outcome of consultation with parents/carers on the issue of Homework
This consultation is taking place in the new year.

ACTION: Update on Homework consultation to be reported at the next meeting of Quality of Education committee

9. **Feedback from the working party (Mike, Katie, Tanya) set up to produce a vision/business plan/financial plan for the future of the Federation**

Shaun is now taking the lead in co-ordinating the production of a financial plan in consultation with Mike and the Headteachers.

10. **Policy Review**

APPROVED BY QoE COMMITTEE

- **SEND Policy.** There have been no changes made to this policy apart from names
- **Attendance Policy.** No major changes
- **Behaviour Policy.**
- **Teaching and Learning Policy**
- **Early Years Policy**

All the above policies reviewed by Quality of Education Committee were **formally ratified by the Governing Board**

APPROVED BY RESOURCES COMMITTEE

- **Lettings Policy**
- **Finance Policy and Procedures including Charging Policy**
- **Health and Safety Policy**
- **Governors' Allowance Policy**
- **Appraisal Policy**

All the above policies reviewed by Resources Committee **were formally ratified by the Governing Board.**

Robert said that he will check that membership information in the Finance Policy matches the Resources

Committee TOR.

OTHER POLICIES/Documents NOW DUE FOR REVIEW

- **Safeguarding Policy**
- **Whistleblowing Policy**
- **All HR/Personnel Policies as listed in the Croydon HR Handbook**
<https://www.croydoneducationpartnership.org/resources/>

All the above policies were **formally ratified by the Governing Board.**

It was noted that whilst the Federation follows all Personnel policies as detailed in the Croydon HR Handbook, and were therefore ratified at the current meeting, it would be helpful if these HR policies were individually separated out. These will then be brought back to the next meeting of the Resources Committee for review .

ACTION: Robert to separate the individual HR policies and bring them back to the next meeting of Resources Committee.

- **Lockdown Policy**
- **Business Continuity Plan**

It was agreed that the Lockdown Policy and Business Continuity Plan will be reviewed and brought back to the next meeting of the Resources Committee for discussion/approval. It was recognised that a Lockdown Policy should be relevant to each school and provide clarity on action to be taken in different scenarios which may require the school to lockdown,

ACTION: Headteachers to update the schools' websites with the reviewed policies

11. Formal Ratification of the School Development Plans for Both schools

Governors formally ratified by SDPs noting that they were both working documents. There will be a review of progress against targets at forthcoming meetings in the Spring term.

12. Safeguarding Update

- **Completion of the annual Safeguarding Audits for both schools this term**
Both schools had completed their audits in the requisite time, and Ayesha had seen Heavers Farm audit and discussed with Rachel and Graham had oversight of the Selsdon audit. Hugo said that the Audit had highlighted that a lot of training was required, either because of new requirements or because existing training needed to be refreshed. The LA provides a lot of the training, some on line, and some in person. The schools are arranging for the DSLs to receive the requisite training over the next few months and cascade where required.
- **Any Safeguarding issues arising**
There were no particular issues to report at the present time.
- **Governors' checks of the Single Central Register**

	<p>Ayesha confirmed that she would be undertaking a check at Heavers Farm on Monday 11th December and a check at Selsdon before the end of this term.</p>
13	<p>Headteachers' Reports Governors were in receipt of full reports for both schools</p> <p>Selsdon: Staff Absences: Hugo clarified that the 69 days of staff absence were largely accounted for by one member of staff on long term sickness absence</p> <p>Accidents at Selsdon: Governors noted the accidents which had occurred this term, and the reporting and investigations in the aftermath. It was confirmed that none of the accidents were due to faulty play equipment. However, separately from that some play equipment has been designated unsafe and is out of bounds to the children. A decision will need to be taken as to whether it is feasible to invest in new equipment at the current time.</p> <p>Attendance: Currently the attendance level is 95.9% which is better than the same time last year and slightly above the national average. The persistent absence level is high due to some children with SEND who are on a part time timetable. One child is due to go to specialist provision so the PA figures are likely to improve</p> <p>Pupil Numbers: There has been mobility this term, with 10 children leaving due to movement out of the area, but the school has also welcomed 30 new children across the school. During discussion Hugo said that he felt that the fact that children are coming to the school in year was a good sign but there was also a worry that when 65 Year 6 children leave at the end of the summer term the number of incoming Reception children will be well below this number. This is an issue which has to be factored into financial planning.</p> <p>Heavers Farm: Robert said that he would be happy to answer any questions but governors considered that the report was self explanatory and there were no queries.</p>
14.	<p>Governors' Focus Roles: Any updates on visits and contacts, and reports of visits since the last meeting Mike reported that he had conducted spot check Finance visits to both schools. Mike said that the records and reconciliations in both schools were immaculate and he extended his thanks to staff who he had met on the day.</p> <p>Graham and Katie had been into Selsdon on the final Friday before half term</p> <p>Ayesha and Graham had been into Heavers Farm and Selsdon respectively to conduct Safeguarding visits.</p>
15	<p>Governors' Training - any updates Graham and Tanya had completed Safeguarding training</p>

	<p>Graham had renewed his Safer Recruitment training.</p> <p>Tanya had attended the SEND locality update on 8th November and slides of the presentation had been circulated to all governors for information.</p>
16.	<p>Chair's Items and actions/Correspondence</p> <p>There was one item of correspondence recorded under part B</p>
17.	<p>Confidential Items</p> <p>There was one item recorded under part B arising from Chair's correspondence</p>
18.	<p>Any Other Business</p> <p>Robert reported that following the Montague v Heavers Farm Governing Board case, the Montague side had lodged an appeal which had been rejected in the high court. Subsequently they had requested an oral appeal which is due to be heard in January 2024.</p> <p>Robert and Hugo cordially invited governors to attend any events in the run up to Christmas and next term. A list of diary dates could be found on each school's website.</p>
19.	<p>Next meeting dates:</p>

Spring Term 2024

Tuesday 6th February 6.15pm	Resources Committee
Tuesday 20th February 6.15pm	Quality of Education Committee
Tuesday 19th March 6.15pm	Full Governing Board At Selsdon

Summer Term 2024

Tuesday 30th April 6.15pm	Resources Committee meeting followed by Budget Ratification Governing Board meeting at Heavers Farm
Monday 10th June 6.15pm	Quality of Education Committee
Wednesday 3rd July 6.15pm	Full Governing Board At Selsdon

There being no further business the meeting was closed at 8.20pm with thanks to everyone for their attendance and participation.

Signed.....*SM UK*.....Chair of the Governing Board

Date.....*19/13/24*.....