

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
OF HEAVERS FARM AND SELSDON FEDERATION  
HELD ON TUESDAY 19TH MARCH 2024 AT 6:15PM at Selsdon**

**Present**

Robert Askey	Acting Headteacher, Heavers Farm
Graham Cluer	Partnership Governor
Hugo Feitor	Acting Headteacher, Selsdon
Donna Haywood	Staff Governor
Roisin Kumar	Co-opted Governor
Ayesha Marrett	Parent Governor
Limara Malouangout	Co-opted Governor
Chris Page	Partnership Governor
Shaun Parnell-Cook	Co-opted Governor, Chair of Governors
Sonia Suaverdez	Co-opted Governor
Hilary Smith	Associate Member
Mike Swadling	Co-opted Governor
Katie Walton	Parent Governor

**Also in Attendance**

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

**Absent**

Tanya Dennis	LA Appointed Governor
Limara Malouangout	Co-opted Governor
Alan Tigg	Co-opted Governor
Nigel Collins	Associate Member

<b>1.</b>	<p><b>Welcome and Apologies for Absence</b></p> <p>The Chair opened the meeting and welcomed everyone. Apologies for absence had been received from Tanya Dennis, Limara Malouangout and Alan Tigg with reasons given, which were accepted by the Governing Board.</p>
<b>2.</b>	<p><b>Declaration of Pecuniary Interests in the current agenda</b></p> <p>No conflicts of interest were declared in the current agenda.</p>
<b>3.</b>	<p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>• <i>To confirm that the meeting is quorate</i></li> </ul> <p>The meeting was confirmed as being quorate</p>

4.	<p><b>Update on Governing Board Membership</b></p> <p>It was noted that all governor positions are currently filled. The Governing Board had sourced all new governors via Governors For Schools, and the LA had not provided any candidates.</p>
5.	<p><b>Minutes of the Previous meetings held on 5th December 2023 and 20th February 2024.</b></p> <p>The minutes of both previous meetings were agreed as true and accurate accounts and two copies were duly signed and dated by the chair to be placed on file in each school.</p>
6.	<p><b>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</b></p> <p>There were no matters arising which were not already included on the current agenda.</p>
7.	<p><b>Update on submission of the Governing Board's plans to the LA and progress to date with the agreed process to bring the finances under control at both schools</b></p> <p>Shaun reported that he had been in regular contact with the Director of Education Shelley Davies to keep her up to date with the Federation's work, and the on-going plans with restructuring etc.</p> <p>Shaun said that he will now respond formally so that there is a written response to the LA's formal warning notice to the Governing Board of 4th December 2023. It was acknowledged by the LA that the reasons for the delay in taking forward plans were not caused by the school/Governing Board, and were at the behest of the LA, where there were also pressures on officers' capacity and time.</p> <p><b>ACTION: Shaun write and to circulate to the Governing Board a response to the Formal Warning Notice from the LA for their information.</b></p> <p>With regard to the <b>restructuring plans at Heavers Farm</b> Robert reported that the plans had been shared and discussed with staff. Affected staff were informed at the same time as the unions were informed. Robert had met individually with affected staff and also called absent staff. Yesterday (18th March) there had been a formal meeting with all staff and their unions which had been quite productive and have given people a chance to ask any questions they had and to receive a response. Mike Swadling was also in attendance at the meeting.</p> <p>Robert said that some people had been badly affected by the proposals and were very upset, noting that there were some long serving members of staff who were being impacted. Every effort is being made to be as open, transparent and supportive as possible in these very difficult circumstances.</p> <p>Hugo reported that with regard to <b>restructuring plans for Selsdon</b> he was meeting with HR on Friday to create a time line for the process. It was envisaged that this will take place in the summer term and be completed by September.</p> <p>Recently both Headteachers had met with Julie Ralphs who has returned to the employ of Croydon to support schools in particular who have financial problems. She has looked at the latest estimates for both schools and given comprehensive feedback. The funding picture for the new budget is significantly below anticipated funding.</p> <p>Governors were in receipt of indicative budget figures for both schools which both Headteachers had sent round at the earliest opportunity in order to give governors an opportunity to scrutinise the figures</p>

and formulate any questions in advance of the next Resources Committee on 30th April which will be followed by a full Governing Board meeting to formally discuss and ratify the budget. Governors were reminded that these will both be in person meetings to be held at Heavers Farm.

Both Headteachers confirmed that they had gone through every expenditure code on the budget plan and updated every element to be as prudent as possible whilst allowing the schools to function.

Contracts and best value arrangements have also been scrutinized. If governors had any observations/questions on this the Headteachers would be happy to provide answers.

Governors were also in receipt of 3 year and 5 year budget plans. A query was raised about why average teacher costs have dropped on the budget plan by the 3rd year. It was agreed that a precise answer for this will be sought. It was also recognised that the budget software does not allow for all elements in Years 4 and 5 to be factored in

**8. Committee items - to receive the minutes of the meeting and to address any matters arising from the meetings**

**8.1 Resources Committee meeting held on 6th February 2024**

➤ **Approval of SFVS Documents for both schools**

Governors were in receipt of the completed documents for both schools. **Governors formally approved both documents**, for submission to the LA no later than 31st March 2024.

During discussion it was agreed that particularly following the appointment of new governors, it would be helpful for all governors to complete a Finance Skills Matrix. Mike Swadling said that he was happy to co-ordinate this.

**ACTION: Mike to circulate a Financial Skills Matrix for all governors to complete and return to him. Update on findings to be reported at the next meeting .**

➤ **Audit actions**

Governors were in receipt of the previous audit reports for both schools. It was noted that the last audit at Selsdon was in 2019. It was agreed it would be helpful for governors to see the action plan arising from that audit to ensure that all action points were fully addressed.

**ACTION: Hugo to follow up**

➤ **Current financial position at both schools**

**Selsdon: Month 11.** predicted end of year position is a total deficit of -£266,000 which is an improvement on Q3 (352,767) so going in the right direction as a result of every effort to make savings.

**8.2 Quality of Education Committee meeting held on 20th February 2024**

**Homework Policy:** The Federation was in the process of consulting with staff on the Homework policy.

The Acting Headteachers were keen to ensure that staff have the opportunity to say what they feel about homework, and what they feel is in the best interests of the children as well as implications for workload.

**ACTION: Update on review of Homework to be an agenda item at the next meeting of the Q of E committee**

**Maths:** Hugo reported that he and Robert would be attending St John's CofE primary school on 20th March to observe and discuss the teaching of Maths mastery with a view to taking away some ideas for improving and tightening up on practice at the Federation to help further improve Maths outcomes. Update to be reported at the next meeting of Qof E committee.

**Update on application for accreditation from the Autistic Society.** Roisin reported that the Federation will be working to collate all evidence with a view to an accreditation visit by the assessor in September. A lot of work has been done and is on-going

**9. Governor Focus Roles:**

**To note the following allocations to date, to consider if any more focus roles are required (eg sustainability ), and to allocate governors to vacancies**

Following discussion the following allocations were confirmed:

Science	Graham
Maths	Sonia
Reading and Phonics	Ayesha
Writing	Shaun
Computing	Mike
Humanities	Katie
Art and Design & Technology	Tanya
RE	vacancy
Music	Chris
Modern Foreign Languages	vacancy
PE & Sports	vacancy

- SEND: Tanya
- Safeguarding: Ayesha
- Looked After children: Ayesha
- Health and Safety: Alan
- Early Years Quality of Education
- Mental Health and Wellbeing Tanya
- Finance Mike/Resources
- GDPR Resources committee
- Oversight of Schools' Websites Resources

It was agreed that there was now a good coverage of link roles. If any governors had any capacity to take on any of the remaining vacancies this could be confirmed at the next meeting.

Hugo and Robert said that they were also looking at developing a proposal with regard to subject leader roles to ensure that there is coverage across the Federation and will bring back proposals in the summer term.

## 9 Headteachers' Reports

### 9.1 Selsdon

**Pupil Numbers:** There has been a healthy rise since the start of the year (331 to 352 currently). There is also a waiting list for Nursery. Reception currently has 29 children with a new child due to start. An agreement has been confirmed that the LA will cap the numbers for this year in

Reception, so that the school is not put into a position of having to employ an additional teacher. Julie Ralphs was in support of this.

The school recognised that pupil numbers next year will again be vulnerable following the loss of the Year 6 group at the end of the summer term.

**Staff absences:** have improved this term.

**No formal complaints** at Selsdon.

**Pupil Attendance:** Figures are good at the current time 95.6% which is almost in line with pre-pandemic expectations. During discussion Hugo outlined the process the school has to go through before a child is off rolled if the family has moved to another area/country. The school also operates a robust procedure for checking on the welfare of children if they have not been seen in school for 5 days, when a home visit is made (which is earlier than the statutory requirement).

**Suspensions:** It was noted that to date this year there have been two half day suspensions.

**Q:** What is the process for re-integration following a suspension?

**A:** We have a re-integration meeting on the morning the child returns to school attended by the parent, the child, class teacher, member of SLT. This meeting looks at how to support the child to meet the school's expectations and provide them with any strategies, ways of coping etc in the face of difficulties they may experience.

**Health and Safety:** Governors noted the incidents which had previously been discussed at the Resources Committee. It was noted that nothing has yet arisen as a result of an insurance claim. Hugo reiterated that the investigation following the accident on the climbing frame had found that there had not been any negligence on the part of the school and the incident was an unfortunate accident.

**Safeguarding and Child Protection:** Governors noted that the level of reported remained fairly consistent across the year. Hugo said that staff are required to report all concerns however minor.

### 9.2 Heavers Farm

**Staff absence:** There was a high absence level in the autumn term, including a member of staff who was

off with long term sickness and has recently returned. The absence picture has improved this term. The school is following sickness procedures but due to the priorities with the restructuring and use of HR time, the school is behind with the timing of some meetings. The wellbeing of staff is factored in and informal meetings are held.

**Pupil exclusions:** None this term

**Safeguarding:** Governors noted that the level of CPOMs reports had dropped significantly from the autumn term to the Spring term. Robert said that this was monitored carefully as the school was also keen to ensure that staff report all concerns. However, there had been situations where a number of members of staff were all reporting on a single incident and in these cases the SLT had asked that one person makes a report.

**Complaints:** Robert had outlined complaints received which had mainly been resolved. There was one formal complaint pending .

**Attendance:** Figures were not as good as would be hoped at 93.5%. The school has received some support from the LA who have confirmed that they are happy with the systems the school has in place. Nevertheless this is still an area to be worked on recognising the issues impacting attendance particularly since the pandemic, which are a national problem.

**Peer on Peer sexual harassment incidents:** Governors noted the incident as detailed n the HT report which had occurred via a children's Whatsapp group outside school. The headteachers explained that investigation of problems associated with the use of digital technology outside school was an increasing issue which takes up a lot of time to investigate and resolve with issues spilling over into school. The schools are continuing to do all they can to engage with parents and children on the issues of online safety and online protocol, and the importance of parents monitoring their children's devices and how they are using them. Ayesha said that there are some useful Aps available eg Family link which can help parents to keep a track of their child's phone usage.

**ACTION:** Update on online safety/parent workshops etc to be an agenda item at the next meeting of Quality of Education Committee

**Staff Survey:** Robert and Hugo confirmed that results of the schools' staff surveys will be shared with governors when results are collated.

Governors raised the need to ensure that staff leaving the schools are offered the opportunity to undertake an exit interview.

- 10** **Review of policies**  
**To note that the following are pending :**
- **Homework Policy**  
Consultation is in progress

	<ul style="list-style-type: none"> <li>➤ <b>Handwriting Policy</b> There is a policy in place. This will be reviewed with no major changes recommended.</li> <li>➤ <b>Business Continuity Plans</b> The <b>Governing Board formally ratified the plans</b>. It was noted that these are not published on the schools' websites but need to be deposited with key people.</li> <li>➤ <b>Lockdown Policy</b> This is <b>included</b> within the Business Continuity Plans .</li> </ul>
11.	<p><b>Chair's Items: Report on any correspondence, Chair's actions etc</b></p> <p>The Chair had no additional information to report.</p>
12.	<p><b>Governors' Training - any updates and identification of governor training needs</b></p> <p>Hugo was offering another session of Safeguarding Training for governors on Wednesday 20th March.</p> <p>Governors were reminded to check the Croydon training schedule and book up for any training sessions which are of interest and relevance to them, noting that the schools' SLA covers all booking fees.</p>
13.	<p><b>Confidential Items</b></p> <p>None</p>
14.	<p><b>Any Other Business</b></p> <p>1) <b>Replacement of Playground equipment and Selsdon and consideration of quotes</b></p> <p>Following discussion at the last meeting of Resources Committee Hugo had sourced three quotes for replacement of playground equipment.</p> <p>The school currently has four areas of the playground, where the playground equipment requires urgent repairs or replacement.</p> <p>The four areas are two in the main playground; one in the reception playground; and one in the nursery playground.</p> <ul style="list-style-type: none"> <li>• <u>Trim Trail quote</u> – This quote includes only new equipment in Nursery, Reception and main playground - <b>£8,393.00 + VAT</b></li> <li>• <u>Premier Play</u> – This quote includes new equipment for one area of the main playground and repairs on the all the other areas. - <b>£9,000.00+ VAT</b></li> <li>• <u>Pentagon</u> – This quote includes new equipment for one area of the main playground. School staff responsible for the removal of the damaged equipment from all the other areas; quote includes a new set of Blocks that can be placed instead (these are removable and not fixed to the ground) - <b>£8,975.00 +VAT</b></li> </ul> <p>Governors noted that in considering the quotes, the proposed funding would come from Capital not revenue, and the school's PTA would kindly be donating £3,000 towards the costs.</p> <p>Governors agreed unanimously that it was important to provide the children with good quality play equipment and that this represented a good use of Capital funding.</p> <p>The <b>Governing Board formally approved the go ahead with the Trim Trail quote</b> as</p>

	recommended by the school noting that this represented best value for money.
<b>2)</b>	<b>Report of Safeguarding Visit into school</b> Ayesha reported that she had conducted a Safeguarding visit at Selsdon the previous week, 8th March. Ayesha had reviewed all systems and confirmed that she was very happy with the Safeguarding procedures in place and impressed with new sign in system at the school for signing in of visitors. It was noted that the DBS applications for new governors were still pending.

<b>15.</b>	<b>Next meeting dates:</b>
------------	----------------------------

<b>Summer Term 2024</b>	
<b>Tuesday 30th April 6.15pm</b>	<b>Resources Committee meeting followed by Budget Ratification Governing Board meeting at Heavers Farm</b>
<b>Monday 10th June 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Wednesday 3rd July 6.15pm</b>	<b>Full Governing Board At Selsdon</b>

Signed.....Chair of the Governing Board

Date.....