

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
OF HEAVERS FARM AND SELSDON FEDERATION  
HELD ON WEDNESDAY 3RD JULY 2024 AT 6:35 PM AT SELSDON**

	<p><b><u>Present:</u></b></p> <p>Robert Askey                      Acting Headteacher, Heavers Farm  Graham Cluer                      Partnership Governor  Shaun Parnell Cook              Co-opted Governor, Chair of Governors  Hugo Feitor                        Acting Headteacher, Selston  Donna Haywood                  Staff Governor  Roisin Kumar                      Co-opted Governor  Ayesha Marrett                  Parent Governor (present via Zoom link)  Chris Page                         Partnership Governor  Mike Swaddling                  Co-opted Governor, Chair of Resources Committee  Hilary Smith                       Associate Member  Katie Walton                       Parent Governor</p> <p><b><u>Also in Attendance:</u></b></p> <p>Liz Parry                            Governance Manager</p> <p><b><u>Absent</u></b></p> <p>Tanya Dennis                      Co-opted Governor  Alan Tigg                            Co-opted Governor  Limara Malouangout              Co-opted Governor  Sonia Suaverdez                  Co-opted Governor</p>
<b>1.</b>	<p><b>Welcome and Apologies for Absence</b></p> <p>The Chair opened the meeting at 6.35pm. A number of people had been delayed by heavy traffic which meant the meeting started 20 minutes later than scheduled.  Apologies for absence had been received from Tanya Dennis, Limara Malouangout and Sonia Suaverdez and were subsequently received from Alan Tigg.</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> <p>It was confirmed that the meeting was quorate . It was also confirmed that there were currently no vacancies on the Governing Board.  It was noted that Nigel Collins had not been able to attend meetings as an Associate Member this year so his position will not be renewed from September</p>
<b>4.</b>	<p><b>Minutes of the Previous meeting held on 30th April 2024</b></p> <p><i>To check the accuracy and minutes to be signed by the Chair</i></p>

	<p>The Governing Board agreed the minutes of the previous meeting with no changes, and two copies, one for each school, were signed by the Chair.</p>
<p>5.</p>	<p><b>Matters Arising from the Previous minutes and update on all action points not on the current agenda: <i>Governors Day in School, Selsdon:</i></b> It had not been possible to confirm a date this term. It was agreed that it would be good to arrange a date for the autumn term.</p> <p><b>ACTION: Agenda item at the first meeting of the new academic year.</b></p>
<p>6.</p>	<p><b>Update on discussions with the LA and progress to date with the agreed process to bring the finances under control at both schools including progress with restructuring process</b></p> <p>The Chair said that with regard to the notice issued by Croydon in the autumn term of 2023 there had subsequently been no further concerns expressed by Croydon. There had been a recognition that the Governing Board and SLT were working very hard to rectify the financial situation, had taken decisive actions and were monitoring finances carefully. It was also recognised that there were a growing number of schools with significant deficits and falling pupil numbers</p> <p><b>Selsdon:</b> Hugo reported that following discussions with Croydon (Julie Ralphs, Fiona Evans HR,) and with the first Committee of the Governing Board, the decision had been taken to delay the restructuring process until the beginning of the autumn term. The reasons for this were because of a changing picture in pupil numbers this term . Originally it had been anticipated that the school would have one Reception class and one Year 1 class next year, but due to the increasing pupil numbers this term, the school was now in the position of needing two Reception classes and two Year 1 classes from September 2024 which clearly impacts the number of staff who will be required.</p> <p>The school was also anticipating that it will take in some new pupils with complex special needs who will require 1:1 support.</p> <p><b>Q:</b> Will staff require training to support the child/children joining the school? Will there be appropriate funding to cover the costs of providing the support?</p> <p><b>A:</b> Yes, we anticipate that with the particular physical needs for one pupil we expect to join us that staff will require specialist training. The school will receive band 4 funding for the child but we feel that there is scope for negotiation with the LA for additional funding on top of this .</p> <p><b>Q:</b> Do you anticipate that with the potential rise in fees at independent schools after the General Election that more parents will be seeking places in state schools?</p> <p><b>A:</b> This is a possibility, we don't know, and will probably have more impact in this part of the borough (Selsdon) rather than in North Croydon.</p> <p><b>Heavers Farm:</b> Robert reported that the restructuring programme had now been completed at Heavers Farm. There had been one appeal, which was not upheld.</p> <p>Robert also reported that Rob Harnett was stepping back from a leadership role, and focusing on being a class teacher. Rachel is taking on SEND and inclusion, and two middle leaders are undertaking SENCO training and training for Child protection leadership.</p> <p>Julie Ralphs has confirmed that she is happy with the progress the school is making in bringing finances under control. Croydon is aware that the school will not be in a position to have paid back the deficit</p>

within three years, but recognises that everything possible is being done to stabilise the position at the school.

There are potential possibilities in the future that parts of the school site could be utilised better and support the school with paying off the deficit. At the present time there are no concrete proposals for governors to consider.

Robert confirmed that the school was planning to move back into the Hilary Smith building from September, moving out of other classrooms in the older block, which will leave this self contained area free should there be any proposals in the future.

**Q:** Do we need to look at reviewing the Published Admissions Number (PAN) in discussion with the LA?

**A:** Yes, it would be helpful to have a discussion in the new academic year, and invite relevant Croydon officers to attend a meeting of the Resources Committee.

**ACTION: Chair of Resources committee to liaise with the Headteachers re inviting officers to the next meeting of the Resources Committee on 14th October**

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

Governors were in receipt of the full minutes for both meetings.

**7.1 Resources Committee meeting held on 30th April 2024**

**Matters arising since the meeting:**

- **Upload of Monthly statements onto Governor Hub.** It was confirmed that monthly statements are being forwarded to the Governance Manager for upload onto the hub for governors to access there.
  
- **Approval of re-payment of Covid Additional Relief Funds for both schools**  
Governors had responded via email to confirm their agreement that both schools pay back monies owed from the Covid Additional Relief Funds.
  
- **Results of Governors Financial Skills Audit, and any actions arising**  
Governors were in receipt of a full and detailed analysis from Mike setting out the collated results of the Financial Skills Audit for 2023 - 2024. . Overall there was assurance that as a Governing Board which includes experienced governors, and people with specific financial expertise, the Governing Board was well covered with regard to management and understanding of the schools' finances.
  
- **Governor Working Party to look at strategies for raising pupil numbers**  
It was noted that whilst there had been discussions and ideas for ways of raising pupil numbers, there had not been a co-ordinated approach led by governors. Hugo noted that Selsdon has been using social media, developing its provision, promoting the school through the local community including the school's strong PTA and there has been an increase in pupil numbers this year. Robert noted that at Heavers Farm the key priority this year has been dealing with bringing the finances under control and undertaking the restructuring process. During discussion it was agreed

that it would be helpful to agree on some key strategies and to follow them through, with reviews on success across the year. It was agreed that the School Development Plan 2024- 2025 for Heavers Farm should include a target related to strategies for raising pupils numbers. There was also discussion about the importance of good communication which will have an influence in raising satisfaction and improving the general presence and awareness of Heavers Farm within the wider community.

## 7.2 Quality of Education Committee meeting held on 10th June 2024

### ➤ To receive proposal for the Federation to cease working towards an accreditation from the National Autistic Society

The Committee had discussed this proposal and Tanya had subsequently had an email exchange with Joyce Lydford, School Improvement Adviser. Joyce had been fully supportive of the proposal, noting that the Federation was fully engaging with training and discussion via the LA to ensure that staff practice with regard to supporting neuro-diverse children was in line with best practice.

## 8 Headteachers' Reports

### 8.1 Selsdon

Hugo explained that he had changed the format of the HT report to include more narrative. Governors said that they found this helpful and were particularly pleased with the final section Successes followed by Challenges. Governors felt this gave some clear and direct insight into current issues for celebration and awareness as they are directly experienced in the school.

Hugo highlighted some key points:

Rise in **pupil numbers** - currently at 361 (total number of vacancies: 131)

**Pupil Attendance** - currently in line with national average. The school has a very proactive approach with attendance and has a robust plan with tracking and tackling absence.

**SEND Provision:** Very strong. With 16.4% children designated as on the SEND register this is above the Croydon and national average. The school currently has 5 children with EHCPs - likely to rise from September 2024

**Informal complaints** Governors said they continue to find it helpful to have brief details of issues included in the HT report

**Multiplication Year 4 test results:** Above the national average

**Moderation of Year 6 Writing this year:** Highly successful with the lead Moderator for Croydon commenting on the school's successful assessments and meeting of all required descriptors, making it the easiest school to moderate this year.

**Reception :** Children with good level of development assessed as 76% which is well above national average.

**Phonics screening:** 79% met the expected which is in line with national average.

**Whole School Photo Monday 8th July am:** Governors were cordially invited to attend to be included in the photo.

**Class changes:** The school will be making some changes to classes to level up the classes more evenly in terms of SEND etc.

### 8.2 Heavers Farm

Robert explained that he had maintained a format with data, but had changed the presentation to include

cummulative totals across the year.

**Staff Absence:** Has been very high this half term due to a variety of reasons. This has presented challenges for management of resources.

**CPOMS & Safeguarding:** Governors noted the recommendation for staff training with regard to entering information on CPOMs

Governors asked if there were any concerns with regard to accessing social services referrals when required. The HTs said that the threshold for intervention in Croydon is much higher than other boroughs largely due to the pressure on an understaffed service. However both HTs confirmed that the children who require plans are registered and where there are concerns the children are under the auspices of social services.

**Number of pupils on roll:** Robert said that there had been a few families who had removed their children as a result of disquiet over restructuring. This now seems to have settled and the school has done all it can to reassure people without breaking staff confidentiality that Heavers Farm will continue to be a school which provides the education, care and opportunities which families expect from their school.

**Q:** How is morale in school generally following the redundancy process?

**A:** For the vast majority of staff, morale is good. Some individuals directly impacted have understandably been upset. Overall staff feel that this is a process which everyone has gone through together and that it was conducted in a fair and transparent way.

**Class changes:** Not many at Heavers Farm are required this year

**9 Discussion on initial thoughts of priorities for the schools and the Governing Board next year**

It was agreed that both Headteachers will be drawing up their priorities for next year which they will share with staff at the first Inset Day in September.

It was agreed that it would be helpful for governors to have some input either in advance of September or at the first meeting of the autumn term on 12th September.

**Heavers Farm:** Robert said that he would like to suggest the following four areas initially as priorities for next year:

- 1) To further develop a nurturing school environment for all members of the school community
- 2) To improve the consistency in outcomes in Reading, Writing and Maths throughout the school
- 3) To further enhance the development of a broad and balanced curriculum by buying into some carefully sourced new schemes.
- 4) To develop strategies for promoting the school more successfully to the local community and beyond

**ACTION: Discussion of proposed School Development Plans to be a key agenda item at the meeting of 12th September 2024**

10.	<p><b>To note arrangements for nomination and election of Chair and Vice Chair of Governors for 2024- 2025.</b>  <i>In line with the Standing Orders, governors needed to make nominations for the position of Chair within two weeks in advance of the first meeting of the term.</i></p> <p>The requirement to receive nominations for the position of Chair in advance of the first meeting (ie by 30th August 2024) was noted.</p> <p>Shaun said that he was not minded to stand again for the position of Chair next year due to the conflicting time pressures of having a demanding full time job, a young family, and significant time requirements for the current role of Chair. It was noted that at the point Shaun took on the role of Chair the LA had said that it would aim to find an experienced governor to take over the role of Chair in the longer term, but that this had not happened.</p> <p>Governors had a discussion. It was recognised that the position of Chair was essential and the Governing Board could not function without a Chair. It was agreed that it would be helpful in the first instance to discuss the position with the LA with a view to finding out if they could provide some support from September.</p> <p><b>ACTION: Chair and Headteachers to liaise with the LA about the options available noting that at the current time no one on the Governing Board felt in a position to be Chair from next September.</b></p>			
11.	<p><b>Chair's Items: Report on any correspondence, Chair's actions etc</b></p> <p>None</p>			
12.	<p><b>Any Other Business</b></p> <p>Hugo had drafted a Parental Code of Practice, based on a model from The Key. Hugo said that this had been done in response to a physical altercation between two parents which took place outside the school gates. Governors agreed that more thought and time was needed to discuss the pros and cons and potential wording of a Code of Practice, and agreed to defer this item to the next agenda.</p> <p><b>ACTION: Consideration of Parental Code of Practice to be an agenda item at the meeting of 12th September 2024.</b></p>			
12.	<p><b>Governors' Training - any updates and identification of governor training needs</b></p> <p>Both schools are having intensive training with Tender UK starting in September, which will provide the Federation with the opportunity to apply for a <b>Healthy relationships accreditation at the end of the programme.</b></p> <p>Croydon are hoping all schools will access these toolkit training links. There is a specific Governor training session</p> <p>Anyone wishing to attend can book onto it free using the link below</p> <table border="1" data-bbox="111 1702 1500 1758"> <tr> <td data-bbox="111 1702 446 1758">Governors - session 1</td> <td data-bbox="446 1702 877 1758">Thurs 11th July 17:30-18:30</td> <td data-bbox="877 1702 1500 1758"><a href="https://GBVToolkitGovernors.eventbrite.co.uk">https://GBVToolkitGovernors.eventbrite.co.uk</a></td> </tr> </table>	Governors - session 1	Thurs 11th July 17:30-18:30	<a href="https://GBVToolkitGovernors.eventbrite.co.uk">https://GBVToolkitGovernors.eventbrite.co.uk</a>
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13.	<p><b>Confidential Items</b></p> <p>There was one item of a confidential nature recorded under Part B.</p>			
14.	<p><b>Next meeting dates: Approval of the schedule of dates for meetings next year</b></p>			

<b>Thursday 12th September</b>	<b>Full Governing Board meeting At Heavers Farm</b>
<b>Monday 14th October 6.15pm</b>	<b>Resources Committee</b>
<b>Thursday 7th November 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Thursday 5th December 6.15pm</b>	<b>Full Governing Board At Selsdon</b>
<b>Spring Term 2025</b>	
<b>Thursday 23rd January 6.15pm</b>	<b>Resources Committee</b>
<b>Thursday 13th March 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Thursday 3rd April 6.15pm</b>	<b>Full Governing Board At Heavers Farm</b>
<b>Summer Term 2025</b>	
<b>Monday 28th April 6.15pm</b>	<b>Resources Committee meeting followed by Budget Ratification Governing Board meeting at Selsdon</b>
<b>Monday 9th June 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Thursday 10th July 6.15pm</b>	<b>Full Governing Board At Heavers Farm</b>

Signed.....Chair of the Governing Board

Date.....