

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF HEAVERS FARM AND SELSDON FEDERATION
HELD ON THURSDAY 10th DECEMBER 2020 AT 6:15PM VIA ZOOM**

Present

Nina Ballo	Staff Governor
Moses Bukenya	Partnership Governor
Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor
Tanya Dennis	LA Appointed Governor
Susan Papas	Executive Head teacher
Corina Pascal	Co-opted Governor
Jo Read	Associate Member
Johnny Tang	Co-opted Governor
Hilary Smith	Associate Member
Everton Stuart	Co-opted Governor
Alan Tigg	Co-opted Governor
Rebecca Tomasiewicz	Parent Governor
Robert Ward	Co-opted Governor

Also In Attendance

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

1. Welcome and Apologies for Absence

The Chair opened the meeting and welcomed everyone to the meeting. There were no apologies for absence.

2. Declaration of Pecuniary Interests in the Current agenda

None

3. Quorum

The meeting was quorate

4. Update on Governing Body Membership

• **Parent Governor vacancy**

The Chair reported that Everton Stuart no longer has a child at Selsdon. Everton was keen to remain as a governor for the Federation but was stepping down from the role of Parent Governor. It was agreed that a Parent Governor election will be arranged at Selsdon at the beginning of the Spring term.

ACTION: School to arrange a Parent Governor election at Selsdon at the beginning of the Spring

	<p>Term. Update at the next meeting of the Governing Board</p> <ul style="list-style-type: none"> Co-opted Governor vacancy and nomination The Chair proposed that Everton Stuart is appointed into the vacant role of Co-opted Governor. This was formally seconded and then agreed unanimously, with thanks to Everton for taking on the role of Co-opted Governor. ACTION: Governance Manager to inform Governor Services of the changes in Everton's governor status.
5.	<p>Minutes of the Previous Meeting held on 17th September 2020:</p> <p>Checking of Accuracy The minutes of the meeting were agreed as a true and accurate record. The Chair will sign a copy for the files at the earliest opportunity when access to the schools is possible.</p> <p>Matters Arising not covered on the current agenda The Chair took the meeting through the action points in the previous minutes.</p> <p>Finance /Q1 & Q2: On the current agenda Safeguarding: On the current agenda Questionnaire to Staff: A draft is prepared. The Federation was currently looking at the possibility of a company having oversight of the questionnaire in liaison with the school/Chair of Governors. Either way, there will be a questionnaire sent to staff on 1st February 2021.</p>
6.	<p>Safeguarding:</p> <ul style="list-style-type: none"> To Receive Safeguarding Report from Graham Cluer (including update on checking of the Single Central registers and completion of the annual Safeguarding Audit' The contents of this full report were noted. There were no questions arising. To Receive brief reports from the schools' Safeguarding Leads Governors were in receipt of reports from Rachel Evans (Safeguarding lead, Heavers Farm) and Hugo Feitor (Safeguarding lead, Selsdon). Both reports were informative for governors and there were no questions arising.
7.	<p>Committee Items:</p> <p>To receive the minutes of the Committee meetings held this term Governors were in receipt of the minutes of the Quality of Education Committee held on 10th November 2020 and the minutes of the Resources Committee held on 8th October 2020.</p> <p>To receive the reviewed Terms of Reference for the Committees and to formally ratify them The Governing Board received a formal recommendation from both committees that the reviewed TOR are ratified. The Governing Board then formally ratified both TOR.</p>

To receive an update on any matters arising from Committee minutes

Johnny provided an update in his capacity as Chair of the Resources Committee.

Governors had been asked to complete their Financial Skills matrix and send them to Johnny as soon as possible and by the end of term.

ACTION: Johnny to follow up with another email to governors.

It was noted that Selsdon will be having an audit on Monday 14th December.

A regular monthly meeting between Johnny and Susan has been set up so that Johnny can review the current financial position at both schools. The next meeting to be arranged before the end of term.

The Q1 reports for both schools were reviewed at the last meeting of Resources Committee as detailed in the minutes and were now recommended for formal ratification. **Formal ratification was agreed unanimously**

The Q2 reports had not been available at the last Resources Committee. These had been circulated to all governors for the current meeting. The latest year end estimates were set out in the Headteacher's Report.

Heavers Farm continues to be a key focus because it has the biggest deficit to recoup. The schedule to pay back the deficit has been considerably impacted because of the pandemic. The Federation has had to make extra expenditure and most significantly has had a big loss in earned income.

The school's financial adviser Mandy Friend has identified that the school was owed money because of the bulge classes and expansion programme, but understanding exactly how much, is not straight forward. The school has recently received an additional income sum of £111,000. At this stage it had not been clarified whether or not this was the correct amount owed for the outstanding money for the bulge classes and expansion programme, whether more money may follow, or whether this was an overpayment. Therefore there was a small chance that this figure will be readjusted. However, it was recommended that the money goes straight into the school accounts and this was **approved unanimously by the Governing Board**. The EHT said that she was grateful for the approval noting that the financial position was very tight and there had been some concern about having sufficient funds for the December payroll.

Q: Noting that funding from the LA is devolved via a formula why is there a lack of clarity around this latest tranche of funding ?

A: The funding received is set against a large number of criteria, including EYFS, Extended Schools, SEND, PP, Expansion etc

The Governing **Board formally approved the Q2 reports** noting that they will be compared to the Q3 reports at the next meeting of the Resources Committee.

ACTION: Update on current financial position to be monitored with monthly meetings between Chair of Resources and EHT. Comparison of Q2 and Q3 to be analysed at the next meeting of the Resources Committee. Update at the next meeting of the Governing Board

8.	<p>Policy Ratification recommended by Resources Committee: Finance Policy and Procedures Pay Policy Charging Policy Lettings Policy Health & Safety Policy Personnel Policies as detailed in the Croydon HR Handbook</p> <p>All the above policies were formally approved with unanimous agreement. It was noted that the updated Pay Policy included the up to date pay points.</p>
9.	<p>Communications, Parental Engagement, complaints:</p> <ul style="list-style-type: none"> Consideration of the Communications Policy Governors were in receipt of the new Communications Policy. Governors were reminded that this had been written to clarify and explain expectations in terms of the school's communication with the school community, and the level of communication which parents and carers could reasonably expect. Robert Askey said that there are clear links with the Complaints Policy . It was noted that the policy was based on a model policy from The Key. It was agreed that it would be helpful to include relevant email addresses within the appendix to the Policy. There was agreement that this policy provided a very good and clear framework. There was a suggestion that separately it may be helpful to have a separate conversation about strategies and objectives which this policy underpins. During discussion it was noted that this policy is specifically to provide guidance around home/school communications. Wider communications issue (eg communicating with the press, other organisations etc) is covered by the Federation's Code of Conduct and in specific instances where there has been a particular issue which has caused press interest, the Croydon Press Office will advise the school. The Governing Board formally approved the Communications Policy. <ul style="list-style-type: none"> Update on any current issues/complaints
10	<p>Covid 19:</p> <ul style="list-style-type: none"> Termly review of Risk Assessment This was formally approved by the Governing Board. Governors confirmed that they continued to be fully supportive of the Federation's approach to risk management and commended the SLT and schools' staff for the way in which they have managed and implemented arrangements since the beginning of the pandemic. Communication around this topic has been excellent. Update on wellbeing of children, staff, whole school community.

Within the Executive Headteacher's Report was a three page summary of how Covid has impacted the schools. The management of keeping children and the whole school community as safe as possible at all times has taken up a huge amount of time and resources. There were some big changes which had to be implemented and in the early stages in particular this caused a lot of push back. The Federation was not inflexible and made alterations to arrangements if a better way could be found or if an arrangement really was not working properly, but overall the Federation took a firm line. The resistance and arguments against the Federation's approach have now generally eased off and there has been a tacit recognition that the approach was right, given the rising incidence of Covid across the country and the fact that the schools' procedures have meant that the lowest number of people possible have been impacted when a positive test result has been confirmed. Closures have been kept to a minimum.

It was also very hard to keep on top of the ever changing advice, in an already extremely confusing situation

Overall this term has been extremely tough and it has had an impact on the mental health and wellbeing of staff. The SLT have had to absorb a lot of projected anxiety and anger and this has been damaging to some relationships with parents which the schools hope will be repaired over time.

The EHT's report also included an overview of the figures of the number of positive cases to date. The Federation is one of the very few places which has kept single classes as a single bubble, which itself has meant that when a positive test has been confirmed, a class rather than a whole year group, has had to self isolate and access homelearning.

Q: Noting the fact that to date Heavers Farm had not had a single case of a child testing positive, in contrast to Selsdon, is there anything which Heavers Farm is doing differently?

A: No. We don't know why there have been no identified cases at Heavers Farm.

Nb the day after the meeting there was a case of a Year 6 child testing positive and the class and three adults had been required to self isolate for 14 days.

There has been a huge impact on staff absence figures with people either having to shield, recuperate following the development of symptoms, isolate because of being in contact with someone else who has tested positive or is showing symptoms, etc.

Q: Do we have the figures for Covid related staff absence for last year's Spring and Summer terms ?

A: No, it was hard to keep track of this because if people were isolating we didn't necessarily know as everyone was working from home at that stage except for a small number of staff who were in school to support the children of keyworkers

13. Headteacher's Report

Teaching and Learning:

The EHT explained that in the initial stages of the term, there had been a huge focus on supporting children get back into the routine of the school day, and to ensure that they were in a position to be ready to learn. There was a sense that many children were rather shell shocked and uncertain. The atmosphere

in both schools now feels normal, vibrant and upbeat even within the context of the Covid arrangements.

Children were assessed in every subject and this is helping to inform the teachers where gaps in learning lie, and how the current curriculum can be modified to accommodate areas of catch up.

The Federation took a concerted decision to ensure that children were as comfortable and happy as possible, and have not taken the approach of cramming Year 6 children in preparation for SATs as is the case in some schools.

Q: Bearing in mind that there is a lot of inequality and that those families who do not themselves have the educational background or the resources to support children with their learning at home, how is the Federation working to try and ensure that those disadvantaged children are supported?

A: The schools' assessment and tracking systems have identified all those children, and with the resource provision that we have, we are doing everything possible to help children catch up. Realistically it is very difficult to say that all children will make up the lost ground by the end of this academic year. The Deputy Executive Headteacher also pointed out that the Federation has been working with children to support and build their resilience and will continue to do so, and part of that is preparing them with practice at tests. Nevertheless the schools will not know until May how the additional pressures of this year have impacted on the children in their outcomes.

During discussion governors also noted the pressure on parents and how this in itself has a knock on effect on children. The Deputy Executive Headteacher said that the staff were very aware of this point, and that is why there had been a lot of thought to ensure that as many home learning tasks and lessons could be accessed by children without the need for parental supervision.

Another governor made the point that parents and especially lone parents who work full time, may themselves be educated but simply do not have the capacity to support learning during the day because of their own work commitments.

A governor acknowledged the approach of the school, putting children's wellbeing at the forefront of all planning and teaching, and pointed out that the excellent pupil attendance figures were a testament to the approach of the Federation.

Q: The Government has given schools the option to make the last day of this term an Inset day. Is this something the Federation will do?

A: No. Insufficient notice was given for this, and it would cause more problems for working parents than it solves.

Staffing:

Given the lower pupil numbers at both schools there is a reduction in the number of teachers at both. There are slightly more support staff in post because the Federation needed to make sure that there were two adults wherever possible within each class bubble.

It was noted that Corina has tendered her resignation and governors extended their very best wishes and thanked her for her very valued input as a staff governor.

ACTION: Staff governor election at Heavers Farm to be organised at the beginning of the Spring Term. Update at the next meeting of the Governing Board.

The EHT also reported that Selsdon was losing a Year 2 teacher who has found a job closer to home. However, it had been upsetting and disappointing to learn after the teacher had tendered her resignation that she had been the subject of bullying behaviour from some parents. Over a period of time the teacher had recognised that she was the target of cumulative incidents which were disrespectful and racist. The EHT said that had the leadership team been aware at an earlier stage they would have challenged this behaviour from parents and were very sad that this had happened.

Governors then spent some time discussing this issue. Governors asked questions around the support structures in place for teachers, to share their concerns with colleagues, mentors etc. It was agreed that the pandemic had made people feel more isolated from one another, and more fragmented, but it was recognised that this cannot be allowed to happen again, and that within the induction programme for new staff there must be regular opportunities for them to raise any issues with colleagues/ a member of the management team.

Having open conversations and providing staff with an opportunity to share experiences in a safe space was discussed. Governors also offered to provide any support they can, eg having a dedicated Wellbeing focus governor.

Governors thanked the leadership team for bringing the issue to their attention and it was agreed that there will be further discussions within SLT.

ACTION: SLT to look at ways to address the issue of teachers being able to identify and raise any concerns about racist behaviour from parents or anyone else towards them. Update at the next meeting of the Governing Board.

Term Dates 2021 - 2022

The following dates were **formally approved**:

AUTUMN TERM 2020

INSET Days- Thursday 2 & Friday 3 September 2021

School opens for children Monday 6 September 2021

School closes Friday 22 October 2021

Half-term holiday

School opens Monday 1 November 2021

School closes Friday 17 December 2021

School Holiday

SPRING TERM 2022

INSET Day Monday 3 January 2022

School opens to children Tuesday 4 January 2022

School closes Friday 11 February 2022

Half-term holiday

School opens Monday 21 February 2022

School closes Friday 8 April 2022

School Holiday

SUMMER TERM 2022

School opens Monday 25 April 2022

May Day Bank Holiday Monday 2 May 2022 (school closed)

School closes Friday 27 May 2022

Half-term holiday

School opens Monday 6 June 2022
School closes Wednesday 20 July 2022
INSET Days Thursday 21 & Friday 22 July 2022

Year 6 Journey

The Governing Board **formally approved** the costs for the school journey for each Year 6 group, as follows:

Heavers Farm: The cost of the school journey for this year is **£17,940.00**

Selsdon Primary: The cost of the school journey for this year is **£19,441.00**

The cost to the families is as follows: Pupils eligible for PPF funding £99.50 per child. The cost for all other children is £199 per child.

Exclusions: The Governing Board looked at the data for fixed term exclusions in the Autumn term and noted the reasons for the sanctions of 7 fixed term at Heavers Farm. The Governing Board requested that further detail on the ethnicity of children excluded is brought to the next meeting of the Quality of Education Committee.

ACTION: Update on exclusions to be discussed at the next meeting of the Quality of Education Committee, including data on ethnicity of children

Bullying: The information presented was noted. A query was raised as to whether there were actually no incidents of bullying at Heavers Farm, or whether incidents were not being logged. The EHT said she would investigate.

ACTION: Update on bullying data to be brought to the next meeting of the Quality of Education Committee

Governors noted the information on **Safeguarding and Child Protection**.

Q: Is the CPOMs system continuing to be effective and efficient?

A: Yes, the system is well used and any alerts are automatically forwarded to all the Safeguarding leads, who can then decide what action is required. The system was used a lot during lockdown too.

Complaints: The Governing Board noted the data on the numbers of complaints received this term. Four complaints have not yet been resolved.

Pupil Numbers: The Governing Board noted the drop in numbers at both schools and the analysis which had been carried out to identify why and where children had left. It was noted too that there were lots of different reasons and pressures including falling birth rate, a transient population, local authority housing policy, increases in local house prices etc.

During discussion it was agreed that it was important to resume marketing of the schools which will require some financial resourcing. Previously the bus adverts and banners had had some impact on raising numbers. It was also noted that the school was in the process of having some video tours/films of the schools being made, which will be uploaded onto the websites. In lieu of being unable to show

	<p>prospective parents round the schools at the present video tours are a good way of giving people an insight into the schools.</p> <p>Q: Do we undertake an Exit Survey when children leave in the same way we do when staff leave?</p> <p>A: No, we haven't done this to date but we could look at doing this.</p> <p>ACTION: 1. EHT to let governors know when the films of the schools have been produced. Marketing strategies to be taken forward in the new year</p>
14	<p>School Development Plan 2020 - 2021</p> <p>It was agreed that the schools' development plans will be discussed at the next meeting of the Quality of Education Committee.</p> <p>ACTION: SDP To be a key agenda item at the next meeting of the Quality of Education Committee on 2nd March 2021</p>
15.	<p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>None.</p>
16.	<p>Governors' Training - any updates</p> <p>Graham Cluer reported that he had attended training this term on 1) Managing Staff Disciplinary cases 2) Managing Complaints.</p> <p>Hilary Smith reported that she had attended 1) Managing Staff Disciplinary cases and 2) Unconscious Bias training.</p> <p>Corina Pascal reported that she had attended induction training, Welcome to Governance</p> <p>Everton Stuart reported that he had attended induction training, Welcome to Governance.</p>
17.	<p>Confidential Items</p> <p>None</p>
18.	<p>Next meeting dates:</p> <p>The meeting dates were noted (below). Hilary Smith asked for it to be noted that she is unable to attend on Tuesdays due to childcare commitments.</p>

Spring Term 2021	
Tuesday 26th January 6.15pm	Resources Committee At Heavers Farm
Tuesday 2nd March 6.15pm	Quality of Education Committee At Heavers Farm

Tuesday 16th March 6.15pm	Full Governing Board At Heavers Farm
Thursday 29th April 6.15pm	Budget Ratification Governing Board meeting at Heavers Farm
Summer Term 2021	
Tues 18th May 6.15pm	Quality of Education Committee At Selsdon
Tues 22nd June 6.15pm	Resources Committee At Selsdon
Tuesday 13th July 6.15pm	Full Governing Board At Selsdon

Signed.....Chair of the Governing Board

Date.....