

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF HEAVERS FARM AND SELSDON FEDERATION
HELD ON THURSDAY 9th DECEMBER 2021 AT 6.15PM VIA ZOOM**

Present

Harry Cambridge	Staff Governor
Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor, Vice Chair
Tanya Dennis	LA Appointed Governor
Lucy Freeston	Co-opted Governor
Ayesha Marrett	Parent Governor
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
Hugo Feitor (HoS, Selsdon)	Observer
Liz Parry	Governance Manager

Absent

Hilary Smith	Associate Member
Aprajita Tripathi	Co-opted Governor (appointed at item 4)

1.	<p>Welcome and Apologies for Absence</p> <p>The Chair opened the meeting and welcomed everyone present. Apologies for absence due to childcare commitments had been received from Hilary Smith which were accepted by the Governing Board. Apologies were subsequently received from Aprajita Tripathi due to conflicting work commitments. Ayesha was welcomed to her first full meeting of the Governing Board since her appointment as a Parent Governor.</p>
2.	<p>Declaration of Pecuniary Interests in the Current agenda</p> <p>No conflicts of interest in the current agenda were declared.</p>
3.	<p>Quorum</p> <p>It was confirmed that the meeting was quorate.</p>
4.	<p>Update on Governing Body Membership</p> <ul style="list-style-type: none"> • <i>Instrument of Government and membership is currently as follows:</i>

2 Parent Governors	Katie, Ayesha
Executive HT	Susan
1 staff Governor	Harry
1 LA Governor	Tanya
2 Partnership Governors	Graham, vacancy
6 Co-opted Governors	Nigel, Everton, Alan, Lucy. 2 Vacancies

- **To note the resignation of Moses Bukanya** Graham confirmed that following the last meeting of the full Governing Board Moses had tendered his resignation due to pressure of work. Graham had written on behalf of the Governing Board to thank Moses for his service as a governor which had been very much appreciated and to ask Moses to keep in touch should he ever be in a position to re-join the Governing Board as a Governor or Associate Member.

- **To receive a nomination for Aprajita Tripathi to be appointed as a Co-opted Governor**
Graham said that he would like to nominate Aprajita for the position of Co-opted Governor. They had met and Aps had made a school visit and met with Susan as well as attending the last meeting of the Quality of Education Committee. Aps brings valued skills and commitment and currently works as a Business Functional Analyst. The nomination was seconded and then all governors agreed Aps' appointment with **unanimous agreement** and thanks to her.

ACTION: Governance Manager to liaise with Aps and then with the LA to ensure that her appointment is registered.

Update on efforts to recruit a member of staff from Selsdon to one of the vacant Co-opted governor positions

Susan reported that as yet no members of staff from Selsdon had put themselves forward for election. There was one member of staff who may potentially be able to consider the role from later in the Spring term. Susan said that the SLT will make further attempts to encourage nominations.

- **To note that Tanya's current term of office ended on 4th December.**
The Chair said that he would like to nominate Tanya for a further term of office as the LA Appointed Governor. Tanya confirmed that she was happy to stand for a further term of office, and governors **unanimously endorsed the re- appointment** with thanks to Tanya for her valued contribution to the work of the Governing Board. The Governance Manager confirmed that the LA were able to confirm the appointment from today's date, 9th December 2021.

ACTION: Clerk to liaise with the LA to inform officers that Tanya's re-appointment has been approved by the Governing Board.

5.	Ofsted Inspection at Heavers Farm: Reflection and discussion of areas identified as strengths and areas for improvement and how these are to be addressed. Governors had today received the draft report of the inspection of Heavers Farm which took place on 17th
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- 18th November. This would remain confidential until the finalised report was confirmed for publication. The Chair invited Susan to give her overview of the inspection process and her response to the outcome of the report.

Susan said that the Ofsted inspection had been an interesting and positive experience in many ways. The overall outcome of Good but with the requirement for a full inspection within the next two years was disappointing but not daunting given the very positive feedback received and the clarity of the elements which the school was tasked with improving.

The two areas for improvement were as follows:

1) Leaders use a combination of programmes to teach phonics. The books pupils read are not matched to the sounds that they know or are currently learning. This prevents them from becoming confident, fluent readers. Leaders need to prioritise adopting one phonics programme and make sure that the books pupils read match the sounds that pupils know.

2) In some subjects, leaders' plans do not make important knowledge explicit. Key content has not been sequenced so that pupils build on prior knowledge as they get older. As a result, pupils do not know how current learning links to what they learned previously. Leaders should make sure key knowledge is made explicit and is sequenced effectively.

Susan explained that the change in requirements for teaching of phonics was new, and schools are now required to teach phonics in a very specific way. The Federation has always taught phonics successfully, and always achieves high results in KS1 phonics checkers and in reading. During the inspection the Inspector saw good phonics teaching. However, because the school has not been using a single scheme with books matching to the specific sound being taught in a lesson, Ofsted regards this as a key area requiring improvement.

With regard to the subject leaders' planning and sequencing of content, there is now a priority to ensure consistency across all subjects.

The inspector had been very complimentary about many aspects of the school. During the feedback meeting she had said that she could see that Heavers Farm makes a difference to the community and that work being done by the school was special, that staff go out of their way to help children and families, and this deserved thanks, in a very challenging context. The inspector had also commented on the confidence of the children having talked to many during the inspection and that they demonstrated good social skills and good behaviour. She had also spoken to lots of staff and commented that staff were happy and upbeat and feeling well supported. She noted that within the School Development Plan staff relationships and relationships with the school community were a priority and she could see that this had been a very successful focus, but that now there needed to be more emphasis on progression in subject knowledge and skills within the wider curriculum.

During discussion governors who had also been present at the feedback meeting endorsed the report back and said that they too had found the feedback supportive and helpful. Governors had also been pleased that they could demonstrate their training record and their records of governor visits to the Inspector which had been important when showing their involvement with and understanding of the school at the

	<p>current time.</p> <p>There was also general agreement that the priority targets were clearly defined and that as a team it would be possible to address these areas requiring improvement within the next 18 months - 2 years before the next inspection takes place.</p> <p>Governors extended their congratulations to all staff for the positive outcomes and areas of strength and pledged their support with making the required improvements.</p> <p>ACTION: Updated Action Plan addressing the two areas of improvement to be discussed in detail at the next meeting of the Quality of Education Committee, and progress tracked thereafter.</p>
6.	<p>Minutes of the Previous meeting held on 28th September 2021: Checking of accuracy and signing</p> <p>The minutes of the previous meeting were agreed as a true and accurate account. It was agreed that Graham would sign a copy at the earliest opportunity when next in school so that they could be placed on the schools' files.</p>
7.	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> • Allocation of new governors to committees: The Chair asked any new governor who was not yet been allocated to a committee to consider which one they would like to join and let him know. All governors were more than welcome to sit on both committees if they wished to do so. • Performance Management: This had been completed and includes the Headteacher performance management. • Code of Conduct: The majority of governors had confirmed their agreement with the Governors' Code. Ayesha confirmed that she had read the Code of Conduct and was fully in agreement with all requirements. • Deficit Recovery Plan for Heavers Farm: The Chair confirmed that a further meeting with the LA was due to take place on Thursday 16th December at 11am. The purpose is to look at how the school is progressing with plans to pay off the deficit and the meeting will be chaired by the LA. Everton Stuart confirmed that he would also be willing to attend the meeting in his capacity as Chair of Resources Committee, alongside Graham and Susan. <p>ACTION: Update on outcome of the meeting to be reported to the Resources committee.</p> <ul style="list-style-type: none"> • Freedom of Information request: Susan reported that further to the request discussed at the last meeting, the parent concerned had made no further contact on the matter. • Staffing Wellbeing Working Party: Nigel and Graham had met earlier this term to look at staff wellbeing issues. Graham commented that whilst it was very positive that the Ofsted Inspection had demonstrated that staffing issues at Heavers Farm had improved and that relationships were positive, he was keen to ensure that attention to staff wellbeing continued to be a focus for the SLT

	and the Governing Board.
8.	<p>Safeguarding:</p> <ul style="list-style-type: none"> • Completion of the annual safeguarding audit and Safeguarding Action Plan The Chair had circulated the Safeguarding audit responses for both schools. It was agreed that these will be discussed in greater detail at the next meeting of the Resources Committee • Check of the Single Central Register Graham said that he would like to check the SCRs for both schools at the beginning of next term, in person if at all possible. • Safeguarding Policy Susan explained that the Safeguarding Policy has been updated in line with Croydon's model updated policy. This was formally adopted for both schools by the Governing Board with unanimous agreement. • LAC Policy The school had produced and circulated a Looked After Children Policy. This was formally adopted by the Governing Body with unanimous agreement. Governors were in receipt of a report of visit from Hilary in her role as link governor for LAC. As well as the recommendation for the LAC Policy Hilary had also recommended that staff with lead responsibility for LAC children produce an annual report which will go to governors. ACTION: Update on LAC provision etc to be discussed at the next meeting of the Quality of Education Committee.
9.	<p>Committee items</p> <ul style="list-style-type: none"> • Resources Committee: Held on 6th Oct 2021 - Governors in receipt of the minutes of the meeting <ul style="list-style-type: none"> ➤ Ratification of TOR The Governing Board formally approved the reviewed TOR with unanimous agreement. ➤ Approval of Q1 and Q2 for both schools Governors were in receipt of both Q1 and Q2 (which had not been available at the time of the Resources Committee meeting). Susan reported that she, Jo, Robert and Tina had had a pre-meeting with the LA last week, and had picked up a sense from an officer that the LA wants the school to pay back the deficit in full as a matter of priority. There were a number of inconsistencies and lack of clarity about exactly which monies the school was owed/had received in relation to bulge class and expansion funding which had become very complicated in the last few years. During discussion governors agreed unanimously that they were as ever focused on ensuring a robust plan for paying back the deficit, but equally were clear that their priority was the education and welfare of the children. There were now some key targets for improvement identified by Ofsted and these will require a level of investment for curriculum resourcing. It was important for governors that this is properly supported. Also governors were very resistant to any suggestion of vertical classes as a means of reducing

costs of teaching staff. Governors were clear that this would not be in the educational interests of the children and nor would it be acceptable to families and would potentially lead to more families deciding to change schools.

It was noted that Selsdon has also moved into a deficit position at Q2 which was of concern. Part of the reason was increase in catering costs and cleaning costs.

Susan said that at the next meeting of Resources committee she will produce a report showing where each school is against each budget heading.

It was also agreed that it would be helpful for Everton, as Chair of the Resources Committee, to meet with Susan once a term in advance of the Resources Committee meeting to monitor progress and developments.

The Governing Board formally approved Q1 and Q2 for both schools

ACTION: Detailed reports on budget figures to be provided and discussed at the next meeting of Resources Committee. Everton and Susan to liaise on arranging a suitable date to meet prior to the next Resources Committee meeting.

➤ **To agree Write Offs**

Graham and Nigel had looked at the Asset Register for Heavers Farm and Nigel was due to review the Asset Register for Selsdon. The Heavers Register was in good order. Governors were in receipt of a list of write offs which was **formally approved by governors**.

• **Quality of Education Committee: Held on 11th November 2021 - Governors in receipt of the minutes of the meeting**

➤ **Ratification of TOR**

The Governing Board **formally approved the reviewed TOR with unanimous agreement**.

➤ **Update on Tutoring Programme**

Susan explained that due to pressures of the term, especially around Covid/levels of sickness etc, it had not been possible at this stage to make further progress on tutoring programme arrangements, though this still remained the intention of the Federation. Children who would qualify for support under this scheme have been identified. In the meantime other booster support and interventions are in place.

ACTION: Update on progress with arrangements with the Tutoring programme to be reported at the next meeting of Quality of Education Committee.

➤ **Recommendations for teachers' salary progressions**

The Chair recommended that the Governing Board supports, as last year, a policy that all teachers will receive a 1 point pay increase providing they are not on capability procedures. **This was agreed unanimously by the Governing Board.**

➤ **Publication of Pupil Premium Impact statement 2020 - 2021 and Pupil Premium Spending**

	<p>Plan 2021 - 2022</p> <p>Governors noted that since their approval of the PP reports the DfE had issued a new template which all schools were now required to use, which incorporated both the impact information and the spending plans in place. The Governing Board formally approved the new reports, noting that they were now uploaded on the schools' blogs.</p> <p>➤ Sports Funding Plan: To check that the published plan is fully compliant with requirements.</p> <p>It was noted that the Sports Funding Plans had previously been approved and were uploaded on the schools' blogs.</p>
10.	<p>School Development Plans: Formal ratification of both plans and procedure for monitoring progress</p> <p>Governors were in receipt of updated SDPs for both schools which included the EHT's assessment of achievement and progress against targets to date. These were formally ratified.</p> <p>Susan asked governors to note that in relation to the review of the Behaviour Policy there had been discussion with staff at staff meetings this term, and this will also be a topic for consideration at the forthcoming Inset day in January. There is a priority to ensure that issues around the new guidance on peer on peer abuse are linked into the Behaviour Policy and that staff are clear on how to identify and report any concerns. This is particularly pertinent to staff who look after children in the playground at break and lunch times.</p> <p>The Policy also needs to be robust in ensuring appropriate support/expectations for SEND pupils and what should happen in terms of sanctions.</p> <p>Once the policy has been finalised incorporating staff views, parents will be asked for their feedback. The finalised Behaviour Policy will then be brought to the next meeting of the Governing Board on 22nd March for formal ratification.</p> <p>The Chair said that he was keen to ensure that governors were fully monitoring all aspects of the SDP targets. During discussion it was noted that the key priorities are being addressed and updated through the committee agendas, as well as through governor visits. The final page of the SDPs included a list of governor visits, updated by Susan, which detailed the date and purpose of visits (virtual and in person).</p> <p>Susan re-iterated that it was unfortunate that the current Covid situation made it difficult for governors to visit at the current time and that the school was following the advice of Rachel Flowers, Croydon Director for Public Health, not to allow any non essential visits to school for the time being. As soon as restrictions can be removed, governors will once again be welcomed into school.</p>
11.	<p>Plans for residential trips in summer term 2022</p> <p>Susan explained that the Federation had not been able to secure bookings at suitable venues and at suitable times for the current Year 6 cohorts. Therefore sadly the decision had been taken not to have residential trips for Year 6 this year. Instead however, there will be a planned series of fun and exciting activities for a week towards the end of the summer term. Further details of these plans will be shared at</p>

	<p>meetings in the new year.</p> <p>Governors recognised the particular difficulties of arranging school residential trips this year and agreed that whilst this was unfortunate, it would be possible to provide the children with an exciting and memorable week of activities.</p>
<p>12</p>	<p>Executive Headteacher's Report</p> <p>Governors were in receipt of the Headteacher's Report and Susan took governors through the key areas.</p> <p>Covid: Heavers Farm has had 64 confirmed cases this term. During the last week there had been fewer reports so it was hoped that this may continue to the end of term. Numbers at Selsdon had been creeping up.</p> <p>Q: Have parents been supportive this term with testing arrangements and with the changes to protocol which the schools had had to re-introduce?</p> <p>A: On the whole the vast majority of families had been very supportive. There had been a small minority who were not co-operative with sharing test results or supporting arrangements.</p> <p>The schools were trying very hard to minimise the chances of families and staff being ill/having to isolate over the Christmas period and were following all advice issued by Rachel Flowers as detailed to governors via email.</p> <p>Q: Are we still providing remote learning when children have to isolate?</p> <p>A: Yes, this is our expectation. We do not expect children to be logging on if they are ill, but we do want to ensure that remote learning is provided by staff if children are isolating and we are monitoring this.</p> <p>During discussion governors expressed their sympathy and concern for all staff working with the stresses of the Covid rates during the last term and the consequent impact on arrangements. Governors were very grateful to all staff for their work and commitment.</p> <p>It was also noted that levels of staff sickness had been high this term because of viruses and also because of long term illness in a small number of cases</p> <p>Safeguarding: As discussed under 10, the Federation was working on improving reporting for peer on peer abuse.</p> <p>It was noted that there had been a lot of CPOMs reports at Selsdon and governors asked if this reflected a particularly high level of safeguarding issues or if it was because there is a policy of reporting any concern however small. Susan confirmed it was the latter reason, and that it was helpful to have recording of any issue however small as DSLs could review all reports and find if there were any patterns/particular children who raised concerns over time.</p> <p>Complaints: Governors commented that it was good to get a flavour of issues which have been raised and which are generally being successfully resolved very quickly. It was also good to note the schools' willingness to apologise wherever this was appropriate when something does go wrong.</p> <p>Attendance: Governors noted the attendance figures and commented that they were better than might have been expected after a very difficult term. At 96.1% Heavers Farm was better than Selsdon. The schools were keeping a particular eye on levels of persistent absence and working with the Education</p>

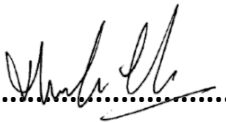
	<p>Welfare Officer.</p> <p>Q How often does the EWO visit and work with the schools?</p> <p>A: the EWO attends Heavers Farm once a week and Selsdon every two weeks. Both schools also have Attendance Officers who liaise with the EWO and the DSLs. The f parents whose children's attendance is of concern have varying levels of engagement. It is often the most vulnerable families who have a lot of domestic issues where children have the poorest attendance.</p> <p>Pupil Numbers:</p> <p>There were continuing concerns that pupil numbers in KS1 were a lot lower than years 5 and 6 meaning that year on year the school will be losing more children than numbers joining if numbers do not improve. This will continue to have a detrimental impact on funding.</p> <p>Q: Do we know why children who leave during the course of the year are going?</p> <p>A: The vast majority have moved out of the area. Susan had done an analysis which showed this as a major factor. It was agreed that there will be more detailed discussion of this issue at the next meeting of Resources Committee.</p> <p>ACTION: A detailed review of pupil numbers and reasons for in year leaving to be an agenda item at the next meeting of Resources Committee as well as an update on efforts to market the schools.</p>
13.	<p>Policy Review</p> <ul style="list-style-type: none"> • Equalities Policy Statement • Governors' Allowances Policy • Health and Safety Policy • Social Media Policy • Sabbatical Leave Policy <p>All the above reviewed policies were formally approved.</p>
14.	<p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>None.</p>
15.	<p>Governors' Training - any updates and identification of governor training needs</p> <p>The Chair thanked governors for reporting their training attendance and sharing slides from training which were very helpful for governors and for the school.</p>
16.	<p>Confidential Items</p> <p>None.</p>
17.	<p>Next meeting dates: See below</p> <p>Governors noted that Spring term Committee meetings will continue to be held via Zoom and consideration of the meeting arrangements for the full GB meetings will be made nearer the time.</p>

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

At the conclusion to discussion the Chair thanked all staff on behalf of the Governing Board for their work in the continuing challenging circumstances.

All governors were thanked for their attendance and participation.

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

Date.....22/03/2022.....