

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
OF HEAVERS FARM AND SELSDON FEDERATION  
HELD ON THURSDAY 22ND SEPTEMBER 2022 AT 6:15PM VIA ZOOM**

**Present**

Graham Cluer	Partnership Governor, Chair
Nigel Collins	Co-opted Governor, Vice Chair
Tanya Dennis	LA Appointed Governor
Roisin Kumar	Co-opted Governor
Ayesha Marrett	Parent Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member
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**

Harry Cambridge	Staff Governor
Lucy Freeston	Co-opted Governor

**1. Welcome and Apologies for Absence**

Graham Cluer opened the meeting and welcomed everyone. Apologies for absence had been received from Lucy Freeston due to a conflicting work event which were accepted by the Governing Board. Apologies for late arrival were received from Susan Papas and Tanya Dennis.

**2. Declaration of Pecuniary Interests in the Current agenda**

- *To note that all governors are asked to complete a 2022-2023 interest form with details of their business interests, any other educational establishments that they govern and any relationships*  
Governors were reminded to forward their completed form to the Governance Manager as soon as possible.
- *Governors to declare any pecuniary or personal interests in any agenda item for this meeting*  
No conflicts of interest in the current agenda were declared.
- *To note that the completed register of interests will be published on the schools' websites in compliance*

	<p><i>with requirements when it is possible to collate all returned forms</i></p> <p>Noted.</p>																		
3.	<p><b>Quorum</b></p> <p>It was confirmed that the meeting was quorate.</p>																		
4.	<p><b>Election of Chair to the Governing Body for the forthcoming year.</b></p> <ul style="list-style-type: none"> <li><i>The Clerk to report on nominations and self nominations for the position of Chair for the forthcoming year. A vote to ensue.</i></li> </ul> <p>The Governance Manager took the chair for this item. Nominations for Graham Cluer to be Chair had been received. No other nominations had been made or received. Graham confirmed that he was happy to stand for a further year, though again cautioned that this could not be an indefinite arrangement and that he was likely to step down within the next year or two.</p> <p>Graham was then re-elected with a unanimous vote, and grateful thanks, for taking on the role of Chair of Governors for a further year.</p>																		
5.	<p><b>Election of Vice Chair to the Governing Body for the forthcoming year</b></p> <ul style="list-style-type: none"> <li><i>The Chair to call for nominations and self nominations. The election process will be the same as for the election of Chair.</i></li> </ul> <p>No nominations had been received in advance of the meeting. Alan Tigg nominated Nigel Collins for the role of Vice Chair which was seconded. There were no further nominations. Nigel confirmed he was happy to stand, and was then formally appointed, with a unanimous vote and governors extended their thanks to Nigel for taking on the role of Vice Chair for a further year.</p>																		
6.	<p><b>Update on Governing Body Membership:</b></p> <ul style="list-style-type: none"> <li><b>To note that Everton Stuart has resigned as a Co-opted governor since the last meeting</b></li> </ul> <p>The Chair reported that Everton had tendered his resignation due to pressure of competing work commitments. The Chair had written to Everton to thank him for his support during his time in post.</p> <ul style="list-style-type: none"> <li><b>Efforts to recruit to the three vacancies</b></li> </ul> <table> <tr> <td><b>2 Parent Governors</b></td> <td><b>Katie, Ayesha</b></td> </tr> <tr> <td><b>Executive HT</b></td> <td><b>Susan</b></td> </tr> <tr> <td><b>1 staff Governor</b></td> <td><b>Harry</b></td> </tr> <tr> <td><b>1 LA Governor</b></td> <td><b>Tanya</b></td> </tr> <tr> <td><b>2 Partnership Governors</b></td> <td><b>Graham, vacancy</b></td> </tr> <tr> <td><b>6 Co-opted Governors</b></td> <td><b>Nigel, Alan, Lucy, Roisin.</b></td> </tr> <tr> <td></td> <td><b>2 vacancies</b></td> </tr> </table> <table> <tr> <td><b>2 Associated Members:</b></td> <td><b>Jo, Hilary</b></td> </tr> <tr> <td><b>2 Observers:</b></td> <td><b>Robert, Hugo</b></td> </tr> </table>	<b>2 Parent Governors</b>	<b>Katie, Ayesha</b>	<b>Executive HT</b>	<b>Susan</b>	<b>1 staff Governor</b>	<b>Harry</b>	<b>1 LA Governor</b>	<b>Tanya</b>	<b>2 Partnership Governors</b>	<b>Graham, vacancy</b>	<b>6 Co-opted Governors</b>	<b>Nigel, Alan, Lucy, Roisin.</b>		<b>2 vacancies</b>	<b>2 Associated Members:</b>	<b>Jo, Hilary</b>	<b>2 Observers:</b>	<b>Robert, Hugo</b>
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	<p>The Chair explained that efforts had been made to recruit to the current three vacancies via Governors for Schools. To date two candidates put forward had not wished to take forward discussions. A further candidate had expressed an interest and Graham would be meeting with her soon to explain the role and find out if she would be a good fit and willing to visit the schools etc.</p> <p>Graham also asked governors to put forward anyone they may know who might be interested in becoming a governor for the Federation. The Governing Board's key requirement was commitment and enthusiasm for the role, but financial expertise would also be very welcomed.</p> <p><b>ACTION: Update on progress to be reported at the next meeting.</b></p>
7.	<p><b>To review and adopt the Standing Orders for the coming year</b></p> <p>Governors were in receipt of the Standing Orders for review. No amendments were proposed and it was agreed that the SO provided a solid foundation for the workings of the Governing Board. The Governing Board <b>formally ratified the Standing Orders</b> for the forthcoming year.</p>
8.	<p><b>Committee Membership and Appointment of Governor Focus Roles</b></p> <p><b>8.1 Membership of Resources Committee</b> was agreed as follows: Alan, Nigel, Graham, Lucy, Susan, Jo + Heads of School in attendance</p> <p><b>8.2 Membership of Quality of Education Committee</b> Tanya, Ayesha, Katie, Nigel, Graham, Roisin, Hilary, Susan, Jo + Heads of School in attendance.</p> <p>The Chair reminded governors that they were welcome to attend committee meetings even if not a designated member of that committee.</p> <p><b>ACTION: As new governors are appointed, further committee allocations to be made.</b></p> <p><i>To comply with statutory requirements for allocation of focus roles (and additionally as required by the Governing Body)</i></p> <p><b>The following allocation of roles was agreed:</b></p> <ul style="list-style-type: none"> <li>➤ <b>SEND:</b> Tanya</li> <li>➤ <b>Safeguarding:</b> Ayesha</li> <li>➤ <b>Looked After children:</b> Katie</li> <li>➤ <b>Health and Safety:</b> Alan</li> <li>➤ <b>Early Years</b> Remit of the Quality of Education Committee</li> <li>➤ <b>Mental Health &amp; Wellbeing</b> Tanya</li> <li>➤ <b>Finance</b> Alan</li> <li>➤ <b>GDPR</b> Remit of the Resources Committee</li> <li>➤ <b>Oversight of Schools' Websites</b> Graham</li> </ul>

**Subject Link governor roles were agreed as follows:**

<b>Science</b>	<b>Alan</b>
<b>Maths</b>	<b>Nigel</b>
<b>Reading and Phonics</b>	<b>Ayesha</b>
<b>Writing</b>	<b>Lucy</b>
<b>IT</b>	<b>Nigel</b>
<b>Humanities</b>	<b>Katie</b>
<b>Art and Design &amp; Technology</b>	<b>Tanya</b>
<b>RE</b>	<b>Ayesha</b>

It was hoped that as and when new governors are appointed they could be appointed to vacant roles such as **Music** and **French/Modern Foreign Languages**

**9. Procedure for Headteacher Performance Management**

It was agreed that the following governors will form the HT Performance Management Committee: Graham, Nigel and Katie.

**ACTION: EHT and committee members to liaise on setting the date for the HT annual review.**

**10. Keeping Children Safe in Education:**

**Governors to confirm that they have read the updated guidance:**

**[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1080047/KCSIE\\_2022\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080047/KCSIE_2022_revised.pdf)**

All governors present confirmed individually that they had read the updated guidance.

**To note that there is now a statutory responsibility for all governors to undertake Safeguarding training: p 23**

*81. Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole.*

It was noted that there were a number of options for governors to undertake Safeguarding training including the Key's training for governors, and Octavo bespoke sessions. The chair said that he would like to look at available options and discuss outside the meeting, with a view to ensuring that all governors undertake updated Safeguarding training as soon as possible.

**ACTION: Absent governors to confirm that they have read the Keeping Children Safe in Education guidance . Update at next meeting.**

**Safeguarding training to be arranged as soon as possible. Update at the next meeting.**

11.	<p><b>To Formally Approve the Governing Body Code of Conduct</b></p> <ul style="list-style-type: none"> <li>All governors, having read the Code of conduct in advance of the meeting, to confirm their agreement</li> </ul> <p>All governors present approved the Code of Conduct and all individually confirmed their agreement to the terms of the Code of Conduct.</p> <p><b>ACTION: Absent governors to confirm their agreement to the terms of the Code of Conduct at the next meeting.</b></p>
12.	<p><b>Minutes of the Previous meetings held on 14th July and 9th August 2022</b></p> <ul style="list-style-type: none"> <li>To check the accuracy and minutes to be signed by the Chair</li> </ul> <p>The minutes of the 14th July were formally approved. The minutes of the 9th August had not been re-circulated so the approval of these minutes was deferred to the next meeting.</p> <p>It was noted that the matter discussed in the minutes of 9th August was now settled within the prescribed limits.</p> <ul style="list-style-type: none"> <li>Signed minutes to be passed to the EHT at the earliest opportunity to be held on file in school.</li> </ul>
13.	<p><b>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</b></p> <p><b>Write offs and Asset Register:</b> This will be an agenda item at the next meeting of the Resources Committee.</p> <p><b>Behaviour Policy:</b> This is now in place. The EHT said that there had not been any focus group meetings with SEND parents but she would follow up on this with the SENCOs as it would be helpful to have some input and feedback from families.</p> <p><b>Wellbeing Working Group:</b> It was agreed that this will meet this term and decide on way forward. Tanya confirmed that she was happy to take on the role of Wellbeing Governor.</p> <p><b>Formal complaints:</b> There was nothing to report at the current time.</p>
14.	<p><b>Updated Staffing Structure</b></p> <p>Governors were in receipt of the updated Staffing Structure all on one page.</p> <p>It was noted that at Selsdon Roisin Kumar has been appointed on a fixed term contract for a year as Assistant Headteacher and SENCO.</p>
15.	<p><b>Update on how return to school in all year groups has been going, levels of attendance, implementation of the curriculum, pupil wellbeing, staff wellbeing etc. arrangements.</b></p> <p><b>Is any specific support from governors required?</b></p> <p><b>Selsdon:</b> Hugo said that the start of term had been very positive and children had settled in very well. The first week had included a lot of focus on reminding children or introducing them to school routines and expectations.</p> <p>Pupil numbers were fluid, with some leavers at the start of term, as well as some new children due to start</p>

	<p>including a Ukranian family of three children.</p> <p>A lot of works were completed in school over the summer including repair of fire alarm and replacement of fire doors. Unfortunately the quality of the work with the fire doors was not satisfactory so the LA had been called back to re evaluate and repair.</p> <p>There is a big focus on improving attendance. Last year attendance had been low and unfortunately the start of this term has seen a very low attendance rate of 91.5% with persistent absence at 25%. There is every expectation that this will rise soon as a high percentage of the attendance data includes a number of families who are still on roll but are known to have left the country. Once all the necessary checks have been undertaken they will be removed from the roll. There are necessarily very robust procedures in place to ensure that children do not go missing in education. The Education Welfare Officer is working with the school to support families who are having problems with their children's attendance.</p> <p><b>Heavers Farm:</b> Robert said that there had also been a very good start to the year at Heavers Farm with children settling in really well. The Nursery class has a lot of children who are very young (summer born children) and are therefore not as ready for Nursery as the slightly older children and there have been some additional challenges such as the number with toilet training not yet in place. The SLT has been supporting the Nursery staff.</p> <p>Nurture provision is up and running.</p> <p>There has been one exclusion for biting.</p> <p>The teacher reviews are underway.</p> <p>Attendance is currently at 95% and Persistent Absence at 16%. Again, the school is working hard to improve attendance and focus on getting children into school.</p> <p>Heavers Farm has joined the locality for SEND provision and the first formal meeting takes place next week.</p> <p>Pupil and Staff wellbeing generally is very positive.</p>
16	<p><b>School Development Plans - Priorities for the year ahead</b></p> <p>Susan explained that the SDPs were both nearly ready and would be circulated in advance of the Quality of Education Committee for discussion.</p> <p>This year the clear focus is on quality of teaching and learning. A lot of work has been going on to structure the approach and expectations with regard to improving outcomes.</p>
17.	<p><b>Plans for review of key statutory policies this term:</b></p> <p>It was noted that all key policies will be added to the committee agendas for review and brought to the subsequent meeting of the Governing Board for formal ratification.</p>
18	<p><b>Update on review and analysis of 2022 exit interviews</b></p> <p>Nigel reported that there had not been many leavers. Three exit interviews had been sent out, and there had been no returns, therefore there was nothing to report.</p>

19	<p><b>Approval for planned school residential trips during the current academic year;</b></p> <p>Susan said that there was a planned trip for Year 6 to PGL Marchants Hill from 5th - 7th July 2023 for both schools. The Federation had opted for a shorter time than previously because prices have risen so much that it becomes prohibitive to ask families for higher costs. As it is the Federation will need to subsidize at least 130 places. The trip is planned to allow for 16 adults to attend.</p> <p>The Governing Board formally agreed the value of the residential trip. It was agreed that the full costs for the trip will be brought to the next meeting for formal ratification.</p> <p><b>ACTION: Costings for planned School residential trip to be brought to the next meeting for ratification.</b></p>
20.	<p><b>Chair's Items: Report on any correspondence, Chair's actions etc</b></p> <p>None</p>
21.	<p><b>Governors' Training - any updates and identification of governor training needs in addition to Safeguarding</b></p> <p>Governors were urged to take up training opportunities provided by Octavo.</p> <p>It was noted that Safeguarding training will be undertaken by all governors as soon as possible, as per previous discussion under item 10.</p>
22.	<p><b>Confidential Items</b></p> <p>None</p>
23	<p><b>Any Other Urgent Business</b></p> <p>Hugo explained that he would be contacting the Clerk shortly to ask that Governor panels are formed to hear final sickness stage meetings for 3 members of staff.</p> <p>A query was raised about the impact of energy costs on the school budgets. The EHT said that this was a huge issue for all schools and the projections and current budget position will be scrutinised at the next meeting of the Resources Committee.</p> <p>Governors' Day in School: The Chair said that he would re-circulate some suggested dates and urged governors to respond as soon as possible so that a date can be confirmed.</p>
24.	<p><b>Next meeting dates:</b></p>

### Autumn Term 2022

<b>Thursday 22nd September 6.15pm</b>	<b>Full Governing Board meeting</b>
<b>Wednesday 19th October 6.15pm</b>	<b>Resources Committee</b>
<b>Wednesday 9th November 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Tuesday 13th December 6.15pm</b>	<b>Full Governing Board</b>

## Spring Term 2023

<b>Thursday 2nd February 6.15pm</b>	<b>Resources Committee</b>
<b>Wednesday 1st March 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Thursday 30th March 6.15pm</b>	<b>Full Governing Board</b>

## Summer Term 2023

<b>Tuesday 25th April 6.15pm</b>	<b>Budget Ratification Governing Board meeting</b>
<b>Wednesday 24th May 6.15pm</b>	<b>Quality of Education Committee</b>
<b>Tuesday 6th June 6.15pm</b>	<b>Resources Committee</b>
<b>Tuesday 11th July 6.15pm</b>	<b>Full Governing Board</b>

Signed.....Chair of Governors

Date.....