

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
OF THE FEDERATION OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
HELD ON WEDNESDAY 12th SEPTEMBER 2018 AT 6.15PM AT SELSDON PRIMARY SCHOOL**

Present

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| Moses Bukenya | Parent Governor |
| Nigel Collins | Co-opted Governor |
| Graham Cluer | Partnership Governor, Chair |
| Sarah Faulding | Co-opted Governor |
| Susan Papas | Executive Head teacher |
| Jo Read | Associate Member |
| Hilary Smith | Associate Member |
| Johnny Tang | Co-opted Governor |
| Alan Tigg | Co-opted Governor, present from 6.45pm |

Also In Attendance

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| Shelley Parker (HoS, Selsdon) | Observer |
| Liz Parry | Governance Manager |

Absent

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| Tanya Dennis | LA Appointed Governor |
| Dom Lacovara | Parent Governor |
| Robert Ward | Co-opted Governor |

1. Welcome & Apologies for Absence

This being the first meeting of the academic year, the Governance Manager opened the meeting and welcomed everyone. Apologies for absence had been received from Tanya Dennis, Dom Lacovara and Robert Ward. All had provided the reasons why their non attendance was unavoidable. Governors accepted all apologies.

2. Declaration of Pecuniary Interests in the Current agenda and collation of Annual Pecuniary Interests Forms.

- ***All governors to return a completed 2018/19 pecuniary interest form with details of their business interests, any other educational establishments that they govern and any relationships***

All governors present completed their forms and returned them to the Governance Manager.

- ***Governors to declare any pecuniary or personal interests in any agenda item for this meeting***
None were declared.

- ***To note that the completed register of interests will be published on the school websites in***

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| | <p>compliance with requirements</p> <p>Noted.</p> <p>ACTION: All absent governors to return their completed pecuniary interests form to the Governance manager as soon as possible.</p> |
| 3. | <p>Quorum</p> <p>It was confirmed that the meeting was quorate</p> |
| 4. | <p>Update on Membership</p> <p>To note that the Instrument of Governance allows for the appointment of 13 governors as follows:</p> <p>2 Parent governors</p> <p>The Executive Headteacher</p> <p>1 Staff Governor</p> <p>1 Local Authority Governor</p> <p>2 Partnership Governors</p> <p>6 Co-opted Governors</p> <p>It was noted that following the resignation of Des Ogg as a Partnership Governor, there was now a vacancy. The Governance Manager confirmed that she had contacted the organisation Governors for Schools for support in finding suitable candidates. It was noted that there was also a Co-opted Governor vacancy. Update on progress to be reported at the next meeting.</p> <ul style="list-style-type: none"> • Update on Staff Governor election The EHT reported that a request for candidates to stand for election had been put forward to all staff in both schools and the results of the election will be reported as soon as possible. • To note that Moses Bukenya's current term of office ends on 12.10.18m necessitating a Parent Governor election. This was noted. • To note that Sarah Faulding and Nigel Collins both come to the end of their current terms of office as Co-opted governors on 21.10.18 This was noted. Graham Cluer nominated Nigel Collins for re-appointment. Nigel confirmed that he was happy to stand for a further term of office. The Governing Board endorsed the reappointment of Nigel with unanimous agreement and thanked him for taking on further terms of office running on from 21.10.18 - 20.10.22 |
| 5. | <p>Election of Chair to the Governing Board for the forthcoming year.</p> <p><i>The Governance Manager to report the nominations and self nominations received. Any nominees will need to be formally seconded. Each nominee will then be asked to give a brief explanation to the Governing Board as to why they consider that they would be suitable for the role of Chair. Nominees will then be asked to leave the room whilst the Governing Board takes a vote. The</i></p> |

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| | <p><i>nominees will then return to the room and the result of the vote will be announced and the appointment formally confirmed.</i></p> <p>The Governance Manager reported that she had one nomination for Graham Cluer for the position of Chair for the forthcoming year and confirmed that there were no further nominations. The Nomination was formally seconded.</p> <p>Graham Cluer said that he was happy to continue as Chair for a further year. At this point Graham's appointment was endorsed with a unanimous vote, and thanks to Graham for his willingness to continue in the role for a further year which was very much appreciated by everyone.</p> <p>ACTION: Governance Manager to inform the LA of the outcome of the election.</p> |
| <p>6.</p> | <p>Election of Vice Chair to the Governing Body for the forthcoming year</p> <p><i>The Chair will call for nominations and self nominations. The process will be the same as for the election of Chair.</i></p> <p>The Chair called for nominations or self nominations for the position of Vice Chair for the forthcoming year. Graham said that Dom Lacovara had indicated he did not wish to stand for the role. A nomination for Nigel Collins was made which was formally seconded. Nigel indicated that he was happy to stand for the position of Vice Chair but would need to relinquish being a committee Chair.</p> <p>The Governing Board then voted and gave unanimous endorsement to Nigel's appointment as Vice Chair, with thanks for his willingness to stand and take on the role.</p> <p>ACTION: Governance Manager to inform the LA of Nigel Collins' appointment as Vice Chair</p> |
| <p>7.</p> | <p>Review of Committee structure and membership</p> <p>It was agreed that the Committee structure worked well and allowed the Board to cover all business in a focused and efficient manner. The two main committees would therefore remain for a further year: The Resources Committee and The School Improvement Committee. Terms of reference will be reviewed and agreed at the first meeting of each committee and brought back to the next meeting of the Governing Board for formal ratification</p> <ul style="list-style-type: none"> • To agree membership of the main committees. <p>Membership was agreed as follows:</p> <p>Resources Committee:</p> <p>Johnny Tang Nigel Collins Alan Tigg Dom Lacaovara Graham Cluer Susan Papas Jo Read</p> <p>School Improvement Committee:</p> <p>Nigel Collins</p> |

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| | <p>Hilary Smith Moses Bukenya Tanya Dennis Sarah Faulding Graham Cluer Robert Ward Susan Papas Jo Read</p> <ul style="list-style-type: none"> • To agree membership of the Headteacher Performance Management Committee Membership was agreed as follows: Graham Cluer Nigel Collins Alan Tigg It was noted that Alan and Graham had previously undertaken HT Performance Management training and Nigel confirmed that he will aim to undertake this training. • To agree membership of the ad hoc committees: Pupil Disciplinary committee Staff Disciplinary committee Staff Disciplinary appeal Complaints committee It was agreed that all governors would be potentially available and asked for availability according to whether their membership would be appropriate for a particular committee, as and when convening is necessary. |
| 8. | <p>To review and adopt the Standing Orders for the coming year The Governing Board formally adopted the reviewed Standing Orders noting that they provided a strong and robust framework for the operation of the Governing Board.</p> |
| 9. | <p>Appointment of Governor Focus Roles</p> <ul style="list-style-type: none"> • To comply with statutory requirements (and additionally as required by the Governing Board) ➤ Achievement: ➤ Teaching: ➤ Behaviour and Safety: ➤ Quality of Leadership & Management: ➤ Effectiveness of Early Years: ➤ Spiritual, Moral, Social & Cultural: ➤ SEN: ➤ Pupil Premium: ➤ Finance ➤ GDPR ➤ Safeguarding: |

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| | <ul style="list-style-type: none"> ➤ Looked After children: ➤ Health and Safety: ➤ Overview of the schools' websites: <p>It was agreed to maintain the same allocations as the previous year, as outlined in the School Development plans.</p> <p>It was agreed that Graham Cluer will be the Safeguarding lead governor for the current time and he will be liaising with the school during the autumn term to complete the annual Safeguarding audit. This role would include CLA.</p> <p>ACTION: Safeguarding to be a key agenda item at the next meeting of the full Governing Board, and governors to read and sign the updated Keeping Safe in Education document. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf</p> |
| 10. | <p>To Formally Approve and Sign the Governing Board Code of Conduct</p> <p>The Code of Conduct was formally approved and governors agreed that it provided clear expectations and direction about the conduct of all governors. The document was signed by all governors present. The Code of Conduct was passed to the EHT to be held on file in school.</p> <p>ACTION: Absent governors and any newly appointed governors to be asked to sign the Code of Conduct at the next available opportunity.</p> |
| 11. | <p>Minutes of the Previous meeting held on 11th July 2018 :</p> <p>The minutes of the previous meeting were agreed as a true and accurate account and were duly signed and dated by the Chair and passed to the EHT to be held on file in school.</p> |
| 12. | <p>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</p> <ul style="list-style-type: none"> • To agree a date for a Governors' Day in School: This was set for Friday 25th January 2019 at Selsdon. Themes for the day to be decided. • Pupil Numbers, projections and forecasts: The EHT said that this was ongoing. <p>All other matters arising were included on the current agenda.</p> |
| 13 | <p>Review of quotes for the toilet renovations at Selsdon, and approval of expenditure on kitchen equipment at Selsdon.</p> <p>Governors were pleased to note that the sale of the caretaker's house had finally taken place which will now allow expenditure on much needed renovations at Selsdon. The EHT said that she proposed to defer review of quotes for toilet renovations to the next meeting of the full Governing board.</p> <p>Governors were reminded that at the end of the summer term there had been an attempt to install a second hand oven which had been purchased for £4,000 from St Joseph's school. Unfortunately</p> |

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| | <p>the oven had failed. Subsequently the school had purchased a new oven from BA Supplies at a cost of £14,550 plus the gas interlock of £1,500, total cost £16,050. This cost matched the price from Langfords which was the most suitable bid at the time. The quotes had been fully scrutinised and approved by Des Ogg when in post in his capacity as Governor Finance lead.</p> <p>Governors recognised that this decision had to be taken urgently and retrospectively endorsed the expenditure. A query was raised as to whether the school had received back the £4,000 it had paid for the oven which did not work. The EHT reported that the school had also purchased a new mixer at a cost of £2,600, which fell within the delegated authority for expenditure.</p> <p>ACTION: 1. Agenda item for approval of quotes for toilet renovations and pay back of monies for the oven which failed at the next meeting of the full Governing Board.2. Finalised income figures from sale of the Caretaker's House to be reported at the next meeting of the Resources Committee on 8th October.</p> |
| 14 | <p>Review of Proud to be Me Event including consideration of parental complaints</p> <p>Governors had a full and detailed discussion about the Proud to Be Me event, hearing from the school about the intentions behind the event, the impact it had had, the way in which the event was communicated and trying to understand the possible reasons for complaints from a minority of parents.</p> <p>The EHT began by outlining the Federation's position, explaining that it was intended as an event to celebrate everyone, following on from a lot of work which has been done on equalities and challenging of stereotypes. The values of respect and inclusion lie at the core of the Federation's ethos and vision. On reflection it was clear that the volume and variety of work which the Federation had been doing on equalities, eg on Black History, Suffragette movement, etc, was not necessarily visible to parents or governors, so the Proud to be me Event may have appeared as an anomaly, without the context of the wider work.</p> <p>Staff had reflected and agreed that improved communication may have aided understanding. In total the Federation received a lot of support including 29 written messages of support. There were 14 complaints, some of which were taken to the media.</p> <p>Governors viewed a video made by an ex pupil, George, who responded to the Proud to be Me event in the context of the media criticism, challenging the views proffered by some people and explaining the importance from his perspective of LGBTQ people being acknowledged and normalised in schools. George explained how valuable this is for supporting the positive mental wellbeing of young people who recognise that they are different from the majority, and how important it is for all young people to have an insight and awareness of how feeling different can be isolating and a cause of deep unhappiness</p> <p>Q: Is there any policy or guidance on what schools should be teaching and how they teach it ? A: Yes, there is British Values guidance, and PHSE guidance.</p> <p>The EHT explained that a member of staff who is a barrister by training had reviewed the teaching and the content of the Proud to be Me event within the requirements of the Equalities Act and the school had also been in touch with the Federation solicitors. All concluded that everything had</p> |

been done appropriately in line with legislation. The work the schools did was age appropriate, and there was no inappropriate content.

In the youngest year groups there was discussion about families, how families are made up, looking at different variations of family and using the book *And Tango Makes Three*. The key emphasis was on love.

With KS2 children there was some work on anti-bullying and this included looking at use of homophobic language. The video *Love is Love* was shown and this seems to have been a trigger for some parental complaints.

Year 6 children looked at biographies of people who had faced challenges and struggles in their lives and how they had overcome adversities.

Alongside this the schools had asked children to think about what it is that makes them feel proud as an individual. The celebration event included the singing of songs such as *We Are Family*, *123, its Good to be Me*.

There had been a noticeable difference in reception to the event at Selsdon and Heavers Farm. Shelley Parker explained that on the day of the event many people expressed their enjoyment and support for the event. In particular parents were very pleased to have the opportunity to have a whole school celebration.

The EHT said that as a result of the reflections and the identification of communication as a key issue the Federation had begun addressing this and a number of improvements to general communication are being implemented. These include:

- A new parent app
- More staff going out at arrival and home times, being visible and available to parents
- Publicising of key topics which are being taught in school.
- Development of a new PTA at Heavers Farm.

With regard to the parental complaints which had been made to date, the Chair explained that he had responded to a number of complaints and suggested that the parents meet with the school. He was also due to respond to some other complaints following the current discussion. It was agreed that there will be an acknowledgement to all complainants that communication could have been better and will be improved going forwards. The responses will also express the Governing Board's support for the Federation's teaching of the curriculum and ensuring that it meets its duties under the Equalities Act. There will be an explanation that tolerance and respect for everyone is a fundamental part of the Federation's values.

Governors confirmed that they endorsed the fundamental message of be kind to one another and saw this as an underlying principle. Governors also spoke about their willingness and motivation to work with the Federation to help families from different backgrounds and faiths, to integrate and feel an equal and respected member of the whole school community. As a result of this Governors expressed their support to the school for its organization of the *Proud to be Me* event.

Governors agreed that it would be helpful for the School Improvement Committee to look the overlap of Sex & Relationship Education with the PHSE curriculum in the Spring Term.

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| | ACTION: SRE & PHSE to be an agenda item at the meeting of SIC on 27th February 2019 |
| 15 | <p>Headteacher's Report, including carry forward of items deferred from the previous meeting Governors were in receipt of the current HT report and were invited to ask any questions:</p> <p>Staff sickness: It was noted that there considerably more staff absences at Heavers Farm than at Selsdon, and the EHT explained that this related to a number of staff. This had had an impact on the budget noting that at the beginning of the year there had been a forecast carry forward of £56,000 but a year later the school was in deficit of £113,000. The EHT explained that where absence was an issue the school was working with the support of its HR provider to address the matter in a timely way in accordance with the appropriate procedures.</p> <p>Complaints/Grievances: Q: Are the 5 grievances made at Selsdon related? A: No</p> <p>SATs Results: Governors were aware that the KS2 results had dropped at both schools and were below floor targets at Selsdon. Heavers Farm results were still above the national average. The EHT and Deputy EHT explained that immediate work had begun over the summer to identify how best to address issues and school improvement was an absolute priority.</p> <p>Reading: There is a whole Federation focus. The leadership team is working across the two schools and ensuring that robust lesson planning takes place. Jo Read and Rachel Evans are leading. Sarah Faulding is leading on a Maths mastery project. The EHT said that there was also a recognition that there needs to be a review of how moderation takes place across the Federation as this has been highlighted as a weakness. It was agreed that there will be an in-depth review and discussion of the strategies in place to drive forwards improvement in teaching and learning across the board.</p> <p>ACTION: Improvement strategies/implementation of the School Development plans, to be a key agenda item at the first meeting of the School Improvement Committee.</p> |
| 16. | <p>School Development Plans 2018/2019: Update on progress with formulation of the Plans The EHT explained that the plans were currently being revised to reflect the key priorities as discussed under item 15. It was agreed that the School Improvement Committee will look at the plans and recommend them to the next meeting of the Governing Board for formal ratification. Governors were asked to give consideration to their roles in monitoring strands of the Plans and this will be included in discussion at the SIC.</p> |
| 17. | <p>Analysis of Exit Surveys The Chair said that a number of responses in the exit survey interviews undertaken by Nigel Collins had indicated that there were a number of issues which required discussion and exploration. Advice had been sought from Croydon HR and advice had been given that in future exit surveys should also be offered to non-teaching staff and a well-being survey should be conducted with all staff currently within the Federation. The Chair and Nigel would be meeting with the EHT to discuss the specifics and the logistics for carrying out future exit interviews and a wellbeing survey</p> |

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| | <p>as soon as possible.</p> <p>ACTION: Outcome of survey to be reported to the Governing Board when this has been conducted and collated.</p> |
| 18 | <p>Skills audit.</p> <p>16.1 Financial Skills Audit: Report back from ex governor Des Ogg</p> <p>It was noted that following Des' resignation the results of the Financial Skills Audit had been passed to Johnny Tang. This would be an item for discussion at the Resources Committee meeting on 8th October/subsequent Governing Board meeting.</p> <p>ACTION: Johnny Tang to report the analysis of results to the next meeting of the full Governing Board highlighting areas of strength and weakness.</p> |
| 19. | <p>Chair's Items: Report on any correspondence, Chair's actions etc</p> <p>None.</p> |
| 20 | <p>Governors' Training</p> <p>Governors were in receipt of the Octavo training programme and the Chair urged people to undertake training when they can, and report back to him and the Governance manager, and feedback any learning at the subsequent meeting.</p> |
| 21. | <p>Confidential Items</p> <p>None</p> |
| 22 | <p>Consideration of Impact of the meeting on the outcomes for children at Heavers Farm and Selsdon</p> <p>Governors identified the following points as being particularly important in supporting the outcomes for children:</p> <ul style="list-style-type: none"> ➤ The Governing Board had set clear systems for working and renewed its commitment by signing the Code of Conduct. ➤ The Governing Board had heard about the SLT's plans and commitment to address areas of weakness in teaching and learning and moderation in order to support improved outcomes for children across the Federation. |

Federation of Heavers Farm and Selsdon Primary Schools
Governing Board Schedule of Meetings 2018 – 2019

| Autumn Term 2018 | |
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| Wednesday 12th September 6.15pm | Full Governing Board meeting At Selsdon |
| Monday 8th October 6.15pm | Resources Committee At Selsdon |
| Wednesday 7th November 6.15pm | School Improvement Committee |

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| | At Selsdon |
| Wednesday 12th December 6.15pm | Full Governing Board At Selsdon |
| Spring Term 2019 | |
| Friday 25th January 9am - 4pm | Governors' Day in School, Selsdon |
| Wednesday 30th January 6.15pm | Resources Committee At Heavers Farm |
| Wednesday 27th Feb 6.15pm | School Improvement Committee At Heavers Farm |
| Monday 18th March 6.15pm | Resources Committee At Heavers Farm |
| Wednesday 3rd April 6.15pm | Full Governing Board At Heavers Farm |
| Monday 29th April 6.15pm | Budget Ratification Governing Board meeting at Heavers Farm |
| Summer Term 2019 | |
| Monday 20th May 6.15pm | School Improvement Committee At Selsdon |
| Wednesday 26th June 6.15pm | Resources Committee At Heavers Farm |
| Thursday 11th July 6.15pm | Full Governing Board At Selsdon |

Signed.....Chair of the Governing Board

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