



**Non-Confidential Minutes of the Hedgewood School  
Full Governing Body Meeting  
Held on Thursday 10<sup>th</sup> October, 2019 – 7pm  
Venue – The Training Centre**

Governors Attending	Category of Governor	Information	Status
Mr Wayne King	Co-opted Governor	Chair	Resigned
Mr John Goddard	Head Teacher	Ex Officio	Present
Mrs Shelley Lawrence	Parent Governor		Absent
Ms Kim Macey	LA Governor		Absent
Mrs Diane Owens	Co-opted Governor	Deputy Head	Present
Mrs Janet Pipe	Staff Governor		Present
Mrs Michelle Doherty	Parent Governor		Present
Mrs Sarah Parker	Parent Governor		Present
Ms Janet Pipe	Staff Governor		Present
Ms Kriti Bika	Parent Governor		Absent
<b>Also Attending</b>			
Mrs Jacqui Murphy	Clerk	To Governors	Present
Ms Jeannette Farago	Acting Assist Head Teacher	Observer	Present

**GB Core Functions (reference key for agenda items)**

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- 3 Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

The meeting commenced at 7.10

Agenda Item	Item/Discussion	Action	GB Core Functions Ref No
001/19-20FGB	<b>Statutory Duty:</b> Clerk welcomed all. Apologies were received from Kim Macey who is unwell and Kriti Bika who was unable to get a babysitter. Pearl Greenwald is now on Maternity leave and Wayne King has resigned due to work commitments. The Governing Body expressed their thanks for all that Wayne has done for the GB and School in the past.		1

002/19-20FGB	<b>Statutory Duty: Review and Agreement of Standing Orders.</b> These were agreed and signed on behalf of the FGB.		1
003/19-20FGB	<b>Statutory Duty: Any Declarations of Pecuniary Interest.</b> None were declared other than the signed forms. JM declared interim clerking for other Borough schools.		1
004/19-20FGB	<b>Statutory Duty: Election of Chair &amp; Vice Chair</b> The Clerk asked for nominations for Chair. John Goddard proposed Michelle Doherty and was seconded by Sarah Parker. The Clerk asked for nominations for Vice Chair; Diane Owens proposed Sarah Parker, this was seconded by Michelle Docherty. There were no other nominations and these were accepted by Governors.		1
005/19-20FGB	<b>Statutory Duty: Declaration of Any Other Business.</b> Governor Attendance Register 2018/2019 – Teachers’ Pay Rise – all H/T. Register of Governor signatures to say they have read Part Two of Keeping Children Safe in Education 2019 – the Clerk.		1 2 3
006/19-20FGB	<b>Statutory Duty: GB Approval of the Accuracy of the Minutes of the Last Meeting on the 27<sup>th</sup> of June, 2019.</b> SP pointed out a misspelling of a name, after correcting this the Chair signed them.		1 2 3
007/19-20FGB	<b>Matters arising from the Minutes of the 27<sup>th</sup> of June, 2019.</b> EOJ G said they were still waiting for some indication of action and will keep us informed. We have a new Director of SEND arriving soon. In answer to a Governor’s question.		1 3
008/19-20FGB	<b>Statutory Duty: Report on the Membership of the Governing Board to include any vacancies, elections, appointments and forthcoming expiration of any Terms of Office.</b> It was agreed that GB membership needed balance.  There are two co-opted vacancies, including one left vacant by the resignation of W K. There was a short discussion on options. The Clerk said she had contacted an ex school		1

	governor with psychiatric connections after discussing this with the H/T. She believed he was currently on holiday and was waiting to hear from him. Suggestions on governor recruitment were explored e.g. inviting people/parents who may be interested in becoming a Governor to a coffee morning.		
009/19-20FGB	<p><b>Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body.</b></p> <p>Chair report – as per the gov. visit reports H/T Report: We have never excluded. The report had been emailed to all (attached). He asked if there were any questions. SP noted that one student who did not get a place last year now has one. She further asked about the Pathways appearing on the Web Site. DO said the Pathways are being ‘tweaked’ will be on the website next half-term.</p> <p>The H/T said we are providing some of the transport as the transport are refusing to transport our under 5s although they appear to be delivering nursery age children to Grangewood.</p> <p>Some of the children are on appeal for transport to and from school. Children under 5 are non-statutory but the DfE recognise that in the year they are 5 they would be eligible to join school. MD asked if we have data on the number of children that have struggled with transport and she said she will go to MPs surgery about this. DO has been dealing with the transport.</p> <p>Cecelia Storm is the new LA SEND who is attached to Hedgewood and is aware of the anomaly.</p> <p>SP asks if we are Brexit ready. H/T replied that we are as ready as the rest of the country and the DfE Website not especially helpful. SP asked about Medication. DO said we have medication. It was noted there is a world shortage of EpiPens.</p> <p>The H/T said there were additional premises staff and addition LTSs. More students, means</p>		1 2 3

	<p>more staff. We currently have 5 cleaners and a school keeper.</p>		
<p>010/19-20FGB</p>	<p><b>SDP &amp; SEF</b></p> <p>The H/T said the SDP is being finalised in the line of new Ofsted requirements which move the emphasis of inspection from leadership and management to the effectiveness of the curriculum especially how the children progress over time. We are anticipating a February 2020 Ofsted visit.</p> <p>Single Central Record has been quality assured and is in good order.</p> <p>The Safeguarding policy has been reviewed to incorporate the latest Keeping Children Safe in Education along with the changes in the local arrangements for Safeguarding. Governor responsibilities were reviewed and re-allocated after further discussion.</p> <p>Governors discussed the curriculum pathways and agreed to link Governors as follows:</p> <ul style="list-style-type: none"> <li>• Foundation for Life – Kim Macey</li> <li>• Core curriculum – Kriti Bika</li> <li>• Child Protection and Health &amp; Safety – Michelle Doherty</li> <li>• EFL &amp; Looked After – Sarah Parker.</li> </ul> <p>Supported by the GB we are now part of Operation Encompass, which is being part of an multi agency project with Hillingdon Council and the Metropolitan Police. It is anticipated that this will help us to support our pupils who have witnessed domestic abuse in a timelier manner. Our Operation Encompass Lead is Ayo Akinola.</p> <p>Our new students would have a plan in place. Early help assessment would be done. We would spread the load through three pathways. Uxbridge Mind is involved with 35 volunteers to do counselling. We would like to be a Mind hub. We do have a confidential staff counselling service. There is a Well-being Officer at the Borough now. General discussion on confidences to staff. There is a need to be trained to handle this, to keep ‘the line’ between student and staff.</p>		<p>1 2 3</p>

	SEF is heavy with still more to add. Some of it has taken time to do and has been in for a while. There is a different emphasis nowadays.		
011/19-20FGB	<p><b>Confidential Section</b></p> <p>We have promoted more people and they have had a pay-rise.</p> <p>Salary uplift recommended for four staff following Performance management. This would have been eight staff but four had received salary uplifts via promotions. This was discussed and the Chair asked for details of the promoted staff to be included in the PM information to the FP&amp; R sub-committee. SCITT and NQTs have their own PM system. We have appointed three new teachers: one each from Canada, Northern Ireland and Australia.</p>		
012/19-20FGB	<p><b>Statutory Duty: Any Other Business Declared</b></p> <ol style="list-style-type: none"> <li>1. The Register of Attendance was handed round.</li> <li>2. Teachers Pay-rise is 2.75% to the top and bottom of each scale. The governors considered the figures presented and agreed as last year, to award the pay rise across the board in order to ensure our pay progression via PM is kept balanced, as well as assisting in recruitment and retention.</li> <li>3. Register of Governor signatures to say they have read Part Two of Keeping Children Safe in Education 2019 that details GB responsibilities, and was signed by all Governors present.</li> <li>4. The H/T highlighted several paragraphs in KCSIE 2019, section 2 that were especially important to GB responsibilities in respect of safeguarding namely paras 66,78,79,82,84 and 92.</li> <li>5. Governors were updated on new local arrangements i.e. the establishment of the Three Partners, a multi-agency approach. The three partners (Health, Social Care and Police) who now have responsibility for local safeguarding</li> </ol>		1

	arrangements and reviews. Education is designated 'a relevant agency.'		
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There were no Actions to carry forward or declared.

Meeting Ended at 9pm

*Signed as accurate by Chair of FGB*\_\_\_\_\_

*Date:* \_\_\_\_\_