



**Non-Confidential Minutes of the Hedgewood School
Full Governing Body Meeting
Held on Thursday 2nd July, 2020 – 7pm via Zoom**

Governors Attending	Category of Governor	Information	Status
Mr John Goddard	Head Teacher	Ex Officio	Present
Mrs Shelley Lawrence	Parent Governor		Present
Mrs Diane Owens	Co-opted Governor	Deputy Head	Present
Mrs Janet Pipe	Staff Governor		Present
Mrs Michelle Doherty	Parent Governor	Chair	Present
Mrs Sarah Parker	Parent Governor	Vice Chair	Present
Ms Kriti Bika	Parent Governor		Present
Ms Rachael Phillips	Co-opted Governor		Present
Also Attending			
Mrs Jacqui Murphy	Clerk	To Governors	Present
Ms Bryony Smith	Assist Head Teacher	Associate Governor	Present
Jeannette Farrago	Assist Head Teacher	Observer/non-voting	Present
Pearl Greenwald	Assist Head Teacher	Observer/non-voting	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 7.00pm on Zoom

Agenda Ref.	Item/Discussion	Action	GB Core Functions Ref No
033FGB-19/20	Statutory Duty: The Chair welcomed all. 7.00pm start. 7.20.		1
034FGB-19/20	Statutory Duty: Any Declarations of Pecuniary Interest. None were declared other than the signed forms.		1

035FGB-19/20	Statutory Duty: Declaration of AOB. None declared.		1 2 3
036FGB-19/20	Statutory Duty: Governing Body Approval of the Accuracy of the Minutes of the last FGB Meeting on the 7th May, 2020 These were accepted and signed.		1
037FGB-19/20	Matters Arising from the Minutes of the last FGB Meeting on the 7th May, 2020. <ul style="list-style-type: none"> • SEF & SDP to Governors – SDP sent. SEF to send • Rotation list of SLT to Chair - done • Finance Report to Governors – Finance 14 sent to Governors 26th June. • Year by Year Variance Report – Chair now has it. • Request for second Broadband from HT – IT tech preoccupied with new staff on board. Ongoing. 	Action: SEF to send -HT	1 2 3
038FGB-19/20	Statutory Duty: Report on Membership of Governing Body. The GB were happy welcoming Rachael Phillips to the Governing Body and would Ratify her application as their LA Governor. Following that, the HT said that on advice from RF of GSS, a Letter was to be sent to the LA from the Chair recommending RP as LA Governor and letter from RP who has to pledge her trust to the GB and the LA; see if RP is acceptable. 2 co-opted Governors still needed. Jeanette joined 7.25pm Interruption with HT connection which had been fluctuating. 7.25pm		1
039FGB-19/20	Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body: Finance Report: <ul style="list-style-type: none"> • Main things were Governor recruitment (see 038) and, • Secondary school placements still 5 unplaced. Two assessments still waiting. Pield Heath rang today in respect to one pupil and seemed positive; having a meeting with SEND Management Friday 3rd. Budget 14 now agreed and up and running.		1 2 3

	<p>Cost of last year’s actuals, to explain the story of the School. Staff costs are around 87% of total budget material variance between last year’s and this year’s planned spend enable pertinent, clarifying questions to be asked as per the spread sheet. Report highlights main areas, so you can see movement.</p> <p>Chair’s Report: (circulated before meeting) Covered the Chair’s Covid H&S catch-up visit to School.</p> <p>Covid 19 progress Number of students 99. Now 109. In response to a question the HT said he thought the number of pupils attending would gradually increase. Submitted to LA. LA now have information on how to claim for extra, unplanned expenses due to CV19; iro £7k+.</p> <p>Staff survey on Well Being and the schools CV19 response indicated broad support. We are always open to helpful suggestions. We are hoping that we have all done as much as possible for safety. A few worries from people about sanitising liquid being flammable related to a U-tube video in circulation. Reminders are constantly issued for care and consideration. All classes have been RA for the purposes of SD. Thanks to the Governor last time who had concerns over the bags going into a main box; bags are sanitized and put into individual boxes beneath the individual child’s desk.</p> <p>The Chair asked about the new build. HT said there had been little obvious onsite action since the 25th of June. The building is at Pinkwell School and Contractors have been unable to access the site to pick up the building for refurbishment. This looks to be Covid-19 related. Work should commence on Monday next if the building can be collected this Saturday the 4th July. Contractor looking at drainage; issue with percolation because of clay base, there is a need to guide to an outlet.</p> <p>Pupil profile costing. The benefit we will gain is being able to answer the LA if they try to send more children without back up costs. We were starting to look at EFL first. Having children sent at lower bands than they should be and being paid accordingly is something we need to challenge. HT said DO has completed an</p>	<p>Action: Graph of student</p>	
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	<p>and passed back to IT Tech who checks and charges. They are distributed in a CV19 safe way in the morning.</p> <ul style="list-style-type: none"> • HT still concerned about lost learning time. Most children doing well. One year 5 pupil missing his friend, has been connected by Zoom. • Play has been calmer. More relaxed; more space. Very positive. • Having to cajole some staff who are natural ‘bubble poppers.’ We will have to strongly remind staff on this. Most take it seriously. Need to maintain energy levels until end of term. • Special Schools’ report has come out today with 50 points we need to consider. Will send to Governors; some health and safety matters. • Prepare for full opening in September. Thoughts/questions would be welcome on how to achieve that safely. Incredibly difficult to maintain full house and optimal safety. We will need to discuss this. • Change of Government amendments to attendance highlighted. Safeguarding; health and safety. We can work with parents over holidays on how to send their children back. We could maybe take about 150 back and still SD. Five Vulnerable children but no vulnerable staff. Shielding will be paused on the 1st August, however, one child back already. • ONS confirmed that CV19 is resilient – it has not gone away. Not risk free; we rely on people to be sensible and that’s not always the case. Come September we will endeavour to maintain bubbles. Cannot control what is happening outside School. SD is not something our children take to and staff SD mostly working but we do a lot of cleaning and hand washing. Further discussion. • Quite a lot of space still in our classrooms, probably only one area very tight. <p>Calendar: Committee Meeting dates – accepted.</p> <p>DO and I had a Zoom meeting with 2 other SEND management. Positive feedback that we know what we are about. They say our future will be to maintain the</p>	<p>Action: HT to send Special Schools Report to Govs</p>	
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	<p>budget and equity with transparency and they wish to support us in a positive way.</p> <p>Staff team – SCITTS have come through fantastically, and all 3 NQTs have made a fabulous contribution. We still have JF supporting from a distance and BS and PG are back and really making a difference. With Ayo as DSL our latest SLT recruit, and JP, who always supports the school whether through ARs or training or helping with pupil induction. They all have the respect of staff at large and love the kids. I include the Governors in the Team; when governors take interest in all that happens it helps to make a better school. Great team effort by all.</p> <p>Summer clubs –</p> <ul style="list-style-type: none"> • Vulnerable kids take priority. • Higher demand than we can meet; bids already for each day. • Harrow Mencap were given the money to run summer groups but the contract was cancelled on April 1st (possibly due to CV19). • Grangewood run a summer camp so we try to run consecutively with them. • We try to get monetary support for short breaks from the LA but don't always get it. • Need for feedback from parents who tried Mencap but unimpressed; children prefer somewhere they are used to. Some young people are helped by them, but not always the challenging ones. • If we have staff willing to come in, we can run the clubs. Excellent suggestion from one Governor to look at University students perhaps we could offer some course relating to Autism for summer breaks involving working the summer camps. This would help us. HT thought the idea was good. SL to discuss with JP. One Governor offered, that an NCS programme currently being run had some students out of work. Suggestion to put out feelers and an Ad may draw some. JP said her training for new teachers could be adapted for University students. Further discussion on voluntary work. 		
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	<p>Staffing continuing; two teaching posts filled, one Canadian Teacher Miss Janet Mann and Mr. Daniel Sanson. We are still 7/10 TAs short for September</p> <p>Budget 14 (copy sent out previous to meeting) Upgraded AET course delivery. We are now using Microsoft Teams as a virtual platform and now have spreadsheets with everything on it. We have been working at this for 6 weeks.</p> <p>Chair asked about the SDP and felt that it is one thing we don't look at thoroughly; it is a big document. The front page lists 8 main points; this could be discussed at each FGB. Once we have locked down this year, we need to go back to looking at the main points of what we have achieved and what we need to achieve in the future. Really good idea to keep the focus. Clerk will add this to the Agenda going forward. HT thinks he could amplify and make sure the endeavours are up there. There was a further discussion.</p> <p>JF to do some curriculum work at home for the School for September.</p> <p>To move forward need to review SDP document; look at format. It ticks every box but can get bogged down. One page to state what the main objectives are and what the links are to them. SEF and SDP have to be aligned. Staffing to be sent with SEF.</p>	<p>Action: HT to send Staffing List.</p>	
<p>040FGB-19/20</p>	<p>Confidential: HT Assessment date and time to be agreed. Send documentation to Outside Panel Member; Chair and another Governor KB or RP to sit on Panel. Chair suggested panel to meet w/c 13th though not Monday. middle of day; we will confirm.</p>		
<p>041FGB-19/20</p>	<p>Statutory Duty: AOB declared There were none.</p> <p>A Governor questioned the plan of action for the new school year in September, how new pupils and staff would be identified.</p> <ul style="list-style-type: none"> ➤ HT said that DO and team had already met new pupils Virtual tour for Opening Day. 40 students coming in. Improving on a name sticker system. ➤ Avoid congestion during transportation; ➤ escorting kids to class all hands will make it easier. One or two may be distraught; some will 		

	<p>be happy and smiling. We will give it a lot of thought.</p> <ul style="list-style-type: none"> ➤ We need to see where we are in August. ➤ Set up Seesaw link with parents. ➤ JF and PG contacting again making sure parents know where to come. ➤ Current kids moving to other classes getting them acclimatised. Sometimes takes a couple of days. <p>KB had an idea to show appreciation to the staff; parents to stand and clap outside. HT thanked her for the thought but worried about SD. Chair suggested that parents could send in videos which could be edited together and put on the Website. HT liked the idea of the videos.</p> <p>The Meeting ended at 9.33pm.</p>		
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Actions Carried Forward from 7th May, 2020 & 2nd July, 2020

Agenda Item	Action	By Whom	Date Posted	Date Actioned
020 - FGB	SEF & SDP to be emailed to Govs	JG-HT	13.02.20	Closed SDP 26.06.
028 - FGB	Rotation List of SLT to Chair	HT	07.05.20	Received by Chair
028 - FGB	Finance Report to Governors	Chair MD	07.05.20	12.06.20
028 - FGB	Year by Year Variance Report	HT	07.05.20	Received by Chair
032 - FGB	Request for Broadband & IT Co to be called in to check the system.	HT (Ali)	07.05.20	Ongoing
039 - FGB	To send Link Governor List to Govs	DO	02.07.20	
037/039 - FGB	To Send SEF Staffing and Specials School Report to Governors	HT	02.07.20	
039 - FGB	Graph of Student needs to Chair	HT	02.07.20	

Signed as accurate by Chair of FGB _____

Date: _____