



HEDGEWOOD SCHOOL
NON-CONFIDENTIAL
FULL GOVERNING BODY MEETING
8th February, 2024 via School Microsoft

Attendees			Present
Bryony Smith	Co-Headteacher	Ex officio	/
Pearl Greenwald	Co-Headteacher		/
Andrew Fenlon	Co-opted Governor	Chair	/
Ladan Jama	Staff Governor		/
Michelle Doherty	Parent Governor		X
Rachael Phillips	LA Governor		X
Claire Bailey	Co-opted Governor	Vice Chair	/
Anjali Juneja	Co-opted Governor		Joined 7.30
Avishka Kumarasinghe	Parent Governor		Joined 7.30
Sally Channing	Co-opted Governor		/
John Goddard	Co-opted Governor	To be Ratified	/
Diane Owen	Deputy Headteacher	Observer	/
Jacqui Murphy	Clerk to Governors		/

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 – *school 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.*

Ref	Item	Action	GB CF Ref No
016-23/24 FGB	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection for all absences. Apologies from RP – Unwell and MD daughter unwell		1

	Both Ak and AJ sent apologies and said they would be joining late. John Goddard was welcomed and ratified by Governors for the vacant Co-opted Governor position.		
017-23/24 FGB	Statutory Duty: Any declarations of Pecuniary Interests to be declared. None		1 2 3
018-23/24 FGB	Statutory Duty: Declaration of Any Other Business 1. The Clerk on behalf of MD 2. A confidential item – HTs		1 2 3
019-23/24 FGB	Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting held on the 5th October, 2023. These were agreed. To be signed by Chair and with Agenda and HTS' report give to CD in school office for filing.	<i>Action: Chair to sign both and pass with Agenda & HTS' report from 5.10.23 Given to CD at school</i>	1 2 3
020-23/24 FGB	Matters arising (if any) from the Minutes not covered under Agenda items held on the 5 th October, 2023. There were none.		1 2 3
021-23/24 FGB	Impact since the last FGB Meeting. Safeguarding <ul style="list-style-type: none"> All statutory Training has been implemented. Successful LA Safeguarding Audit taken place Attendance <ul style="list-style-type: none"> New Attendance Officer in place – attendance improved LA attendance Audit identified manageable actions Staff development & Appraisal <ul style="list-style-type: none"> CPD heavily front loaded First cycle of lesson observations Personal Learning Plans (PLPs) are linked to ECHPs and have been fed into training Parental feedback has been positive Learning to learn skills improved (data after half-term) Subject; reviewing quality of T & L; training linked; improvements observed Health & Safety, Site & Resources <ul style="list-style-type: none"> In the process of committing finances for playground areas development Following a number of staff injuries; updated Risk Assessment is in place for bike rack Awaiting Insurance Co. response to two staff claims 		1 2 3

	<ul style="list-style-type: none"> • DfE condition and capacity surveys due on 22nd February – Capacity; 12th March – Conditions • Ongoing drainage issues; prog of maintenance planned over half term • CCTV to be fitted in half-term • Perimeter fencing replaced half-term • Place Planning meeting stated definitely no 'clawback' awaiting confirmation in writing 		
022-23/24 FGB	H & S/Safeguarding H&S Officer and link H&S Governor are unwell.		1 3
023-23/24 FGB	Statutory Duty: Report on membership of the Governing Board. 1 Co-opted vacancy filled by John Goddard and ratified tonight by Governors. 2 Parent – vacancies. Letters to be checked by Clerk before sending to parents.		1
024-23/24 FGB	Any Reports Received from Link Governors: Could they please offer summaries during the meeting for discussion covering main points and next steps. Curriculum reports received – CB (to be found on GovernorHub) Power Point highlights were commented on by CB – spoke with Co-HTs and Assist. Head LJ. <ul style="list-style-type: none"> • Focus back on Teacher's Standards, 'a Golden Thread' underpinning all Teaching & Learning within the school Inside and outside classroom; including T & L handbook which Includes evidence-based School training and is on GovHub. Regular T&L Bulletins are shared. 'Golden Thread' connecting everything! • Collaboration inside/outside school is key. New staff paired with experienced staff and Phase Leads; beneficial! Launching Personal Learning Plans; well received by parents/caregivers and allows for greater integration and connection with EHCPs. Both link with quality education part of which is centred around assessments. Systems being refined yearly EFL. Continuing to be used as a basis for pre-Phase 1 classes. 'Essential 8' now 'Necessary 9' to include leisure and play. • Verbal Behaviour Milestones Assessment and Placement Programme (VBMAaPP) fitting for Phase 1 / 2 learners. Allows for barriers to be identified targets can then be set. Autism Education Trust (AET) framework can also be used for Phase 2/3 learners. 		1 2

	<ul style="list-style-type: none"> The Co-HTs are aware of all changes in the school in recent months; being eager to ensure ownership/accountability and will respond to feedback. Concerns are felt about changes affecting teachers' workload/wellbeing. To provide useful feedback to all staff. Changes have been made to the Appraisal system for TAs to implement recommendations outlined by the Education Endowment Foundation. Investment in the children's wellbeing is paramount; collaboration with Dr Corinna Grindle at Connect PSHE, also referenced work of Louise Hayes based on the DNA-V model of adapting change. Uplift noted in the wellbeing of pupils. Are eager to work with researchers if this will benefit pupils/other schools. Completing the SEF and SIP allowed them to focus on their vision for the school. Co-HTs are happy to share with other schools even beyond Hillingdon. Next Steps for CB to meet with Vicky and Ladan (HT4) to complete a learning walk / attend a training session in the Summer Term to complete a further report based on these steps <p>CB was complimented on her report both verbal and written by the Chair and other Governors.</p>		
025-23/24 FGB	<p>Policies: Any updated or in need of updating or ratifying.</p> <p>Capability Procedure Complaints Procedure Data Protection policy Exclusions Policy First Aid Policy Attendance Policy Equality and Diversity Policy Accessibility Plan and Policy Supporting pupils with Medical Conditions Policy Children that cannot attend school Policy</p> <p>All read and ratified by Governors</p>		1 2 3
026-23/24 FGB	<p>Statutory Duty: Reporting on delegated functions, educational performance of the school and, recommendations to the full Governing Body:</p> <p>The Chairman's report (including any urgent actions undertaken)</p>		

	<ul style="list-style-type: none"> ➤ Headlines from the F.P. & R Meeting 18th January, 2024 – the Chair of FP&R committee was absent from the FGB meeting so there was no report. Instead, the Clerk suggested she send out the Minutes to the FGB. It was agreed. Action Clerk to send out last FP&R to each member of the FGB. ➤ Health & Safety <p>The Headteacher's Report including a data review of pupil numbers, attendance, achievements, staffing, safeguarding, racist and bullying incident The CO-Heads touched on points from their Report. See GovHub for full report.</p> <ul style="list-style-type: none"> ➤ We have 188 pupils; holding 2 places; taken up in January ➤ First Observations done Teacher Training is going well ➤ School Performances by students enjoyed by parents/carers and visitors <p>Attendance</p> <ul style="list-style-type: none"> ➤ Attendance 90.3% attendance - comparable to other Special schools- but 91.38% for Hillingdon schools ➤ 36 pupils with attendance below 85% many due to medical needs. 10 pupils on high concern; plans in place with our Attendance officer and DSL working with the families to improve this. ➤ 7 staff members on long term sick leave; 4 undergone surgeries with 6 weeks recuperation, 2 already returned. 3 others have triggers set and reviews. We are taking one long term sick to Contract Review; we will be asking Governors to make up a panel. ➤ Consistent short term staff absences for last 3 months; colds, flu, chest infections <p>Safeguarding</p> <ul style="list-style-type: none"> ➤ No referrals to LADO. No bullying. One incident of a pupil using racial language; DSL working with family. ➤ 2 CP; 1 LAC and 11 CIN pupils. ➤ Safeguarding audit completed (AA) and submitted to LA. Need to update policies. ➤ Attendance audit done. Policies need updated. <p>Pupil Premium</p> <ul style="list-style-type: none"> ➤ 68 Pupil Premium pupils; which is spent on interventions across the school. 31 PP pupils; 	<p>Action: JM to send FP&R Minutes 18.1.24 to FGB</p>	
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	<p>attendance below 90%, 4 monitored severely.</p> <p>Health & Safety & Premises Update</p> <ul style="list-style-type: none"> ➤ Risk assessments done in the school. ➤ Various Policies been revised some to include new legislation. ➤ Awaiting feedback from LA regarding our proposal to build on the Training Centre. Meeting with SEND Commissioner and Place Planning and Policy Manager after half-term. ➤ Asked for quotes to develop playground. ➤ Damp and mould in new modular buildings. Modulek have assessed; repairs to start on underground ventilation during half-term. ➤ End February, early March; DfE conditions survey and NET Capacity assessment booked. Reports to go with our request to LA to regenerate Hedgewood site. ➤ Premises team repaired all roof leaks in conservatories barring the Training Centre; waiting quotes to fix those leaks. Warning received that the TC roof at rear could collapse with any weight applied. Access ban in place. Roof is so bad; may have to close the Kitchen, toilets and office at rear. This will mean closing the TC. <p>Behaviour</p> <ul style="list-style-type: none"> ➤ Positive Behaviour model and ethos of the school being upheld by staff; would be enhanced by training another trainer. ➤ We have 71 risk assessments and 5 Positive Behaviour Support plans in place. ➤ All pupil risk assessments have been updated and shared with all relevant staff and families. ➤ 1 INSET training per term to carry out class-based pupil risk assessment follow ups as well as ongoing monitoring of the SLEUTH data and teacher referrals. ➤ All teachers are using SLEUTH to record significant incidents of behaviour. ➤ Pupil referrals and monitoring procedures are working well alongside weekly PBS and bi-weekly integration of services meetings. <p>Staffing</p> <ul style="list-style-type: none"> ➤ One teacher left before Christmas. Two are covering the class. In February and March: two teachers will be returning from maternity leave and they will take over the class until the end of the academic year. 		
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	<ul style="list-style-type: none"> ➤ We currently have three vacancies for Teaching Assistants. <p>Parental Engagement</p> <ul style="list-style-type: none"> ➤ Parents are attending our coffee afternoons. ➤ 27 families came to a prospective pupil/parent evening in December. During this event, we had 27 families join us for small group tours. During half-term we will have appointments for new parents of those offered a place. ➤ Parents are needing support finalising EHCPs; cause, backlog and amendments by the LA. ➤ We are providing support to one family who has a pending tribunal related to the transfer to the secondary phase. ➤ Year 6 leavers; 12 have offers from Meadows; 17 no offers yet; official deadline – 16.02.2024. ➤ Website being updated. <p>Finance & Budgets 2023-2024 Financial Year</p> <ul style="list-style-type: none"> ➤ Position strong. Recouped most of arrears; £55k currently still owed. ➤ Governors agreed the purchase of a new mini bus – quotes sought. ➤ Government funded uplift across all top up brands of 3.4% possibly for only this year, but by 31.03.24; may add to Carry Forward (CF) which may be as much as £177,800 depending on method of allocation and if all LAs make this payment. The LA have confirmed that our CF will not be 'clawed back as long as we allocate the CF funds with intended use of surplus beyond the 8%. ➤ SFVS almost completed. ➤ Staffing; most spend. ➤ Reminder; 2 years non-teaching pay uplifts; planning to budget 4.5% this year no knowledge of agreement. ➤ Teacher pensions; increase of 28.4% has been put in the budget from April, 2024. ➤ Energy costs high. ➤ Guidance will be received from LA during half-term to cover the budget in other areas. <p>Wellbeing and Curriculum Enrichment The Co-Heads spoke of all the enrichments (i.e. Swimming, Library etc) the pupils enjoy. There is also a pilot study research project with the psychologists who developed the CONNECT curriculum.</p> <p>The staff had their enrichment also with breakfast and</p>		
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	<p>tea and coffee amongst other things.</p> <p>SIP & SEF</p> <ul style="list-style-type: none"> ➤ Using the Ofsted Framework the SEF is completed. ➤ SIP shows drive and focus; developing teaching quality; CPD training for Teachers/support staff as well as a supervision cycle. ➤ Will deepen knowledge of assessment. ➤ Committed to pupil/staff safety/well being with overhaul of pupil risk assessments. ➤ Starting Research project with Connect Curriculum. ➤ CPD program applied. ➤ VBM APP embedded in Phase 1 & 2 pathways. ➤ Working on play quotes and designs for playground. <p>We want LJ to apply for permanent role Plus we need another Assistant Head because of work load coming; SKITT starting in September; 2 instructors very comprehensive. The AHs would spend 20% weekly in the classroom. We can afford it in the budget would be another £15-18k yearly. It would be an Internal appointment. Have 2 teachers highlighted. There was a question of when this would happen. The answer was as soon as possible. JG thought it was the right time to consider this. Governors agreed.</p> <p>Governor asked about Brunel training pilot for cycling proficiency.</p> <p>The answer was that there were all types of cycles in the playground and there was help available and most of our children use the bikes, but Brunel were a way back, but we will follow it up.</p>		
027-23/24 FGB	Training Update – there was none reported.		2 3
028-23/24 FGB	SEF & SIP are completed see GovHub		1 2 3
029-23/24 FGB	Statutory Duty: Any Other Business Declared MD is resigning from the FP&R committee		1 3
030-23/24 FGB	Confidential See Part 2 (staff were asked to leave the meeting)		1

ACTIONS FROM ABOVE MEETING 8TH FEBRUARY, 2024

Agenda No	Action	By Whom	Date Posted	Date Closed
19	<i>to sign both and pass wth Agenda & HTS' report from 5.10.23 Given to CD at school</i>	AF	8.02.24	
26	<i>to send FP&R Minutes 18.1.24 to FGB</i>	JM	8.02.24	8.02.24
30	<i>to write to LA for clarification on designated size school; 6 or 7?</i>	AF	8.02.24	


27.6.24