



**HEDGEWOOD SCHOOL
NON-CONFIDENTIAL
FULL GOVERNING BODY MEETING**
Via School virtual,
5th October, 2023– 7pm

Attendees	Governor Type		Attendance
Bryony Smith	Joint Headteacher)	Ex officio	Present
Pearl Greenwald	Joint Headteacher)		Present
Michelle Doherty	Parent Governor		Present 19.35 on
Rachael Phillips	LA Governor		present
Lesley Taylor	Co-opted Governor		Not Present
Andrew Fenlon	Co-opted Governor		Present
Claire Bailey	Co-opted Governor		Not Present
Anjali Juneja	Co-opted Governor		Present
Sally Channing	Co-opted Governor		Present
Avishka Kumarasinghe	Parent Governor		Present
Ladan Jama	Staff Governor		Present
Jacqui Murphy	Clerk to Governors		Present
Diane Owens	Deputy Headteacher	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 – *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 Core Ref No
001FGB-23/24	Statutory Duty: The Clerk welcomed our new Headteachers, Pearl Greenwald and Bryony Smith. Apologies for absence and the Governing Body's acceptance for all absences. Claire Bailey – moving house. Michelle Doherty will be late. Lesley Taylor – Personal.		1

	The Clerk Notified the GB of the resignation of Rehan Ahmed, Parent Governor, on 19 th September, 2023 – work commitment increased.		
002FGB-23/24	Statutory Duty: Review and Agreement of Governing Body Standing Orders, Code of Conduct and Term of Reference. The Governors confirmed reading these and therefore agreed them.		1
003FGB-23/24	Statutory Duty: Any declarations of Pecuniary Interests to be declared – new forms were completed and returned to the Clerk prior to this meeting. Skills Audits were also sent, completed and returned.		1 3
004FGB-23/24	Statutory Duty: Election of Chair and Vice Chair and meeting. The Clerk said MD had stood down as Chair and didn't want further nomination. The Governors thanked her for the amount of work that she had put into being the Chair for the last four years. The Clerk said she had received one nomination of Chair from Michelle Doherty for Andrew Fenlon; she asked for a second; Rachael Phillips seconded it. There was also a nomination from Michelle Doherty for Claire Bailey for Vice Chair; this was seconded by Sally Channing. The Governors welcomed: Andrew Fenlon as Chair and Claire Bailey as Vice Chair. The meeting was handed to the Chair.		1
005FGB-23/24	Statutory Duty: Declaration of Any Other Business 1. School Holiday dates- HTs 2. 3 confidential items – HTs		1 2 3
006FGB-23/24	Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting on the 6th July, 2023. GB approved Minutes. (MD will have to sign this as the last Chair and pass this with HT report and Agenda of 6 th July to C. Danni for filing)	<i>Action: MD to sign FGB minutes and with papers hand to Claire Danni for filing</i>	1 2 3
007FGB-23/24	Matters arising from the Minutes of the 6 th July, 2023, not covered under Agenda items (if any). There were none.		1 2 3
008FGB-23/24	Statutory Duty: Report on membership of the Governing Board to include any vacancies, elections, appointments and forthcoming expiration of any terms of office. • 2 parent governors needed	<i>Action for Clerk to explore election/ ballot papers</i>	1

	Election among parents to be explored again.		
009FGB-23/24	Measuring Impact since the last meeting. Two new joint Headteachers have taken their place as head of school.		1 2 3
010FGB-23/24	Walk through the Year Start Presentation outlining key areas including: SIP key priorities, ethos, mission statement, Ofsted points, Governor Training/Visibility/Time. <ul style="list-style-type: none"> • Children have settled into new classes well. • 1 adjustment has been made for a new pupil to move to a different class to meet sensory needs. • 35 pupils left us in July (1 Hounslow Borough pupil did not have a school) • We currently have 189 pupils on role (we are holding 1 place pending a tribunal as advised by the LA) • We have had 36 new pupils and families join us (1 additional pupil we are holding the place). • We have 2 pupils who may not be returning to us. We are awaiting confirmation and will begin consultations to fill these places. Both spaces are in KS2. 		1 2
011FGB-1 2 323/24	Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Board: Headteachers 89.5% attendance. Start of day working better; pick up improved end of day. Now we have shared with parents' pupils being in the class better. We are above national average for special school attendance. Safeguarding Eleven children on CIN plan one child on CP plan. We have 2 LAC status pupils. Staff Training for the last 2 Fridays has been focused on Safeguarding Refresher and Updates to the KCSIE document alongside Safer Working Practices. This training will also be given to our premises team, admin team and SMSA's over the coming weeks.		1 2 3

	<p>Pupil Premium; 68 pupils; new allocation £96,030.</p> <p>3 staff accidents; two were pupil involved; all procedures met.</p> <p>Premises We have been checked out by Pest Control; we have No rats. Play equipment checks; premises staff worked hard over the summer with building works. Lots of leaks which have been listed to LA capital funding.</p> <p>Behaviour PBS leader is looking closer into supporting 10 identified pupils. 5 of which are in our Pre-Phase 1 curriculum and have detailed risk assessments and strategies already in place. Of the other 5 pupils, only 1 is a new child so his behaviour is being tracked closely to support his behaviour plan and risk assessment as necessary. All reports to SLEUTH training of use where necessary</p> <p>Staffing 2 TAs long term sick; one bad surgery and really poorly. Recruiting 3 TAs. 3 pregnant TAs. One disciplinary coming. Still having trouble recruiting therapists. Tried various Avenues, including current talks on sharing with another special school.</p> <p>Parents Parents are using SEESAW integration services, through which we also send our newsletter. We will be sharing parents, updates in curriculum plans changing its purpose. Feedback has shown us the targets alongside the curriculum need to change. Personalised Curriculum Plans (PCPs) will now become Personalised Learning Plans (PLPs)</p> <p>Finance Shared current budgets with current holders; Harpreet will collate them. She is also chasing the Borough about a shortfall. The Borough has rectified a lot of problems and paid the two parts of the Teachers Pay Grade. TLRs now accepted by teachers and will be backdated to September after Performance Management in October.</p> <p>Well-Being & Curriculum Enrichment New therapy dog Teddy replaces Dudley. Lunch and After school clubs to start after October half-term. Class of the week introduction instead of assemblies which upset some</p>		
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	<p>students; prizes will be a £10 voucher and trophy to show for the week, a certificate to post up; giving recognition in the school newsletter.</p> <p>We wish to revamp the staff room; half sofas and half tables and chairs. Investing in cutlery and crockery. We are asking Governors if we could to spend around a £1000 for well-being. This was agreed.</p> <p>Other Business</p> <p>No SIP and SEF yet want to use it as a working document so everything aligns. We have 7 teachers completing NPQ's this year as well as ourselves (NPQH).</p> <p>Teachers signed to somewhat use of sims to benefit School systems to monitor and support CPD about teachers and new TAs, new staff and existing staff training.</p> <p>Referral process for staff to report different workshops to parents. Integrated development; AA working hard on keeping children safe; also working with deputies and cyber training.</p> <p>Vicky and Lizanne worked on time develop of curriculum to carry on at home. Outreach autism training important to support other schools; using TAs and teachers.</p> <p>Cherrywood has come back in. Assessment is continuous; understanding what pupils have. Outreach; we go out but also through word of mouth.</p> <p>LA working through our licence; meeting yesterday to discuss this; getting the LA to agree we have the hub; they are working with us.</p> <p>Attendance compared to last year we were 89 LA was 86.</p>		
012FGB-23/24	<p>SIP – the overall strategy for the school year ahead 23/24; guided by the SIP.</p> <p>SEF document</p> <p>Timescale; SIP and SEF next meeting.</p>		1 2 3
013FGB-23/24	<p>Statutory Duty: School policies to be reviewed and updated this term.</p> <ul style="list-style-type: none"> • Health & Safety • ICT and Internet Acceptable Use Policy • Intimate Care Policy <p>Agree 1 agree 2 agree 3</p> <p>All three were ratified by Governors.</p>		1 2
014FGB-23/24	<p>Statutory Duty: Any Other Business Declared</p> <p>HOLIDAY DATES for 2024-25 Presented by HTs and AGREED by Governors</p>		1

015FGB-23/24	Confidential Items See Part 2		13

Meeting Ended 20.34.

ACTIONS FROM FGB MINUTES 5TH OCTOBER, 2023

Ref No	Action	By Whom	Dated	Closed
006	<i>to sign FGB minutes and with papers hand to Claire Danni for filing</i>	MD	05.10.23	October 2023
008	<i>for Clerk to explore election/ ballot papers</i>	JM	05.10.23	October 2023



27/06/24