

HEDGEWOOD SCHOOL NON-CONFIDENTIAL FULL GOVERNING BODY MEETING 16 May 2024 via Teams

Governors	Category	Role	Attendance
Andrew Fenlon (AF)	Co-opted Governor	Chair	PRESENT
Claire Bailey (CB)	Co-opted Governor	Vice Chair	PRESENT
Sally Channing (SC)	Co-opted Governor		PRESENT
John Goddard (JG)	Co-opted Governor		PRESENT
(vacant)	Co-opted Governor		
Rachael Phillips (RP)	LA Governor		APOLOGIES
Michelle Doherty (MD)	Parent Governor		PRESENT
Avishka Kumarasinghe (AK)	Parent Governor		APOLOGIES
(vacant)	Parent Governor		
(vacant)	Parent Governor		
Ladan Jama (LJ)	Staff Governor		PRESENT
Bryony Smith (BS)	Co-Headteacher	Ex officio	PRESENT
Pearl Greenwald (PG)	Co-Headteacher		PRESENT

Other attendees	Category	Role	Attendance
Diane Owen (DO)	Deputy Headteacher		PRESENT
Kate Boulter (KB)	Clerk to Governors		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	Core Function
031-23/24 FGB	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection of absences. <ul style="list-style-type: none"> The Governing Body noted the sad passing of the former Clerk, Jacqui Murphy, 	1

	<p>and paid tribute to the huge contribution Jacqui had made to the school.</p> <ul style="list-style-type: none"> • The new Clerk, Kate Boulter, was welcomed to the meeting. • The Governing Body received and ACCEPTED apologies from Aviskha Kumarasinghe. • Anjali Juneja had resigned from the Governing Body. 	
032-23/24 FGB	<p>Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.</p>	1 2 3
033-23/24 FGB	<p>Statutory Duty: Declaration of Any Other Business Governor panel.</p>	1 2 3
034-23/24 FGB	<p>Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting The minutes of the meeting held on 8 February 2024, and the confidential annex, were AGREED as a true record of the meeting.</p>	1 2 3
035-23/24 FGB	<p>Matters arising (if any) from the previous minutes not covered under the agenda items Minute 030/23-24: The LA had been contacted regarding the school group size and it had been clarified that the school was the correct size.</p>	1 2 3
036-23/24 FGB	<p>Impact since the last FGB Meeting. Governors had participated in the Assistant Headteacher interviews and two appointments had been made.</p>	1 2 3
037-23/24 FGB	<p>Health & Safety/Safeguarding</p> <ul style="list-style-type: none"> • This was covered in the Headteachers' Report (minute 041-23/24). • Finance, Personnel & Resources Committee had supported JG taking on the role of Health & Safety Link Governor. • The Governing Body would look at other link governor roles. <p>Action: Governing Body to look at link governor roles.</p>	1 3
038-23/24 FGB	<p>Statutory Duty: Report on membership of the Governing Board</p> <ul style="list-style-type: none"> • The Governing Body welcomed the new Parent Governor, Priti Khullar. • There remained one vacancy for a Parent Governor. The Governing Body agreed that, where possible, this should be a parent of a child at Hedgewood although there was provision to appoint a parent from outside the school. 	1
039-23/24 FGB	<p>Any Reports Received from Link Governors: Could they please offer summaries during the meeting for discussion covering main points and next steps.</p> <ul style="list-style-type: none"> • None. 	1 2
040-23/24 FGB	<p>Policies: Any updated or in need of updating or ratifying. The Governing Body reviewed and APPROVED the following policies:</p> <ul style="list-style-type: none"> • Admissions Policy • Asbestos Management Policy • Attendance Policy • Data Protection Policy • Electrical Safety Policy • Finger Entrapment Policy & Risk Assessment • First Aid Policy • Health & Safety Policy • Premises Management Policy • Risk Assessment Policy 	1 2 3
041-23/24 FGB	<p>Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body</p>	

	<p>(i) Chair's report (including any urgent actions undertaken)</p> <ul style="list-style-type: none"> The Finance, Personnel & Resources Committee had met on 25 April 2024 however the minutes were not yet available. In an oral report, the Chair reported that FP&R had recommended that the Governing Body approve the Draft Budget for 2024-25 and the Asset Management Plan, which would be discussed under the Headteachers' Report. <p style="text-align: center;">Action: FP&R minutes of 25 April 2024 to come to next FGB meeting</p> <p>(ii) Headteachers' Report including a data review of pupil numbers, attendance, achievements, staffing, safeguarding, racist and bullying incidents</p> <p>The Governing Body considered and discussed the Co-Headteachers' Report which had been circulated before the meeting. The following issues were discussed:</p> <p>Safeguarding</p> <ul style="list-style-type: none"> There had been a huge improvement in attendance which compared very favourably with other schools. Hedgewood was second in comparison tables for special schools in Hillingdon. 51 children were categorised as 'persistent absence' (below 90% attendance) and 30 of these were below 85% for medical reasons. The school put tremendous effort into encouraging attendance and had achieved successful results for a borderline school refuser. <p>Pupil Premium</p> <ul style="list-style-type: none"> There were 68 Pupil Premium children. The achievement of Pupil Premium children was in line with that of non-Pupil Premium children. Progress was monitored to show trends and enable data comparisons across the whole year. The Pupil Premium Update Report had been circulated and was NOTED. Only one area had not been met (community visits) due to class risk assessments and medical needs. 57% of pupils had been on two or more trips this year against a target of 80%, and 76% had been on one trip against a target of 100%. 24% had been on four or more trips against a target of 60%. All Pupil Premium children were making good attendance. Some missed morning register but were in school afterwards. <p>Spring Term Summary</p> <ul style="list-style-type: none"> There had been many spring term events and children had taken part in whole school events including Safer Internet Week and Children Mental Health and Wellbeing Week. Years 5 and 6 had swimming lessons which would continue next year. The school offered lots of after-school clubs which provided opportunity for socialisation. The sensory garden and composter were well-used. A meeting with prospective parents had been very positive and every family had indicated they wished to name the school on the EHCP. Lots of outreach work was taking place and other schools were visiting Hedgewood. A large number of community visits were booked for this term and a residential trip would take place starting the next day. The children enjoyed visiting new places and using their transferable skills. 	
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	<ul style="list-style-type: none"> • Videographers from the LA had created a video of the school to streamline consultation as part of EHCP transfer. Staff had been interviewed and parents gave their views which were very positive. The videographers were on site from 9am to 6pm and the result would be 3-4 minutes of footage. The school had requested the raw footage to share interviews with staff to demonstrate the difference the school was making to children and families. <p>Health & Safety</p> <ul style="list-style-type: none"> • A number of policies had been ratified ensuring the school was up to date with requirements. • A meeting with the Hayes Park site manager had been very useful in identifying areas to be tightened up. • Risk assessments had been updated and staff had read them. • Three cleaners had been recruited and agency staff would be used to cover two in the short term. • Premises work had been completed including new signage and gardening. • There were ongoing issues with drainage and a DfE survey was awaited. • A meeting had been held with the LA regarding the Training Centre roof and a tender was out for quotes. • The LA had confirmed its intention to re-build the site and advised that a consultant would be drawing up plans in the next six weeks. The LA SEND team was involved with place planning. • The report of the LA condition survey carried out in November had still not been received. The school wanted to use the findings to incorporate this into the Asset Management Plan. <p>Asset Management Plan</p> <ul style="list-style-type: none"> • This had been removed from the School Improvement Plan and the information would be kept in one place to track spend, RAG rate and prioritise what happened when. • All work would take place outside school time. • The Plan detailed the cost to maintain the current site to be health and safety compliant, maintenance costs and capital works. <p>Staff Absence & Vacancies</p> <ul style="list-style-type: none"> • Two staff members on long term sick absence has returned to work. • Short-term absence had decreased. • The SLT had streamlined the appraisal system. • 4 teachers were leaving this year and there had been huge interest in the vacancies. 16 applicants had been shortlisted to 8 and all 4 roles had been filled. • The school was fully staffed for September if no further resignations were received. • Two additional teachers had been recruited to provide flexible cover and reduce the need for agency staff and improve continuity and familiarity for children. <p>Behaviour</p> <ul style="list-style-type: none"> • There were daily behaviour challenges due to the complexity of the pupil population. There were currently 72 risk assessment and 6 Positive Behaviour Support plans in place. • Termly data updates were used to identify where support was needed in school. 	
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	<ul style="list-style-type: none"> • Proactive and reactive strategies were used to bring about a decrease in challenging behaviour. • The intensive pupil support team had been expanded and teaching assistants upskilled to provide support. • Studio III training would be run again which covered how to regulate and de-escalate physical interventions. The aim was to get every staff member trained. <p>Parental Engagement</p> <ul style="list-style-type: none"> • A number of workshops for parents had been held. Parents were surveyed and the workshops were arranged based on responses. All workshops had waiting lists and a series would be running over the next two terms. • FAQs had been produced and there was a QR code which translated the content into multiple languages. • Lots of dates had been arranged with Meadow for Year 6 transition. • Every Hillingdon child had a secondary school placement. One Ealing child did not. • The school wanted to build a strong parent voice and formalise the parent collective. There were knowledgeable parents who could support others. <p>Finance/Budget</p> <ul style="list-style-type: none"> • There was a large carry forward of 24.5% from 2023/24 to 2024/25 due to income being received very late in the year after the budget was set. If the late income was discounted, the carry forward was 15%. • It had been anticipated that there would be significant spend on the Training centre which had left a substantial amount unassigned. • The LA budget for 2024/25 came at the end of March which was very late. • 4% cost of living uplift had been allowed for teachers and 3.5% for teaching assistants. • There continued to be uncertainty around top-up funding. Banding had been confirmed for 5 pupils but confirmed figures for September were not yet available. • The LA had a clear initiative to reduce EHCP costs and the number of Band 9 children was reducing. Several children had their banding recalculated with no change in their needs. The school was underpaid roughly 40% and the annual review process did not always work. The school had sought legal advice in case it was needed. • The outcome of the LA's Banded Funding Review was awaited. The LA was looking at other LA models which it considered to be successful, however schools in those boroughs did not agree their models were successful and reported that funding had dropped. • The Director of SEND and the Director of Children's Services from the LA had been due to visit the school but had postponed three times since April. <p>School Improvement Plan</p> <ul style="list-style-type: none"> • Three Connect Curriculum sessions had been held. • Lots of CPD was taking place to upskill teachers. • VBMAAPP had been embedded. • SLT were carrying out the teaching observation cycle seeing the quality of teaching and learning in the classrooms. 	
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	<p>The Governing Body commented:</p> <ul style="list-style-type: none"> • They liked the clarity of the Asset Management Plan presenting information term by term but noted an error (toilet 12 and 17 removed twice). • The DfE had a Good Estate Management guide and the Asset Management Plan fitted well with that. • The school had waited a long time for the report of the condition survey and governors wondered why it was taking so long. • Governors were concerned about the top-up pressure which would be problematic if it continued. There was a huge national problem funding additional needs and the LA was part of a safety valve agreement with the DfE. <p>The Governing Body APPROVED (i) the budget for 2024/25 for submission to the LA, and (ii) the Asset Management Plan.</p>	
042-23/24 FGB	<p>Training Update</p> <p>Governors were reminded that budget training was available on The Key.</p>	2 3
043-23/24 FGB	<p>SIP and Asset Management Plan</p> <p>These were discussed under minute 041-23/24.</p>	1 2 3
044-23/24 FGB	<p>Statutory Duty: Any Other Business Declared Panel</p> <p>Two governors were needed for panel after half term. This would be arranged separately.</p>	1 3
045-23/24 FGB	<p>Confidential - Part 2</p> <p>There were no confidential items for discussion.</p>	1

The meeting closed at 9pm.

ACTIONS

Minute ref	Action	By Whom	Date Posted	Date Closed
037-23/24	Governing Body to look at link governor roles	Governing Body	16.05.24	
041/23-24	FP&R minutes of 25 April 2024 to come to next FGB meeting	AF	16.05.24	
044/23-24	Governor panel to be arranged.	BS/PG	16.05.24	


15/10/24