



**Non-Confidential Minutes of the Hedgewood School  
Full Governing Body Meeting  
Held on Thursday 7<sup>th</sup> May, 2020 – 7pm via Zoom  
Venue – The Training Centre**

Governors Attending	Category of Governor	Information	Status
Mr John Goddard	Head Teacher	Ex Officio	Present
Mrs Shelley Lawrence	Parent Governor		Present
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	Chair	Present
Mrs Sarah Parker	Parent Governor	Vice Chair	Present
Ms Kriti Bika	Parent Governor		Present
Ms Rachael Phillips	Co-opted Governor		Present
<b>Also Attending</b>			
Mrs Jacqui Murphy	Clerk	To Governors	Present
Ms Bryony Smith	Assist Head Teacher	Associate Governor	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
023FGB-19/20	<b>Statutory Duty:</b> The Chair welcomed all. 7.00pm start. Apologies were received from Kim Macey. These were accepted.		1
024FGB-19/20	<b>Statutory Duty: Any Declarations of Pecuniary Interest.</b> None were declared other than the signed forms		1

025FGB-19/20	<p><b>Statutory Duty: Declaration of AOB</b>  SLT rotation – Chair  Clawback - HT  Update on IT - HT</p>		1 2 3
026FGB-19/20	<p><b>Statutory Duty: Governing Body Approval of the Accuracy of the Minutes of the last FGB Meeting on the 13<sup>th</sup> February, 2020</b>  These were accepted and signed.</p>		1
027FGB-19/20	<p><b>Matters Arising from the Minutes of the last FGB Meeting on the 13<sup>th</sup> February, 2020.</b>  It was agreed that if the next meeting of the FGB was on Zoom, Miss Farago (Acting AHT) could join in from Spain.</p>		1 2 3
028FGB-19/20	<p><b>Statutory Duty: Report on Membership of Governing Body.</b>  It was reported that Kim Macey’s term of office finished on the 16<sup>th</sup> of June. Kim has decided to resign for personal reasons on this date and has written a letter of resignation to HT and The Chair thanking all Governors for their support and says how much she will miss working with them, but hopes to be able to renew her voluntary work within the School soon. Through the Chair the Governors thanked her for all her work on behalf of the GB and the School and wished her well in the future.  Rachel now takes the position of LA Governor. There now remains two co-opted vacancies.</p>		1
029FGB-19/20	<p><b>Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body:</b></p> <p><b>Chair’s Report:</b> (circulated before meeting)</p> <ul style="list-style-type: none"> <li>• Noted anxiety amongst the staff.</li> <li>• HT had passed staff well-being to Ayo/Family Services. She has mental health training.</li> <li>• only one of two special schools remaining open in Hillingdon; understand those staff</li> </ul>		1 2 3

	<p>who have parents and grandparents at home. Need their voices heard.</p> <ul style="list-style-type: none"> <li>• Need to ask parents, once children are back, how they feel we have dealt with having the school open during this time via a staff survey.</li> <li>• Good rapport to have between teachers and parents. Need to learn from this. HT agreed. Legal requirement on maintaining EHCPs is still there although not as stringent, the School is expected to make 'reasonable endeavours.</li> <li>• We and Meadows are the only remaining maintained special schools in the Borough.</li> <li>• Chair felt that the HT does not need to be at school as much as he is; his round trip is 260 miles. DO said, we support one another and he knows our opinion; had already broached it to the HT before the Chair had raised the matter, the HT did not disagree; currently they had reduced SLT provision and needed to keep people healthy and reduce risk to school functioning effectively. The HT agreed but said he sometimes stayed in the Travelodge. The Chair asked for a weekly rotation list of SLT.</li> <li>• Received a list of most vulnerable pupils weekly from the HT. Information was risk assessed also incorporating information as necessary from a range of family contacts. There was concern that some families might come under money constraints with any ending of the furloughs scheme and job losses.</li> </ul> <p><b>Finance Report:</b> to be sent direct to Governors from Chair of FP&amp;R committee.</p> <p><b>Headteacher's Report</b> (circulated before meeting). Covid 19; we are sending in a daily headcount pupils and staff; 64 children today could be 68 next week. Concern reiterated about loss of learning even though our parents are doing an amazing job. We will be putting together a</p>	<p>Action: HT to produce a rotation list of SLT staff</p> <p>Action: Finance Report to be sent by Chair FP&amp;R</p>	
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	<p>programme; asked for by LA, for a return to school. Parents naturally want children to be safe. A Governor asked how many young people we could manage as our children do not understand social distancing. We have already asked staff teams what they feel is the optimum class size to achieve optimum SD in class. We are also waiting on Sundays' announcement from Boris then we will survey the parents in what we can do for them to feel comfortable sending their children in to school. HT had spoken to transport; they were looking to source larger buses. HT said they had been thinking of placing two marquees on site to facilitate SD as an interim measure for PE &amp; study overflow. Some of our classrooms are not of a proportion to help social distancing. We were down to 25 children on the day before Easter and 51 pupils on Monday the 4<sup>th</sup> April when we resumed school. There was a discussion on reasons for this.</p> <p>DO suggested a small number isolating and then there was increased parent confidence and possibly reduced resilience. The HT also thought there was pressure from children. A Governor suggested staggering times for each child. The HT looking to maximise children with social care support. To achieve any semblance of SD in class, around the school and on the playground would require a pupil attendance rota of some sort. It was suggested that we could go for whole weeks rather than split days to avoid confusion and make it easier for families. An analysis of the SD survey will guide this. Staff anxiety needs keeping an eye on; need to look after them. Planning permission confirmed on the new build. A Governor asked about plans in social distancing and if it would vary the curriculum when they all come back. HT said he would have to weigh that up but would want to achieve the best for each pupil in respect of their personal Curriculum plan (EHCP). Would hope for something similar to what we have already so as not to cause anxiety and meet pupil expectations. DO said they needed to keep things unchanged as much as possible; use the same structure to avoid change for our students. This prompted further discussion.</p>		
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	<p>HT said they have picked up annual reviews on the telephone; 63 to do by July: no relaxation of this duty on schools or LAs during Covid-19. Likewise, on new pupil consultations DO said we have 15 days from when they send it. We are unable to visit prospectives in placements so would need to garner as much information as possible by other means. We are also asking ourselves how we do the ‘stay and plays’ because we don’t want to miss that opportunity to help them get off to a good start. Ref new build: We are not going to take any children on until we are satisfied with the buildings.</p> <p>JP is being creative in Zoom delivering staff training remotely. Did ‘Besquared’ in March; 100 trained at home. Time at home can be used to train TAs in particular. BS said they were going to have to do some workshops around ‘well-being’. PSHCE training IS free and we are looking at adapting that to dovetail with EFL.</p> <p>HT said that Kim Macey had been an amazing servant to the school and we can only say thank you to her for being so incredibly selfless.</p> <p><b>Budget (copy sent out previous to meeting)</b></p> <p>The LA approved the last budget which was now version 12; extra money arrived in March 20 so will need to do Clawback return. A few adjustments added for inflation not a lot to ‘tinker’ with as we spend most of our income on staff: we have not worked out the percentage yet but about 87% on staff. LA High Needs budget remains challenging. He asked if the Governors were happy to send that in to the LA. It was agreed but the Chair still wanted the year on year % variance. She asked if that could that be urged with DF.</p>	<p>Action: HT to ask DF for Variance Report</p>	
	<p><b>Clapping for NHS 5 mins</b></p>		
<p>030FGB-19/20</p>	<p><b>SEF and SDP</b></p> <ul style="list-style-type: none"> <li>• Changed SDP this weekend Covid -19 is a new addition especially in Safeguarding;</li> </ul>	<p>1 2 3</p>	

	<p>now a part of it. All changes in red and usually at the bottom of section.</p> <ul style="list-style-type: none"> <li>• Only a little bit to affect the budget; small items PPE items and prices of these could increase and difficult to budget for as there is no end date or clear advice on PPE in the workplace. Further discussion on sanitising products.</li> <li>• Leavers update given. Not yet a 100% complete but edging closer. Last year we were left with 2 pupils with no secondary school. Young people have a right to have a secondary education. It was raised with the SEND team and Pield Heath taking more of our young people. We talked about how we would manage that transition. PH do a couple of assessment days in July; Meadows do more throughout the year. One pupil is going to Oakwood, a re-purposed secondary which was Abbotsfield Boys High, they have an SRP for Autism. DO did an interview with a young man who did very well.</li> <li>• The Chair noted 5 young people waiting and wanted to know why we haven't heard from Meadows although there is a higher % transferring than last year. She wondered if it was from a financial point of view with our banding. HT said most pupils tended to 'go up in value' when they leave here and go there or anywhere after year 6!</li> <li>• A Governor asked about school leaving and those awaiting assessment; what if that is not good. HT said if there isn't anything local, they have to look outside the Borough. Some schools are independent of the Borough and will charge accordingly.</li> <li>• Chair of Meadows is also Chair of High Needs Committee and he asked the HT why we didn't send more to Meadows. HT said because M only took 37 % as opposed to the historical 68-70%. It does indicate how complex the capacity issue is in LBH both in primary and secondary specialist provision.</li> </ul>		
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	<ul style="list-style-type: none"> <li>DO explaining there is a change in how they are approaching young people's needs. There is a widening population of Autistic children coming through and those parents are looking at Meadows and many pupils from mainstream transfer to M at the end of year 6. There was a further discussion.</li> </ul> <p>SEF will need some adjustment; we won't be able to track children's progress so easily. Any changes will be in red.</p>		
031FGB-19/20	<p><b>Any Confidential Items</b> As in the Financial Report.</p>		1 2 3
032FGB-19/20	<p><b>Statutory Duty: AOB declared:</b></p> <p><b>Clawback:</b> HT said they had given us £128k in March which now puts us 8% over, which initiates clawback. We were under before this the income adjustment in March due to the correction of the place and top up errors that we highlighted: the LA agreed and paid us.</p> <p><b>IT:</b> Ali suggested a broadband line different to what we have, to enable HT to support staff at home. At the moment we cannot without increasing access to the server and thereby increasing security risks. We are developing our virtual learning platform. The Chair asked if AY could be asked if that will replace our need for an extra broadband. HT replied that AY said with every time you open a portal during virtual learning you increase the risk to the server. Believes it is a case of security. Another internet line means the server won't be affected. Approximately £20 a month. The Chair suggested going ahead with it if it is only £20 a month. She asked for Ali to draw up the request. Further suggestion to bring in an IT company to check our system particularly if we are online training. Good suggestions and no dissent from Governors. JP said the training could be over a year. BS thought this was a valid point; what AY</p>	<p>Action: Request from Ali for extra B/Band. And bring in IT company to check our system</p>	1 2 3

	<p>wants is to be able to access computers at home to sort out any problems. The Chair asked about the extra laptops fund in June for socially disadvantage but there is no further information as yet. AY altering some of the lap tops but suggested buying more iPads just in case. The Chair asked if that was equitable. HT thought that was the right thing to do. The Chair also suggested an asset log to see what staff have or what they need. HT said we do have some flexibility we have a mobile suite and we do have some laptops/iPads AY could send out.</p>		
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Meeting Ended 8.45pm

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

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

### Actions to be Carried Forward

Agenda Item	Action	By Whom	Date Posted	Date Actioned
020 - FGB	SEF & SDP to be emailed to Governors	JG-HT	13.02.20	24.04.20
028 - FGB	Rotation List of SLT to Chair	HT	07.05.20	
028 - FGB	Finance Report to Governors	Chair MD	07.05.20	
028 - FGB	Year by Year Variance Report	HT	07.05.20	
032 - FGB	Request for Broadband & IT company to be called in to check the system.	HT (Ali)	07.05.20	