



**Non-Confidential Minutes of the Hedgewood School  
Full Governing Body Meeting  
Held on Thursday 13<sup>th</sup> February, 2020 – 7pm  
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	Absent
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 Jeannette Farago	Acting Assist Head Teacher	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** – *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 7.10

Agenda Item	Item/Discussion	Action	GB Core Functions Ref No
013/19-20FGB	<b>Statutory Duty:</b> The Vice Chair welcomed all as the Chair was absent. 7.15pm start.  Apologies were received from Kim Macey and Michelle Doherty. These were accepted.		1
014/19-20FGB	<b>Statutory Duty: Any Declarations of Pecuniary Interest.</b> None were declared		1

	other than the signed forms. JM declared interim clerking for other Borough schools.		
015/19-20FGB	<b>Statutory Duty: Declaration of AOB</b> <ul style="list-style-type: none"> <li>• Code of Conduct - Clerk</li> <li>• Policy to Ratify – Clerk</li> </ul>		1 2
018/19-20FGB Moved forward	<b>Statutory Duty: Report on Membership of Governing Body.</b> It was reported that Diane Owens' term of office had expired on the 28 <sup>th</sup> of January, 2020. The Governors voted unanimously to refresh her term of office as a co-opted governor for another 4 years. The Governors welcomed and ratified Rachael Phillips as a co-opted Governor, which she accepted. There remains one co-opted vacancy.		1
016/19-20FGB	<b>Statutory Duty: Governing Body Approval of the Accuracy of the Minutes of the last FGB Meeting on the 10<sup>th</sup> of October, 2020</b>  These were accepted and signed.		1 2 3
017/19-20FGB	<b>Matters Arising from the Minutes of the last FGB Meeting on the 10<sup>th</sup> of October, 2020.</b> <ul style="list-style-type: none"> <li>• H/T said our teacher arrived from Australia.</li> <li>• KCSIE 2019 highlighted Staff in section one; it was circulated and read by staff and we have signed a sheet as Governors to say we have read section 2 which applies to governors. Filed by Clerk.</li> <li>• Wednesday will be Safeguarding training for new Governors</li> <li>• Local safeguarding board now defunct and replaced the 3 partners. As a school we are now a relevant agency.</li> </ul>		1 2 3
018/19-20FGB	Taken between items 015 and 016.		

019/19-20FGB	<p><b>Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body:</b></p> <p>There was no Chair's report.</p> <p><b>Headteacher's Report (circulated before meeting)</b></p> <p>He asked if there were any questions on report?</p> <p>There was a query on the 8% Clawback asking if it should read 11%.</p> <p>HT said the budget set in April is not the one we have by October and it was really difficult to plan to spend money we have not yet received, e.g. We may receive £118k or £70k before the end of this financial year. The recoupment process for out borough pupils is complex and there is always the possibility that we may have overcharged another borough. We have a place factor of 145 but have in actuality 173 pupils on role: a difference of 28. Always good to have premises projects listed and ratified by Governors. Most work cannot be completed during the day because of upsetting the children.</p> <p>JP is doing fantastic work with AET.</p> <p>We are busy break and lunchtimes.</p> <p>The roof; we now have a guarantee for the roof repairs.</p> <p>Finance Meeting to follow this one.</p> <p>I am no longer the DSL (Designated Safeguarding Leader) this has gone to Ayo our Family Service lead who goes to most of the meetings. We then have regular in-house vulnerable pupil meetings.</p> <p>Kids totally charming keep us on our toes. Good staff. Curriculum good now. Three SCITT teacher this year again. One is finishing a placement at Minet junior school. One is going to Cranford Park and</p>		1 2 3
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	<p>another to Hayes Park next half term. A Governor asked if they were observing. It was explained that they are teachers in training and it is part of their experience to teach at more than one school. So instead of being in University all the time they do on the job training. Feedback from their SCITT trainers was complementary. It is an investment but also a very significant SLT commitment.</p> <p>DO handed round a paper explaining the 3 different pathways to the Curriculum: Feedback from staff; very good. Pupils making at least appropriate progress. Many making significant progress. PP (pupil premium) Interventions have included lunchtime and extended school clubs. 1:1 support for social engagement and interaction and therapy support. For PP children with lower than average attendance; work with the families, and in some cases transport. Improving attendance has had a positive impact on progress. We will circulate several new policies in the coming weeks for ratification. <b>It was agreed these could be emailed and ratification received the same way on a quoracy.</b> Governors agreed to deal with them with urgency. All will be on the website which is in the process of being upgraded.</p> <p><b>Budget (see part 2)</b></p> <p>There was a general discussion on – the playground; School clubs; Trim Trak. UKS 2 and year 1 swimming in place but unable to get pool time for the LKS2.</p>		
020/19-20FGB	SEF and SDP will be emailed out to Governors.	ACTION: JG-H/T	1 2 3
021/19-20FGB	Budget (see part 2)		

022/19-20FGB	<b>Statutory Governors: AOB declared</b> <ol style="list-style-type: none"> <li>1. New Code of Conduct signed by Governors. (after altering 'Board' to 'Body' throughout document)</li> <li>2. Amendments to Safeguarding policy ratified by Governors.</li> </ol>		1 2
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### Actions to be Carried Forward

Agenda Item	Action	By Whom	Date Posted	Date Actioned
020 - FGB	SEF & SDP to be emailed to Governors	JG-H/T	13.02.20	

Meeting Ended at 9.15pm

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

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