



HEDGEWOOD SCHOOL **NON-CONFIDENTIAL** **FULL GOVERNING BODY MEETING** **Thursday 4 July 2024 at 7pm 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		PRESENT
Michelle Doherty (MD)	Parent Governor		PRESENT
Avishka Kumarasinghe (AK)	Parent Governor		APOLOGIES
Priti Khullar (PK)	Parent Governor		PRESENT
(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
046a-23/24 FGB	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection of absences. The Governing Body received and ACCEPTED apologies from Avishka Kumarasinghe.	1

046b-23/24 FGB	Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.	1 2 3
047-23/24 FGB	Statutory Duty: Declaration of Any Other Business <ul style="list-style-type: none"> • Link governors. • 2024-25 meeting dates. 	1 2 3
048-23/24 FGB	Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting The minutes of the meeting held on 16 May 2024 were AGREED as a true record of the meeting.	1 2 3
049-23/24 FGB	Matters arising (if any) from the previous minutes not covered under the agenda items Minute 044/23-24: The governor panel had taken place.	1 2 3
050-23/24 FGB	Impact since the last FGB Meeting. Governors had participated in a disciplinary hearing.	1 2 3
051-23/24 FGB	Any Reports Received from Link Governors: The FGB received a written report from the Health & Safety Link Governor (JG), who highlighted the following points: <ul style="list-style-type: none"> • During the Link Governor's visit, staff had demonstrated good awareness of the importance of health and safety. • It was evident there was a considerable focus on health and safety in the form of policies, risk assessments and practical adjustments to the premises. • Slips, trips and falls were the most common cause of issues. Exterior improvements had been made to mitigate this, which made a significant difference. • The co-headteachers took health and safety very seriously and this cascaded to all staff. • Overall a very positive report with some minor suggestions to improve further. 	1 2
052-23/24 FGB	Membership of the Governing Body The FGB had two vacancies: one for a Parent Governor and one for a Co-opted Governor. As it was so close to the end of the school year, the Parent Governor vacancy would be advertised in the autumn term.	1 2 3
053-23/24 FGB	Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body (i) Chair's report (including any urgent actions undertaken) It was noted there had been no Finance & Resources Committee meeting since the last FGB. (ii) Headteachers' Report including a data review of pupil numbers, attendance, achievements, staffing, safeguarding, racist and bullying incidents The Governing Body considered the Co-Headteachers' Report which had been circulated before the meeting and asked questions. The following points were discussed: Attendance <ul style="list-style-type: none"> • Whole school attendance had improved compared to last year. 51 pupils had attendance below 90% and 30 pupils had attendance below 85%. 1 pupil had attendance below 50% and a support package was in place. • There would be an attendance dip in the coming weeks due to children travelling abroad for agreed special leave. • Hedgewood's attendance compared very favourably with other schools in 	

	<p>Hillingdon.</p> <p>Safeguarding</p> <ul style="list-style-type: none"> • There had been no LADO referrals and no incidents of bullying or racism. <p>Pupil Premium</p> <ul style="list-style-type: none"> • There were 67 Pupil Premium children. • 23 of these had attendance level below 90%. <p>Summer Term Summary</p> <ul style="list-style-type: none"> • The Kingswood residential had gone very well however an alternative venue was being considered for 2025. • Schools with newly opened SRPs were visiting Hedgewood to learn from the school's expertise. • Visits to other schools were under way ahead of transition. Older children were supporting the younger ones for internal transition. One Ealing pupil did not have a school place. Governors were invited to attend the leavers' assembly. <p>Finance</p> <ul style="list-style-type: none"> • The school was keeping a close eye on the SEND portal and all historical discrepancies had been resolved. • The occupational therapy budget was showing an overspend due to the high level of additional need. • More items had been added to the Asset Management Plan since it was considered by the FGB at the last meeting. <p>Health & Safety</p> <ul style="list-style-type: none"> • The playground development work had been completed, as well as the training centre roof replacement and applying anti-glare ceiling paint in reception to improve the working environment. • The school had not been able to recruit cleaners directly and was using an agency. • The report of the LA condition survey carried out in October 2023 had still not been provided to the school. The LA had advised the draft was ready. <p>Staff Absence & Vacancies</p> <p>This confidential item was minuted separately.</p> <p>Staffing Structure</p> <p>This confidential item was minuted separately.</p> <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 assessments and 6 Positive Behaviour Support plans in place. • The expanded Intensive Pupil Support (IPS) team was being upskilled and assigned classes to provide support which was intended to have a positive impact on pupils and staff. • 18 members of staff had completed Studio III training which covered how to regulate and de-escalate physical interventions. 	
--	---	--

	<p>Curriculum Enrichment</p> <ul style="list-style-type: none"> • New play equipment had been installed. • There had been several successful community trips, and some involving live animals were planned. • '6 Ways of Wellbeing' assemblies had been held. • The fish tank was thriving. <p>Questions from governors: Q: What were the school's strategies to improve Pupil Premium attendance? A: Lots of personal conversations happened to identify what additional support was needed, for example transport or a referral to external agencies. Children wanted to come to school, and the school wanted to help them. Attendance was also impacted by late starters.</p>	
054-23/24 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"> • Invacuation, Lockdown and Evacuation Policy • Records Management Policy • Staff and Volunteer Confidentiality Policy • Teacher Appraisal Policy 	1 2 3
055-23/24 FGB	<p>SEF & SIP The Co-Headteachers reported that:</p> <ul style="list-style-type: none"> • Many of the objectives for the 2023-24 SIP had been covered and an update would be provided at the first FGB of the new academic year, along with target setting for 2024-25. • The CPD programme would focus on developing subject knowledge. • The SEF was in development and would also be shared in the autumn. <p>Questions from governors: Q How would governors monitor progress? A: Link governors would have ownership of a section of the SEF which they could monitor through their contacts with the staff member who was the area link. The SIP was written around Ofsted judgement headings. The school was in the early stages of looking at another school's SIP model which linked to the performance and growth cycle.</p>	1 2 3
056-23/24 FGB	<p>Statutory Duty: Any Other Business Declared <u>Link governors</u> The FGB considered a report which set out possible link governor roles and the name of the staff member contact for each area. Governors were asked to consider which roles they were interested in with a view to link governor appointments being finalised at the first FGB meeting of 2024-25.</p> <p><u>2024-25 Meeting Dates</u> The FGB considered proposed meeting dates for 2024-25. Final dates would be confirmed by email.</p>	1 3
057-23/24 FGB	<p>Confidential - Part 2 A confidential discussion from Minute 053/23-24 was minuted separately.</p>	1

The meeting closed at 8.30pm.

ACTIONS

Minute ref	Action	By Whom	Date Posted	Date Closed
052-23/24	Parent Governor vacancy to be advertised in the autumn term.	BS/PG	04.07.24	
055-23/24	SEF and SIP to go to the first FGB meeting of 2024-25	BS/PG	04.07.24	
056/23-24	Governors to consider which link governor roles they would like, for confirmation at the first FGB meeting of 2024-25	All governors	04.07.24	
056/23-24	Confirmed meeting dates for 2024-25 to be circulated.	AF/KB	04.07.24	