



HEDGEWOOD SCHOOL NON-CONFIDENTIAL MINUTES FULL GOVERNING BODY MEETING Thursday 7 November 2024 at 7pm via Teams

Governors	Category	Role	Attendance
Andrew Fenlon (AF)	Co-opted Governor	Chair	APOLOGIES
Claire Bailey (CB) – in the Chair	Co-opted Governor	Vice Chair	PRESENT
Sally Channing (SC)	Co-opted Governor		PRESENT
John Goddard (JG)	Co-opted Governor		PRESENT
(vacant)	Co-opted Governor		-
(vacant)	LA Governor		-
Michelle Doherty (MD)	Parent Governor		APOLOGIES
Avishka Kumarasinghe (AK)	Parent Governor		PRESENT
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
Kate Boulter (KB)	Clerk to Governors		PRESENT

GB Core Functions

1	Ensuring clarity of vision, ethos and strategic direction – <i>engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.</i>
2	Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff – <i>school self-evaluation including working with data, monitoring visits and responding to reports; performance management.</i>
3	Overseeing the financial performance of the school and making sure its money is well spent – <i>annual report; Pupil Premium and PE and Sport Budgets.</i>

Ref	Item
001/24-25 FGB	Statutory Duty: Election of Chair and Vice Chair of the Governing Body Andrew Fenlon was elected Chair of the Governing Body for 2024/25 and Claire Bailey was elected Vice Chair of the Governing Body for 2024/25. As the Chair had sent apologies, the Vice-Chair chaired the meeting.
002/24-25 FGB	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection for all absences. The Governing Body received and ACCEPTED apologies from Andrew Fenlon and Michelle Doherty.

003/24-25 FGB	Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.
004/24-25 FGB	Statutory Duty: Declaration of Any Other Business None.
005/24-25 FGB	Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting The minutes of the meeting held on 4 July 2024 were AGREED as a true record of the meeting. There were no matters arising not on the agenda.
006/24-25 FGB	Chair's Actions There had been no Chair's Actions since the last meeting.
007/24-25 FGB	Governing Body Administration & Documents for Approval a) Governing Body membership & roles The FGB had three vacancies: one for a Parent Governor, one for a Co-opted Governor, and one for an LA Governor. b) Standing Orders of the Governing Body The Governing Body AGREED the Standing Orders for 2024/25. c) Committee Terms of Reference & Membership The Governing Body AGREED the Terms of Reference for the Finance, Personnel & Resources Committee for 2024/25. d) Governors School Visits Policy The Governing Body AGREED the Governor School Visits Policy. e) Governor Code of Conduct 2024-25 The Governing Body AGREED the Governor Code of Conduct for 2024/25. f) Compliance Governors were reminded of the requirement to complete a Declaration of Interests form (to be returned to the Clerk) and to read Keeping Children Safe in Education (KCSIE) 2024 and confirm to the Clerk when this had been done. <div style="text-align: right;">Action: All governors</div>
008/24-25 FGB	Statutory Duty: Reports from Committees There had been no committee meetings since the last FGB.
009/24-25 FGB	Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body: Co-Headteachers' Report including pupil information, attendance, safeguarding, SIP and SEF, quality of education, staffing, curriculum, premises and health & safety, building update, funding/banding update and the LA finance audit. The Governing Body considered the written Co-Headteachers' Report, which had been circulated before the meeting, and asked questions. The following points were discussed: Pupil Information <ul style="list-style-type: none"> • There were 189 pupils on roll. • There had been a lovely start to the term. A survey had been sent to parents and the results were very positive about the transition support provided by the school. • All Year 6 leavers had started secondary school apart from one pupil who was currently being home tutored while a place was found. • The next transition cohort was under way. Meadow High had encountered problems with

	<p>building works as part of its planned expansion of places, so the LA was consulting out of borough provision.</p> <p>Attendance</p> <ul style="list-style-type: none"> • The impact of the attendance officer had been very positive. Overall attendance was 92.7% compared with 90.2% in 2023. Unauthorised absence had reduced. <p>Safeguarding</p> <ul style="list-style-type: none"> • Data on safeguarding cases was provided. • There had been no LADO referrals and no incidents of bullying or racism. • Annual safeguarding training had been completed by most staff, with the rest due to complete. • The safeguarding induction for new staff had been updated to include a face to face meeting with DSL or Deputy DSL within first few days. <p>Quality of education</p> <ul style="list-style-type: none"> • The new staff induction programme for new teachers had been completed at the end of the summer break alongside further mentoring and support in the first half term. <p>Staffing</p> <ul style="list-style-type: none"> • Three teaching assistants had resigned. All had been replaced, with some rearranging to minimise impact. <p>Curriculum/SIP and SEF</p> <ul style="list-style-type: none"> • The Governing Body NOTED the updated SIP and SEF, which provided details of the impact of work in the curriculum last year and plans for this year. • This year's focus was on developing the Phase 2 curriculum. • New Phase 1 workshops were being run weekly for all teachers and teaching assistants. Existing Pre Phase 1 workshops continued to be held weekly. • The school was fortunate to have very good OT and Speech & Language Therapists. <p>Health & Safety</p> <ul style="list-style-type: none"> • The Governing Body AGREED the Asset Management Plan which had been updated for 2024/25. Some items had been carried over from last year's Plan. • Leaks which caused water to enter classrooms were regularly reported to the LA with photo evidence. • The fire alarm system had been down for one day to fix a fault, and an alternative plan had been put in place for that day. <p>Building update</p> <ul style="list-style-type: none"> • A draft proposal for the new building had been shared with the school and feedback given by the school. The proposal increased the number of places to 240 (30 classes) with no additional parking and less play space. The school had given feedback that there should be a maximum of 224 places (28 classes). The DfE recommended class size was 6-8. The LA had not yet agreed any funding or planning permission for the re-build. <p>Funding/Banding</p> <ul style="list-style-type: none"> • The LA had not provided any figures yet for the new funding bands. Confirmation of funding would be needed for budget setting. It was anticipated there would be a significant impact to the school of up to £400K below current funding level. • The LA had indicated that schools' surpluses would be taken into consideration when
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	<p>determining funding allocations. Hedgewood had a surplus due to late payments received from the LA and money set aside for capital works.</p> <ul style="list-style-type: none"> The LA had released a draft SEND Sufficiency Strategy which included initiatives to reduce the Council's High Needs deficit. <p>LA finance audit</p> <ul style="list-style-type: none"> The LA had carried out a finance audit of the school the previous week. This was the first audit by the LA for 8 years. The audit report was not available yet, however the auditors had provided oral feedback that there were no significant issues. <p>Other</p> <ul style="list-style-type: none"> The summer club was a huge success with 33 children attending. This club provided structure for children over the holiday period when schools were closed. An Easter Club and Saturday Clubs were planned. <p>Questions from governors to co-headteachers:</p> <p>Q: What could the school do to retain staff?</p> <p>A: Independent schools paid more and maintained schools could not compete. Staff were attracted to Hedgewood because it had a reputation for providing good training. Two teaching assistants had returned to work at Hedgewood from Inner London schools, which paid more compared to Outer London, because they liked how Hedgewood did things.</p> <p>Q: Could we compare staff retention data with other schools?</p> <p>A: We could try to find data.</p>
010/24-25 FGB	<p>Governor Training & Visits</p> <ul style="list-style-type: none"> The Health & Safety Link Governor (JG) had completed a health and safety visit. Governors were reminded to attend safeguarding training and to confirm to the Clerk when it had been completed. Online training was available on GovernorHub, which could be completed by governors anytime, or via the LA's training programme.
011/24-25 FGB	<p>Policies: Any updated or in need of updating or ratifying.</p> <p>The Governing Body reviewed and APPROVED the following policies:</p> <ol style="list-style-type: none"> Child Protection & Safeguarding Policy SEND Policy Behaviour Policy Grievance Policy & Procedure Managing Menopause at Work Policy Charging & Remissions Policy Complaints Procedure for Schools ECT Induction Policy School Uniform Policy – subject to replacing 'second-hand' with 'pre-loved'. Supporting Pupils with Medical Conditions Policy
012/24-25 FGB	<p>Statutory Duty: Any Other Business Declared</p> <p>None.</p>
013/24-25 FGB	<p>Date of Next Meeting</p> <p>Thursday 27 February 2025</p>
014/24-25 FGB	<p>Confidential - Part 2 - Confidential Minutes of the FGB Meeting held on 4 July 2024</p> <p>A confidential discussion was minuted separately.</p>
015/24-25 FGB	<p>Confidential - Part 2 - Teachers' Pay Progression 2024-25</p> <p>A confidential discussion was minuted separately.</p>

The meeting closed at 9pm.

ACTIONS

Minute ref	Action	By Whom	Date Posted	Date Closed
052-23/24	Parent Governor vacancy to be advertised.	BS/PG	04.07.24	
007f/24-25	All governors to: - return completed Register of Interests form to the Clerk - read KCSIE 2024 and confirm to the Clerk when done.	All governors	07.11.24	
009/24-25	Explore if staff retention comparison data was available.	Co-headteachers	04.07.24	
010/24-25	Governors to confirm to Clerk which safeguarding training they had completed.	All governors	07.11.24	