



HEDGEWOOD SCHOOL

NON-CONFIDENTIAL MINUTES

FULL GOVERNING BODY MEETING

Thursday 27 February 2025 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		APOLOGIES
John Goddard (JG)	Co-opted Governor		PRESENT
(vacant)	Co-opted Governor		-
(vacant)	LA Governor		-
Michelle Doherty (MD)	Parent Governor		PRESENT
Avishka Kumarasinghe (AK)	Parent Governor		PRESENT
Priti Khullar (PK)	Parent Governor		ABSENT
(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	Role	Attendance
Kate Boulter (KB)	Clerk to Governors	PRESENT
Diane Owens (DO)	Deputy Headteacher	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
016/24-25 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 Sally Channing.
017/24-25 FGB	Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.
018/24-25 FGB	Statutory Duty: Declaration of Any Other Business None.

019/24-25 FGB	<p>Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting The minutes of the meeting held on 7 November 2024 were AGREED as a true record of the meeting.</p> <p><u>Matters arising:</u> 052/23-24 - The Parent Governors vacancies had been advertised and the closing date was in one week. The LA had offered to help with recruitment of an LA Governor but had not provided any further information. 009/24-25 – There had been no reply from the LA regarding the leaks reported to them. 009/24-25 – Governors had asked if it was possible to compare retention data with other schools. It was not easy to access other schools’ data but based on discussion with other schools, the co-headteachers believed Hedgewood’s position was similar to other schools.</p>
020/24-25 FGB	<p>Chair’s Actions There had been no Chair’s Actions since the last meeting.</p>
021/24-25 FGB	<p>Statutory Duty: Reports from Committees The Governing Body NOTED the minutes of the Finance, Personnel & Resources Committee meetings held on 27 November 2024 and 6 February 2025. The following points were discussed:</p> <ul style="list-style-type: none"> • The final report of the LA finance audit was awaited. • The Chair of FP&R was working with the School Business Manager to design templates for financial reporting to governors. • The next FP&R meeting would focus on setting the 2025-26 budget. The LA had not provided an indicative budget yet or agreed top-up funding levels.
022/24-25 FGB	<p>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, behaviour, quality of education, staffing, premises and health & safety, funding/banding update, building update and wellbeing and curriculum enrichment. The Schools Financial Value Standard (SFVS) and the Condition Report (CDC2) were also presented for consideration.</p> <p>The Governing Body considered the written Co-Headteachers’ Report and accompanying documents, which had been circulated before the meeting, and asked questions. The following points were discussed:</p> <p>a) SFVS</p> <ul style="list-style-type: none"> • There was a budget surplus due to the school having been instructed by the LA to hold money to pay a contribution towards major building work, however the LA had not progressed plans for the work. • The school had high capital spend year on year. Until the major building work was agreed by the LA, the school continued to have significant outgoings maintaining the site for the safety of its users • The changes to the banded funding model in 2025-26 would result in a significant loss of income for the school. • In previous years, inaccuracies with LA data had caused backlogs in top-up payments amounting to £850K in the last three years. This was often received very close to year end which did not allow time for it to be spent in the year it was received. The LA had provided assurances that this would not happen in future and there would be a clear system for prompt in-year adjustments, however details of the system had not been shared with schools yet. The school had never experienced any uplift when it had called for an early review in the past, and the plan to pay in-year adjustments in October did not give much time to gather evidence of a new pupil’s needs. • The Governing Body APPROVED the SFVS.

b) Pupil information

- There were 190 pupils on roll.
- There were issues around secondary transfer, which was co-ordinated by the LA. Parents were submitting appeals regarding incorrect provision, and Hillingdon families were being placed out of borough. Pinn River would not be opening until January 2026 and families were concerned children would be home tutored September to January. The school was supporting parents to set up a parent group and advising them on their rights.

c) Attendance

- Overall attendance was 92.7% compared with 90.2% in 2023. Unauthorised absence, which had been reducing, had increased over Christmas. The attendance officer was working with the parents of these children.

d) Safeguarding

- The Safeguarding Link Governor had been into school. The safeguarding audit had been completed and submitted to the LA.
- There had been no LADO referrals and no incidents of bullying or racism.
- One pupil had not returned since Christmas and had been reported as a Child Missing Education.

e) Behaviour

- Additional Studio 3 training would be run in the autumn to increase capacity.
- A governor observed that on a visit to the school it had felt calm, purposeful and there was good engagement and alertness from pupils. There was good engagement in play activity led by the investment in play equipment.

f) Quality of education

- Curriculum meetings continued to bring teachers together to share best practice and develop skills. There was a focus on phonics and investment in revamping the library. The 'talk tools' interventions were having a significant impact.

g) Staffing

- There were no vacancies. A teaching assistant had resigned and been replaced
- Two teachers had their visas extended and consideration would be given to extending again to minimise disruption to pupils and save recruitment costs.
- There had been higher than usual staff short-term absence due to seasonal coughs and cold and norovirus.

h) Premises and Health & Safety

- A new interface on Google drive had helped with reporting and auditing health and safety issues.

i) Funding/Banding

- Based on current LA figures, the school was due to lose £456K under the new banded funding model. The first figure given by the LA was £498K, which was subsequently adjusted. Until figures were confirmed, it was unclear what the actual loss would be.
- Hedgewood would be the second worst hit school in the Borough after Meadow.
- The LA had submitted a disapplication request to the DfE around the Minimum Funding Guarantee but had not shared the contents of the request with affected schools.
- The lack of clear information created uncertainty for affected schools and made budget planning difficult.

	<ul style="list-style-type: none"> • The LA had told schools that the purpose of the banded funding review was to have a fair system and pupils would not be affected, however it was difficult to see how there would be no impact of a loss of income in the region of £500K. • It was understood that the LA would take into consideration a school's surplus when determining what support to give in the event of an income reduction under the new banded funding model. Hedgewood's surplus was due to instruction from the LA to hold money for contribution to building works which the LA had not yet progressed, and the LA miscalculating top-up funding then correcting it at year end when it was too late to spend in the year it was received. It did not seem fair to penalise the school when the reasons for its surplus were outside of its control. • Governors expressed concern that there was a lack of transparency from the LA which was impeding the school's ability to plan, and the anticipated reduction in income presented a considerable financial risk to the school. • The Governing Body agreed that, if the LA did not share the content of the MFG disapplication request, the school should submit a Freedom of Information request asking to see the document. <p>j) Building update</p> <ul style="list-style-type: none"> • The CDC2 Conditions Survey Report had been shared with the school and was noted by the Governing Body. A significant part of the school site was categorised as 'poor', 'bad' or 'requiring full replacement'. • Draft proposals for the new building which the LA shared with the school in October 2024 had not been submitted to Cabinet for approval and no funding had been agreed. The school continued to ask for updates. • The school had a duty to provide a safe and usable site and was spending a considerable amount on maintenance and repair work in the absence of any confirmed plans from the LA for redevelopment of the site. <p>k) Wellbeing and enrichment curriculum</p> <ul style="list-style-type: none"> • A range of activities continued to be provided for pupils and events were held for staff as well.
023/24-25 FGB	<p>Items for Discussion and Agreement</p> <p>a) MFG disapplication See Minute 023i.</p> <p>b) Environmental challenges including building costs See Minutes 023i and 023j</p>
024/24-25 FGB	<p>Governor Training & Visits</p> <ul style="list-style-type: none"> • AF had completed Cyber Security training. • It was agreed to postpone the assignment of link governors roles until after new governors had been appointed. The roles would tie in with the Schools Improvement Plan.
025/24-25 FGB	<p>Policies: Any updated or in need of updating or ratifying. The Governing Body reviewed and APPROVED the following policies:</p> <ol style="list-style-type: none"> a) Stress Management Policy b) Staff Code of Conduct c) Disciplinary Policy & Procedure d) Grievance Policy & Procedure
026/24-25 FGB	<p>Statutory Duty: Any Other Urgent Business None.</p>

027/24-25 FGB	Date of Next Meeting Thursday 15 May 2025
<i>(Before consideration of the confidential minutes, LJ and DO left the meeting)</i>	
028/24-25 FGB	Confidential - Part 2 - Confidential Minutes of the FGB Meeting held on 7 November 2024 The confidential minutes of the FGB meeting held on 7 November 2024 were agreed as a true record of the meeting.

The meeting closed at 9.05pm.

ACTIONS

Minute ref	Action	By Whom	Date Posted	Date Closed
022i/24-25	School to submit an FoI request to the LA if MFG application details not shared.	BS/PG	27.02.25	
024/24-25	Link governors to be assigned when new governors joined.	FGB	27.02.25	