



HEDGEWOOD SCHOOL

NON-CONFIDENTIAL MINUTES

FULL GOVERNING BODY MEETING

Tuesday 13 May 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		PRESENT
Michelle Doherty (MD)	Co-opted Governor		PRESENT
John Goddard (JG)	Co-opted Governor		PRESENT
(vacant)	LA Governor		-
Ami Johnson (AJ)	Parent Governor		PRESENT
Avishka Kumarasinghe (AK)	Parent Governor		APOLOGIES
Harleen Mattu (HM)	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	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
029/24-25 FGB	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection for all absences. <ul style="list-style-type: none"> The Governing Body received and ACCEPTED apologies from Avishka Kumarasinghe. The new Parent Governors Harleen Mattu and Ami Johnson were welcomed to their first meeting.

030/24-25 FGB	<p>Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.</p>
031/24-25 FGB	<p>Statutory Duty: Declaration of Any Other Business</p> <ul style="list-style-type: none"> • One confidential item.
032/24-25 FGB	<p>Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting The minutes of the meeting held on 27 February 2024 were AGREED as a true record of the meeting.</p> <p><u>Matters arising:</u> 032/24-25 - The LA had responded regarding the leaks and discussions were ongoing regarding repair. A temporary fix was possible that would not involve digging up the playground. 022(d)/24-25 – The pupil reported as a Child Missing Education had left the country and not returned. They had been taken off roll. 023(i)/24-25 – It had not been necessary to submit an FoI request as the LA had provided information about the MFG application during a Schools Forum meeting. The DfE had determined that 66% of the funding difference for 2025/26 would have to be covered by the LA.</p>
033/24-25 FGB	<p>Governance</p> <p>a) Membership The Governing Body AGREED to appoint Michelle Doherty as a Co-opted Governor for a four year term of office.</p> <p>b) Chair's Actions taken since the last meeting There had been no Chair's Actions since the last meeting.</p>
034/24-25 FGB	<p>Statutory Duty: Reports from Committees The Governing Body NOTED the minutes of the Finance, Personnel & Resources Committee held on 1 May 2025 which had considered the draft budget for 2025/26. The following points were highlighted:</p> <ul style="list-style-type: none"> • The Committee had considered the draft budget for 2025/26 and recommended it to the FGB for approval (see Minute 035(e)). LA had sent the budget figures very late this year and some information remained outstanding which meant the figures in the budget could change. • The Committee had also discussed building work, and noted that the recommendations of the LA Audit had been actioned by the School Business Manager.
035/24-25 FGB	<p>Statutory Duty: Reporting on delegated functions, educational performance of the school and recommendations to the full Governing Body: Co-Headteachers' Report including attendance, safeguarding, pupil premium, spring term summary, premises and health & safety, building update, staffing, behaviour, school improvement plan and finance. The draft budget for 2025/26 was presented for approval, as well as policies for Business Continuity and Environmental Sustainability.</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) Attendance & Safeguarding</p> <ul style="list-style-type: none"> • Overall attendance was 91.2% which was 0.5% higher than the same period last year. • 56 pupils had attendance below 90% and 24 pupils had attendance below 85%. • 13 pupils with attendance below 80% were on support plans to improve their attendance. • There were no pupils in the 'severe' category of attendance below 50%. • There had been no LADO referrals and no incidents of bullying or racism. • Two pupils were under Child Protection (CP), there were two Looked After Children (LAC)

and fourteen Children in Need (CIN).

b) Pupil Premium

- Currently there were 81 Pupil Premium pupils, which was the highest for some years.
- PP funding was allocated to interventions and the use of PE coaches.
- A recent curriculum meeting with all teachers had discussed Pupil Premium children and potential interventions for the summer term. All teachers were informed about their PP children and had begun planning for this term.

c) Spring Term Summary

- A summary of enrichment and celebration events was provided. This included Safer Internet Week, Science Week, World Book Day, World Down Syndrome Day, special assemblies, swimming, library visits and the Caldecott residential trip.

d) Premises and Health & Safety

- Judicium would be carrying out a health and safety audit the following week.
- The school had received lots of support and expert advice from the Hayes Park Premises Manager.
- The Governing Body **APPROVED** the Business Continuity Plan, and noted this would be submitted as part of the health and safety audit.
- All agency cleaners had been replaced with directly employed cleaners to reduce costs.
- The playground work had been finished and the risk assessment completed.
- Drainage issues were causing problems on the main playground. The premises team were having to check regularly and unblock.
- Two classrooms (Robin and Sparrow) had no running water due to low pressure from a broken pipe. Extra cleaning protocols had been put in place and fortunately the children affected were mobile, but there were resource implications for staff who needed to accompany children. The problem had been located to underneath Zebra class and an attempt would be made to re-route the pipes in May half-term.

e) Building update

- The plans to replace the conservatories on Turtle and Ladybird classrooms with like for like structures would not be possible following a survey which found the current building would not support it. Slabs would need to be replaced and modular structures built connected to the main building. It might also be necessary to repair damage to the internal walls and roof structures. The estimated cost of this work was in the region of £400K.
- The LA had visited site and had initially said the original proposal to replace the conservatories with like for like would not be a problem. Following receipt of the survey the LA structural engineer had re-visited and said there did not appear to be significant damage and only the parapet needed replacing.
- In light of the survey findings, the contractors would not take design responsibility for the work to go ahead and the school was waiting for the LA to sign off the work based on their assessment of the condition. To complete the work over the summer, the contractor's deadline to order materials was 23 May, so it seemed unlikely that the work would happen then.
- If the work on the two classroom conservatories was not completed, the school would have to decrease its pupil numbers to 187 in September. If the problem was not resolved and it was necessary to remove the conservatories the following summer, it would further reduce pupil numbers to 176.
- The LA was offering modular buildings but these were not new and risked overloading the infrastructure.

- It was hoped the issue could be resolved as it was in no-one's interest to reduce place numbers when demand was so high.
- Meadow High School's expansion work had been postponed again and would now open in October half-term, which had implications for Year 6 pupils due to start there in September.

f) Staffing

- Four teachers would be leaving at the end of the summer term and one teacher would be going on maternity leave at the end of September.
- Five new teachers had been recruited from Canada. One would join at the end of June and the others in September.
- The Health & Safety lead had resigned and would be leaving on 26 May. The school was in a good position going into the health and safety audit and would look at managing the role without recruiting a replacement.
- Staff absences had decreased towards the end of the spring term, and the school aimed to reduce spend on agency cover and flex during the summer term. The school's staffing profile was provided for reference.

g) Behaviour

- The school's pupil population was complex and there were currently 75 risk assessment and 6 positive behaviour support plans in place.
- The LA was putting more pressure on special schools to do outreach work to help generate income they would lose in funding changes. The school was exploring this and would present ideas to the Governing Body when these were more developed.
- Other schools often visited Hedgewood for advice and this in-reach would continue.

h) Budget 2025/26

- The Finance, Personnel & Resources Committee had considered the draft budget in detail at its meeting on 1 May 2025 (see Minute 034).
- The budget information for 2025/26 had been received from the LA extremely late this year, after the school had closed on the last day of the spring term.
- The school had queried the figures provided by the LA. The Teachers Pay & Pensions Grant had been set the same as last year (£220K) which had been incorrect and resulted in the school paying back £120K at the end of the 2024/25 financial year. The school was awaiting confirmation from the LA of the correct TPAG figure for 2025/26.
- An in- year deficit of £175K was forecast for 2025/26. The original in-year deficit was closer to £620K, however the Chair of the Hillingdon High Needs Group had advised that further income was due from the CSCB grant, and the school had updated its budget to include this.
- The carry forward from 2024/25 was £2.3million with £405K in capital spends to cover the school dependent on the proposed works on Ladybird and Turtle conservatories and repair works on the drainage to Sparrow and Robin classes.
- The forecast in-year deficit would increase significantly over the next few years if spending was not reduced, and the carry forward would be used up. The school's building and maintenance costs were high due to the condition of the buildings.
- Income would change over the next three years based on our pupil numbers and their banding. The LA wished the school to offer 190 places for September, however the school was only offering 187 pupils until the LA's decision regarding proposed building works to Ladybird and Turtle Classes was known.

The Governing Body **APPROVED** the budget for submission to the LA, noting that it could be subject to change when figures were confirmed by the LA.

	i) School Improvement <ul style="list-style-type: none"> An update on the school improvement plan was noted.
036/24-25 FGB	Governor Roles, Training & Visits <p>a) Governor training</p> <ul style="list-style-type: none"> JG had attended budget training with the LA. AJ had attended introduction to school finance training with the LA. <p>b) Governor training</p> <p>CB had visited school on 28 March 2025 and observed music, dance club, visited various classrooms and discussed curriculum and assessment with the Assistant Headteacher. CB would provide a written report.</p> <p>c) Link Governor roles</p> <p>It was proposed that link governor roles be linked to the School Improvement Plan. A list of suggestions would be sent to governors for them to consider which areas they would like to cover, and the roles would be confirmed at the next meeting.</p> <p style="text-align: right;">Action: AF</p>
037/24-25 FGB	Policies: Any updated or in need of updating or ratifying. The Governing Body reviewed and APPROVED the following policies: <p>a) Business Continuity</p> <p>b) Environmental Sustainability</p>
038/24-25 FGB	Statutory Duty: Any Other Urgent Business <ul style="list-style-type: none"> Confidential item – see Minute 040.
039/24-25 FGB	Date of Next Meeting & 2025/26 meeting dates <ul style="list-style-type: none"> The next meeting was on Thursday 3 July 2025 The proposed meeting dates for 2025/26 were provided and governors were asked to let KB know if any were a problem. The dates would be confirmed at the next FGB meeting. <p style="text-align: right;">Action: ALL</p>
<i>(Before consideration of the confidential item, LJ and DO left the meeting)</i>	
040/24-25 FGB	Confidential - Part 2 This confidential discussion was minuted separately.

The meeting closed at 8.45pm.

ACTIONS

Minute ref	Action	By Whom	Date Posted
036/24-25	List of suggested link governor roles to be circulated.	AF	13.05.25
038/24-25	Governors to check proposed 2025/26 meeting dates ahead of confirming them at the next meeting.	ALL	13.05.25