

# MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

## OF HEAVERS FARM AND SELSDON FEDERATION

HELD ON THURSDAY 3rd APRIL 2025 AT 2.30 pm at Selsdon following the Governors' Day in School

### Present:

Robert Askey	Acting Headteacher, Heavers Farm
Graham Cluer	Co-opted Governor
Hugo Feitor	Acting Headteacher, Selsdon
Donna Haywood	Staff Governor
Ayesha Marrett	Parent Governor
Sonia Suaverdez	Co-opted Governor
Mike Swadling	Co-opted Governor (Co-Chair)
Hilary Smith	Partnership Governor (Co-Chair)
Katie Walton	Parent Governor

### Also in Attendance:

Liz Parry	Governance Manager
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### Absent

Shaun Parnell Cook	Co-opted Governor
Tanya Dennis	Co-opted Governor
Alan Tigg	Co-opted Governor
Jess White	Co-opted Governor

#### 1. **Welcome and Apologies for Absence**

The Chair opened the meeting and welcomed everyone to the GB meeting which was following on from the Governors' Day in School. Apologies for absence were received from Tanya Dennis and Jess White.

#### 2. **Declaration of Pecuniary Interests in the Current agenda**

It was noted that item 6 was a pecuniary interest to staff members but they did not need to be recused from discussion.

#### 3. **Update on Governing Body Membership**

##### ➤ **Efforts to recruit to current vacancy and impending vacancy**

The Chair reported that one strong candidate put forward by Governors For Schools had decided to accept a position at a school closer to his home so was no longer available. A further candidate had just been suggested by Governors for Schools and Mike confirmed that he will be contacting them soon.

➤ **Shaun Parnell Cook:** It was noted that Shaun has indicated that he is likely to be moving abroad for work in the near future and will therefore need to step down as a governor. The Governing Board

accepted Shaun's anticipated resignation and extended their grateful thanks to Shaun for all the work he had done particularly when serving as Chair, which had been very much appreciated.

**ACTION: Chair to write to Shaun on behalf of the Governing Board. New Co-opted Governor vacancy created.**

➤ **Hilary Smith:** Hilary said that at the end of the current meeting she wished to step down both as co-Chair and as a Partnership Governor, and with governors' agreement, resume the role of Associate Member. It was noted that Hilary had taken on Co-Chair with the remit of resolving the outstanding issues relating to the previous leadership and these had now all been concluded. Governors said that they fully supported Hilary's request and extended their sincere thanks to Hilary for the time and effort she had put in during the last months.

**ACTION: Further Partnership Governor vacancy created, also requiring efforts to find suitable candidates**

**4. Minutes of the Previous meeting held on 5th December 2024**

- *To check the accuracy and minutes to be signed by the Chair*  
The minutes were agreed as a true and accurate account of proceedings.
- *Signed minutes to be passed to the Headteachers to be held on file in school*  
Completed.

**5. Matters Arising from the Previous minutes and update on all action points not on the current agenda:**  
None

**6. Update on discussions re future arrangements for the direction and structure of the two schools.**

Prior to the current meeting governors had discussed the possibility of exploring options for looking at academisation under the auspices of an existing academy trust. Governors agreed that it would be important to look at a series of different Trusts to work out which may be a best fit for the school(s).

Governors recognised that the two schools were at different stages and therefore not necessarily able to make any approaches/explorations jointly.

Governors agreed that any explorations of options would not in any way commit the schools to a decision to academise. At this stage the options were purely fact finding and evaluation.

The Governing Board then voted on whether or not it wished to proceed with exploring options for academisation for both schools:

**Heavers Farm:** Those in favour of taking forward initial exploration of options for academisation:  
**6 in favour. 3 abstentions.**

**Selsdon:** Those in favour of taking forward initial exploration of options for academisation at Sesldon:  
**0 in favour. 7 against. 2 abstentions**

**ACTION: Mike to begin process of discussion and liaison with a view to arranging for governors to evaluate**

	<p><b>relevant options and different conversations with various academy trusts in relation to Heavers Farm only at this stage.</b></p>
7.	<p><b>Update on options re Selsdon site</b></p> <p>The Governing Board acknowledged that as a Foundation school, Selsdon's ownership of the school site was different from community maintained schools. In order to gain exact clarity over the status of the school's remit with regard to the land and site, the <b>Governing Board agreed unanimously</b> that the school should seek legal advice which was likely to be in the region of £3,000.</p> <p>Governors also stipulated that they would not expect school teaching staff/Headteacher to be heavily involved in terms of time with any issues relating to the future of the school site.</p> <p><b>ACTION: Update to be reported at the next meeting of the Governing Board.</b></p>
8.	<p><b>Confirmation on agreement of School Staffing Structures for each school following the completion of restructuring at both schools</b></p> <p>Governors were in receipt of updated Staffing Structures for each school.</p> <p>It was agreed that the following two amendments should be made:</p> <ol style="list-style-type: none"> <li>1) Selsdon: To change the wording under Assistant Headteacher roles as 'partially classed based'</li> <li>2) To change the scale for Assistant Headteachers to 4-8 (The appointment of the current incumbent was made on this scale and was agreed by the BoG before appointment)</li> </ol> <p>With these amendments duly agreed the <b>Governing Board formally ratified the School Staffing Structures</b></p>
9.	<p><b>Committee Items:</b></p> <p><b>9.1 Quality of Education Committee 13th March 2025</b></p> <p><b>9.2 Resources Committee 23rd January 2025</b></p> <p>The Governing Board was in receipt of the minutes of both meetings which were duly noted as self explanatory, with some key items on the agenda at the current meeting.</p> <p>The Resources Committee formally recommended approval of <b>Q3</b> for both schools which had been scrutinised at the meeting and <b>this was formally agreed by the Governing Board.</b></p> <p><b>The Governing Board also formally approved the Month 11 reports .</b></p> <p>The Resources Committee recommended the completed SFVS reports for both schools. <b>These were formally endorsed with unanimous agreement.</b></p> <p>The Chair proposed that some thought should be given about the structuring of the Quality of Education Committee, noting that the volume of information and matters for consideration for both schools were too much for a single meeting per term.</p> <p>It was agreed that during the summer term the Governing Board would hold two online meetings of the <b>Quality of Education Committee, on Monday 9th June to consider Selsdon, and on Monday 16th June to</b></p>

	<p><b>consider Heavers Farm.</b></p> <p>All governors are invited to attend the meetings noting that the Governing Board is currently low on membership.</p>
<p><b>10.</b></p>	<p><b>Update with progress on Audit actions Heavers Farm</b></p> <p>Robert explained that he wished to update the Governing Board on progress with audit actions in those cases where there has been completion of targets. Those elements which have not been fully completed will be brought to the meeting of 28th April 2025.</p> <p><b>1) DBS Checks:</b> All are fully up to date, and Graham undertook a check of the Single Central Register on 7th March to verify that the SCR was in good order and all DBS checks up to date.</p> <p><b>2) SFVS:</b> The SFVS was submitted before 31st March, having been scrutinized by the Chair of Governors and Chair of Resources Committee, and available for governors review via Governor Hub, formally approved retrospectively at today's meeting.</p> <p><b>3) Tina Marola, Senior Administration Officer/Finance</b> has completed a Pecuniary Interest Form and is included on the Governors' Pecuniary Interest Register.</p> <p><b>4) GDPR Training:</b> Staff training took place at the January Inset</p>
<p><b>11.</b></p>	<p><b>Results of Parent Survey, Selsdon</b></p> <p>Governors were in receipt of the analysis of the recent parent survey which showed a very positive response overall. The clear standouts from the responses were that the overwhelming feeling from the respondents was confidence in what the school is doing, and parents recognise that the staff are a key strength of the school. Hugo said that he was also pleased with some very positive suggestions which will be fully considered and taken on board.</p> <p>During discussion it was noted that there three areas where the responses had been slightly less confident were:</p> <p>The School lets me know how my child is getting on  The school makes me aware of what my child is learning  The school has high expectations.</p> <p><b>Governors agreed</b> that it was important to make a response to these points so that parents know how the school is addressing these points.</p> <p>There was some sense that potentially some parents are not fully aware that curriculum plans are published on the school blog and that the instagram page gives very regular updates of activities across the whole school</p> <p>Governors extended their congratulations to the school team, noting that the parental response during the very recent Ofsted inspection had been very positive too.</p> <p><b>ACTION: School to write back to parents to let them know how the points raised are being heard and addressed.</b></p>

<p>12.</p>	<p><b>Update on progress with budget setting process for both schools in anticipation of the meeting on 28th April to formally ratify the budgets for both schools</b></p> <p>Both Headteachers were in receipt of draft indicative figures for the budgets 2025- 2026 which would be discussed and ratified at the next meeting of 28th April.</p> <p><b>Heavers Farm:</b> Robert said that until the beginning of March the school had been hopeful of ending the current year with an in year surplus of £40,000. This then diminished with a prediction of an end of year deficit of -£120,000. Robert said that a lot of work was being done to bring that figure down and he was reasonably hopeful that this will be possible by year end.</p> <p>It was noted that the Month 11 report had shown the deficit of -£520,000 had moved to -£354,000 which indicated significant progress.</p> <p>There will be a need to make savings in a similar vein for the next financial year, which inevitably presents challenges.</p> <p><b>Selsdon:</b> Hugo said that the budget figures predicted an end of year carry forward into 2025- 2026 of £83,338 bringing the deficit to -£259,123.</p> <p>The realities of the funding provision /low pupil numbers for next year which is lower than anticipated means that the school has made some decisions in order to make best use of resources without impacting quality of education.</p> <p>In Years 1 and Year 2 there are not sufficient pupil numbers to run 4 classes so 3 teachers will cover Years 1 and Year 2 with merging of the year groups. It will also not be possible to split Year 5.</p> <p>Governors recognised that there was a huge amount of effort in both schools to manage available resources and reduce expenditure as much as possible with a view to recouping the deficit over time.</p> <p>It was also noted that Graham is visiting each school monthly and viewing the monthly reports.</p>
<p>13</p>	<p><b>Headteachers' Reports</b></p> <p><b><i>Governors to read the reports in advance of the meetings and come prepared with any questions.</i></b></p> <p><b>Selsdon</b></p> <p><b>Pupil Numbers:</b> Currently 324 (111 vacancies)</p> <p>Year 1 and Reception have particularly low numbers so will have to be merged next year as noted in the budget discussion.</p> <p>Pupil Premium numbers are getting lower, because all school meals are paid for at present meaning that parents have been dis-incentivised to apply. The school will be making renewed efforts to encourage application and explaining to parents the direct benefit to their children of PP funding.</p> <p><b>SEN Children:</b> Currently 16% of the total school population (51 children) which is higher than the national average. There are currently 7 EHCPs which is the highest number ever, and 3 currently in process. Hugo emphasised that the school maintains the highest expectations for all pupils, and works to help children with SEN access the curriculum and receive appropriate support to make the best progress possible.</p> <p><b>Attendance:</b> On a par with the national average which represents a lot of hard work to support families and enable the best possible attendance. There are 25 cases of persistent absence.</p>

**Heavers Farm:**

**Attendance:** The percentage of persistent absence is significantly higher than the national average and the school is working hard to try and bring this down. The school is very aware of the specific families and the issues impacting them, and the EWO is heavily involved in providing support. The Headteacher discussed some cases where the parents' problems are impacting them getting their children into school . There have also been cases of pupils leaving the school and then returning

**Pupil Numbers:** There is a lot of fluctuation with mobility in and out of the school. There has been a big increase around Nursery

**Q:** Moving forwards would it be possible for the schools to arrange for middle leaders/subject leaders to attend a meeting of the Quality of Education Committee to give a short presentation on their subject area

**A:** Yes this is certainly feasible and will be valuable experience for the staff as well as informative for governors.

**ACTION:** Headteachers to develop a programme for individual members of staff to attend forthcoming meetings of the Quality of Education Committee. Curriculum presentation to be an agenda item at each meeting.

**Q :** What is KAPOW?

**A:** This is the name of the scheme of work being used in most Foundation subject areas at Heavers Farm

**PE and Sport:** Robert said that the boys had reached the semi finals of the Primary School football league cup. This was a testament to the skill of the staff bearing in mind that the school had had to make sports coaches redundant.

**PTA:** The school was working towards its first event shortly, a Staff v families football match  
Governors agreed that it was very positive to see the development of a PTA at Heavers Farm.

**14. Chair's Items: Report on any correspondence, Chair's actions etc**

The Chair reported that there had been one appeal against the school's decision (Selsdon) in the recent redundancy process. The appeal had been heard and deliberated, and had not been upheld.

The Chair said that he would like to recommend that the Governing Board completes a Skills Self Assessment and said that he would circulate this via the Clerk as soon as possible.

**15. Governors' Training - any updates and identification of governor training needs**

Hilary reported that she had completed Safeguarding Training

**Q:** What are the arrangements for intimate care in both schools?

**A:** If a child needs support two members of staff always deal with the issue. All members of staff have enhanced DBS accreditation.

Graham and Mike both reported that they had undertaken Cyber Security Training and Finance Training:  
What Governors need to Know.

16.	<b>Confidential Items - to consider if any discussion should be recorded under Part B</b> There were two items of a confidential nature recorded under Part B.	
17.	<b>Next meeting dates:</b>	
<b>Summer Term 2025</b>		
<b>Monday 28th April 6.15pm</b>	<b>Resources Committee meeting followed by Budget Ratification Governing Board meeting at Selsdon</b>	
<b>Monday 9th June 6.15pm</b>	<b>Quality of Education Committee Selsdon (online)</b>	
<b>Monday 16th June 6.15pm</b>	<b>Quality of Education Committee Heavers Farm (online)</b>	
<b>Thursday 10th July 6.15pm</b>	<b>Full Governing Board At Heavers Farm</b>	

The meeting was closed at 4.15pm with thanks to everyone for their attendance and participation.

Governors subsequently extended their thanks to the school and all members of Selsdon staff for hosting the Governors Day in School which had been highly informative and enjoyable for all governors.

Signed.....Chair of the Governing Board

Date.....