

# MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

## OF HEAVERS FARM AND SELSDON FEDERATION

HELD ON THURSDAY 5TH DECEMBER 2024 AT 6:15PM at Selsdon and online

### **Present:**

Robert Askey	Acting Headteacher, Heavers Farm
Graham Cluer	Co-opted Governor
Tanya Dennis	Co-opted Governor
Hugo Feitor	Acting Headteacher, Selsdon
Donna Haywood	Staff Governor
Ayesha Marrett	Parent Governor
Chris Page	Partnership Governor (present from 7pm)
Mike Swadling	Co-opted Governor (Co-Chair)
Hilary Smith	Partnership Governor (Co-Chair)
Katie Walton	Parent Governor
Jess White	Co-opted Governor

### **Also in Attendance:**

Liz Parry	Governance Manager
-----------	--------------------

### **Absent**

Shaun Parnell Cook	Co-opted Governor
Sonia Suaverdez	Co-opted Governor
Alan Tigg	Co-opted Governor

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

The Chair Mike Swadling opened the meeting at 6.15pm and welcomed everyone. Apologies for absence had been received from Shaun Parnell Cook, Sonia Suaverdez and Alan Tigg due to work and health .

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

No conflicts of interest were declared in the current agenda.

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

It was noted that at the current time all governor positions were filled.

#### **4. Minutes of the Previous meetings held on 14th October 2024** *To check the accuracy and minutes to be signed by the Chair*

- *Signed minutes to be passed to the Headteachers to be held on file in school*

The minutes of the previous meeting were agreed as a true and accurate account and were duly signed and dated by the Chair, with signed copies passed to each Headteacher to be held on file in school.

5.	<p><b>Matters Arising from the Previous minutes and update on all action points not on the current agenda:</b></p> <ul style="list-style-type: none"> <li>➤ <i>Governors to confirm if they have completed mandatory Safeguarding training</i> Governors were reminded that they can complete Safeguarding training via Governor Hub. <b>It was agreed that all governors will aim to complete training by the next meeting.</b>  <a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-for-governance/">. https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-for-governance/</a></li> </ul>
6.	<p><b>Committee Items:</b></p> <p><b>Approval of reviewed terms of reference for both committees</b> Governors formally approved the reviewed terms of reference for both committees.</p> <p><b>Review of Committee minutes and Chairs to highlight any particular areas for governors' attention:</b></p> <p><b>6.1 Quality of Education Committee 07.11.24</b> It was agreed that the minutes of the meeting were self explanatory and there were no questions arising, noting that many curriculum developments were included within this meeting's Headteachers' reports.</p> <p><b>6.2 Resources Committee 18.11.24</b> It was noted that Mike had been chairing the Resources Committee but having taken the role of Co Chair of the Governing Board, he felt it was better if another governors could step into the role of Chair of Resources Committee. After discussion Graham Cluer volunteered to become Chair of Resources, which was formally endorsed by the Governing Board with grateful thanks.</p> <ul style="list-style-type: none"> <li>• <b>Formal ratification of Q2 and monthly reports for both schools</b> Governors were in receipt of the Q2 and month 7 financial reports for both schools which were <b>formally approved.</b></li> <li>• <b>To note the recent audit at Heavers Farm</b> As discussed and noted at the Resources Committee meeting, Heavers Farm had had a recent audit. As yet the report had not been received but as soon as it came through it would be circulated for governors' attention and any follow up actions will be an agenda item at the next meeting of Resources Committee and the full Governing Board.</li> </ul>
7	<p><b>Headteachers' Reports</b> Both Headteachers had provided narrative reports with inclusion of important data. Governors agreed that they found this format informative, easy to read and well balanced.</p> <p><b>Selsdon:</b> Hugo took governors through the key data and information as detailed in the report. Hugo highlighted that the school continues this year to put a lot of effort into training and the Maths Mastery programme is going well as a result of the support and input of the Maths Hub. The SLT has conducted learning walks this term and given feedback to teachers which has been well received and is supportive.</p>

**SEND:** As previously discussed the level and complexity of SEND needs has risen in school, and the school now has 54 children out of a total of 323 on the SEND register, which equates to 16.7%.

Hugo said that this is higher than the national average which is 12%.

As noted within the report, governors acknowledged the range of support being offered and the efforts to ensure that SEND children have the right provision to meet their needs.

Governors also noted the **Safeguarding** work and some cases which involve a lot of liaison with social services.

With regard to **Early Help** it was recognised that increasingly the school provides the expertise and support, rather than receiving external support.

**Attendance** figures at 95.5% were currently in line with national expectations. There had been challenges with illness causing absence this term, two children in Reception who are on a part time timetable, and a family whose children currently remain on roll until they are placed in a new school following their move out of the borough.

**Staff absence:** Currently 4 members of staff have met the trigger point within the school's sickness policy and appointments with occupational health have been made.

**Suspension:** 1.5 days for 1 child this term.

**Safeguarding:** The Safeguarding Audit had been completed and returned to Croydon and was reviewed by Ayesha.

**Q:** How did the recent switch on of the Christmas lights and the singing by the choir go in Selsdon ?

**A:** Hugo said that this was a very successful occasion and it had been good to be part of a community event attended by approximately 600 people. The choir had since performed again at a local care home.

**Q:** How is progress with the marketing campaign?

**A:** Hugo reported that there has been an active push on social media with regular posts on Instagram which show the school's wide range of activities and events. The recent winter fair had been very successful. There are open day banners and the school continues to distribute the initial batch of fliers. These will be updated in the new year.

### **Heavers Farm**

Robert said that the DfE **Attendance** Data profiles now made it much easier to identify patterns and gaps. Robert explained some of the challenges the school has with some cases of persistent absence and the efforts made to support children's wellbeing and get them back into school.

It was noted that there had been one **suspension** this half term for a Reception child and appropriate support is in place for the child. Robert asked governors to note that there had been other cases where suspension was considered and the decision was taken to have internal suspensions. Governors agreed that it would be helpful to have more information in the next report about these and the number of instances involved.

	<p>Robert said that he was pleased to report that the changes made to the <b>curriculum</b> this year are going very well. There have also been more trips, with the expectation that every year group has the opportunity to go on a visit to Central London.</p> <p><b>The Art project</b> on work related to the work of black artists has got underway and Reception have had some workshops which have been hugely enjoyable. The project will continue across the year for all year groups.</p> <p>More <b>clubs</b> are now up and running including increasing numbers of sporting activities. The school's football teams remain unbeaten at the moment. The school had representation recently in a Croydon Cross Country race and a Heavers pupil came third.</p> <p><b>Q:</b> In the report there is mention of the term 'severely absent'. Does this differ from persistent absence?  <b>A:</b> It refers to absence which goes beyond persistent absence</p> <p>Robert said that staff had received training in late October on the topic of domestic violence and how this can manifest in various ways, and this had been very helpful for raising awareness .  The Safeguarding Audit had been completed and returned to Croydon</p> <p>The school is benefitting from working with the Bright Futures for All team, and this has enabled supported provision within the community hub.</p> <p>Donna explained that both schools are taking part in the funded Tender project which provides expert training and support for delivering lessons to the children on developing healthy relationships etc. Training for governors is also available (Link sent to governors and information uploaded to Governor Hub).</p> <p>Tanya is the link governor on this for Selsdon and Katie agreed to be the link governor for Heavers Farm. Governors agreed that it would be helpful to have a whole governor training session at the start of a meeting next term.</p> <p><b>ACTION: Donna and Heads to liaise with relevant trainers with a view to trying to arrange training for the whole Governing Board next term.</b></p>
7.1	<p><b>Approval of teachers increments following appraisal process at both schools</b></p> <p>Governors were in receipt of anonymised tables for both schools showing recommended staff progression and noting that there were no staff on capability procedures. <b>Governors formally endorsed the progressions for all staff.</b></p>
8.	<p><b>Future Arrangements - consideration of potential options</b></p> <p>This item was discussed under part B, Confidential items.</p>
9.	<p><b>Governors' Visits - Feedback on any visits into the schools this term</b></p> <p>Mike had conducted general visits to both schools and produced a written report of both. Mike commented that he had been pleased to note that where the Kapow schemes of work were being used, teachers reported that they were happy with the schemes. He also noted that Coco the Heavers Farm</p>

	<p>therapy dog was doing well.</p> <p>Mike's visit to Selsdon also included a Health and Safety walk which was also included in his report.</p> <p>Hilary had been to Heavers Farm and had walked around the school accompanied by Rachel Evans. Hilary reported that the impact of the closing off of one section of the school and opening up the Hilary Smith building again was noted. Hilary had observed that pupils were engaged and well behaved and she had noted the classrooms looked vibrant and there were engaging displays evident.</p>
<b>10.</b>	<p><b>Governors' Training - any updates/feedback and identification of governor training needs</b></p> <p>Graham had completed Safeguarding training</p> <p>Tanya had attended training on SEND and training on Mental Health and Wellbeing, with sharing of resources.</p> <p>Mike had registered to attend a course on data security</p>
<b>11</b>	<p><b>Review of policies:</b></p>
<b>11.1</b>	<p>To receive the recommendation of the committees for formal ratification of the policies below:</p> <ul style="list-style-type: none"> <li>➤ <b>Lettings Policy</b></li> <li>➤ <b>Finance Policy and Procedures including Charging Policy</b></li> <li>➤ <b>Health and Safety Policy</b></li> <li>➤ <b>Pay Policy</b></li> <li>➤ <b>Appraisal Policy</b></li> <li>➤ <b>Staff Capability Policy</b></li>   <li>➤ <b>Teaching and Learning Policy</b></li> <li>➤ <b>Assessment Policy</b></li> </ul> <p>All the above policies <b>were formally ratified by the Governing Board</b> with thanks to all those involved in the reviews, and noting that updates reflected practice and government/LA recommendations (Pay Policy, Appraisal Policy)</p>
<b>11.2</b>	<p><b>Update on consultation on the Relationship and Sex Education Policy at both schools</b></p> <p>The policy has been updated with more detail and the consultation will be taken forward in both schools in the Spring term.</p>
<b>11.3</b>	<p><b>Review of Complaints Policy</b></p> <p>The Complaints Policy had been slightly amended and updated to reflect the current staffing structure. This was <b>formally ratified by the Governing Board</b>.</p> <p><b>ACTION: Headteachers to ensure that the updated policies are uploaded on the schools' websites with the current review date noted.</b></p>
<b>12.</b>	<p><b>Governors to receive proposal for consultation on change of 2025/2026 term dates at Selsdon</b></p> <p>Following earlier discussion at committee level, Hugo said that he wished to propose that from next year the school has a 2 week half term break in the autumn term. Hugo had contacted local secondary</p>

schools Riddlesdown and Quest to ensure that when dates are agreed they are in sync with holiday dates at the local schools. As yet the Croydon dates have not been confirmed although it is likely they will be the same as the Bromley dates which have been confirmed.

In order to make up the time the proposal is to have a twilight session every second week of each half term from 3.30pm to 7pm.

**Governors to be asked to formally ratify the proposal to go out to consultation**

**Governors formally approved the go ahead** with consultation with parents once the Croydon dates are confirmed. This will take place early next term.

**ACTION: Update on results of consultation to be reported at the next meeting.**

**13. Chairs' Items**

Mike thanked all those involved with the restructuring process which was nearing completion at Selsdon, noting that it was a difficult process which no one ever wanted to go through.

It was reported that Headteacher Performance Management took place in November, and comments around this recorded in Part B minutes.

**14 Confidential Items - to consider if any discussion should be recorded under Part B**

Items 8 and 13 were recorded under part B .

**15. Next meeting dates:**

**Spring Term 2025**

**Thursday 23rd January 6.15pm**

**Resources Committee  
(online)**

**Thursday 13th March 6.15pm**

**Quality of Education Committee  
(online)**

**Thursday 3rd April 6.15pm**

**Full Governing Board  
At Heavers Farm**

**Summer Term 2025**

**Monday 28th April 6.15pm**

**Resources Committee meeting followed by Budget  
Ratification Governing Board meeting  
at Selsdon**

**Monday 9th June 6.15pm**

**Quality of Education Committee  
(online)**

**Thursday 10th July 6.15pm**

**Full Governing Board  
At Heavers Farm**

Signed.....Chair of Governors

Date.....