

**Heathwood Lower School  
Minutes of the Full Governing Body Meeting  
Held on Thursday 12 March 2020 at 7:00pm**

In attendance:	Susanne Dove (SD)	Head Teacher
	Paula Bangs (PB)	Co-opted Governor(Chair)
	Rose Gunter (RG)	C-opted Governor
	Jonathan Young (JY)	Parent Governor
	Hayley Fitch (HF)	Co-opted Governor
	Elaine DiCocco (ED)	Staff Governor
	Carol Wyatt (CW)	Co-opted Governor
	Beth Sedgwick (BS)	Parent Governor
	Sarah Sandiford	Clerk

<b>No</b>	<b>Item</b>	<b>Action</b>
1.0	<b>Welcome and Apologies for Absence</b> PB welcomed everyone to the meeting, especially the two new governors. Apologies for absence had been received and were accepted from PD.	
2.0	<b>Declaration of personal or pecuniary interest on any agenda item</b> None received for the meeting. SS to send forms to the new governors.	SS
3.0	<b>Minutes of the meeting held on 19 September 2019 to be agreed</b> The draft minutes had been made available to all governors in advance of the meeting. <b>Agreed: to approve the minutes of the FGB meeting held on 19 September 2019, to be signed by the Chair.</b>	
4.0	<b>Matters arising from the previous minutes</b> N/A	
5.0	<b>Management and Resources Committee report</b> Draft minutes of the committee meeting held 5 February 2020 had been made available to all governors in advance of the meeting. Discussion took place regarding the current IT contract and the quotes received for renewal. Quotes had been reviewed by four people and were circulated to governors to consider.  <b>Agreed:</b> <b>i) To end the current contract (former governor Grace to advise on contractual notice)</b> <b>ii) To award a new contract for internet and IT support to Partnership Education</b>	PB to contact  SD to finalise price
6.0	<b>Teaching and Learning Committee report</b> Draft minutes of the committee meeting held 5 February 2020 had been made available to all governors in advance of the meeting. A report from the School Improvement Partner had also been circulated in advance of the meeting for information. PB/RG had taken part in a “deep dive” into science; SD gave an explanation of the new Ofsted framework and emphasis on curriculum	

*Signed as a true and accurate record*

*Chair:*

*Date:*

*Prepared by Sarah Sandiford, Clerk to the Governing Body*

	<p>rather than data. During an inspection, inspectors would visit classrooms and talk to children, and look at their books, looking for progression.</p> <p>The School Improvement Partner (SIP) visited three times per year. It was suggested that new governors take part in learning walks with a specific focus (to be determined).</p> <p>RG advised she had attended a Fair Trade meeting, a phonics meeting, a trip to an Amazon warehouse and that the Eco-Council was applying for an Eco award.</p> <p>PB advised she had attended a trip to plant seeds at Dobbies garden centre which the children had enjoyed very much.</p>	
7.0	<p><b>Head Teacher's report</b></p> <p>The Head gave a verbal report and apologised for not having had the time to create written report.</p> <p><b>Attendance:</b> lower than ideal (96) but on an upward trend. There had been a lot of illness in the autumn term and there was an issue with a small number of children having persistent lateness or absence, which was making a big impact on the overall statistics. Various support had been offered to those families to encourage correct attendance. For the benefit of new Governors an explanation was given regarding Pupil Premium funding and the purposes for which this funding was used to benefit eligible children.</p> <p>The emerging Coronavirus issue had been discussed with the Welfare Education Officer as two families were currently self isolating.</p> <p><b>Coronavirus:</b> in preparation for potential closure the Head had devised a memo to all staff outlining work which could be done remotely. Work for support staff was limited other than continued professional development. Some staff would be unable to work remotely, such as cleaning and kitchen staff.</p> <p>Packs had been created for pupils, containing ideas for work to do at home including links to various free online learning platforms. Governors questioned the potential impact on learning but this was unknown.</p> <p>Governors asked if parents could receive guidance on reading levels of books.</p> <p><b>Early help:</b> this was the first level of support. Several cases had been closed recently but two remained open.</p> <p><b>Complaints:</b> none</p> <p><b>ParentView:</b> thank you to RG for encouraging parents to complete this.</p> <p><b>Exclusions:</b> none</p> <p><b>Staff:</b> various CPD undertaken recently including Ofsted training and SEND workshops.</p>	
8.0	<p><b>School Development Plan &amp; Action Plan review</b></p> <p>The plan had been uploaded to the shared drive and was an ongoing working document. It was divided into Ofsted headings with targets and</p>	

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	<p>comments on what was going well and what could be improved. Some items were linked to staff performance management targets. The document would be coded red/amber/green to give a visual display of status.</p> <p>Governors were advised that Michelle Geddes from Herts would visit once per term and that there would possibly be a “deep dive” into reading in future.</p>	
9.0	<p><b>Finance</b></p> <p>The school was waiting for a procurement card before updating the finance manual.</p> <p>A budget vs actual expenditure report was circulated for period 12, nearly year end. Some SEND funding had come in late and could be carried forward.</p> <p>Code IO8 was self generated income which was looking healthy. Some changes had been made to codes to make more sense.</p> <p>There were no matters of concern to bring to the attention of the Board. It was hoped that bikes for the pre school and class R would be replaced.</p> <p>HF gave a brief verbal update on the new budget and proposed funding per child.</p> <p>An update was given on catering and a recent change in approach which it was felt was an improvement.</p>	
10.0	<p><b>Emergency Plan</b></p> <p>This was based on the local authority template and had been developed prior to the Coronavirus situation. The plan set out the different responsibilities and guidance, for information.</p>	
11.0	<p><b>Safeguarding</b></p> <p>There were no concerns to report.</p> <p>JW was doing “train the trainer” training so that in September she would be able to deliver training to all staff.</p>	
12.0	<p><b>Schools for the Future</b></p> <p>A brief explanation of the current landscape was given for the benefit of new governors. It was noted that the local authority was undertaking consultation for some specific cluster areas but not, as yet, for Leighton-Linslade.</p> <p>There was no specific update from the local authority but a meeting was due to take place for all Heads and Chairs the following week. The local authority had also requested that SD and PB attend a meeting with the Head and Chair of another lower school and this was also due to take place next week. SD advised she would update governors afterwards by email.</p>	SD
13.0	<p><b>AOB</b></p> <p>i) Committees – new governors were invited to attend both to see which they preferred.</p> <p>ii) Strategic planning – Governors expressed support for the Head doing some occasional working from home to focus on</p>	

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	<p>strategic planning matters. SD agreed she would try to timetable this for next term.</p> <p>iii) CBC Schools Forum – HF had attended a recent meeting and gave a verbal update in respect of SEND funding issues. The next meeting was due to take place in June.</p> <p>iv) Staff long term absence insurance – the Head provided the Board with information and quotes for two different options, which were discussed.</p> <p><b><i>Agreed: to proceed with both options in order to provide cover for all staff, as long as the final price was under £2,500.</i></b></p>	
14.0	<p><b>Close of meeting</b> The meeting closed at 9:15pm.</p>	

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