

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Tuesday 30<sup>th</sup> October 2023 at 18.30**

In attendance:	Paula Bangs (PB)	Co-opted Governor (chair)
	Jackie Wright (JW)	Headteacher
	Susanne Dove (SD)	Co-opted Governor
	Maxine Stanford (MS)	Staff Governor
	Drew Warner (DW)	Parent Governor
	Eugenie Kidd (EK)	Parent Governor
	Kelly Burley	Clerk

**Meeting Overview:**

This evening the board discussed and agreed the school development plan priorities moving forward through this next academic year following Ofsted's feedback. The board also discussed the impact of the new filtering & monitoring update to the KCSIE guidance and the further work that was needed to ensure this was meaningfully monitored and how the schools ICT and GDPR policies and procedures need to adapt to ensure there is a balance between implementing these policies with not hindering staffs' autonomy in their working practices. The budget was agreed and how to manage the capital budget was considered.

**Agenda**

No	Description
	<b>Annual General Meeting</b>
1	<b>Welcome and apologies</b> Apologies: Beth Sedgwick.  PB welcomed MS as the new Staff Governor (Term ends 31.08.2024) and EK (Term ends 30.11.2027).
2	<b>Any personal or business interests to declare</b> DW has had trouble accessing the online PI form. KB to resend.  <b>Governor Actions:</b> <i>KB send PI form to MS, DW and EK.</i>
3	<b>Matters to be raised under any other business agreed as being urgent</b> None.
4	<b>Minutes of the last meeting (13.09.2023) and matters arising (not covered elsewhere on the agenda)</b> Minutes agreed with an amendment to confidential item. This will be minuted under Confidential Items.  <i>Matters Arising/follow up actions:</i> All actions completed or covered elsewhere in this agenda.
5	<b>Correspondence received</b> PB advised she had received an email from Andrew Sealous, MP following her meeting with the LA regarding increasing SEND consultations. PB will talk the board through this under item 6.
6	<b>Chair's actions</b> PB, JW and PD met with Andrew Sealous MP and a representative from CBC regarding the increasing SEND consultations and the negative impact this has on Heathwood's offering such as increasing class sizes, managing complex pupil needs when not a specialist provision, wellbeing of staff and

	<p>pupils, financial implications JW talked through the background of this issue for the benefit of MS and EK. PB explained that the LA have set up a new Support Hub that will ensure schools have access to instant support when required for suspensions/exclusions etc. The meeting was positive, and Andrew Sealous has asked to be kept informed. DW asked what had happened with the two consultations that had recently been received. JW confirmed that those children will be placed elsewhere.</p> <p>PB informed the board that the LA template for the safeguarding audit still hasn't been received. In lieu of this to ensure the high standards of Safeguarding monitoring are maintained PB and JW have completed last years proforma. Once the new audit is received this will be completed.</p>
7	<p><b>School Development Plan: Review and agree</b> SEF and SDP 2023/24 was issued as a pre-read. JW provided a brief overview of the priorities. The priorities have been formulated mainly from the Ofsted feedback report. With a focus on developing foundation subjects as core subjects are more established. In terms of improving attendance for vulnerable groups JW highlighted that those with particular attendance issues do tend to be pupils who are combined SEND and PPG. Another area of focus is wellbeing and particularly pupils' perception of pupils demonstrating poor behaviour following the outcome of the pupil survey. All staff have attended mental health training at recent inset days and a further session is planned this week. JW has completed her senior leader mental health training.</p> <p>SD commented she felt the SDP was consistent of Ofsted's feedback. DW commented that being objective he was finding it hard to understand how the board can monitor progress in the SDP's current format. For example, adding in our own targets and national targets would enable the board to track something tangible.</p> <p>JW explained that the target is to exceed our previous data and to be in line with the national picture.</p> <p>For example, the behaviour objectives stated are great and in line with our feedback from Ofsted and staff/pupil wellbeing survey but what tangible measure will we have that this objective is being achieved. JW explained that monthly behaviour logs will be able to demonstrate this which is then broken down into categories. A discussion took place regarding the specific measures, and it was agreed that the SDP would be RAG rated to provide a more tangible method of monitoring for the board.</p> <p>JW will update again at the end of autumn term and add a commentary for context.</p>
8.	<p><b>PPG strategy 2023/24 and Impact report 2022/23</b> This document was provided as a pre-read. SD noted that although PPG overall attendance is lower than overall school attendance it is in line with national standard.</p> <p>JW highlighted that the approach continues to be very fluid and focused on the needs of the individual PPG pupil such as funding wrap around care in some cases.</p> <p>All Governors agreed the report, and this will be uploaded to school website.</p>
9.	<p><b>Data Review</b></p> <p><b>Review National outcomes against attainment 2022/23 Heathwood Data against Local and National Outcomes 2022_23</b> (pre-read)</p> <p>SD and JW talked through the data with board and it was agreed that it would be beneficial for new Governors to undertake CBC's data training.</p>

	<p>SD asked are there any concerns with year 2 data from last year. JW Explained that their outcomes are broadly in line with national data and writing is above local.</p> <p>EYFS girls are below national GLD (69%vLA 73%) what are the reasons behind this? JW explained it could relate to two pupils who have summer birthdays.</p> <p>KS1 boys reading, and maths are below LA data. JW explained that this is due to SEND.</p> <p>PB asked that in January when Curriculum Maestro data is available it is a presentation format as this may would be easier to talk through.</p> <p><b>Receive and review HT Interventions setting and ensure challenge is included (pre-read)</b>  <b>Planned interventions for the Autumn Term (pre-read)</b></p> <p>MS explained that the small regular interventions she is running is enabling those pupils to make small amounts of consistent progress.</p> <p>PB asked what is in place for more able pupils in terms of ensuring they are reaching their potential. JW explained that MA and cusp pupils remain the focus of the class teacher (rather than having specific intervention sessions) and is developed through extended learning activities and quality first teaching.</p> <p><b>SEND Overview from SENDCo (pre-read)</b></p> <p>JW commented that % of pupils with SEND needs is high and is increasing. Another EHCP is going through now.</p> <p>PB explained this data was available at the meeting with Andrew Sealous and the LA. Approximately 20% pupils have SEND needs.</p> <p>DW asked what the LA is specifically doing to address this issue as well the related funding issues. JW explained at present monitoring the situation and we are keeping them informed. SD talked the board through the current funding system particularly that SEND isn't reported in the same way as PPG and therefore the schools funding isn't specific to SEND need it is a generic funding formula.</p> <p><b>Governor Actions:</b>  <i>KB to check CBC training dates on understanding school data for new Governors.</i></p>
10.	<p><b>Agree termly report dates for Governors (Dec/March/July)</b></p> <ul style="list-style-type: none"> <li>- SEND Report</li> <li>- EYFS</li> <li>- HT Report</li> </ul> <p>The board confirmed it was happy with these dates for termly reports.  TR will present EYFS funding updates to Governors and PD will present the SEND report.</p>
11.	<p><b>Strategic monitoring of vision and impact plan</b></p> <ul style="list-style-type: none"> <li>- <b>Inc. review of wellbeing questionnaires July 2023</b></li> </ul> <p>JW talked through the outcomes of the staff wellbeing questionnaire. The analysis is broken down into staff categories noting that there was particularly positive feedback from TA's. JW asked what the boards are monitoring preferences (for both pupil and staff wellbeing questionnaires). DW stated that the questionnaire is currently annual but that this isn't frequent enough as it is a priority of the SDP. After discussion it was agreed that the questionnaires would be completed on a termly basis Dec/Easter/July. The board clarified they require a summary of the results against the SDP's priorities. This should also ensure the reporting workload isn't too much for JW as it was acknowledged the Head Teachers report is already time consuming to complete. This can be reviewed if required.</p>

12.	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>- <b>Induction, quality, CPD</b></li> </ul> <p>Amending Site Agents working day has been really positive and has demonstrated cost savings.</p> <p>Vacancies: Actively recruiting for a vacancy in Afterschool club on a Wednesday.</p> <p>CPD development: KW has completed his Science Leader training. This was identified as an area of development for core subjects in the Ofsted feedback. KW will now implement his knowledge in line with SDP objectives.</p>
13	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- <b>Agree forecast Budget</b></li> </ul> <p>Budget Report was provided as a pre-read.</p> <p>PB asked why E07 Other staff costs has increased? JW advised that this is linked to cover.</p> <p>SD has met with SW regarding the budget and added a commentary of the % of budget spent.</p> <p>SD highlighted that staffing costs are over budget due to sickness within the kitchen. JW explained that costs stops this month.</p> <p>SD has asked SW to provide an explanation on the CFR codes for the boards future reference.</p> <p>Surplus b/f is £116, 364. Capital b/f £26,046.</p> <p>EK asked do you produce a monthly forecast? SD confirmed that is the case.</p> <p>DW asked what is the process of reconciliation? SD explained the board sign off the budget and then it is sent to the LA.</p> <p>The board talked through the restrictions on capital funding and how it is managed for the benefit of newer Governors. At present the driveway is most likely what the capital budget will be spent on. Capital spends will be b/f to next meeting as the board agreed a formal plan needs to be in place for capital funds and when/how it will be spent.</p> <p>A recent audit highlighted that the budget should be reviewed by the board on a quarterly basis. This will be the case going forward to ensure ongoing effective monitoring.</p> <p>The board agreed the budget 2023/24 budget with no further comments.</p> <p><b>Governor Actions:</b> <i>KB b/f capital spends for next FGB.</i></p>
15.	<p><b>Health &amp; Safety</b></p> <p>H&amp;S walk around Sept 2023 was provided for review prior to the meeting.</p> <p>DW highlighted that the fence was now fixed, and the school site is now secure.</p> <p>DW's main concern from his walk around is fire safety; there is an outstanding risk assessment, fire door tagging and new fire safety regulations coming into force and DW is unsure of the impact at this stage. DW emphasised the urgency of getting a fire risk assessment completed.</p> <p>JW confirmed that after receiving three quotes a contractor has been found and a risk assessment has been booked. The outcomes will be sent to DW.</p> <p>DW believes CBC would be responsible for any alterations to the building following fire risk assessment as they are the freeholder. He has checked with Site Agent at Vandyke, and they agree this should be the case.</p> <p>The water hygiene checks have been completed but after discussion the board asked that clear signage should be placed at sinks to ensure pupils understand what is and isn't drinking water. MS talked through the water bottle filling process and the board were satisfied that it is unlikely a child</p>

	<p>would fill their water bottle up with the wrong water but clear signage in toilets etc. is required to mitigate risk.</p> <p>DW reiterated that JW needs to be satisfied that the Site Agent is completing the required checks at the right point in time.</p> <p>COSHH risk assessment is being reviewed as part of the H&amp;S policy review and JW is undertaking H&amp;S training at the end of the month.</p>
16.	<p><b>Safeguarding</b></p> <p>The board unanimously agreed JW as LAC lead.</p> <p>No issues to report relating to Safeguarding.</p> <p>Filtering and Monitoring:  JW confirmed that SW is receiving a daily report regarding this from IT provider. SW is to escalate any concerns to JW.  The board discussed at length the most effective way to monitoring this going forward. PB in her role as Safeguarding link role will add filtering and monitoring to her link report.</p>
17.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- <b>Attendance policy:</b> b/f to next FGB.</li> <li>- <b>Suspension and Exclusion policy:</b> b/f to next FGB.</li> <li>- <b>EYFS policy:</b> SD asked for it to be stated in the policy it has be adapted from the school bus and also the referral in staffing section remove 'and Head teacher'. Agreed with the above amendments.</li> <li>- <b>Staff ICT and Electronic Devices Policy:</b> Add in the policy has been adapted by the school bus. DPO needs to be added. DW asked if SW fully understands the level of work involved in being a DPO? JW confirmed that SW has undertaken this role over a period of time and understands the role. This led onto a wider board discussion regarding this policy and the implications of the filtering and monitoring amendments to KCSIE. DW advised he strongly felt that as part of the wider GDPR and filter &amp; monitoring remit the school requires a 'Bring your own device' policy and investigating some sort of authentication system because teachers are using cloud services to access school software. Whilst we do not want to stop this practise we do need to mitigate against the implications of this and the potential risks in terms of data breaches etc. JW explained that as a policy we do not recommend staff using their own devices and MS reiterated that from a wellbeing perspective staff probably shouldn't be using their devices. Whilst DW agreed he emphasised that staff will still use their personal devices and if this aids their work life than we shouldn't discourage it but we have to be very aware that by using them they are breaching this policy and therefore he recommended looking into introducing a 'Bring your own device' policy and looking into the use of a software authenticator that would be put onto personal devices. There was a real concern that staff would be uncomfortable with the authenticator. The consensus was that we have to allow staff to use their own devices to aid their working practices and work life balance. EK highlighted that she thought if a personal device is used as long as you do not send information to a private email address and the DPO is aware then you are compliant from a GDPR point of view. The issue still remains that by using personal devices staff are inadvertently breaching this policy. The board agreed to approve this policy with the condition that a Bring your own device addendum is added once JW has had the opportunity to talk to the IT contractor regarding this issue. DW is happy to support as required. SD stated that this will need to handled sensitively with staff to ensure they are fully on board, and they have full understanding of the policy in the event a authenticator is introduced. SD also had made a note about including the use memory sticks within the policy. SD will contact JW directly regarding this as she cannot find the note she had made.</li> </ul>

	<ul style="list-style-type: none"> <li>- Teacher Appraisal and Capability policy: Agreed with no amendments.</li> </ul> <p><b>Governor Actions:</b>  <i>KB to b/f to next FGB: Attendance policy</i>  <i>Suspension and Exclusion policy</i>  <i>Bring your own device addendum to ICT policy</i></p> <p><i>JW:</i>  <i>Amend EYFS policy to add adapted from the school bus and remove 'and Head Teacher'.</i>  <i>Amend ICT policy to add adapted from the school bus, add in named DPO, speak to ICT provider regarding implications of staff using their own devices, the potential requirements for an authenticator software and the bring your own device addendum. DW to support as required.</i></p>
18.	<p><b>Governor</b></p> <ul style="list-style-type: none"> <li>- <b>Update on Governance Action plan</b></li> <li>- <b>Governor Attendance Governor Attendance</b></li> <li>- <b>Appointment of Staff Governor</b></li> </ul> <p>Pecuniary interests needs to be updated on website. KB to get new Governor information and then send for publication. KB confirmed that the previous register can be archived on the Governor zone and deleted on the website as only the current academic year needs to be available. KB to also update last years attendance and send to SD.</p> <p>JW also advised that the recent audit had highlighted its preference for Committees for the board. The board discussed that at present this isn't feasible in term so of the number of Governors but also it isn't the most efficient way of operating. KB noted that there had been a move to the Circle model of Governance for a lot of schools for these efficiency reasons. NGA current advise is that a Circle model of Governance is acceptable as long as operating with statutory committees for pay and appraisals.</p> <p><b>Governor Actions:</b>  <i>KB to look at 22/23 Governor attendance and update pecuniary interests.</i></p>
19.	<p><b>Agree focus for Governors walk around and drop-in session</b></p> <p>Walk around / Drop in:  It was agreed that the first session would be to look at foundation subjects as a whole as fits with SDP priorities and it was felt that to narrow in a on specific area in the first session may not be beneficial.</p>
19.	<p><b>AOB</b></p> <p>KB to look into Terms of Reference requirement following recent audit and b/f annual audit of commercial contracts to April's meeting.</p> <p>EK asked what do the board see as her role going forward. Funding and Finance as well as assistance with data analysis. Commercial contracts would definitely be a good use of EK's skills.</p> <p><b>Purchase Card Direct Debit Procedure Process:</b> provided as a pre-read for Governors. No issues raised a procedure agreed by the board.</p> <p><b>B/f November Emergency Plan policy:</b> needs to be reviewed.</p> <p><b>Inset Days:</b>  The board agreed 24/25 Inset days: 2//3<sup>rd</sup> September 2024, 6<sup>th</sup> January 2025, 22<sup>nd</sup> April 2025, 30<sup>th</sup> June 2025.</p> <p><b>Governor Actions:</b></p>

	<i>KB b/f Emergency Plan policy review to next FGB.</i>  MS Staff Governor left the meeting.
14.	<b>Outcomes of Pay Review committee</b> <b>PB updated the board with the outcome:</b> This has been redacted.
20.	<b>AOB continued Confidential Item</b> This information has been redacted.

Next meeting: Full Governing Body: Wednesday 15<sup>th</sup> November 4pm  
(this follows Termly Governor walkaround and drop-in session with staff commencing at 12.30pm)

**Actions**

Item 2:

*KB send PI form to MS, DW and EK.*

Item 9:

*KB to check CBC training dates on understanding school data for new Governors.*

Item 13:

*KB b/f capital spends for next FGB.*

Item 17:

*KB to b/f to next FGB: Attendance policy*

*Suspension and Exclusion policy*

*Bring your own device addendum to ICT policy*

*JW:*

*Amend EYFS policy to add adapted from the school bus and remove 'and Head Teacher'.*

*Amend ICT policy to add adapted from the school bus, add in named DPO, speak to ICT provider regarding implications of staff using their own devices, the potential requirements for an authenticator software and the bring your own device addendum. DW to support as required.*

Item 18:

*KB to look at 22/23 Governor attendance and update pecuniary interests.*