

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Tuesday 16<sup>th</sup> January 2024 at 6.30pm**

In attendance:

<b>Voting Rights:</b>		<b>Non-Voting:</b>	
Paula Bangs (PB)	Co-opted Governor (Chair)	Jackie Wright (JW)	Headteacher
Beth Sedgewick (BS)	Co-opted Governor (VC)	Kelly Burley (KB)	Clerk
Susanne Dove (SD)	Co-opted Governor	Sue Wilkins (SW)	Office Manager
Maxine Stanford (MS)	Staff Governor	Talia Romaine (TR)	Assistant Head Teacher
Eugenie Kidd (EK)	Parent Governor (Arrived 7.15pm)		(virtually for item 17 only)

Meeting Overview:

The full Governing body agreed to extend the pre-school offering to from 2 years old and to offer wrap around care for pre-school children for a trial period. This amendment to our offering provides more flexibility for Heathwood families. The board agreed a plan for capital budget spends. Autumn term data was also reviewed and monitored with a focus on managing absence levels.

**Agenda**

No	Description
	<b>Annual General Meeting</b>
1	<b>Welcome and apologies</b> Apologies: Drew Warner (DW)          Parent Governor
2	<b>Any personal or business interests to declare</b> None.
3	<b>Matters to be raised under any other business agreed as being urgent</b> Skills Audit – BS
4	<b>Minutes of the last meeting (15.11.2023) and matters arising (not covered elsewhere on the agenda)</b> Minutes agreed as an accurate record.
5	<b>Correspondence received</b> None.
6	<b>Chair's actions</b> None.
<b>Teaching &amp; Learning (T&amp;L)</b>	
7	<b>Data Summary from HT</b> The following were pre-reads for this item: Governor report Autumn 2034_24 Classes 1-4 Governor report Autumn 2034_24 Class R Autumn Headteacher Report to Governors (b/f from Dec cancelled meeting)  PB commented that progress in all areas looked really good including science. JW explained the area of development with science is the lack of children at greater depth – this is obviously an area of focus.  The high level of SEND in year 4 was discussed.

	<p>Do all PPG pupils in year 3 also come under SEND. JW confirmed this is the case.</p> <p>The board noted that reception have started well. JW explained that she believed this was because a lot of the children came from pre-school, so staff were well aware of the SEND issues and have been able to introduce interventions early. A lot of the SEND issues are SEMH related. Progress from baseline is remarkable and a lot on track for GLD. SD cautioned that it depends on communication and language issues that become more apparent when demands of the curriculum increase. JW advised that pupil progress meetings help address these issues and the outcome of these shape the interventions that are put in place.</p> <p>Headteacher report:  Parent view and how to increase responses was discussed. Analysis to be b/f to next meeting. Main area of concern is parents not knowing what their child is learning. Differing ways to communicate this information were discussed. The information is available, but it is difficult to get parents to access.</p> <p>PB noted that whilst attendance is above national averages it is lower than target of 96%. JW advised this is being managed. It is mainly down to one case of absence and the family are being worked with but also there has been a spate of illness in the autumn term. SD noted that each cohort's attendance has improved apart from year 4. The board discussed how figures could be broken down further (in year 4) to show a more accurate attendance level across the year group. SW explained that there is still a lot of nervousness from covid which is impacting some of the more persistent absentees. BS agreed that this is a national picture and that as long as we are managing all the factors which can be influenced then there isn't anymore the school can do. JW has contacted the EWO where applicable.</p> <p>Correction page 2 current data for LAC pupils should read 1.3% not 13%.</p> <p>SD asked why the pastoral concerns have increased so significantly. JW explained that this is due to all incidents being closely logged and monitored particularly in reception. Since September high behavioural concerns interventions have been put in place and are having an impact as number of logged incidents is reducing. BS asked what would constitute being logged as a pastoral concern? JW advised things such as headlice, hunger, clothes too small, dirty, changes in behaviour etc.</p> <p>SD asked regarding the Headteachers radiator. JW informed the board that to was way too expensive to fix and at present she felt it isn't necessary. Capital expenditure to be addressed under item 16.</p> <p><b>Governor Actions:</b>  <i>KB b/f Parent survey analysis next meeting.</i>  <i>SW to break down year 4 PA data on next HT report.</i></p>
8.	<p><b>Curriculum update and review</b></p> <p>SEF and SDP 2023-2024 Autumn 2023 and Autumn Term EYFS report to Governors were provided as pre-reads.</p> <p>JW is updating SDP with autumn term data.</p> <p>BS noted that PA is continually in 'red'. We have already discussed that the PA is related to a particular ongoing case. This is very challenging. SW advised that she will separate the PA data to be more specific to show a truer reflection as discussed in item 7.</p> <p>SD asked are the impact of interventions being regularly monitored? MS confirmed that yes and that shorter more targeted interventions were proving successful.</p> <p>Data scrutiny for foundation subjects was discussed. SLT tend to be subject leaders for foundation subjects and therefore with extra teaching commitments this is not current feasible. B/f for later this academic year. PB and SD have seen the proformas for foundation subjects on their walk around.</p> <p>EYFS autumn term report:</p>

	<p>The board requested some more information regarding the Healthy Movers award. JW advised that staff were undertaking training this week this is part of the wider plan to develop staff CPD's and confidence. SD said she felt the impact is clear in the report and the progress is demonstrated. The board agreed the introduction of a Preschool communication champion was a great objective. BS noted the improvements being made are being seen in the attainment data.</p>
9.	<p><b>Any updates from Governor Responsibility reports(T&amp;L)</b>  Send report (provided as a pre-read):  SEND 23% across the school. The board asked if is this stabilising. JW's view is that level will continue. 40 families have selected Heathwood as their first-choice school for 24/25 intake. That doesn't include potential EHCP's. It is levelling out. BS stated that the situation doesn't seem to have changed – the pressure needs to remain on the LA if consultations numbers are too high. We need to be consistent in our messaging to the LA that our SEND offering is at capacity. SD agreed signposting other local schools is important. EK asked about the budget allocation for SEND pupils and how the funding works. JW explained the process she also acknowledged that increasing levels of SEND is a national trend. The board made its view clear that if consultations start to increase again from the LA then we must be proactive in raising the issues again with the LA.</p> <p>Wellbeing:  It was agreed to move this item to the next FGB meeting.</p> <p><b>Governor Actions:</b>  <i>KB b/f wellbeing to next FGB.</i></p>
10.	<p><b>Safeguarding</b>  PB signed SCR.  No further updates.</p>
11.	<p><b>T&amp;L related AOB</b>  19<sup>th</sup> March is the next learning walk.  SD&amp;PB will update Governor's noticeboard.  The board requested JW present Curriculum Maestro at next FGB.</p> <p><b>Governor Actions:</b>  <i>KB b/f Curriculum maestro presentation for next FGB.</i></p>
<b>Management &amp; Resources (M&amp;R)</b>	
12.	<p><b>Staffing</b>  X 3 bank staff have been recruited for the pre-school (2 in house).  Preschool numbers are increasing.  X 2 new cleaners.</p> <p>The board requested the outcome of the investigation into using a contract cleaning company. SW advised that the cost was double so obviously this is not a viable option to pursue.</p> <p>Ill health within the kitchen is this ingoing? SW confirmed it is ongoing and being managed as per the procedure.</p>
13	<p><b>Complaints Log</b>  None to report.</p>
14.	<p><b>Any updates from Governor Responsibility reports (M&amp;R)</b>  Health &amp; Safety:  Outcome of Fire Risk assessment (20.11.23) was provided as a pre-read. SW informed the board that no significant issues were raised within the assessment.  H&amp;S audit is due March/April. This will then be used as a template to enable the link governor (DW) to monitor. The template will be reviewed in conjunction with DW.</p>

	<p>Website Compliance: EK to arrange to meet with Emma Siddon to go through website updates. SW to look at why EK hasn't received School bus login.</p> <p><b>Governor Actions:</b> <i>SW to ensure EK gets access to school bus.</i> <i>EK to liaise with Emma Siddon in relation to website compliance.</i></p>
15.	<p><b>Review Governor training and development needs</b> All Governors to complete the skills audit by 31<sup>st</sup> January. BS will then complete the analysis.</p> <p><b>Governor Actions:</b> <i>SW to review Governor safeguarding training and send out reminders etc. where necessary.</i> <i>All Governors to complete the skills audit (BS sent) by 31<sup>st</sup> January.</i></p>
16.	<p><b>Capital Spend</b> JW and SW advised the board that one of the boiler pumps has broken and is beyond repair. The heating is currently running on the spare pump. The spare pump is also decaying and there is no back up. Cost to replace is approx. £4.5K. They also highlighted that there is a risk of losing £2k in capital funds back to the LA which hasn't been spent within the expected timeframe. The other issue is the server is starting to fail. SW is beginning to obtain quotes (circa. £2k). Both these items are critical to the functioning of the school their failure has the potential to cause a closure. Another priority is the driveway although it is not critical the day-to-day function of the school. The other priority is interactive whiteboard replacements.</p> <p>SW brought the board up to date on Project Womble. The aim of the long term project is to reduce/streamline the traffic on the server.</p> <p>The board discussed the priorities and concluded that due to their critical nature the boiler repair and server replacement should go ahead and agreed in principle for capital funds to be spent. The financial process should be followed in terms of obtaining quotes and the board can provide sign off via email if required to avoid delay. The board requested SW update DW as Link Governor. The driveway is the third priority. SW will continue to look into costs for this and whiteboards.</p> <p>EK asked if CBC are responsible in any way for boiler as they are the landlord. SW explained that the liability belongs to the school. EK is due to meet with G.Moss in the Assets department at CBC regarding the ongoing issues with the site.</p>
17.	<p><b>Preschool</b> TR joined the meeting remotely for this item.</p> <p>2 year olds (Pre-read: Heathwood Preschool Age 2 Business plan): TR talked the board through the plan for extending care to 2-year-olds. The focus is on starting dates being in line with funding cut-off dates to ensure that it can be claimed from the child's start date. This is vital with the increasing number of children who will be entitled to funding as of April 2024.</p> <p>The board unanimously agreed to TR's proposal.</p> <p>Wrap Around Care (Pre-read: Heathwood Preschool Wrap Around Care Business Plan): TR presented the business case for offering wrap around care to children in Preschool. This would ensure that the provision is competitive with other providers and offers the best possible provision. Increasing the number of children in Heathwood Preschool assists in providing school readiness earlier, enables us to identify potential support that may be required in Reception and maximises the amount of surplus that our preschool creates.</p> <p>SD asked what happens if there isn't enough take up? TR advised that 4 pupils are required to cover costs. Half termly booking system will be put in place to ensure staffing can be planned according to need.</p>

	<p>How long could it operate at a loss? Potentially a year but interest is high. BS asked TR to advised what the buffer is. TR advised that a surplus of £38k last year so the surplus is sufficient to cover any losses in the first year. It will be made clear to parents that this is a trial and that if it is not used then it will stop. What happens if parents' book in and then don't turn up. SW confirmed termly invoices (in advance) will be sent out (same process as afterschool club). Fees will be placed on school money system, and tax-free childcare vouchers can be used. JW explained that once at 30 children additional bank staff members will need to be recruited.</p> <p>The board unanimously agreed to move forward with TR's business proposal of offering wrap around care with the inclusion of termly reviews. The board requested the first termly review be presented to them. SD will be involved in the review in her capacity as Link Governor.</p> <p>The board expressed their thanks to TR for her proposals and attending the meeting.</p>
18.	<p><b>Policies:</b>  <b>Suspension and Exclusion policy (pre read)</b>  The policy was reviewed. The board requested that clarification was added to ensure parents are clear that the reason for their child's exclusion will be discussed that the return-to-work meeting on the following day and not at the point of exclusion. No further amendments and the policy was agreed by the board.</p> <p>In terms of communicating the policy SD highlighted the importance of reiterating the above to parents. It was agreed that the policy would be communicated to parents with a copy of the exclusion letter. Plus added to the Newsletter stating it is DofE amendments.</p>
19.	<p><b>AOB</b>  HT mid term review. JW, BS and JW to put a date in the diary.</p>

Next meeting: Full Governing Body: Tuesday 27<sup>th</sup> February 6.30pm  
(Governor walk round 6.15pm)

<p><b>Actions</b></p> <p><b>Item 7:</b>  <i>KB b/f Parent survey analysis next meeting.</i>  <i>SW to break down year 4 PA data on next HT report.</i></p> <p><b>Item 9:</b>  <i>KB b/f wellbeing to next FGB.</i></p> <p><b>Item 11:</b>  <i>KB b/f Curriculum maestro presentation for next FGB.</i></p> <p><b>Item 14:</b>  <i>SW to ensure EK gets access to school bus.</i>  <i>EK to liaise with Emma Siddon in relation to website compliance.</i></p> <p><b>Item 15:</b>  <i>SW to review Governor safeguarding training and send out reminders etc. where necessary.</i>  <i>All Governors to complete the skills audit (BS sent) by 31<sup>st</sup> January.</i></p>
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