

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Tuesday 19<sup>th</sup> March 2024 at 4.00pm**

In attendance:

<i>Voting Rights:</i>		<i>Non-Voting:</i>	
Beth Sedgwick (BS)	Co-opted Governor (VC)	Jackie Wright (JW)	Headteacher
Susanne Dove (SD)	Co-opted Governor	Sue Wilkins (SW)	
Maxine Stanford (MS)	Staff Governor	Kelly Burley (KB)	Clerk
Jim Whitaker (JWh)	Co-opt Governor		
Drew Warner (DW)	Parent Governor		

Meeting Overview:

The full Governing body reviewed the progress made within the Spring term particularly in relation to SEND, EYFS and school development report. Governors discussed their H&S monitoring visit and future actions. The previous financial year was reviewed as well as the budget for 24/25 and the issues managing rising costs were considered.

**Agenda**

No	Description
1	<p><b>Welcome and apologies</b>  Apologies:  Paula Bangs (PB) Co-opted Governor (Chair)  Eugenia Kidd (EK) Parent Governor</p>
2	<p><b>Any personal or business interests to declare</b>  JWh declared a pecuniary interest in item 19. See item 19.  This is a new interest and JW will update PI form for statutory register.</p> <p><b>Governor actions:</b>  <i>KB to send JWh pecuniary interest form.</i></p>
3	<p><b>Matters to be raised under any other business agreed as being urgent</b>  JW raised Governor Safeguarding training is still outstanding. Some clarification was sought as to whether an email was sufficient to confirm the reading of the updated KCSIE guidance. It was agreed it is. All outstanding training should be completed ASAP as the deadline is September. Not completing training will be an issue if a complaint is received for example. Governors have been emailed their outstanding training and KB will continue to chase. Any issues/concerns then contact KB directly.</p> <p>A server quote was agreed by the FGB, and this has now been actioned.</p>
4	<p><b>Minutes of the last meeting (27.02.2024) and matters arising (not covered elsewhere on the agenda)</b>  Minutes agreed as an accurate record.</p>
5	<p><b>Correspondence received</b>  None.</p>
6	<p><b>Chair's actions</b>  None.</p>

<b>Teaching &amp; Learning (T&amp;L)</b>	
7	<p><b>Head Teachers report spring 2024 (pre-read)</b>            Data is missing for Class R in Attendance by cohort – JW confirmed attendance is 95.79%. JW highlighted that there have been 2 new starters.            41 first place requests have been received for September.            Attendance is improving although continues to remain a focus as under target but is in line national average. PPG pupils' attendance has increased this term.</p> <p>Pastoral / behavioural concerns have increased this term since Christmas. JW regularly analyses data, and the incidents tend to relate to the same handful of children already receiving support. Staff will receive refresher training to ensure accurate inputting of incidents to ensure effective monitoring.</p> <p>Governors asked why the behavioural/pastoral incidents have increased. JW speculated this could be due to time at home and emotional struggles.</p> <p>Staff absence has improved, and wellbeing meetings have been carried out where appropriate. SD noted there has been a significant improvement in staff attendance. In terms of LTS case pay has now ceased.</p> <p>Take up of pre school places is looking strong – running Monday to Thursday currently. Growing slowly but steadily as expected.</p> <p>BS asked if there is anything JW is particularly pleased with this half term? JW advised that attendance is an improving trend, pupils are generally very happy, parents' viewpoint is positive and attainment data is looking strong.</p>
8.	<p><b>SEND Spring term report (pre-read)</b>            JW updated the board following a meeting with Director of SEND regarding the profile of SEN consultations being received. The board asked how many pupils will be in the language provision from September. JW confirmed three. The number of consultations received with SEMH issues as the main area of need is still high.</p> <p>TR is working with the Pre-school manager to identify SEN needs at the earliest opportunity and take the relevant action in terms of IAP's, referrals etc.</p> <p>BS noted that the challenge still remains in terms of receiving a high number of consultations where the main presentation of need is not speech and language. She asked if JW felt the board needed to go back to CBC. JW explained that it is steady, and she is hopeful that CBC understand Heathwood's position following meeting with Head of SEND.</p>
9.	<p><b>EYFS Spring term report (pre-read)</b>            The board commented that the report was incredibly detailed and provided a lot of information. JW explained the focus this term has been on TR supporting the pre-school to maximise potential outcomes when pupils start in Reception. Improvements have been made inside and now the focus is on the outdoor learning environment. Curriculum is embedded.</p> <p>SD commented that it was obvious and evident that curriculum maestro is embedded, and she understands it is a bigger learning curve for pre-school.</p> <p>The board advised that on their learning walk today they had not seen any evidence of pupils writing. SD stressed opportunities (for writing) had been provided both in and outdoors. Also, the topic wasn't evident, and the area did look untidy. However, for context it is important to note this was only a 10-minute snapshot and the weather was particularly good, so most pupils had decided to play outside plus it was busy. JW was disappointed as at the same time yesterday she had seen the pupils engaged in a writing activity. JW pointed out all pupils seemed happy</p>

	<p>and content. BS concluded that there were definitely opportunities provided but in the brief time available the board hadn't seen the pupils engage in writing. She also stated that in Reception the topic was evident. SD will complete the report, ask the other Governors for their input, and then send over to JW.</p> <p>JWh is in on Wednesday so will re-visit preschool.</p>
10.	<p><b>HT update of SDP review (pre-read)</b>  JW has reviewed and updated the SDP but asked the board to note that pupil progress meetings take place after Easter, and these will provide more detailed input. There are items that remain amber due to the full outcome not being able to be measured until the end of the school year.</p> <p>GLD is good in Reception.  Attendance gaps in vulnerable groups are improving.  Wellbeing questionnaires are being issued to pupils again to measure impact of any improvements made especially in relation to School Council initiatives.  Mental health team has provided training for buddies.  Mental health referrals have increased. The Mental health support team has been in and held a coffee morning which was successful for the families that attended.</p> <p>JW advised that SLT cover time has been impacted this term by having to provide cover due to placements. This should be back to normal for summer term.</p> <p>When can the board expect this term's data? JW confirmed in April.</p> <p>DW asked how the board will measure success in relation to the SDP. How will the objectives be evaluated? BS explained that the SIA is the external benchmark. They review the SDP and submit a report to the board which then feeds into the end of year review and strategic planning for 24/25.</p> <p>SD noted that there seemed to be some duplication between the Head Teachers report and the SDP and she is concerned that JW's workload is significant already and that this is adding to it plus the lead on each agenda item is JW. The board discussed streamlining the HT report, amending the times each report is brought to the committee and some other options. JW also raised that the SIA had also spoken about having a strategic evaluation plan. Reporting was discussed and it was agreed that this issue would be discussed at the strategy day in the summer. BS asked JW to seek further clarification from SIA regarding the expected contents of the strategic evaluation plan. Once received the board can then plan for the strategy day. The board highlighted that these reports were necessary for effective monitoring and evaluation but need to ensure they are capturing the right data in a way that isn't increasing JW's workload.</p> <p><b>Governor Actions:</b>  <i>KB b/f SDP/HT and Strategy Evaluation report for discussion at strategy day once clarification from SIP received.</i></p>
11.	<p><b>Curriculum Maestro presentation</b>  This item was removed from the agenda.  Most of the board have had a comprehensive view of the system now and those that have not will link up with a member of SLT for an overview.</p>
12.	<p><b>Safeguarding</b>  Outstanding Governor training (covered in item3).</p>
13.&19.	<p><b>Governor responsibility update (T&amp;L and M&amp;R)</b></p> <p><b><i>Pecuniary interest: JWh Providing Asbestos training services to Site Agent through his company. JWh did not leave the meeting as the board were not required to vote on the procurement of this service as the cost is below the threshold for board review.</i></b></p>

	<p>BS advised she still required skills matrix inputs from DW and JWh which she will send out.</p> <p>SD the Finance Efficiency checklist is in place and up to date. She explained this is an active document. JWh asked who has responsibility for the updating. SD confirmed on her monitoring visits SW and herself update it.</p> <p>SD advised that a Monitoring Visits folder has now been set up on the shared drive. This contains the Finance Efficiency checklist and other monitoring visits should be added here. SFVS has been completed and submitted to the local authority.</p> <p>DW &amp; JWh updated the board on their monitoring visit to review compliance with statutory duties. A schedule of works/monitoring report is being compiled incorporating the fire risk assessment outcomes to enable timely monitoring throughout the year. DW highlighted that the board need to be aware of the immediate/urgent priorities. Firstly, Asbestos in outdoor store cupboard. JW advised that the report following the audit still hasn't been received so unsure whether the requirement is to contain it or remove it. JWh will provide asbestos training for Site Agent. The second immediate urgent action is flammable materials (paper files) stored in the electrical cupboards. JW stated ideally these files would be moved into the outdoor storage cupboard, but this is the area that has asbestos. These files will be moved at the next H&amp;S meeting scheduled for Friday. The LA H&amp;S audit does not refer to COSHH at all therefore a separate survey needs to be completed.</p> <p><b>Governor Actions:</b>  <i>JW, DW &amp; JWh will ensure flammable material contained in the electrical cupboards are removed on Friday 22.03.2024.</i></p>
<p><b>Management &amp; Resources (M&amp;R)</b></p>	
<p>15.</p>	<p><b>Financial year summary 23/24 (pre-read)</b>  SW advised that the end of year figures hadn't changed significantly since the last review in Feb. SW advised that the cost of supply staff has increased but some costs should be reimbursed via insurance in April.</p> <p>At 91% of where we should be at this point in the year.</p> <p>SW informed the board that the electricity payments are in dispute as the impact of the solar panels is not being considered within the estimates. The dispute is continuing. DW advised that the insurance market is potentially quite volatile going into 24/25 has this been considered? SW explained that the LA has provided the cost of insurances for 24/25 and whilst costs have increased it is within 10%.</p> <p>DW asked how insurances are purchased from the LA. SW confirmed insurances are procured in a lump payment to the LA. SW would like to do some more work on partitioning these costs out.</p>
<p>16.</p>	<p><b>Budget 2024/25 update (pre-read)</b>  SW informed the board that the SEND funding will be confirmed on 31<sup>st</sup> March. PD and SW will review this fully once it has been received. EYFS funding has increased by £16k due to funding changes. Need to address how funding is managed for pre-school.  SW explained that she is looking at moving to an integrated financial planning model this involves running adjacent budgets.</p> <p>The budget will need to be reviewed and agreed at the next FGB on 30.04.2024.</p> <p>The board discussed potential pay settlements and the impact on carry forward. SW explained that pay related factors are provided and SD added that the carry forward should cover any pay awards (aim for 10% carry forward). SD explained that the forecast is accurate as it can be and that with the pay banding system it is easier to forecast. The current carry forward of £40k was</p>

	<p>discussed and how this would be managed as this decreases due to increases in costs. SW explained via spending reviews and ensuring admissions remain at the current level. JW advised that school dinner costing review is taking place as there was a over spend in this area so prices will have to increase. BS reminded JW that communication to parents regarding this should be at the end of the next half term to provide a whole terms notice. School meal prices are to be reviewed at the next FGB with full costings provided. DW stated that conducting a strategic spending review looking at maximising income would be prudent. JWh asked about income generated from school lettings. BS explained that lettings has dropped after covid and hadn't been particularly profitable although it is an area that could be reviewed.</p> <p><b>Governor Actions:</b>  <i>KB b/f budget 24/25 approval to next FGB.</i>  <i>SW to provide school dinner charging review for next FGB.</i></p>
17.	<p><b>Spring term census information (pre-read)</b>  Pupil numbers remain consistent. Pre-school numbers are at their highest. Confirmed admission numbers will be received on 16<sup>th</sup> April.</p>
18.	<p><b>Review of Service Level Agreements (update /renewals) (pre-read)</b>  EK has submitted her apologies so this item will be moved to the following FGB.</p> <p><b>Governor Actions</b>  <i>KB b/f Review of Service Level Agreements (update /renewals) to next FGB</i></p>
20.	<p><b>School prospectus / school website update</b>  JW advised that the prospectus and website were undergoing a review.</p>
21.	<p><b>Admission arrangements Autumn 2025</b>  JW proposed that admission arrangements for 2025 should remain unchanged. The board unanimously agreed.</p>
22.	<p><b>AOB - Confidential item</b>  Item removed.</p>

Next meeting: Tuesday 30<sup>th</sup> April at 6.30pm (arrival for 6.15pm for learning walk)

<p><b>Action</b></p> <p><b>Item 2</b>  <i>KB to send JWh pecuniary interest form.</i></p> <p><b>Item 10</b>  <i>KB b/f SDP/HT and Strategy Evaluation report for discussion at strategy day.</i></p> <p><b>Items 13&amp;19</b>  <i>JW, DW &amp; JWh will ensure flammable material contained in the electrical cupboards are removed on Friday 22.03.2024.</i></p> <p><b>Item 16</b>  <i>KB b/f budget 24/25 approval to next FGB.</i>  <i>SW to provide school dinner charging review for next FGB.</i></p> <p><b>Item 18</b>  <i>KB b/f Review of Service Level Agreements (update /renewals) to next FGB.</i></p>
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