

SPRING TERM 2017
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 22 March 2017

PRESENT: Susie Dove (HT) Jonathan Young
 Rose Gunter Hayley Fitch
 Paula Bangs Paul Dicker

APOLOGIES: Mike Chappell
IN ATTENDANCE: Elleesa Rushby (Clerk)

	ACTION/DATE
<p>1. Apologies MC gave apologies due to illness. Apology accepted..</p>	
<p>2. Minutes from previous meeting</p> <p>The minutes of the FGBs were approved as an accurate record of the meeting and signed by the CoG.</p> <p>Matters Arising and not on the agenda . There were no matters arising.</p>	
<p>3. Update register of business interests</p> <p>HF has started a new role as part of her studies and will need to update the register of interests. Clerk to send form.</p>	Clerk/HF
<p>4. Reports</p> <p>a) Headteacher</p> <p>The HT report had been circulated. Questions and comments were invited from the GB:</p> <p>Governors are encouraged to look at Parentview to see the excellent school results. 100% of parents who submitted answers would recommend the school.</p> <p><i>Q: Were there any negative comments or areas to improve?</i> A: Most of the replies of that sort came from YR parents who felt their children should have more homework. In YR, the School would just like them to read and enjoy doing that. Responses on Parentview have doubled. This has been helped by promoting Parentview on Parents' Evenings and helping with any technical difficulties that would prevent parents from answering.</p> <p><i>Q: 8% of parents felt that they did not receive valuable information from the School about their child's progress. What is being done to address this?</i> A: Each pupil receives a mid-year and end of year report. In addition, there is Parents' Evening. These are the formal points of contact. In addition, parents can meet with their child's class teacher to discuss progress/concerns. The School is not sure how</p>	

much more information it can offer.

Parents to be reminded at Parentview is an annual survey. It will be promoted again at the Christmas performance while parents are waiting.

HT

Attendance

Q: while attendance overall is good, there has been a dip. What has caused this?

A: In YR there are some vulnerable poorly pupils. Four have EHCs and are absent for appointments relating to their health and well-being. The EWO has recently visited and was astounded by the good attendance.

Q: Is the 90% level for the whole school or per child?

A: Per child

Q: Are the three families who have received letters concerning poor attendance habitual?

A: No, these are additional and fixed penalty notices have been issued.

Q: How much is the fine?

A: £60 per parent, per child.

Persona Dolls

Q: What in addition to RE are the dolls used for? Would you use them for behaviour?

A: They are used as part of the transition and settling in process. All of the dolls have names.

Number on Roll

Q: The number on roll has dropped. Why has this happened?

A: A family with three children has moved long-distance. A Yr2 family are coming to view the School tomorrow.

Q: Is there a waiting list?

A: any waiting list is held by the LA and a child can be on it for four years.

Enrichment/Trips

The CoG commented that Heathwood pupils had behaved brilliantly on the trips she has accompanied and that they appeared to be enjoying the trips and activities to the full.

Data scrutiny to take place during T & L meeting.

T & L

Q: Why so many History related trips this term?

A: Pupils are covering a lot of historical topics this term and next term they will be focusing on Science. Some local museums are getting booked very quickly, including both Roald Dahl organisations. As it was difficult to find an alternative, Y2 will be having a dressing up day.

A governor who attended a recent performance at the Grove Theatre, featuring Heathwood pupils thanked PD and commented that pupils looked smart. Pupils from other schools had commented on the pupils' manners. The Heathwood pupils who took part were much younger than those from other participating schools.

Y4 pupils visited Holdenby Hall to learn more about Tudor life. One pupil asked a question about same sex marriage, which was answered appropriately by the guide, and drew no giggles from the other pupils. Pupils have also visited the British Museum and behaved well, having to cross London by public transport.

OFSTED criteria training to be deferred as FGB agenda too full to accommodate this. Date to be advised.

HT/CoG

Pupil Premium Strategy

The ragged SDP had been circulated to the GB.

Q: When is healthy Heathwood?

A: W/C 12 June. A live cook-off will take place.

Q: There have been a few instances of negative behaviour. What is being done to address this?

A: The School applies the Positive Behaviour Policy, which for the majority of pupils works well. In addition, the School focuses on a specific positive value each month. Pupils are able to gain stickers, house points and stars by displaying positive behaviour. Staff look out for pupils 'doing the right thing' and reward this. In addition, pupils are encouraged to use the 'circle of friends' so that they all look out for one another.

A British Values Walkway to take place. CoG/RG/HT to arrange date.

CoG/RG/HT

As the DHT is on secondment, the following responsibilities will be covered: School Council – HT, Fair Trade, JW–Sports Council – PD.

Meetings will take place on a rolling programme during assembly time on a one in three rotation.

Q: Do pupils have access to a suggestion box?

A: A suggestion box is used in Y4 in the Summer term. Pupils can feed back their suggestions via the School Council.

Q: What are 'open classrooms'?

A: At lunchtime, some Teachers offer a lunchtime club instead of after school club. Pupils are offered music, use of the interactive whiteboard, painting, colouring books, big drawings. This is a pupil led activity. Pupils have to write their name in the attendance sheet. Some pupils prefer this to playing outside.

Q: Does this enhance their learning?

A: Very much so, as pupils choose to be there.

Q: Do you get many people from the local community come in and share their knowledge?

A: We have had a visit from 'Men in Sheds' who made wormeries. Please follow link to find out more about this organisation and their work.

http://www.meninshedsbedford.org.uk/?page_id=285

Q: Is there anything else you would like to do?

A: Anything interesting and topic related. Considering a careers Day. A Governor had made a family visit to 'Kidzania' and felt that it would benefit Y4 pupils. Please follow this link to find out more about 'Kidzania.' <http://london.kidzania.com/en-uk/>

Q: Improve engagement with EY parents is ragged as red in the SDP. Why is this?

A: Staff have had problems getting Classroom Monitor to operate. An alternative has been found and staff are three weeks into a five week trial. This is enabling them to collect EY evidence more effectively, to be shared with parents. The new system can attach an evidence picture to multiple children with multiple objectives in multiple strands. The data communicates with Classroom Monitor and then reports are scrutinised by the HT. Staff are very positive about the system and it is far better than staff manually cutting out photos and gluing them in books.

PPG Strategy

This has been added to the website, with the 2015/2016 Expenditure and Impact Report as an attachment. Please follow weblink to access this page.

<http://www.heathwoodlower.com/OurSchool/Pupil-Premium-2011-2012/>

Q: How much PPG did the School receive?

A: £27,560 but £33,339 was spent, the deficit coming from the School budget.

Q: Can you explain the Homework Sharing Sessions?

A: Some pupils have not been doing homework, which has caused problems where the homework output needs to be shared in the lesson. Facilities have been put in place at School, and staffed by a TA to help those pupils.

Q: Do you speak to the children about the homework?

A: Yes, and also pupils come and tell staff if they were unable to do homework. Staff can see via Education City, if a pupil has attempted a homework. 33% of PPG are SEND and have received increased support via PPG. Lexia is used by all pupils. There are still vulnerable families who do not qualify for PPG.

Q: Is there such a gap in the School between PPG/Non- PPG pupils?

A: In some instances, the PPG pupils outshine the non-PPG. It depends on the family circumstances. Some people are understandably proud and do not want to share their circumstances with the School.

Q: Is any PPG given to help with the Y4 Residential Trip?

A: Yes, PPG funds half the cost for eligible pupils. We will ensure that no child is unable to go due to cost.

Q: But do you get some pupils who do not want to go away?

A: Yes, this happens sometimes. We do encourage them but it is their choice.

b) T & L

Phonics: A progress walk has been made and regular tracking has taken place. The Committee are also aware of the interventions. Y2 has been scrutinised for re-takes and in Y1, this is still to happen.

EY Lesson Observations have taken place, showing stability. The observations were of good teaching, with outstanding elements. 77% of pupils are on track to achieve EY targets. In addition, lots of training has taken place in EY.

PSHE has an agreed programme in place.

The Scoping Audit was able to report that it saw understanding and respect displayed in Pupil behaviour.

Two governors have met with the SENDCo and will continue to meet regularly. SENDCo to produce year end report.

Performance Management has been done and the results are looking good.

Q: (Referring to HT report) The target is 'all lessons at least good.' What advice and help to staff receive to reach this?

A: There will be a lesson study next term to look at planning and staff will teach one another's class. They will then review/reflect on learning. In addition, following an observation, feedback is given on each area of the lesson and targets set. It is a very open communication because staff want to improve their skills.

c) M & R

SFVS was signed off by the CoC M & R. This will be sent to the LA by 31 March 2017.

Catering data is still not being received and it is vital that the committee has this. HT to investigate.

Finance Manual - some policies to be updated (virement/bad debt) and will be signed off by the CoC M&R

HT

Q: Is the School maintaining the correct staff to pupil ratios during mixed age group Friday enrichment sessions?

A: The ratios apply to teaching groups rather than enrichment. However, the School does maintain ratios and the groups are smaller.

Q: Do we need four firewardens by law?

A: No, it is not a designated number, more to allow a geographical spread across the site.

Q: Should there be governor photos in the entrance?

A: Yes, this would help people recognise governors.

Child sex exploitation and fabricated illness training to be put in place.

HT

Any outstanding safeguarding training or certificates to be submitted is a priority.

All

A termly meeting with the Office Manager will take place to sign the SCR.

HT/CoG

8. Staff Induction

All inductions are up to date. Inductions have taken place for Pre-school and two support staff.

Lesson observations have shown good or outstanding teaching.

Lesson study to take place next term. whilst lesson study will take the place of formal lesson observations, HT will continue 'drop ins' and book scrutiny. Teachers have been inviting HT to impromptu drop ins to share outstanding teaching and learning

9. Policies

Fire Risk Assessment and FRA Policy, Photography Policy, Legionella Policy, Safeguarding, E-Safety. All adopted.

Q: What is happening about the lack of emergency lighting in the staff corridor?

A: The LA are doing this work in the holidays.

10. Health & Safety

Audit has already been discussed.

Specialist audit did not cover the bungalow.

An internal audit has taken place resulting in lots of jobs in the Caretakers' book. HT to create a h & S folder to accompany jobs book and will put deadlines for work to be done.

HT

11. AOB

Parking near the School – As a result of the parent petition, the zig zags will be extended.

The CoG signed a letter to accompany the petition. DDLS have done the same.

The LA to be asked for a Patrol Crossing person, funded by the LA.

The Police have visited and some suggestions to improve the parking were made.

House building is taking place on the old quarry and the exit road will open out near Adams Bottom Playing Field. There will be an increase in traffic and there is some speculation that vehicles will not be allowed to turn right. Update to be given when more information is available.

HT to remind the Caretaker to put out cones to deter parking.

HT

Once new parking measures in place, the HT will leaflet the area to brief the School's neighbours.

HT

50th Anniversary. Heathwood will be celebrating its 50th anniversary this year and it is important to mark the occasion. A working party to be set up to organise this.

CoG

Parent Complaint

A parent has made a complaint which is at the informal stage and the HT hopes that it will be resolved. If the complaint becomes formal, a panel would be needed to hear the complaint. As this might be awkward for governors in such a small school with so many social connections, Heathwood has a reciprocal arrangement with another School. RG recently sat on a panel to help this School.

Dates for the Year

- 03.05.2017 Comms/Budget
- 17.05.2017 FGB (*Save the date -meeting tba*)
- 12.07.2017 FGB

All Comms at 6.00pm and FGB at 7.00pm unless notified.

Signed Date

CHAIR

Most popular option: **FGB Minutes 22.03.2017. I have read the minutes and I agree the content.**

 [Select final option\(s\)](#) ▾

5 participants

		FGB Minutes 22.03.2017. I have read the minutes and I agree the content.
	Jonathan Young	<input checked="" type="checkbox"/>
	Paul Dicker	<input checked="" type="checkbox"/>
	Rose Gunter	<input checked="" type="checkbox"/>
	Susanne Dove	<input checked="" type="checkbox"/>
	Hayley Fitch	<input checked="" type="checkbox"/>
	Elleesa Jones	<input type="checkbox"/>

5