

**AUTUMN TERM 2019**  
**Heathwood Lower School**  
**Minutes of Governing Body Meeting – Thursday 19 September 2019**

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

**APOLOGIES:**        Elaine Dicocco  
**IN ATTENDANCE:**  Elleesa Rushby (Clerk)

**Apologies**

ED gave apologies

**1. Minutes from previous meeting**

Governors reviewed the minutes of the FGB for accuracy. The minutes were a true and accurate account of the meeting and were signed by the Chair.

**2. Matters Arising and not on the agenda**

A governor raised the issue of unresolved SEND funding from the previous term. The HT confirmed that the School was now owed an additional 35K which would create a much stronger financial position, especially for the carry-forward. The money would be received in September 2019.

The HT had received advice over additional SEND funding to enable her to accommodate SEND pupils and she had found this had been effective, in one instance moving a pupil up a funding band which attracted an additional 3K.

A governor asked for attendance and absence information without medical appointments/sickness. The HT confirmed that she would do this and attendance would be 97%. In the new OFSTED Framework, she would be reporting on pupils by various groups, one being pupils with additional needs. ISDR reports would change and would identify persistent absenteeism.

Running Track – a split in one of the joins had been noticed, allowing grass to grow up through it. The HT has contacted the contractors who will be coming out to review the issue.

**3. Update register of business interests**

The Clerk reminded the GB that there were two forms to complete and that the more detailed register was not for publication. The public declaration content would be added to website

**ACTION/DATE**

**Clerk**

#### 4. Elections

Nominations were requested for the role of Chair of Governors 2019-2020. PB self-nominated and was seconded by JY. PB accepted the role of Chair of Governors.

Nominations were requested for the role of Vice Chair of Governors 2019-2020. SD proposed RG and this was seconded by PB. RG accepted the role of Vice Chair. RG stressed that she did not willing to take on the CoG role in the future and the GB discussed several solutions that could be formalised if there was a sudden need for the CoG role to be covered. It was also a reminder for other governors that they should consider the role.

The CoG welcomed governors back for the new year.

The GB reviewed its committee structure to ensure that it was fit for purpose.

The committee structure for 2019-2020:

<b>T &amp; L</b>	<b>M &amp; R</b>
RG	RG
ED	JY
PD	SD
PB	PB
SD	HF
HF	

The Complaints Committee would be JY (Chair) HF, RG.

#### 5. Terms of Reference

The ToR for both committees had been circulated and reviewed by the GB. There are no changes. The delegated limit for the HT was discussed and both the GB and HT agreed it should remain at 5K for any one project. In reality the HT prefers to discuss expenditure for far less to ensure that it is best value for the School.

Clerk

#### 6. Agree Pay Committee meeting and HT's Pay review structure

The Pay Committee would be HF (Chair) JY, RG with PB for any appeal. The Committee would meet before half-term.

Pay Committee

#### 7. Headteacher Briefing on new academic year

The HT gave a verbal highlights report:  
There are 31 Y4 pupils as a recent EHCP pupil has joined from out of the area.

Q: Do we have funding for six places in the LP?

A: The LA are funding per pupil and if this drops it would not be economic to run it. Four pupils is the breakeven point to afford staffing. There is one new LP pupil in YR, another in Y4, one started at Easter and the other is an existing pupil. 5 LP pupils went up in July 2019. A LP pupil may be joining in October but it is difficult to get an EHCP just for language, defined as verbal dyspraxia. If a pupil has autism etc, they cannot be seen by the LP therapist. The SENDCo is on a working group with the LA about this as there is a shortage of speech therapists. The School is fortunate to have a weekly visit from a Speech Therapist.

SDP – Will be continuing with the curriculum focus from last year. There will be an emphasis on Writing, Oral rehearsal (which links to SEND) and also spelling.

Health and Well-Being for all will also be a priority and was covered at the recent INSET Day., looking at more vulnerable pupils and how they can be helped through play linking to neuroscience.

OFSTED Training will take place on 1 October and governors are encouraged to attend.

**8. Governors – Parent Governor vacancy/Agree Governors section of the SDP 2019/20**

The SDP has been circulated and will be discussed in the forthcoming committee meetings.

The CoG stressed the need to be 'hand on' and to maintain Learning Walks and involvement with the School that would enable governors to speak about it with authority and experience. Internal data will not be a priority for OFSTED. They will be looking at the budget, which has been added to the SDP.

The GB discussed the skills needed to fill the Co-opted and Parent Governor vacancies. As the GB ideally needs a governor on each committee, it is possible to be flexible about the skill-set.

The Clerk acknowledged the communication from RLF offering to stay on as a governor until a parent governor was elected. The Clerk informed the GB that RLF would need to stand down for an election to take place and would let her know that.

**Clerk**

The GB discussed ways of reaching potential Co-opted governors and the following actions were agreed:

- Posting in LB Business Groups
- Post in 'The Dukes' H&R
- Poster for RG's gate
- PD to organise a suitable photo.

**Clerk  
HT  
HT  
PD**

**9. Special Education Needs/G&T**

To be discussed at T&L and will now appear on the T&L agenda only unless matters need to be brought to FGB.

NOT PUBLIC:[2T will be now appear on M&R agenda unless matters need to be brought to the FGB]

The LA data does not reflect the high number of SEND pupils at the School. Some schools retain pupils on the SEND register rather than monitoring the register and adding/removing pupils. Heathwood has more EHCs than other local schools.

YR has two new EHCs which are already in place and a third EHC has joined with an EHC already in place from Pre-School. It is good for the pupil that the support is there right from the beginning of their school career. Heathwood seems to have been recommended as a specialist school for ASD, which while the School deals confidently with ASD pupils, it is not a specialism.

PD is on the LA Working Group for Speech & Language to develop a tool-kit for Speech & Language, enabling teachers in mainstream schools to deliver interventions. D will train other schools.

*Q: Can we work sustainably with PD spending time on the Working-Party?*

A: There should be funding for this and the timetable will be reviewed.

**10. Website**

Governors to review their biogs and submit any changes to the office.

**All**

Clerk to provide governor attendance and financial interests information to office.

**Clerk**

Gaining more information about website traffic was discussed. Clerk to provide link to enable the Office Manager to do this.

**Clerk**

SEND content on 'Meet the Governors' to be updated.

**PD**

Responsibilities to be discussed at Comms.

**Agenda item**

**11. Two Tier System**

This matter to be discussed at M&R

**Agenda item**

**12. Policies**

. Scheme of delegation – the GB discussed whether 5K was still a suitable amount and agreed that it was for the coming year.

Admissions – to be discussed at T&L

**Agenda**

Charging – to be discussed at M&R. Bad debt/lettings reviewed in September 2018.

**Agenda**

Safeguarding/HR Policies – (EPM policies) were adopted by the GB.

Clerk

Safeguarding to remain on both comms agendas. HR policies to be discussed at M&R, going forward.

**13. H&S**

Going forward, unless a matter needs to be discussed at FGB, H&S will only be on M&R agenda.

The Site Agent has reported a problem with the steam cleaner which has now been resolved.

Site Agent to service the central heating before it is needed.

HT

**14. AOB**

INSET – Safeguarding

GB to read Keeping Children Safe in Education from DFE site.

All

GB asked to refer to Governor Handbook from DFE site rather than locally saved copy to ensure that they see any updates.

All

Parentview – to be featured in Oct/Nov newsletter to remind parents that they should complete it annually.

HT

The HT has cancelled the subscription to 1<sup>st</sup> News as it is not being read. In future she will buy three copies and this will enable the School to fulfil 'what's in the news' enrichment.

Classroom Monitor will be demonstrated at T&L

Agenda

A YR parent has spoken to a class teacher about some odd food choices, such as pasta with a roast dinner. HT to investigate.

HT

To enable the School Council to develop a sense of community, they are supporting the YR pupils with lunch choices, bringing them out to play and talking with them. This is developing strong links and also a Young Leader mindset.

All governors to undertake Safeguarding training and provide certificate to the School.

All

(Post meeting) The Pay Committee meeting arranged for 17 October was moved to 18 October.

**Dates for the Year**

Wednesday 13 November Comms

Wednesday 11 December FGB

Wednesday 5 February Comms

Wednesday 11 March FGB

Wednesday 29 April Comms/Budget FGB  
Wednesday 15 July FGB

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

Signed ..... Date .....  
CHAIR

Approved by FGB 12 March 2020