

**SPRING TERM 2018**  
**Heathwood Lower School**  
**Minutes of Governing Body Meeting – Wednesday 21 March 2018**

**PRESENT:**                   Susanne Dove (HT)                   Jonathan Young  
                                  Elaine Dicocco                        Paula Bangs  
                                  Rose Gunter                           Rachel Lambert-Forsyth  
                                  Paul Dicker                            Mike Chappell

**IN ATTENDANCE:** Elleesa Rushby (Clerk)

	<b>ACTION/DATE</b>
<p><b>1. Apologies and Minutes from previous meeting</b></p> <p>All governors were present. 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.</p>	
<p><b>2. Matters Arising and not on the agenda</b></p> <p>A governor pointed out that the Pre-school was not mentioned in a recent newsletter. The HT confirmed that she has asked for a report and the Pre-school will be included in the future.</p>	<b>HT</b>
<p><b>3. Update Register of Business Interests</b></p> <p>PI Information is now up to date. Governors are reminded to update the form if any of the criteria changes.</p>	
<p><b>4. Appointment of a Parent Governor</b></p> <p>The role of Parent Governor was recently advertised to the School and one parent has proposed themselves. As no others have come forward, governors were informed that this parent could be appointed, subject to having the right skills for the role. The role is for the M &amp; R committee. The parent's financial and reporting skills will fill the gap identified by the skills audit.</p> <p>Governors appointed Rachel Lambert-Forsyth as Parent Governor for a term of four years.</p>	
<p><b>5. Reports</b></p> <p><b>5a Headteacher's Report</b></p> <p>SDP. The HT felt that it had been a short, snowy term and in reviewing progress, felt that she had taken on too much at a time where the weather had impacted and the term was only five weeks. During that time, a lot of reviews and PMs had taken place. The Easter concert has been moved to the Summer term.</p>	

	ACTION/DATE
Monitoring – Learning walks and book scrutiny are taking place but will be ticked off on the SDP at the end of the year.	
<p><i>Q: Do you have the results of the pupil interests audit?</i></p> <p>A: Yes, most are addressed via the curriculum and this will be discussed at T &amp; L.</p>	T & L agenda
<p>A governor requested that when the SDP is updated, the version number is added.</p>	HT
<p>Attendance – The HT was delighted that Y3 had 100% attendance this week. All classes have over 95% for two weeks in a row. This term has seen a lot of pupil and staff illness, as well as specialist appointments for SEND pupils.</p> <p><i>Q: Are you still receiving in term time holiday requests?</i></p> <p>A: Yes, particularly from YR. As these pupils are not statutory school age, the holidays are recorded as not authorised but no fine is issued. Parents feel that they can ‘get away with it’ until a child is five. Parents will often ask for work to be set for their child or offer to do work while away. Staff are unable to set work and this would not promote the same learning environment as being in class.</p> <p>Data in Y1 is looking pleasing. Y1 has nine SEND pupils. In Y1/Y3, pupils have not covered all the curriculum and results in the summer term will reflect their knowledge of all the topics when they have been completed.</p> <p>PD has taken a Maths book from a very able pupil to the moderation body for discussion.</p> <p><i>Q: How do you feel about the targets? Are they challenging?</i></p> <p>A: They are way above local and national targets. Current results are in a good place with a term to go. Pupils know their goals. Some will plateau while others will ‘whiz’.</p> <p><i>Q: What about Y4 data?</i></p> <p>A: Pupils are on target or over. This is January data so April data will offer a clearer picture.</p> <p><i>Q: Is Y4 data a reflection of why Middle Schools re-test?</i></p> <p>A: PD is a moderator and has met with a broad array of Y4 teachers. Other schools GD was not even close to our expected. We are very comfortable with our judgements. Re-testing can be very unfair on the pupil and also it does appear to cast doubt on the Lower school’s professional judgement. The more that Lower schools can share moderation skills, the more reliable the data that is provided to Middle schools.</p> <p><i>Q: Were the targets hard enough?</i></p> <p>A: Yes, they were more challenging than last year. Pupils have risen to the challenge and exceeded them.</p>	

PD noted that pupils who have left, show lower standards of writing from available data, as this is not a focus in Middle school.

*Q: Why is the AWPU dropping?*

A: It is up to the LA to distribute it to schools and our LA receives one of the lowest amounts across the country. So, any budget cutting impacts severely. Budget to be reduced by increments over the next three years.

*Q: Is the shortfall approximately £100K?*

A: We have been given our budget forecast but without the high needs block ie the LP income was 80K last year balanced against subtracting eight pupils worth of AWPU from the LP. On 31.03.2018, we will find out how much LP we will receive. It is no longer ring fenced. If they cut that 80K, it will mean some difficult decisions. Five of the current LPs are in one class.

SIP

A governor noted that feedback from the SIP about OFSTED was very good. The SIP's very detailed report stated that the School was working well towards targets. The SIP commented positively on the mentoring. The next report will be issued at the year end.

#### **5b T & L Committee**

Very pleasing data with strong phonics tracking. If the test took place tomorrow, the HT would be confident that 50% would pass. The test will take place in June. The HT accepts that due to the cohort, some pupils will not pass. Staff are focusing on the pupils in the middle to improve their progress. Some pupils will be disapplied and this will be identified in the data.

The CoC felt that the early interventions and tracking had really helped. In addition, a parent phonics session had taken place. This was well attended (22/30) and parents were grateful for the information. Y1 have been creating a huge display with aliens to remind them of alien words.

CPD – very strong CPD has taken place with SLT mentoring junior staff to grow their confidence. This really is bearing fruit as confident teachers grow confident pupils. New staff always know that they have someone to ask and nobody minds how often they do this. The CoC asked for a huge well done to be passed on to the SLT for their mentoring.

#### **5c M & R Committee**

The completed Finance Manual was agreed by the GB and signed off by the CoC.

Clerk to send templates of previous accessible financial

HT

Clerk

	ACTION/DATE
reporting to RLF.	
SFVS – has been reviewed and agreed by all of the GB and was signed off by the CoG.	
Whistleblowing Policy – the word yes to be added and initialled.	CoG
Scheme for financing schools (best value principles) agreed by the GB.	
Benchmarking – the HT hopes that HF can so this and is happy to wait until this is possible.	
The budget has been finalised and will be signed off by 31.3.2018.	
Work will take place over the Easter holiday which will mean that the server has to be turned off. After the Easter holidays, the new budget will need to be finalised in just two weeks. The HT has been working on this and has added all of the elements that will not change.	
<i>Q: Why is the electricity being turned off?</i>	
A: The electricity is being turned off to replace the circuit boards and all of the lighting in classes 1-4 and emergency lighting in whole school. The server will be turned off to protect data. The budget/banking is on the server so the HT will just have to work on as many things as possible.	
Internet Provision	
The HT is aware of some very interesting offers and would value MC's expertise in choosing the best provider. Schools Direct are offering 5% off if five or more schools buy their provision. Internet Provision is a major topic for HTs currently.	MC/HT
Schools Direct and E2BN would like to pitch their services.	
The HT is less keen to use Silverbug despite them providing IT support as it is not schools focused and would be 'putting all the eggs in one basket.' HT to circulate any relevant emails. The GB agreed that they would endorse any decision made by the HT about the internet provision following any meetings with prospective suppliers.	HT
Kitchen Maintenance	
Discussed last year and service contract awarded to Prestige Catering Equipment Ltd. £390 plus Vat. All governors agreed.	HT
<i>Q: Does anything need replacing?</i>	
A: The cooker and fridge were repaired within the last year. Nothing is end of life.	

	<b>ACTION/DATE</b>
<p><i>Q: Is there an itinerary of items?</i>  A: Yes, there is an itinerary and some older items may be less energy efficient. They were bought before the current HT joined but are still in good condition. Prestige will provide a condition report to inform planned replacement and maintenance.</p>	
<p><b>6. Governors – Skills Audit Review/Vacancies</b></p>	
<p>CoG/HT to attend Data Training course for Analyse School Performance, replacing Raiseonline.</p>	<b>CoG/HT</b>
<p>CoG and JY to review repairs to the Caretaker’s bungalow.</p>	<b>CoG/JY</b>
<p>The HT reported that the Caretaker has torn a tendon in his foot and she may need to do an OH assessment. This was as a result of a ladder accident but did not take place on School premises.</p>	<b>HT</b>
<p><i>Q: Are all the maintenance jobs up to date?</i>  A: yes, the majority have been done. The shed still needs to be emptied but that is weather dependent. Also the radiator in the HT’s office still needs to be repaired. The H &amp; S books are up to date and there are no H &amp; S risks.</p>	<b>HT</b>
<p>The new handles have been fitted on the classrooms. There was a delay as the suppliers forgot to send them. The Yale part of one of them was broken but it is not needed.</p>	
<p>Water temperature – Caretaker to note internal readings.</p>	<b>HT</b>
<p>The Caretaker has been asked about any damp in his bungalow and he says that there is none. Electrical work to be carried out on his light.</p>	<b>HT</b>
<p>The Clerk has had some initial interest in a governor vacancy following a meeting with the local Volunteering Bureau. The prospective governor has relevant experience. The Clerk has acknowledged his interest and will await any further communication to set up a meeting with the HT/CoG (Post meeting: No further communication from prospective governor)</p>	
<p>Governors agreed to reconstitute to allow for an additional community governor role which they hope will be filled by HF in the near future. Clerk to communicate with LA.</p>	<b>Clerk</b>
<p><b>7. GDPR</b></p>	
<p>The Office Manager has attended training on GDPR but feels that the information received is not conclusive. Organisations are supposed to appoint a Data Protection Officer but this has not yet been confirmed and may not be appropriate for schools. It is possible that this would be part of the Office Manager role but would make more sense for the HT to take the liability. As</p>	

	ACTION/DATE
<p>many schools are struggling financially and some are in deficit, there is little to no money to fund a dedicated role. One solution is for K Petrowski's expertise to be shared up to 25.05.2018 and then for spot checks to take place. CoG to meet with Office Manager to discuss the finished 'grid' and will check consents are in place. Employer Liability Insurance will remove some of the pressure. Realistically, schools will not be a high priority after the deadline and as long as the School can show it is going through the process, this will be adequate.</p>	CoG
<p>RLF is happy to ask a director of her workplace (charity) for advice. CoG to let RLF know.</p>	RLF/CoG
<p><b>8. Website</b></p> <p>The website is looking much better and only a couple of amendments are to be made – the vision statement and moving HT's page.</p>	
<p><b>9. Safeguarding Audit</b></p> <p>A review will take place in June 2018. If governors have any specific questions or concerns, please ask the HT or CoG.</p>	
<p><b>10. Staffing-induction, quality</b></p> <p>Lesson observations have taken place. All lessons were observed as good with lots of outstanding elements. Teacher PMs have been completed and TAs/Pre-school staff to be done.</p>	M&R Agenda
<p><b>11. Policies</b></p> <p>Nothing to discuss.</p>	
<p><b>12. Health &amp; Safety</b></p> <p>Tree cutting – a branch from one of the trees came down due to snow. The tree was checked for safety and some loose branches removed. Another branch fell despite it being checked. The tree has now been cut down to a height of 8ft. Pupils have been very interested in this and would like to be tree fellers. The HT would like the remaining part of the tree to be carved and suggestions have been a house, animals and story tellers chair. JY has a contact who is skilled at tree carving and will ask the contact to get in touch.</p> <p>Due to the age of the heaters, it is impossible to buy filters or motors. The LA Condition Survey did not highlight any issues and the HT tried to get the heating replaced with the electrical work but the LA would not do this. The Caretaker will clean out the filters when school is closed.</p> <p>A risk assessment will take place after the Easter holidays.</p>	HT/JY
<p><b>13. AOB</b></p> <p>The next INSET day will either be Maths or more able NACE</p>	HT/JY

	<b>ACTION/DATE</b>
award. Asthma and Epipen training will also take place along with the half yearly evacuation training.	
Rights Respecting Board to be updated with next meeting date. Workbooks and folders in front entrance also to be updated. Star Writer material to be included.	<b>HT</b>
The HT proposed writing off a debt from 2013 from the Cardiofit Club. It is being paid off at £3.00 per month although no money has been received since November 2017. The GB agreed. HT to contact the debtor.	<b>HT</b>
The policies for Pre-school and Breakfast Club need to be amended as a parent requested a refund due to a snow closure. The policy will now state that refunds will not be given due to unforeseen circumstances.	<b>HT</b>
The next meeting of the GB was judged to be too early in the calendar and is now cancelled. The next GB meeting will be on 16 May 2018, starting at 6.00pm with M&R followed by a brief FGB to agree the budget and concluding with T & L. Staff staying to attend the T & L meeting are much appreciated.	
The Meeting finished at 9.00pm.	
<b>Dates for the Year</b>	
24.01.2018 Comms	
14.03.2018 FGB	
16.05.2018 M & R, FGB, T & L 6.00 start	
11.07.2018 FGB	
<b>All Comms at 6.00pm and FGB at 7.00pm unless notified.</b>	

Signed ..... Date .....

CHAIR

# FGB Minutes 21.03.2018

by Elleesa Jones • 2 months ago • Print

Table Calendar

		I agree that these minutes are a true and accurate record of the FGB 21.03.2018
7 participants	+	✓7
⊖ Rachel Lambert-For...		✓
⊖ Rose Gunter		✓
⊖ Elaine Dicocco		✓
⊖ Paul Dicker		✓
⊖ Jonathan		✓
⊖ Paula Bangs		✓
⊖ Susanne Dove	✎	✓