

**SUMMER TERM 2018**  
**Heathwood Lower School**  
**Minutes of Governing Body Meeting – Wednesday 4 July 2018**

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

	<b>ACTION/DATE</b>
<p><b>1. Apologies and Minutes from previous meeting</b></p> <p>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>N/A</p>	
<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. Reports</b></p> <p><b>4a Headteacher's Report</b></p> <p>SDP. The GB had received ragged copies of the SDP. Much of it had already been discussed at T &amp; L. The HT explained that orange items would be carried forward into the next academic year. Mastering Greater Depth would be a big focus of the SDP.</p> <p>The HT had been interviewing pupils to review Mind Time and will make some changes before relaunching it.</p> <p><i>Q: Has Mind Time actually stopped?</i> A: It has in some classes as we found that a blanket timetable did not suit.</p> <p><i>Q: Are there any aspects that you would discontinue?</i> A: Energisers, but they will be put in other places. Yoga was only found to work for Y4.</p> <p><i>Q: What has been the favourite activity?</i> A: Listening to music, breathing exercises and Rainbow Road. Yoga has been difficult to do in class as floor space is limited.</p>	

The HT reported that there was one red as the 'Aboves' were closer in Y4 Maths to reading and writing. The SIP had not been concerned as this was part of a national trend. Maths planning has already had an impact and will have even more next year.

*Q: How are you finding TAs giving pupils more independence?*

A: Some TAs struggle with this, depending on their nature.

The HT pointed out the red for Pre-School, with 61% working on phase 1 in Phonics. The DHT commented that there were a huge amount of aspects for pupils to work on and she did not want to say that they were secure when they were not. Some speech and language concerns do need to be factored in. Pupils are being given the building blocks of language: rhyming and alliteration.

*Q: How is the transition from Pre-School to YR?*

A: It is going well, with two pupils crying because they wanted to stay in YR! All pupils were fully engaged and they are very used to the main school as they come in for lots of activities. It is all running very smoothly

*Q: If a child is SEND/EHC or Pre-School feels the child might be, does the SENDCo visit?*

A: Yes, and he has been to other Pre-schools when a child is moving from there to Heathwood. A prospective pupil has recently visited Heathwood who may be EHC and every effort will be made, if the child joins the school, to get the EHC in place as early as possible.

*Q: Can the HT comment on the Buddy system, hats and Buddy Bench?*

A: It does not work and is often viewed as the 'Losers Bench'. Also we do not have buddy hats. All pupils just chip in. Several Y3s go and help YR and are unofficial young Leaders.

A governor commented that she had witnessed older pupils naturally encouraging the younger ones. The DHT felt that this was part of the School's caring ethos.

The HT confirmed that the Pre-school section was now in the Newsletter and that Picnic in the Park went very well.

### **End of Year Data**

The CoG congratulated the HT on the amazing result of 83% in Phonics. Several of the pupils had secured passes of 38-40 correct, some were borderline, but they were all passes. Two pupils had been disapplied and would be next year. The few pupils who did not pass were very close and would receive intervention for next year. PD felt that Y1 teaching was really working and this was one example of this.

All reportable data has been very strong this year. Y2 results have been moderated so they are very accurate. The Moderator

felt that staff knew the pupils very well and there were no queries about lack of evidence.

*Q: How are the staff at the end of the year?*

A: Delighted but exhausted. They will be given the result headlines on INSET day. They really have risen to the challenge. The HT stressed that results were not all about data but that is what we are judged on. The SENDCo added that all the little steps made by SEND pupils would make your heart melt. The CoG agreed, saying that we are asked to review progress and not just results.

Y1 – Reading, Writing and Maths finished with over 50% at Greater Depth. They have done exceptionally well as this class has 9 SEND pupils

*Q: Will there be any Middle School tracking?*

A: Yes, usually in the Autumn term.

*Q: why have some cohorts got a Science result?*

A: Science only has to be reported externally in Y1/2 and there is no box for Greater Depth.

A governor commented on how well Y4 had done.

*Q: After such a successful year, does this mean that targets will be higher for next year?*

A: It means that the wider curriculum will have a focus next year rather than a core focus.

#### Headteacher's Report

Staffing update – Gillian will be leaving to start as an NQT at Greenleas.

Attendance figures are ok but the HT feels they could be better. Two court summons have been sent out. Nationally, there seems to be a trend of taking pupils out in term time as they feel that children can learn just as much out of a classroom. However, they are missing so much. YR is particularly bad for this but the pupils are not of statutory age.

PD's SENDCo course to be added to the report and may have been missed as it is recurring rather than one off training.

HT

#### SPG

The Headteacher is hoping to save some of the SPG for next year to help fund an all weather running track around the field. Having the track would help with the Active 30/30 Daily Mile initiative. She is looking for sponsors for a 10K run. Some staff members are taking part in this on 30.09.2018 The CoG will organise some t-shirts. Funds raised will be split: 10% to The British Heart Foundation and 10% to Annabelle's Challenge and 80% for the all-weather track. Please see the Justgiving page: .

CoG

<https://www.justgiving.com/crowdfunding/heathwood-lowerschool>

Q: *Is any funding available from the PTA?*

A: Yes, they will have the same focus. There will also be a child sponsor event.

The Headteacher reported that she was discontinuing the P Bone lessons. Previously all of the budget for this had been focused on Y3 but now this money would be spread across the school with music taught in 6 week blocks, related to topics.

The celebration of music concert went really well.

#### **4b T & L Committee**

The CoC commented that all of the data had been very pleasing. She highlighted a Y1 School trip she had attended and said that pupils had thoroughly enjoyed it and had great fun bug hunting.

An NSPCC Workshop dealing with Online safety had taken place. A governor was disappointed with the lack of parents attending. However, as it had been run in the day time and the NSPCC would not run an evening course, the timing may have played a huge part in this.

Rights Respecting – pupils enjoyed taking part in an obstacle football course and money was raised with pupils paying to dress as sports people.

The CoG attended a School lunch and reported that she felt that the atmosphere was so happy and that the pupils showed great manners.

#### **4c M & R Committee**

The CoC apologised that he had not been present at the M&R meeting. The meeting had been chaired by the VCoC who was not present at the FGB to give his report. The FGB report was a joint effort between the CoC and the Headteacher.

HF will be returning to her governor's role in September and will carry out bench marking when she is able.

Broadband – the Headteacher has received quotes from E2BN, Fluid One and Silverbug. The quotes are not comparable. Other schools seem to have signed up equally with E2BN and Schools Direct but report that they are not very happy with either company.

PD felt that improving the router was a priority. Silverbug were happy to install one while Fluid One just wanted to mail one out

		ACTION/DATE
	to the School. Overall Silverbug offer a better level of customer service. Their monthly cost is slightly higher at £194.00 compared with Fluid One's £140. Silverbug have price matched and the technician already assigned to the School will be part of this package. The saving to the School will be about £1000 pa.	
	The electricians will be coming back to deal with the lack of a fire break in several ceilings including the kitchen. A new fire door will also be needed. They have not been in touch to confirm dates.	
	Caretaker – JY has a list of work. The door to the Boys' outside toilet needs to be repaired and the Headteacher has placed these toilets out of bounds today.	
	H&S folder Couple of split finger guards have been logged. Tools list needs to be checked Bolts to be changed Ramps to the field. Cleaning out the heaters	JY/HT
	School Meals – governors had voted unanimously to increase the daily cost of school meals from £2.00 to £2.10. Benchmarking is needed to ensure that meals are priced in line with other schools.	
	Fence – A complaint has been received from a neighbour asking for a fence to be replaced. The neighbour has been asked for the deeds. The fence does not belong to the School and if it were to be replaced out of goodwill, the Headteacher could put up a chain link one. The neighbour also claims that a tree is ruining his roof. The Headteacher commented that he can cut down the offending part of the tree and leave them on School grounds for disposal.	
	RIDDOR have been informed about the pupil who stumbled over the metal post. They inspected the site and felt that the School had done everything possible. Weeds to be allowed to grow to make area less desirable. Caretaker to attend to the moss on the gazebo.	HT/JY
4d	Responsibility Reports  Work logs – already discussed Rights Respecting - already discussed	
	Finance Manual – has been read by office staff and will be shared with the incoming Office Manager in September.	HT
	<b>5. Governors – Skills Audit Review/Vacancies</b>	

	<b>ACTION/DATE</b>
No governor resignations have been given to the Clerk.	
Governors are asked to complete the Skills Audit and return this to the Clerk who will summarise the responses for circulation.	<b>Clerk/All</b>
Governors agreed some initial meeting dates for the coming year:	
Wednesday 12 September FGB Wednesday 14 November Comms Wednesday 12 December FGB	
Remaining dates to be agreed.	
Pay Committee to meet in September to discuss staff and HT pay. Date to be agreed.	
<b>6. GDPR</b>	
The new Office Manager has a lot of expertise from her current school and this will ensure that Heathwood is up to date with GDPR.	
The Governors' Privacy Notice was circulated. Governors to read it and fill in the parts in red.	<b>All</b>
<b>7. Website</b>	
Governors need to ensure that they all have access to Google docs.	<b>All</b>
<b>8. Safeguarding Audit</b>	
This will be deferred until September 2018. The Headteacher reported that there were no glaring items that needed immediate attention. She is exploring an online Safeguarding reporting system which allows staff to share and respond to logged concerns, especially low-level ones that help to build up a picture. She is keen on one system that is colour coded to ensure that the right people receive information and offers cloud- based storage. This is not to replace the printed system. Headteacher to update governors with further information. The two quotes are Safeguarding.co.uk £499 and CPOMS £650 <a href="http://www.cpoms.co.uk/">http://www.cpoms.co.uk/</a> Keeping Kids Safe in Education will be updated at the beginning of September 2018.	
<b>9. Staffing-induction, quality</b>	
Mrs Hiles Office Manager is retiring Gillian is leaving Pre-school to become an NQT at Greenleas No other staff are leaving.	
Lesson observations have all been good to outstanding.	
The headteacher attended the Y3 Councils Student Voice	

Conference 'Healthy Body/Healthy Mind'. This is discussed well-being, not only for staff but also parents. Schools are encouraged to hold a well-being day which is possibly easier in a larger school. Initiatives such a football sweepstake, film nights and bake offs were discussed.

#### 10. Policies

Nothing to discuss.

#### 11. Health & Safety

The LA is conducting a H&S Audit which will include the driveway and the roofing. The Headteacher will speak to them about the possibility of turning the Sensory Garden into a carpark. She will also discuss the finer points of fence ownership.

#### 12. AOB

A meeting has taken place about Leighton Buzzard Schools becoming two tier. The majority of attendees were in favour but naturally Middle Schools were not. A Working Party has been formed to drive this forward and the Headteacher is part of this. The governors felt that becoming a Primary School would be good for pupils as currently they transition during a very difficult year (Y5) and when they leave, it is difficult to obtain data on how pupils are faring at Middle School. The LA may consider closing some smaller schools but the LP Provision is a unique feature of Heathwood. Governors could go into consultation to become a Primary School at any time they wished.

A move to become a Primary School could be discussed with current parents to lessen the impact of change. It is vital that the School communicates and is open with parents. The CoG felt that it would be sad about job losses but that the children were the priority. If any meetings occur over the summer holiday, governors will be updated.

Y3 Residential – this was a fabulous experience and will go again next year. It was just far enough away to make it an adventure, being at Caldecotte in Milton Keynes. The Water Sports activities were well handled and all H&S checks made.

BACS is being adopted as a payment method in September 2018. Michelle has attended training and is now confident in doing this.

The Leavers Assembly and BBQ will take place on the last Wednesday of term and all are invited.

The CoG thanked the Headteacher and all of her staff for their very hard work all year and for creating such a lovely atmosphere in the School. She stated that she is very proud to

HT/CoG

**ACTION/DATE**

be CoG and proud of the governors.

The Meeting finished at 9.10pm.

**Dates for the Year**

Wednesday 12 September FGB

Wednesday 14 November Comms

Wednesday 12 December FGB

Remaining dates will be added

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

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

CHAIR

# FGB Minutes 4 July 2018

by Elleesa Jones • 3 days ago • Print

		I agree that the minutes are a true and accurate record of the FGB meeting 04.07.2018
7 participants	+	✓7
⊖ Rachel Lambert-For...		✓
⊖ Rose Gunter		✓
⊖ Elaine Dicocco		✓
⊖ Paula Bangs		✓
⊖ Jonathan		✓
⊖ Paul Dicker		✓
⊖ Susanne Dove	✎	✓

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