

SPRING TERM 2015
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 2 February 2016

PRESENT: Susanne Dove (HT) Hayley Fitch
 Elaine Dicocco Paula Bangs
 Alison Holloway Jennifer Akpeki Tyrell
 Rose Gunter Jonathan Young

IN ATTENDANCE: Elleesa Jones (Clerk)

APOLOGIES: Mike Chappell

Attendance:

HF 100%	SD 100%	ED 100%	AH 100%
MC 80%	RG 100%	PB 100%	JAT 50%
JY 100%	Overall: 95%		

		ACTION/DATE
1	<p>Apologies Apologies were accepted from MC</p> <p>Minutes from previous meeting</p> <p>Governors reviewed the minutes of the FGB 04.11.2015 and 13.01.2016 for accuracy. The minutes were a true and accurate account of the meeting with the following amendment: Clerk to delete the age reference in point 5. 04.11.2015 Signed by the Chair.</p> <p>The GB decided that future minutes will be circulated and agreed prior to the meeting to utilise meeting time more efficiently. Minutes will initially be agreed by the HT and Chair. In the case of any matter that is disputed, this will be resolved at the meeting. The Clerk to ensure that governors have adequate deadlines for response.</p>	<p>Clerk</p> <p>Clerk</p>
2	<p>Matters Arising</p> <p>There were no matters arising.</p>	
3	<p>Update register of business interests</p> <p>Governors confirmed that there have been no changes to the register of interests published by the governing body with an exception relating to the HT. Clerk to send HT a PI form.</p>	<p>Clerk</p>
4	<p>Outstanding forms from two governors had been given in. The HT to ensure that information from them is uploaded to the website.</p> <p>Reports</p>	<p>HT</p>
4a	<p>Headteacher's Report</p> <p>The report had been read by governors and questions were invited: Q: <i>During lesson observations, the report mentions that there</i></p>	

were a few 'unsatisfactory' points. What is being done to resolve these?

A: It is important to remember that sometimes pupils have an 'off day' and that low level disruption can happen. However, the deployment of Support Staff is used to minimise this and some pupils are moved in class to avoid situations. Specific development areas in teaching staff are met by them shadowing a colleague who has those strengths. They then evaluate how best to use skills learned from this. All staff receive CPD to ensure that they are working at their best.

Q: How effective is the Lesson Study?

A: Pupils have given positive feedback and evaluated how the lesson can be even better next time.

Q: Would you use that lesson as a 'sound lesson'?

A: The partner school may be doing a different topic so it may not be possible to use the lesson in that format. It is, however, put into next year's planning.

Clerk

The CoG felt that overall, data was good. Data and intervention strategies will be discussed in depth at the next T & L meeting.

T&L

Q: Lots of staff training has taken place. How is constructive feedback captured from the courses?

A: Curriculum Leaders and PSGs share updates and evaluate training attended. All current training is focused around the SDP.

Q: What is the single central record?

A: It is a record of staffing information showing that the school has recruited and referenced/DBS checked staff. It forms part of Safeguarding and can be examined by OFSTED to evidence how Safeguarding is practiced in the School.

Roof Contract

Following a survey by the LA, work is to be carried out to replace the roof over the staff room down to the library area. Plastic skylights will also be replaced. This will involve some work over the kitchen and slight movement of the solar panels. The Contractor to liaise with the solar panel provider for this aspect of the work. The LA will also carry out work on the drainage and clearing the playground gratings. The School is responsible for paying 13K out of the total 70K for the work. The balance will be met by the LA. Work will start on 14.03.2016 and continue over Easter. The contractor is experienced in working in a school environment. Lessons will not be disrupted. The HT will write to parents and neighbours about the work.

In addition, the HT is hopeful that repairs will be done on the building down the lane which is currently used to store PE equipment. The HT has sent pictures to the LA, showing old loose tiles which could fall on the pre-school.

The School chimney stack which is obsolete is wearing away. The

Contractor to investigate while they are working on the roof to investigate how this can either be removed or made safe. Another local school has had the same issue and the most cost effective remedy was to shorten the chimney.

HT

Q: How did the recent lockdown simulation go?

A: Pupils were told about this in assembly to avoid worry and to explain that it was a reverse fire drill. The matter had recently been raised at the Office Manager's meeting and while there are some schools that have a procedure, Heathwood is the only school that has a procedure and has practised it.

Partial lockdown for example would be in the case of bees or a stray dog on the playground. Pupils would leave the playground and enter the School by the nearest safe door, rather than going to their classroom door. A full lockdown would be the same but once inside, depending on the situation, pupils would be locked in, held in the safest place with the blinds closed and possibly under tables. The partial lockdown has been practiced.

All playground staff now wear a whistle. Lockdown is sounded by a continual whistle and alarm. During the practice, some staff were unprepared and this is a learning process for them.

Q: How do you know that you know that a lockdown has been successful?

A: Everyone is inside. Next time the exercise will be timed.

Q: What happens if staff are on the field?

A: They have to bring walkie talkies.

Q: Can pupils access the School from the field without going across the playground?

A: No. They would need to remain on the field or they would be taken to the safest place, depending on the situation. They would be contacted via walkie talkie.

Q: What happens in an evacuation?

A: Staff take all the resources needed. From an IPAD, a text can be sent to all parents. If pupils are evacuated to DDLS, it is possible to use their G2 system to access Heathwood parent phone numbers.

Q: How frequently will similar exercises be carried out?

A: This will need further thought as it is important to be efficient but not to scare the pupils.

The CoG commented that attendance figures were excellent.

Q: What is being done with persistent families who continue to take holiday in term time?

A: The school continues to work with the EWO and other schools to take a strong line. The attendance bear, fines and reminders are all proving effective. Data continues to show that pupil

	ACTION/DATE
attendance are a major influence on performance.	
<i>Q: Are the reasons for absence that the School has received reasonable?</i>	
A: Generally yes. Bereavement and other exceptional circumstances are treated sympathetically but no leave is given for weddings.	
4b Teaching and Learning Committee	
Any outstanding photos and profiles to be sent for inclusion on the website to the HT.	RG/MC/JY
Data and interventions to be discussed at T&L	T&L
<i>Q: Has there been any feedback about introducing electronic newsletters?</i>	
A: There was a form on the back of the current letter and a lot of parents requested a paper copy. It would also be labour intensive going forward to write the pupil names on the paper copies.	
A governor suggested that saying 'paper copies available from the School Office' would be a way forward. HT to action.	HT
<i>Q: How is using Future Game helping PE provision?</i>	
A: This is cost effective as an apprentice is engaged. A class teacher is responsible for behaviour management and the apprentice delivers the coaching. The School will use an apprentice again next year.	
<i>Q: What about Young Leader training?</i>	
A: The Leighton Linlade Sports Partnership provides this training. Where they have asked for 20 out of a class of 30 pupils, the Others work with the class teacher on a similar programme of training that mirrors the work of their peers who have been selected.	
4c Management and Resources Committee	
There is an 84K underspend. This is due to prudent savings and also due to unexpected payments mostly around the pre-school. Some of the underspend is already committed. The AWPU will be less in the next financial year and some of the underspend will cushion this. The 13K needed for roof repairs will also be met from this.	
Some of the income has been from the Breakfast Club and Pre-school invoicing. Both of these are now well managed financially. There is also income from the solar panels.	
The heater in the assembly hall is broken and awaiting survey. It burnt out. It is believed to be one of the original heaters. The School may have to commit funds to replace it and others like it around the building.	

The budget had provided funds to cover for two long-term staff absences. However, only one staff member had been long term sick. Provision had also been made for an additional teacher and a TA and this had not been needed. Last year there was a lot of TA sickness but this has not been the case this year.

Q: If a TA is off work, does the School use a supply TA?

A: No, cover is provided internally. Where a pupil has 1-1 support this is more effective as they already know the person covering. If no staff member is available, an MDSA can be called in who again will know the pupil. The main area affected by this is Pre-School as ratios have to be maintained.

There has been a saving of 5K on other occupational costs. This however, has been committed for the next FY.

Staff are all making economies with photocopying and it is cheaper for them to print to the one printer. A governor suggested that some worksheets and homework could be available from an online homework company eg. Show my Homework, to reduce printing. After discussion, it was felt that the facility to provide this would be expensive for a lower school, although if it were to be done, it would provide a preparation for middle school where this is the standard. The school already uses the Learning Platform to promote homework

A discussion took place about the age and reliability of the water heater which has been intermittently faulty. The possibility of Salix loans was raised. JY to survey with Simon.

JY

5

SDP

Q: What improvement has there been through marking feedback?

A: The SLT aim for a bi-weekly book scrutiny in every class, looking at presentation, marking and feedback. Books are selected from each of the ability categories. Feedback and targets are given where appropriate to staff to help them improve.

Q: How is Classroom Monitor working?

A: It is very well embedded. All foundation subjects are now on the system. Data scrutiny is much easier. There are still some glitches with the software. The HT has been assured that the present issue will not ruin past data and will be resolved within 14 days. This may delay half term reports which have not been issued before. All data is backed up against loss.

EY targets are to be discussed at the next T & L committee.

T&L

The HT will be doing some work across the School to embed British Values. Pupils already understand the principle of democracy through School Council elections. RG to attend School Council meeting.

RG

6

Governors

		ACTION/DATE
	A governor responsibilities document was issued to ensure that all governors understand their specific roles. The CoG will be accompanying pupils on the residential visit again and another governor will be attending the visit to the Houses of Parliament.	
	The SEND governor to check she has the current SENCo's email address.	JAT
	CoG to update responsibilities sheet to reflect that JY will be co responsible for H & S.	CoG
	Governors discussed if the current training package was proving suitable training to enable them to be effective. The merits of online versus face to face training were discussed. This matter is to be considered further in the new FY.	
	Governors to update the CoG with training they have taken.	
	The Clerk advised the GB that the LA had not actioned her request for a governor to become the LA governor. The LA wished to nominate a person to fill this role. Short-term it would be necessary to appoint JAT to the vacant co-opted governor vacancy while the matter was resolved. The GB agree to do this.	
	This did raise the issue that any governor appointed would have to bring specific skills. As it was a while since a skills audit had taken place, the GB decided it would be prudent to do this again and identify training needs.	All
	The Clerk to send out the link to GEL training.	Clerk
7	Safeguarding Update The audit has been completed and will be reviewed again in the Summer term. Safeguarding now encompasses radicalisation. The HT looked at a model Safeguarding audit and felt that the School's audit exceeded this. Both audits will be merged.	
	H &S aspects of the audit are still needed and the lockdown will be added. A before and after H &S report will be written.	JY
	A fire safety walk has taken place and several doors identified without fire exit labels. This has been remedied.	
	Safer recruitment does not need to be updated but it is good practice to do so and training is available on line.	
	The mossy ground outside the Cotefield Drive entrance was discussed as several people had fallen there. A warning about this entrance has been placed in the newsletter. The area around the entrance does not belong to the School and further advice will be sought from the LA.	JY
8	Policies	

		ACTION/DATE
	Governors discussed the Data Protection policy. They decided to remove the line about making a charge for providing copies of data. The policy was then adopted.	HT
	The Complaints Policy is to be sent out again for review.	HT
	Dates for statutory policies to be reviewed are to be allocated at the first meeting of the year.	Clerk
	Governors responsible for specific areas to review relevant policies.	All
10	H & S including maintenance This has already been covered.	
11	Website This has already been covered.	
	The GB would like to know how many parents read the public minutes and. JY to check if this is possible.	JY
12	AOB The matter of Cotefield Drive parking was discussed. The School is not responsible for this and reminders to park sensibly have been in the newsletter. The CoG would like laptops at the Parents' Evening so that parents can complete the Parents' survey. This will feed Parentview. The SFVS needs to be signed off at M & R. Governor expenses to be discussed at M & R DBS/CRB checks are complete for most of the GB. Where there are queries, governors to liaise with the School Office. The meeting ended at 9.30pm	M &R M &R JAT/HF/RG/JY
13	Revised Dates for the Year All Comms at 6.00pm and FGB at 7.00pm unless notified. Comms 16.03.2016 FGB 20.04.2016 Comms 18.05.2016 FGB 08.06.2015 FGB 06.07.2015	

Signed Date
CHAIRMAN