

SUMMER TERM 2016
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 20 July 2016

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

IN ATTENDANCE: Elleesa Jones (Clerk)

APOLOGIES:

Attendance:

HF 100%	SD 100%	ED 100%	AH 75%
JY 100%	RG 100%	PB 100%	
Overall: 90.6%			

	ACTION/DATE
The minutes from the FGB 20.06.2016 had been agreed.	
1 Minutes from previous meeting	
Governors reviewed the minutes of the FGB 20.06.2016 online. The minutes were a true and accurate account of the meeting. Signed by the Chair.	
2 Matters Arising	
There were no matters arising.	
3 Update register of business interests	
Co-opted governors are now required to state if they have children, grandchildren or close relatives as pupils in School.	
RG has grandchildren at Heathwood.	
4 Reports	
4a Headteacher's Report	
The HT's report had been distributed and questions and comments were invited.	
Q: How many YR pupils will be joining? A: There will be 32 in YR, 4 of which are EHC. 22 of the cohort have attended the Pre-school.	
Q: Do parents think that attendance at Pre-school gains them a place in YR? A: Yes, despite telling them that this is not the case. Some do not come and view the School while others join because it is	

catchment.

Q: Are pupils joining from other Pre-schools?

A: Pupils are coming from:

2 – DDLS

2 - Mary Bassett

2 – Vandyke

1 - Out of county

1- Tilsworth

1 – A/N Pre-school

Some potential pupils are lost to DDLS when they turn 3 as Heathwood admits them at age 2.5.

Q: Do we give a preference to pupils wishing to join Heathwood if the Pre-school is over-subscribed?

A: No, this is not our policy.

The CoG commented that attendance has been improving year on year from 93% to 97% and acknowledged the initiatives implemented by the HT in driving this figure up. The GB recognised that childhood illnesses such as chicken Pox can have a notable effect on figures. The HT commented that she had expected unauthorised absence to be higher than 2, due to the courtcase which had been in the media. The HT and staff will continue to be pro-active in maintaining good attendance.

SEND Report – The HT commented that the Y1/3 results were not as good as she hoped but that this was due to those years being part of a 2 year curriculum. Results do come together in Y2/4, inspite of the high percentage (28%) of SEND pupils. The HT has spoken to the LA about this percentage and how it impacts negatively on both SEND and non SEND pupils.

4b Teaching and Learning Committee

Lesson studies have taken place.

RG attended the Prevent training and found it very enlightening. This training will not take place annually, and it is one strand of the Terrorism and Radicalisation training. Staff will reflect on this during INSET days and at team meetings as part of the School's Safeguarding.

Governors are invited to attend the INSET day in September.

All

The HT has prepared data to track cohorts. The CoG felt that this was very useful and will help to track year on year.

The HT confirmed that the YR/Y2/Y4 data is submitted to the LA and the LA submit the Y2/Y4 data nationally.

In all cases SATs results supported teacher assessment. Y2 SATs were not submitted. Sometimes pupils perform better in

		ACTION/DATE
	tests than in their normal class work. Tracking stops coasting and ensures that pupils are challenged at their level.	
4c	Management and Resources Committee	
	Fencing work will take place for security and to improve the School frontage. The trees hanging onto the Heath Road path to be trimmed back. The grassy area outside the School belongs to the council, but the HT would like to obtain this area and mosaic it for neatness.	
	The protective railings are covered in moss and are buckled.	
	JY is arranging a meeting with Andrew Selous MP to discuss traffic calming. The HT thought that the LA would implement a 20mph speed-limit between Heathwood and Doverly Down but this has not happened. The HT has queried why the zebra crossing is not raised but has been informed by the LA that these can be more dangerous.	JY
	JY is aware of a successful media campaign for road calming in another area of the town. JY to contact BBC 3 Counties Radio.	JY
	The HT has repeatedly stated the dangers of parking on the Heath Rd in the newsletters. However, it is a public road.	
5	SDP	
	Governors are asked to read this over the summer to understand the evaluation and raise questions in the new academic year.	All
	Overall the HT felt that the School could evidence as good with some outstanding features. The governors (Leadership and Management) could be evidenced as having improved through their questions which are recorded in the minutes.	
	The HT would welcome comments on Parentview. There are 22 currently. Only 1 is negative and it is too vague to identify and investigate. Parentview does not allow for the School to reply to comments made. RG/JY to promote Parentview on social media pages to encourage parents to comment.	JY/RG
	The CoG commented that the Subject Leader data was very useful and gave a deeper understanding of each subject. Going forward, each report needs to be uniform to help with data scrutiny.	HT
6	Governors	
	RG has taken Prevent training RG/HF/JY to take Safeguarding training over the summer and any other governor who wishes to do this. The training brochure has been circulated and governors are encouraged to up skill.	RG/HF/JY

		ACTION/DATE
	Governors are now required to hold an enhanced DBS. This will be dealt with by Lyndsay.	
	The Clerk has been informed that MC is in hospital following a stroke. A card has been sent to his wife from the school and from the Clerk on behalf of the GB.	HT
	Governors reviewed their impact on school life for the past year:	
	M&R – setting up auditable payment system for Breakfast club H&S reviews	
	T & L – Learning Walks SIP meetings	
	All Training Holding the HT to account by questions and data analysis Website review and action planning Attendance (both of governors and strategies to improve pupil attendance) Parent integration with minority groups	
7	Safeguarding Update The safeguarding audit has been completed and Lyndsay is in the process of reviewing and updating the single central record.	
8	CoG to check the Visitors book against the SCR with Lyndsay. Policies There were no policies to agree.	CoG
9	H & S including maintenance Quotes for emergency lighting are now outstanding and will be chased by JY. Planned maintenance and works will take place over the summer and this will be reviewed by JY.	JY JY
10	Website Lyndsay will be reviewing and updating the website over the holidays. The Clerk to supply governor attendance for 2015-2016, minutes and CoG report. Governors agreed that all class pages should have the same template and that Y2/4 were exemplar pages. A page will be added for the pre-school and also the School Council award. Time will be allocated during staff meetings to develop the website and update pages to a uniform design. The HT reported that the School Council Award presentation at	Clerk HT HT

		ACTION/DATE
11	<p>the Houses of Parliament had been fantastic. The pupils were the youngest prize winners to attend and their conduct was amazing.</p> <p>AOB</p> <p>Strattons, the meat suppliers for school meals are selling their shop and this has been reported via the Strattons page on social media. The implications for school meals to be investigated by Gill.</p> <p>Personnel The Site Agent's accommodation is to be reviewed as part of the H&S action plan to ensure that damp is removed, better ventilation is provided and drains are unblocked. The HT has also discussed hard standing for the Site Agent's car or keeping it in his garage. The HT to liaise with the Associate member to review the tenancy contract.</p>	<p>HT/Gill</p> <p>JY/HT</p>
12	<p>Dates for the Year</p> <p>The first meeting of the new academic year will be: Wednesday 14 September 2016</p> <p>All Comms at 6.00pm and FGB at 7.00pm unless notified.</p> <p>FGB 06.07.2015</p>	

Signed Date

CHAIRMAN