

AUTUMN TERM 2017
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 13 September 2017

PRESENT: Susanne Dove (HT) Jonathan Young
Elaine Dicocco Paula Bangs
Rose Gunter Mike Chappell
Paul Dicker

IN ATTENDANCE: Elleesa Rushby (Clerk)

Attendance 100%

	ACTION/DATE
<p>Apologies HF gave apologies due to a sudden illness in her family. Post meeting, HF stood down as a governor and I have not counted her in the attendance figures. Everyone is thinking if her and her family. .</p>	
<p>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.</p>	
<p>2. Matters Arising and not on the agenda Parents to be reminded about the Parentview survey via the newsletter. <i>Q: Has there been any reaction to removing the afternoon break?</i> A: This is going well and only one child mentioned it. KS2 are loving having 15 minutes on their own and KS1 enjoy having the playground to themselves. One parent queried it but only in passing. At KS2 lessons are less rushed and pupils are able to get a lot more finished. <i>Q: Has there been any progress on the Kitchen accounts?</i> A: The M & R Chair took them for review over the summer and will report back. However, she has given apologies for this evening.</p>	
<p>3. Update register of business interests There were no new declarations of interest.</p> <p>Clerk to send out declaration forms for 2017-2018. Forms to be returned to the school office and content to be added to website.</p>	Clerk
<p>4. Elections Nominations were requested for the role of Chair of Governors</p> <p>4a 2017-2018. PB proposed by JY and seconded by SD. PB accepted the role of Chair of Governors.</p> <p>Nominations were requested for the role of Vice Chair of Governors 2017-2018. SD proposed RG and this was seconded</p>	

by MC. RG accepted the role of Vice Chair subject to re-appointment as a co-opted governor.

- 4b** RG was re-appointed as a co-opted governor.
ED was appointed as a co-opted governor.

- 4c** HF has served a four year term as a parent governor which will expire at the end of September 2017. She is willing to stand again. The Clerk has supplied the paperwork for parents to nominate themselves for the role. The specific financial experience and skills needed for that position were agreed by the governing body. Clerk to discuss hours and job description with HF before sending the document to the Office Manager.

Clerk

Governors discussed how to retain HF as a governor if she was unsuccessful in an election. The Clerk advised that the GB would need to re-constitute to add HF as a co-opted governor.

(Post meeting – HF resigned her position due to serious family illness. The parent nomination document has been sent out with a deadline of 6 October at 4.00pm)

All references to HF in these minutes will show her as being in post for the sake of authenticity.

The membership of committees was agreed as:

4d	T & L	M & R
	RG	HF
	ED	RG
	PD	JY
	HF	SD
	PB	PB
	SD	MC

Terms of Reference

The ToR for both committees would be circulated for governors to consider prior to the meetings.

Clerk

5. Agree Pay Committee meeting and HT's Pay review structure

Governors agreed that the pay committee 2017-2018 would be HF, RG, MC, SD with PB dealing with appeals. Meeting to take place after SIP visit 13.10.2017. Clerk to organise review meeting.

Clerk

The Clerk has been contacted by a prospective governor through Inspiring Governance. Clerk to pursue this.

Clerk

6. Headteacher Briefing on new academic year

The HT reported that she had received an email from the LA advising that an OFSTED inspection may take place, flagged up by a 'website' trawl.'

Q: Will Pre-school be inspected separately?

A: both Pre-school and main school will be assessed together.

The HT reported that the electrical work over the summer had been a 'nightmare' with a huge mess, dangling wires and a loss of power. The contractors went off for weeks. At the end of the holiday a new team of electricians came in but work has not been completed and the outstanding work will be done in forthcoming holidays. The HT had to cancel the TA INSET day as the school was not safe and there was no electricity. The HT has complained and asked for a timescale. The work that was carried out left a mess; with the kitchen taking three days to clean, before it was fit to operate. The HT feels that the School is now behind due to all of this.

The HT was pleased with the Y4 data, Y2 data for the cohort and with the improvement in phonics. YR data was stable and good at 61%. She would have liked 70% but with a number of SEND pupils, was encouraged that all pupils were making progress.

The SIP has scrutinised the data and cannot find a specific gap/pattern that requires development. The key points from his findings have been incorporated into the SDP. The School is benefitting from two senior leaders job-sharing and working across the whole school to push teaching to a consistently 'outstanding' level.

ED has been tasked with developing challenge for the More Able children across a broad and balanced curriculum.

The School will continue to focus on phonics, EY and Maths.

Staff were very excited in July about coming back in September and keen to take on the challenges of responsibility changes and year groups. They really are 'fired up and ready to go.'

Attendance continues to be stable. The term started with one family taking holiday. The HT has received plenty of holiday requests which she has declined.

7. Governors – vacancies/agree Governors section of the SDP 2017/18

The CoG distributed a number of statements relating to GB performance and asked governors to work in pairs to decide the most appropriate statement. The purpose of this was to identify areas of improvement and evidence the criteria that the GB already met. It was a lively discussion with contributions from all governors which will be fed into the SDP.

	ACTION/DATE
<p>Governors discussed radicalism. Online training has taken place between formal training undertaken two years ago. The HT has taken Prevent training. Safeguarding training is taken annually. Prevent training now to be taken annually by all governors. The Office Manager has set up access for this and governors will take the same training as staff.</p>	All
<p>GDPR training will take place in order for the School to be compliant by 25 May 2018. Already staff are no longer using memory sticks and all work must be put on the server. Secure waste is bagged and collected by a new company and a certificate of disposal issued.</p>	
<p>The CoG felt that the GB continued to challenge. She highlighted the following: M&R – checking of Caretaker’s work SIP’s meetings to look at data which has grown governor understanding The quality of data produced CPD Staff Meeting attendance and learning walks</p>	
<p>The CoG thanked the H & S governor who will be accompanying the Caretaker on a Fire check.</p>	H & S Gov
<p>The Clerk has been unable to access her Heathwood email account. Assistance is needed.</p>	PD
<p>8. Inclusion - Special Education Needs/G&T ED will be responsible for G & T and PD for SEND. PD has received an email from the LA stating that any statemented pupils have to be converted to an EHC by 31.3.2018. He hopes to have done the seven cases by Christmas. In addition, PD reported that paperwork for IAPS is being tightened up so that they have SMART targets. The Local Offer also needs to be updated. RG to meet with PD/ED towards the end of term to review G & T/SEND.</p>	RG/ED/PD
<p>PD to produce SEND data sheet.</p>	PD
<p>The HT and PD have reviewed SEND funding and ringfenced the LP budget. This has enabled them to cost for a Speech and Language Therapist to be employed on a SLA, on a year by year basis. This person could work across the whole School rather than just with LP pupils. The HT would like to look at top up funding as she has to spend 12 hours per SEND pupil before any funding kicks in.</p> <p><i>Q: Who is responsible for PPG?</i> A: the HT.</p>	

ACTION/DATE

9. Policies

A governor noted that the dates on policies on the website were not consistent. The HT explained that not all policies are reviewed annually and not everything has to come to governors. Charging and Letting to be reviewed by M & R.

M & R agenda

The Admissions Policy needs to be reviewed, annually but will change in 2019. Clerk to set up poll for review/comment.

Clerk

Governors reviewed the scheme of delegation and it was agreed that 10K was still suitable for the HT.

10. Health & Safety

The H & S governor reported that he had been working with the Caretaker. The Caretaker maintains two logs: H & S and background checks. They are reviewed every two to three weeks and contain various deadlines for work completion. The CoG and the H & S governor had carried out a review this evening and reminded the Caretaker to attend to the soakaway at the bungalow and cut the grass. The soakaway will be inspected when it is completed.

H & S Gov

The entrance hall lights are meant to be set to a ten minute timer but appear to be switching off. The HT to investigate.

MC left the meeting at 8.30pm

The front gate was mended again last weekend as it had not been fitted properly in the first place. CCTV has also been fitted and the HT is not happy with the contractors as they did not maintain a safe site. PD was mistaken for the electrician and one of the contractors brought their child on site, who did damage and used pens on whiteboards, inappropriately. The child also climbed on the shelves and took some Calpol. The HT has contacted the LA. Any costs for the damage done will be taken from the invoice. The HT noted that some leads had also gone missing.

HT

11. AOB

A governor noted that a parent had completed the Parentview survey and said that they would not be happy to recommend the School. As Parentview is anonymous, it is impossible to ask why the parent is unhappy. Regular reviews of Parentview to take place. Responses for Heathwood still outstrip other lower schools and parents are reminded at Open Evenings to respond.

Breakfast Club is currently being covered by another staff member.

The back gate is now locked.

	ACTION/DATE
The Christmas Fayre date has been changed as it had been advertised as a Friday.	
The Anti Bullying Charter will be updated.	HT
<p><i>Q: Last year ramps were fitted for a YR pupil. What is happening now that the pupil is in Y1?</i></p> <p>A: We have to go through the whole process again.</p> <p><i>Q: If this is not done in a timely manner, should we be aiming for next year's class?</i></p> <p>A: Yes. We will try to get ramps for all of the classrooms. So far one parent has been concerned by the lack of ramps but it is just possible to enter/exit by a different route, although not ideal.</p>	
The HT received RG's observations about the website and would review them.	HT
The Clerk to send January Meeting to be uploaded.	Clerk
<p><i>Q: Why is there no Spring CoG report?</i></p> <p>A: Not enough data to warrant this. Autumn and end of the year are the times to report.</p> <p>A governor commented positively about the Fair Trade Council Election. The new approach of 'blind reading' of statements meant that pupils listened to the content and the decision was not based around popularity. The speeches are being added to a wall display to show how the election had taken place.</p>	
Governors agreed that it would help parents if the approximate costs of forthcoming trips was displayed on the website. PD to action.	PD
<p>Actions to be completed by all governors:</p> <p>Safeguarding/Prevent Training</p> <p>Declaration by Association form</p> <p>Skills Audit</p>	All
<p>Budget 2017-2018</p> <p>Governors reviewed and agreed the budget so that it could be submitted to the LA.</p> <p>The HT highlighted an overspend in EY where money had been spent on the outside play area. A contingency is held for this area for consumables such as sand.</p>	
The HT explained that there is one central resource budget and then each class teacher receives a contingency budget to enrich their specific topics.	
PPG is paid in batches rather than all up front.	

Funding for the Speech and Language Therapist is already in the budget – for half a year’s salary.

The HT had earmarked 13k to pay the School’s for the electrical work on the School. However, this will now be spread over two years but will need to be retained.

Sport Premium has doubled and the School will receive 7/12 in October and 5/12 in April.

Q: Why are water charges over budget?

A: They fluctuate term on term

Q: What is E07 Other staff related costs?

A: This covers DBS checks/health Checks, MDSAS, Breakfast club, Cleaners and the Clerk. The SIP is paid out of ‘Bought in professional services.’

The HT also explained that some budget headings are ‘set in stone’ and others can be changed locally. Governors scrutinised the budget, agreed it and it was signed off by the CoG.

The meeting ended at 9.30pm

The Admissions Policy was adopted post meeting by poll. A copy of the poll agreed by seven governors is with the Office Manager.

Dates for the Year

13.09.2017	FGB
TBA	Pay
15.11.2017	Comms
06.12.2017	FGB
24.01.2018	Comms
14.03.2018	FGB
18.04.2018	Budget FGB (6.30pm ??)
16.05.2018	Comms
11.07.2018	FGB

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

Signed Date
 CHAIR

FGB Minutes 13.09.2017

by Elleesa Jones (You) · 19 days ago

Table Calendar

		This is a true and correct record of the FGB meeting 13.09.2017
7 participants	+	✓ 7
⊖ Jonathan young		✓
⊖ Elaine Dicocco		✓
⊖ Susanne Dove	✎	✓
⊖ Paul Dicker		✓
⊖ Mike chappell		✓
⊖ Rose Gunter		✓
⊖ Paula Bangs		✓

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