

AUTUMN TERM 2016
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 14 September 2016

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

IN ATTENDANCE: Elleesa Jones (Clerk)

	ACTION/DATE												
<p>1. Apologies All governors were present</p>													
<p>2. Minutes from previous meeting</p> <p>Governors reviewed the minutes of the FGM for accuracy. The minutes were a true and accurate account of the meeting and were signed by the Chair.</p> <p>Matters Arising and not on the agenda . There were no matters arising.</p>													
<p>3. Update register of business interests</p> <p>There were no new declarations of interest.</p> <p>Clerk to send out declaration forms for 2016-2017. Forms to be returned to the school office and content to be added to website.</p>	Clerk												
<p>4. Elections</p> <p>4a Nominations were requested for the role of Chair of Governors 2016-2017. PB proposed by RG 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 2016-2017. PB proposed RG and this was seconded by JY. RG accepted the role of Vice Chair.</p> <p>4b The membership of committees was agreed as:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">T & L</td> <td>M & R</td> </tr> <tr> <td>RG</td> <td>HF</td> </tr> <tr> <td>ED</td> <td>RG</td> </tr> <tr> <td>AH</td> <td>JY</td> </tr> <tr> <td>HF</td> <td>SD</td> </tr> <tr> <td>PB</td> <td>PB</td> </tr> </table>	T & L	M & R	RG	HF	ED	RG	AH	JY	HF	SD	PB	PB	Clerk
T & L	M & R												
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HF	SD												
PB	PB												

	ACTION/DATE
<p>5. Terms of Reference The ToR for both committees would be circulated for governors to consider prior to the meetings.</p>	Clerk
<p>6. Agree Pay Committee meeting and HT's Pay review structure Governors agreed that the pay committee 2016-2017 would be HF, RG, JY, SD with PB dealing with appeals. Meeting to take place to discuss staff pay Wednesday 21 September. The HT's pay review would take place in conjunction with the M&R meeting.</p>	
<p>7. Headteacher Briefing on new academic year The SDP was distributed and questions and comments were invited. HT to upload the summary to the website to inform parents of priorities. The HT will review the SDP termly and RAG it to show progress. She will no longer duplicate this in the HT report. The HT pointed out that there was no one priority area for curriculum outcomes, but that there were small specific pockets where improvement was needed. Phonics – The HT felt that the school had worked very hard on this but with a high SEND cohort, of which 5 had been dis-applied and 2 had EHCs had meant that phonics would be more challenging. <i>Q: What is SMSC</i> A: Social, moral, spiritual and cultural. This is combined with PHSE. While the school covers this, it is important to show that it is part of the curriculum. <i>Q: What does this look like in school?</i> A: Road safety, drugs, anti-bullying would be good examples. <i>Q: How relevant or appropriate is drug safety in lower school?</i> A: We make the children aware not to touch medicines etc that would be in their home. The HT will be concentrating on British values, which are covered across the curriculum, to make them more explicit. The HT noted that EY data was improving slowly</p>	HT

Q: Have many families returned late from holidays?

A: Since term began attendance has been excellent and would have been at 100% apart from one late returning family.

SDP to be scrutinised at Comms

8. **Governors**

SGOSS have now passed the school's governor requirements to the new agency but there has been no word from them. Clerk to chase.

Clerk

MC is making a good recovery and hopes to re-join the GB in the future. The Clerk has removed him from attendance statistics as he is long term sick.

Parentview comments were discussed. 100% would recommend the school to others. The HT noted that between 4-7% of responses disagreed with homework, how bullying was managed and the effectiveness of school management. However, as the comments are anonymous, it is impossible to know if a matter has been resolved and the HT would welcome discussions with any unhappy parent. As the School roll is so small, even one comment can have a notable effect on percentage gains and losses.

Parents to be encouraged to sign up for Parentview at the next Parents' Evening.

CoG

It was recommended that the School Facebook page could encourage comments by the School asking questions eg. What was your child's favourite meal of the week? Or what has been the lesson highlights so far?

The Complaints Committee 2016-2017 will be RG, JY, HF. There are no formal complaints at present.

9. **SEND/G&T**

A redacted copy of the SEND register was distributed for questions and comments. All pupils with additional needs have an IEP and parents have been informed.

The CoG to meet with the HT/SENDCo to review interventions and provision maps by the end of term.

CoG/HT

The SEND register copies were collected back at the end of the discussion.

10. **Website**

The HT reported that all staff had completed and uploaded their curriculum pamphlet pdf. Governor blogs, the Pre-school and the lunch menu (subject to survey item) were being worked on. In addition, policies agreed tonight would also be added.

11. Policies

The following policies had been circulated prior to the meeting.
Admissions (Annual)
Charging Policy (Annual)
Safeguarding (Annual)

The GB agreed the policies with a typo amendment to the Admissions policy. Policies will now be uploaded to the website.

HT

12. Lunch Survey

A lunch survey had been circulated to parents and responses collated for discussion. The highlights of the survey were:

- Pupils preferred Italian food
- Y3/Y4 felt that they should take turns at going first as they missed their favourite choices
- The pasta was sometimes watery

Q: Does the kitchen keep back choices for Y3/Y4?

A: Yes, it does. The problem arises when there is too much choice, particularly when the meal is a 'Friday' type meal offered on a different day. Choice needs to be narrowed. In defence of the recent 'Friday' meal offered on a Tuesday; it was YR's first day and this may have been a concession to them.

Q: *What choices of vegetables are there to promote healthy eating?*

A: 2 at KS1 and 4 for KS2

The HT has reviewed menus from other local school and would like to change the menu to a 3 week rolling programme.

Strattons Butchers who supply meat have posted on social media that they are closing their retail unit. Implications of this are still to be explored with the possibility that a new source may be needed.

HT

Wraps have been removed from the menu as they are not very popular. Parents reported via the survey that staff were helpful and friendly most of the time.

A MDSA is needed and no applications have been received to date, the position will be promoted on 'Spotted' and an LB selling site. If this does not elicit applications, the HT will consider an advert in the LBO, although costs are prohibitive and may be shared with another local school.

HT

The HT to meet with RG to review the comments and implement any improvements which will benefit the pupils and preserve best value of school meals.

	ACTION/DATE
<p>13. Health & Safety inc. Maintenance update from summer holidays</p>	
<p>A new fence has been built, with no snagging issues.</p>	
<p>Front gates – the gate has been moved a little and one of them has been widened. The van driver's company disputed the additional charge and the School will have to contribute about £200. The replacement gate has been hung the wrong way around and the sliding bar is flimsy. This is being rectified and the matter is nearly sorted.</p>	
<p>Hall floor – this now looks beautiful, came in under budget and took 1 day to complete rather than the 3 that was estimated.</p>	
<p>Hand driers have been fitted to all toilets.</p>	
<p>Pre-school lino has been laid and this is no longer a trip hazard.</p>	
<p>A quote has been received for the lighting, which seems to be good value, however, a further quote is needed. The emergency lighting fitting is now an urgent matter.</p>	<p>JY/HT</p>
<p>Tree Survey – this has been RAGGED and the amber and red items total £2592. Governors felt that this was quite expensive and that most of the red items were related to ivy removal. The HT to identify the cost of other red items. Matter to be discussed further at M & R.</p>	<p>HT/M&R</p>
<p>Ramps – The HT now has the plan for Reception and the field but may have the same situation next year which will have to be dealt with when and if it arises. The School has paid for the plans and expects this back from the grant. The work could be done at half term. The company who have carried out the survey can do this and the HT is concerned that the LA will appoint another company which may be unable to complete the work as quickly.</p>	<p>JY/HT</p>
<p>BBC Radio 3 Counties (Justin Dealey) to be contacted to highlight the parking and driving on Heath Rd.</p>	<p>JY</p>
<p>Grounds Maintenance – a parent has weeded the Cotefield Drive entrance. However, the grounds maintenance company are not meeting their contract. The most recent bill has not been paid and will be queried. The original contract was negotiated with 2 other local schools, however, it needs to be reviewed and the contract cancelled. New quotes to be sourced. The School has also carried out weeding and sweeping.</p>	<p>HT/JY</p>
<p><i>Q: A sundial has been placed in the middle of the football pitch. Will this be moved?</i></p>	
<p><i>A: Yes, it will be moved to an appropriate site.</i></p>	
<p>Site Manager's bungalow – the cost of the work is £4535, £1400 of this being scaffolding. This will allow for roof repairs, a</p>	

reduction of the chimney height and removal exposed rotten timbers.

After the work has been carried out it will be important to ventilate the property, ensuring that windows are opened and that no airbricks are blocked. Insulation in the loft will also be moved back to allow for air circulation.

14.

AOB

There were no matters of AOB

Dates for the Year

- 14.09.2016 FGB
- 21.09.2016 Pay
- 12.10.2016 Comms/Budget
- 07.12.2016 FGB
- 18.01.2016 Comms
- 22.03.2017 FGB
- 03.05.2017 Comms/Budget
- 17.05.2017 *FGB (Save the date -meeting tba)*
- 12.07.2017 FGB

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

Signed Date

CHAIRMAN

Most popular option: **I agree the contents of the FGB minutes 14.09.2016**

[Select final option\(s\)](#)

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