

**AUTUMN TERM 2017**  
**Heathwood Lower School**  
**Minutes of Governing Body Meeting – Wednesday 6 December 2017**

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

**IN ATTENDANCE:** Elleesa Rushby (Clerk)  
Jackie Wright

**Apologies**

Mike Chappell gave apologies.

**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.

**2. Matters Arising and not on the agenda**

Jackie Wright (JW) gave a presentation on the Rights Respecting Schools initiative. Governors are represented on the RR Steering Group by RG. In addition, there are two support staff, eight pupils from Y3/4 and JW. JW has been working on a spreadsheet which will inform an Action Plan that will be submitted to UNICEF. The School will be working toward the bronze award. JW hopes that the forty-three articles can be linked to learning and imbedded into school life rather than being standalone. Already articles are being linked to topics such as Fairtrade and conflict via WW2.

A pupil questionnaire had been completed and distributed to the GB. Governors queried Q6: *If I feel unsafe, I could tell and adult.* Some pupils appeared not to know their handy person and the data helped staff to remind pupils what this question meant in school terms. Q12: *I can do things to help globally,* met with different responses according to the age of the pupil. This was an opportunity to remind pupils about the Fair Trade 50p contribution to assist with a sponsored pupil's education. JW distributed the Action Plan. Key to achieving the award, is pupil involvement and reminding them that they have made decisions. The Classroom Charters are in ideal opportunity to do this and they will be reviewed to include Rights Respecting language. Also, pupils have been discussing wants and needs in PHSCE, to promote discussion and active thinking. The Anti-Bullying Charter to be re-written, using Rights Respecting terminology. RG to report back to the GB on progress. Governors thanked JW for attending.

*JW left the meeting.*

**ACTION/DATE**

RG

**3. Update Register of Business Interests**

PI Information – has been submitted by governors and is now on the website.

**4. Reports****4a****Headteacher's Report**

The HT report had been circulated and questions and comments were invited:

*Q: Can the HT comment on the attendance figures?*

A: Historically, this is the worst term for attendance. There has been a lot of sickness, including slapped cheek and chicken pox. The School still has families who take unauthorised holidays and if a pupil is under statutory school age, this cannot be a formal matter. It is worth noting that apart from YR, all other years have 95% or more attendance. Parents are being fined for taking unauthorised absence. There are eleven families that have been written to due to attendance. Letters are tailored to the individual situation. Some families have been making extra visits to Middle Schools which take a whole day, despite Middle schools requesting evening only visits or on formal open days. Parents feel that they cannot see what the school is really like unless they visit during the school day. This is embarrassing for the Middle Schools. HT to work with Middle Schools to remedy this. Some SEND pupils do have a higher absence rate due to hospital appointments etc. In order to combat lateness, two families have been offered Breakfast Club places. One family took this up.

*Q: The School has a deprivation rating of 2%? Is this anything to do with the absenteeism?*

A: The School has a very average deprivation percentage and it is not possible to deduce from the post codes given, whether a child has been absent. HT to investigate further with the LA.

HT

Pre-school – the HT reported that there are twenty-eight pupils across all of the sessions against twenty-nine at the same time last year. Heathwood is one of the few schools taking 2.5 year olds which affects roll numbers because of staffing and days. If Pre-School numbers are low on a particular day, staff are re-deployed to YR, which is CPD for the staff and support for YR.

HT

The HT commented on the Raising Attainment group in the LC2 cluster. They have been working with Middle Schools to improve KS2 data. This involves SLTs, Curriculum Leaders from Lower and Middle Schools.

The HT noted that Monthly 'challenges' was on the up, with twenty-nine for November.

Admissions. Thirty-seven admissions have been submitted online, with thirteen first choice, nine, second choice and fifteen

third choice. The HT encourages parent to apply but after a visit, it is not possible to tell how a parent feels about the School.

The SDP had been emailed out. Challenging pupils at Greater Depth and open-ended questioning are in the plan. To be reviewed in January 2018.

*Q: How has the growth mind-set developed?*

A: New trees have been placed on boards and are spoken about constantly. Each pupil is a leaf on the tree and can achieve stars by displaying can-do attitudes and positive learning behaviours. The trees are changed through the seasons. Animals are also used with a positive attribute as part of their story, demonstrating values such as curiosity, perseverance and concentration. Some EHCs have targets to develop a Growth Mindset and it is within staff PMs to develop it and use that language to embed it in school.

*Q: Why is there no mention of Pre-school in the newsletter?*

A: The HT will remedy this. A staff member from Pre-School is now attending staff meetings.

A governor commented that the Pre-school reports for parents are excellent. They are hosted on a safe storage website and should be published fortnightly, going forward. The HT explained that via the software, staff can input evidence into a tablet which will turn it into data that can be scrutinised. Having this data makes it much easier to discuss expectations and allows parents to feedback all the amazing things that their children do at home.

HT

*Q: Could this set an expectation that parents would receive similar reports in main school?*

A: This would not be possible and this will be clarified to parents.

Changes have taken place to improve Guided Reading. Reading has never been an issue, but the HT felt that it could still be improved. Heathwood is not a coasting school and always seeks to do better even in its strong areas. PD has conducted Learning Walks looking for evidence of reading, in displays, books and diaries. The amount of reading has increased, promoted with house-points and encouraging diary messages. PD felt that the environment to foster reading was working too, with the provision of cushions and benches. Pupils are split into two groups and the first group reads to the teacher, with a follow-up comprehension the next day. This enables the teacher to hear each child read. PD pointed out that the comprehension part is key to success in SATs and GCSEs. The group comprehension work helps to develop opinions and views, expressed appropriately in a group. New reading books have been bought from the Oxford Reading Tree range and the pupils adore them. PD has designed a hibernation sheet so that he knows the progress of each child.

Q: *Do you feel that pupils like reading in school?*

A: Yes, there is real positivity. This comes from the pupils. They diary anything they read and are encouraged to consider reading as more than books. Some pupils still need to come onboard, but PD is confident that they will.

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

The T & L emphasis has been on developing the more able and Maths at greater depth. PPG are doing well.

The CoG and the SEND governor have been on the Dell Farm Trip today and attended a Barn Nativity. Both felt that this visit gave Reception pupils some safe independence and the pupils loved grooming the donkey.

The Y3 Caldecotte Visit has been booked and take up is nearly 100%.

Pupils will visit the Houses of Parliament next week.

The single central record has been reviewed and will be signed off next week.

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

Extensive plumbing work has been done throughout the school which should be completed by Christmas. The old system had air bubbles and was antiquated. The new work should improve the hot water. Work has been paid for by the LA and the HT hopes the same will happen with the lighting.

The fuse boards will be finished in half term. The work in the Hall has really made a noticeable difference.

Woodwork has also been done on the front door.

One of the infrared cameras is not working. To be checked at night. Site Agent is aware.

JY had reviewed the folders which are mostly up to date. External door handles to three classrooms have cracked and need to be replaced. The locks are fine. JY has asked for three quotes.

Door hinges are working loose. Site Agent to present quotes to SD. Issues with cupboard next to boiler room. JY has logged a date for this to be sorted. The Router will be fixed by the end of the week. JY felt that checking the logs was really working and will continue doing this.

HT/JY

JY

	ACTION/DATE
<p><b>5. Governors</b></p> <p>The Skills Audit has taken place and has been circulated for governors.</p> <p>The CoG has spoken with a YR parent who has budget and finance experience. As no other parents have nominated themselves or been nominated for the vacant parent governor role, this person could be appointed by the GB if they wished to join. It is likely that they will. Contact details to be provided to the Clerk to provide meeting dates.</p> <p>The Clerk had been asked if Associate members could sit on pay committees. As Associates do not form part of the quorum, they can be present for their expertise, but cannot vote and they are not counted in the committee numbers.</p>	<p>CoG/Clerk</p>
<p><b>6. Website</b></p> <p>There were no amendments for the website</p> <p>It is understood that the School is close to being inspected by OFSTED. This information was obtained by looking at Google Analytics, where a spike of web activity was evident.</p>	
<p><b>7. Safeguarding</b></p> <p>The next audit will take place in January. All training is up to date</p>	
<p><b>8. Staffing/Induction</b></p> <p>Lesson observations, book looks and learning walkways have taken place for Writing, Maths and Reading. Topic book looks will take place next week. All lesson observations have been good, many with outstanding elements.</p> <p>A new staff member is joining the office on 01.12.17 to work five morning/ fifteen hours weekly. HT to organise her induction to take place at the end of her work shadowing.</p>	<p>HT</p>
<p><b>9. Policies</b></p> <p>Fire Risk Assessment to be considered at M&amp;R. Committee members to read it.</p>	<p>M&amp;R Agenda</p>
<p><b>10. Health &amp; Safety inc. Maintenance update from summer holidays</b></p> <p>Nothing further to discuss.</p>	
<p><b>11. AOB</b></p> <p>PD is working on the School Games Gold Award. If this is awarded, the School will be in line to receive the Platinum award. In order to gain this, evidence of inclusivity must be shown and that pupils are challenging themselves. PD has attended a meet about changes following the doubling of the</p>	

SPG. A survey has taken place to ask what pupils would like, to develop an active playground. Pupils are recommended to take sixty minutes activity daily, with thirty minutes in school. CPD will take place in the New Year with LLSP. The healthy activities will link into Rights Respecting.

JY suggested maypole dancing as he has enjoyed it as a child and it incorporated music, dance and being outside.

Broadband – The current provision is coming to an end in a year's time and the GB will need to help decide the future provider. This may be an opportunity to go fibre optic.

*Q: Can we leave the existing provider without any penalties, if we find a new provider?*

A: Can find out as don't want to get caught out.

HT

### **SEND**

All statements have been converted to EHCs. Two EHC reviews will take place this term. A new Speech and Language therapist will work with the School from January 2018. The Locum will do a handover. The School will still advertise for a Speech and Language therapist of its own.

*Q: If staff have concerns for a YR pupil, what do they do?*

A: Discuss with the SENDCo or Speech and Language therapist. Pupils under five years can attend the drop-in clinic at Bassett Rd Surgery and over fives are referred to the Edwin Lobo Centre and then to the Ed Psy. The School has to show that it has put intervention in place first and that referral is escalation. Sometimes the need is identified in a pupil progress meeting.

*Q: Is it the teacher's right to make a judgement?*

A: In a small school like this, PD is aware of all of the classes and works with class teachers to identify and help pupils. Parents are involved at the earliest opportunity and signposting and referral takes place.

The CoG thanked the HT and staff for all their hard work that went into making Heathwood such a great place for the pupils to learn. She also thanked the governors for their support.

The Meeting finished at 9.00pm.

### **Dates for the Year**

24.01.2018	Comms
14.03.2018	FGB
18.04.2018	Budget FGB (6.30pm ??)
16.05.2018	Comms

11.07.2018 FGB

ACTION/DATE

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

Signed ..... Date .....  
CHAIR

**FGB Minutes 06.12.2017**  
by Elleesa Jones (You) • 2 months ago • Print

Table Calendar

		I agree that these minutes are a true and accurate record of the FGB 06.12.2017
6 participants	+	✓6
⊖ Paula Bangs	✎	✓
⊖ Susanne Dove		✓
⊖ Jonathan		✓
⊖ Rosemarie Gunter		✓
⊖ Elaine Dicocco		✓
⊖ Paul Dicker		✓