

**AUTUMN TERM 2018**  
**Heathwood Lower School**  
**Minutes of Governing Body Meeting – Wednesday 12 December 2018**

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

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

	<b>ACTION/DATE</b>
<p><b>Apologies</b> Rachel Lambert Forsyth gave apologies.</p>	
<p><b>1. Minutes from previous meeting</b> 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><b>2. Matters Arising and not on the agenda</b>  N/A</p>	
<p><b>3. Update Register of Business Interests</b> There were no new PI interests.</p>	
<p><b>4. Reports</b> <b>4a</b> <b>Headteacher's Report</b></p> <p>The HT report had been circulated and questions and comments were invited:</p> <p>The HT was pleased that there were 60 replies on Parentview, all of which would recommend the School. The CoG felt that Parentview was a really important tool in harvesting anonymous feedback and that it would help to keep governors focused.</p> <p>It was suggested that prospective parents be encouraged to look at Parentview when making their choices. The School has had 51 applications, with second choices going up considerably.</p> <p>Three new pupils are joining the School in January; two from moves into the area and one from another local school. There was also an application for Y2 from another local school, but no spaces were available. The HT reported that rumours have circulated, that parents are saying 'don't apply as you are not in catchment' but she advises them to be aspirational with their first choice and he happy with the second and third</p>	

choice.

There are currently 27 pupils in Pre-School across all of the sessions and this will rise to over 30 in January. 13 will be going up next year. The HT hopes that they will all come to Heathwood and as many of them are siblings of existing pupils, this is likely.

The CoG commented that attendance was improving. She had checked the data and it was better than last year. This year there had been a lot of illness and percentages were in the 96/97 range. Y1, last year's YR were low and the HT will continue to follow this cohort closely. Attendance for vulnerable groups had risen, but the HT felt that 92% PPG attendance needed to improve.

Persistent lates, arriving at 9.00/9.04am will receive letters. However, if a family is not concerned by this, there is little that can be done. Parking is getting worse and local roadworks with road closures have not helped the morning routine. The HT commented that she will not be paying for the building work until it is completed. The budget is tight but the 13.5K is affordable, with a 1.7K shortfall which can be made up from the new Capital budget in April.

Mrs Hunt is leaving At the end of Autumn term. She was following the EY Apprenticeship TA course. She will continue as a MDS.

Well done to the SENDCo for submitting his last assignment in his MA.

*Q: What is the balance of good/outstanding in lesson observations?*

A: The wider curriculum was covered during the recent observations and progress was evident. This will inform the next INSET day. Open ended deeper questioning that is used in core subjects to be developed in other curriculum areas.

*Q: Do we still have to undertake Safeguarding Training?*

A: Yes, available by following the link

<https://bedfordshirelscb.safeguardingchildren.co.uk/>

There is now a charge for the refresher for DSL with diversification into specialisms that are not as relevant. Safeguarding monitor training is comprehensive For this year. Free E Learning is available again.

*Q: do all staff cover Prevent?*

A: Yes, this was completed at INSET

Emotional Health and Well-being tool-kit audit was delivered at INSET. The HT and JW had attended external training about this but did not find the training beneficial.

SPG – Some of the money from this year is being ring-fenced along with balance from last year. As this has risen and there are no priorities such as re-edging the trim trail, this is good.

RG attended the Outside Achievement Assembly where pupils were recognised for swimming, show jumping and some library challenges etc.

#### 4b T & L Committee

Teaching staff PMs completed and most of the support staff. HT to carry out Site Agent PM after Christmas due to illness.

HT

Book scrutiny has taken place. This was an OFSTED development point. As a result, there has been a lot more underlining of incorrect words, not just marking to the learning objective. Underlined words are not there to discourage pupils as staff only pick a few that pupils should know.

The Dell Farm Nativity trip has taken place. The organiser at Dell Farm commented that pupils were the best behaved she has had all year. There was a wonderful impromptu singing of 'Little Donkey' and all of the pupils had a lovely time. All Pupil Progress targets have been set and will be reviewed next term.

#### 4c M & R Committee

A meeting has taken place with the Kitchen Manager to ensure that all accounting is audit compliant. All dinner money will now be handled by the Office. Stock recording will also be handled by the Office. The CoC has set up spreadsheets which will show daily data and cash transfer. The Office can deal with any arrears and will be encouraging all parents to pay on-line. A visit to Pulfords is taking place to see how they manage their kitchen/stock finance. Food standards are still very good. The CoG thanked the CoC for all the work she has done.

*Q: How does the kitchen know the number of meals needed on a daily basis?*

A: The kitchen cooks 150 meals. With the budget tight, this is not really viable, even if left-overs are frozen afterwards. However, we do not want parents to have to order meals a term ahead and are always proud that a meal can be requested as needed, even on the day.

Governors discussed the possibility of daily dinner registers being linked to the Office by Integris. There are some concerns about the IT capability but overall it is do-able.

		<b>ACTION/DATE</b>
	School meals to be 're-launched' in January. Thought to be given to refunds and going forward, the possibility of a small discount for on-line bank transfers.	<b>HT</b>
	SPG/Breakfast club information is now on Google docs as is commercial contracts. Commercial contract and bad debt to be reviewed at M&R.	
	SEND reports have been started and will report on them when completed.	<b>SENDCo</b>
	The application for running track funding has been submitted.	
<b>4d</b>	<b>2/3 Tier Discussion</b>	
	Discussion continues locally about the possible move to 2 tier education. A consultation ending 28.02.19 will ask governing bodies for their views	
<b>4e</b>	<b>Responsibility</b>	
	A Y4 female football team has been set up.	
	MC to review contracts	<b>MC</b>
	CoG/JY to meet with Site Agent before the next meeting.	<b>CoG/JY</b>
<b>5.</b>	<b>Governors</b>	
	PD and HF to complete Skills Audit.	<b>PD/HF</b>
<b>6.</b>	<b>Website</b>	
	RG has carried out a review. The cost of school trips needs to be added to all but Y4, who already have this. In addition, HF needs to be added to governors, grounds pictures to be updated and the banner pictures are being changed. P Bone lessons to be removed, CoG report 2018 to be added and update governor disclosures.	<b>HT</b>
<b>7.</b>	<b>Safeguarding</b>	
	There were no new matters to discuss	
<b>8.</b>	<b>Staffing-induction, quality</b>	
	There were no new matters to discuss	
<b>9.</b>	<b>Policies</b>	
	None	
<b>10.</b>	<b>Health &amp; Safety</b>	
	A fire drill took place today. The School was evacuated in two	

minutes and ten seconds. The new system worked.

**11. AOB**

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

The Meeting finished at 9.00pm.

**Dates for the Year**

- Wednesday 12 September FGB
- Wednesday 14 November Comms
- Wednesday 12 December FGB
- Wednesday 30 January Comms
- Wednesday 20 March FGB
- Wednesday 15 May Comms/Budget FGB
- Wednesday 10 July FGB

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

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

Susanne Dove	x
Jonathan Young	x
Elaine Dicocco	x
Rose Gunter	x
Paul Dicker	x
Paula Bangs	x
Mike Chappell	x
Hayley Fitch	x

I have read the minutes and they are a true and accurate record of the meeting