

SUMMER TERM 2016
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 4 May 2016

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

IN ATTENDANCE: Elleesa Jones (Clerk)

APOLOGIES: All governors were present
 Attendance:

HF 100%	SD 100%	ED 100%	AH 100%
MC 80%	RG 100%	PB 100%	
JY 100%	Overall: 95%		

- The minutes from the FGB 10.02.2016 had been agreed.
- 1 Minutes from previous meeting**
- Governors reviewed the minutes of the FGB 10.02.2016 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**
- Governors confirmed that there have been no changes to the register of interests published by the governing body.
- 4 Reports**
- 4a Headteacher's Report**
- The report had been read by governors and questions were invited:
- Data will be scrutinised at the T & L meeting 18.05.2016
- Update on The EExBA Baseline Profile. This profiling has now been discontinued. However, it is important to understand that if a pupil falls below in one of five areas, they are unable to make a 'good' level of development. This could be speech or social interaction. Given the high SEND profile of the School, this will reflect in the results. Nationally, many pupils fall down on writing.
- Q: Are Ipads and other technology impacting on achievement?*
 A: No, technology is impacting negatively on communication.

ACTION/DATE

T&L

There is a school readiness campaign and a leaflet has been developed that informs parents and carers of the types of things their children should be able to do before they start school.

Q: Has there been any feedback or improvement since letters have been sent out about lateness and attendance?

A: The School is aware of some grumblings. A parent has spoken to the HT about their child's attendance. The HT has been clear that it is her duty to point out low attendance to parents and told them that in doing this she is protecting them from EWO involvement. There have been instances where pupils have been reported as ill for two days before a holiday and two days after. Attendance has featured prominently in the School newsletter to thank parents for submitting applications for holiday during term time and reminding them that holidays will only be granted in exceptional circumstances.

Q: What progress has been made since the application for grant funding for the ramps?

A: The grants were turned down as there were no OT reports. The HT is awaiting a report from the Edwin Lobo Centre which is overdue. The HT will continue to pursue this matter as without the ramps, the quality of freedom/mobility for the pupils will be discriminatory. The panel will reconsider if they receive more evidence, but the HT is concerned that as it next meets in July 2016, this will not allow enough time for adaptations to be made. The HT is in discussion with the Panel's Chair and will follow up the report to progress the application. The pupils will have access by two existing entrances if no ramps are built.

Q: How much do the ramps cost?

A: The HT could not provide this figure as without the grant, there was no specification and the LA had wanted to charge for this.

Q: Could the HT provide detail about the new intake, relating to SEND?

The HT will be meeting with a representative of the LA's SEND department to voice her concerns about the level of SEND pupils at the School and the impact this has on both the budget and teaching and learning outcomes. By comparison, Heathwood has 7.9% on EHC plans and in other local schools this varies from 3.9% to none. The HT is aware of further EHC applications.

The governors fully support the HT in this matter. Heathwood is an inclusive school where children of all abilities are seen to thrive and fulfil their personal potential but governors are aware that the current situation does not give the best support to the SEND EHC pupils or to their peers.

Q: Did many parents 'strike'? (Asked in relation to SATs)

A: No parents did this. The HT had held a meeting with parents to brief them about the low key way that the School handles SATs testing. She felt that this was more of an issue at KS2.

HT

		ACTION/DATE
	<p>Q: <i>What asbestos is being removed from the School?</i> A: Asbestos will be removed from Classes 2/3 and from the Boiler Room. This will be carried out in controlled conditions, during the School holidays.</p>	
4b	Teaching and Learning Committee	
	<p>Q: <i>Are all PPG pupils included on the provision mapping?</i> A: No, if PPG pupils are working at 'expected' this would not be applicable.</p> <p>EY data will be available after half term and will be discussed at the T & L meeting 18.05.2016.</p>	T & L
4c	Management and Resources Committee	
	<p>MC to send a picture for the governors' section of the website.</p> <p>Governors to return skills audit forms to the CoG to identify the specific skills needs when recruiting a new governor. This will allow the CoG to draw up a job description.</p> <p>Governors discussed possible means of recruiting via churches, posters in surgeries and via local businesses; Connells, BAE and Wilkinsons.</p> <p>The CoG will take on the SEND governor role until a replacement is recruited.</p>	MC All
5	SDP	
	<p>The CoG reported that the SIP had commented positively on the book scrutiny. Marking was seen to be consistent and well-embedded with staff.</p> <p>Moderation has taken place with two local schools and will be diaried to take place again. The HT feels that Y2/4 may be moderated externally due to the new curriculum. Moderation will also be discussed at internal staff meetings.</p> <p>The HT reported that the recent TA training had been disappointing. She had been promised that staff could see a practical demonstration in the class setting but the hosting school had not provided this due to an incident with a pupil. The HT has asked for a full refund. The hosting school has not agreed to this and have said staff can visit if they wish. However, due to time constraints this will not be possible. The HT clarified that TAs are very knowledgeable, despite the weaknesses in the training.</p> <p>The HT explained about the Lexia programme, tailored to each child's abilities. It is an online programme that can be accessed through tablets etc and develops spelling, grammar and punctuation. She has bought sixty licences and received three free. The licence is for three years. Y3/4 will be targeted with this</p>	

		ACTION/DATE
	<p>programme. Some pupils in those years are doing Y2 work, while more able are working at Y6 level. Here is a link to the website for governors wishing to know more about the programme: http://www.lexialearning.com/</p> <p>Y1/2 are not being targeted to use Lexia as spelling, grammar and punctuation are incorporated into handwriting.</p> <p>EY lesson studies have been carried out by the AHT and this has provided an opportunity to see practice and response.</p>	
	<p>A Learning Walk will take place to examine British Values. Dates to be arranged by the CoG.</p>	CoG
	<p>All governors to undertake online Safeguarding training and confirm with the CoG that they have done this.</p>	All
	<p>The CoG has attended the residential New Barn (Dorset) trip and will write a trips report and the end of term governors' report. She said that pupils had been confident and supportive of one another. The HT had attended for three days and felt that Newbarn was an excellent venue.</p>	CoG
	<p>The HT would like Y3 pupils to be offered a one night residential trip in the next school year. This will prepare them for the longer trip in Y4. The HT will progress this and source potential venues for discussion with governors.</p>	HT
6	<p>10 Y3/4 pupils have been invited to attend a football competition at MK Dons pitch to celebrate the start of the Euro 2016 Championship. This has been organised by the Leighton Linlade Sports Partnership.</p> <p>Governors</p> <p>CoG to caretake the SEND governor role.</p> <p>Other matters about governance have already been discussed.</p>	
7	<p>Safeguarding Update</p> <p>The HT and CoG have reviewed the audit actions and progressed them. An E Safety policy has been written and is ready for circulation. H & S aspects of the audit have been completed.</p>	HT
8	<p>Policies</p> <p>Governors discussed the Photography Policy. The need to review and amend this arose from the safeguarding audit. The School continues to display clear signs at events and briefs parents at assemblies, shows and sports day; giving a clear message that they must not take photos of children other than their own. They are also reminded about safe use of social media.</p>	

The HT is not putting any pupil pictures on the School Facebook site and hopes that this will set a tone to discourage other families. Also parents are now aware that they will need to speak to the other family involved if pictures of their child are posted on social media without their permission. The HT is no longer receiving letters from parents about this.

During the recent ICT filming, the HT sent out photography permission forms over and above the annual consent form. This was because the ICT company would be using the images as part of a promotional video with unlimited distribution. Several parents asked for their children not to be photographed and this was managed to respect their wishes.

The governors ratified the Photography Policy.

The safeguarding policy is to be updated to include Prevent.

HT

9 H & S including maintenance

A H & S audit had been circulated to governors.

The hall radiators are filled with dust and this is a potential fire risk. The site agent feels that he is competent in dealing with this and other minor electrical work, but he is not qualified. The site agent will attend a Part P course as a development opportunity to allow him to deal with electrical work. PAT testing will continue to be carried out by an external provider.

HT

The ongoing low water temperatures need investigation. Legionnaires testing has taken place and is clear. The low temperatures may be resolved by better insulation around the pipes. This will be trialled and if successful, all pipes lagged.

HT

Staffroom emergency lighting also needs to be investigated.

HT

Food Hygiene is in hand with the Kitchen Manager.

Other points raised in this report to be discussed at the M & R committee on 18.05.2016.

M & R

10 Website

The website statutory requirements have been reviewed by the HT and CoG. All policies now show dates. A safeguarding section has been added. Equality and Equal Opportunities information to be addressed. There is a link to DFE performance data.

There are still some issues with displaying tables of information such as the governor register of interests, but the developers are working on the formatting problem.

		ACTION/DATE						
11	<p>AOB</p> <p>The budget has been signed off.</p> <p>Fencing/Hall Floor The HT has obtained three quotes for replacement fencing, two of which were available for governors to see. There were also two flooring quotes. Specifications are needed to ensure that all of the contractors are quoting for the same thing. Currently they are too different to decide which offered the best value. This, as well as replacement lighting for the hall will be discussed further at the M & R committee on 18.05.2016.</p> <p>The HT circulated SATs papers to show governors the types of questions set for pupils at KS1. Some of the SPaG elements are being encouraged at whole school assembly and house points are awarded</p> <p>The Data Dashboard is closing in September 2016 and being replaced with a Schools Comparison Tool.</p> <p>The SIP will be visiting on 24.06.2016 at 1.00pm. Governors are invited to attend.</p> <p>Governors attended a recent quiz night at the School and won!!!!</p> <p>A confidential and restricted matter was discussed. Governors who work in the school left at this point.</p> <p>The meeting ended at 8.50pm</p>	<p></p> <p>JY</p> <p></p> <p>All</p>						
12	<p>Revised Dates for the Year</p> <p>All Comms at 6.00pm and FGB at 7.00pm unless notified.</p> <table data-bbox="363 1512 774 1624"> <tr> <td>Comms</td> <td>18.05.2016</td> </tr> <tr> <td>FGB</td> <td>08.06.2015</td> </tr> <tr> <td>FGB</td> <td>06.07.2015</td> </tr> </table>	Comms	18.05.2016	FGB	08.06.2015	FGB	06.07.2015	
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Signed Date

CHAIRMAN