

AUTUMN TERM 2015
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 16 September 2015

PRESENT: Susie Dove (HT) Mike Chappell
Allison Holloway Hayley Fitch
Elaine Dicoco Paula Bangs
Rose Gunter

IN ATTENDANCE: Elleesa Goodwin (Clerk)

ABSENT WITH APOLOGIES: Jennifer Akpeki Tyrell

		ACTION/DATE
	<p>Apologies Jennifer was absent with apologies as she was enroute from South Africa.</p>	Note
1	<p>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>	Note
2	<p>Matters Arising</p> <p>RG requested notification of the SIP's attendance as she would like to come in and be part of his visits. SD replied that the SIP would be attending for her PM meeting that week.</p> <p>The Clerk to contact Sara Harris as PB it was understood informally that she wished to resign.</p>	Note Clerk
3	<p>Update register of business interests</p> <p>The Clerk informed the Governing Body about the content of the new pecuniary interest forms. Copies were handed out. An explanation was offered to clarify some points about the level of disclosure. All form should be returned to the School and the contents will be uploaded to form a profile on each governor on the school website.</p> <p>The statutory contents of the website has changed. Clerk to email SD the most current contents to comply with this requirement.</p>	All Clerk
4	<p>Elections</p>	
4a	<p>Nominations were requested for the role of Chair of Governors 2015-2016. PB proposed by SD and seconded by RG. PB accepted the role of Chair of Governors.</p>	Note
	<p>Nominations were requested for the role of Vice Chair of Governors 2015-2016. PB proposed MC and this was seconded</p>	Note

	by ED. MC accepted the role of Vice Chair.	ACTION/DATE Note														
4b	The membership of committees was agreed as:	Note														
	<table border="0"> <tr> <td>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>JAT</td> <td>MC</td> </tr> <tr> <td>AH</td> <td>SD</td> </tr> <tr> <td>HF</td> <td>PB</td> </tr> <tr> <td>PB</td> <td></td> </tr> </table>	T & L	M & R	RG	HF	ED	RG	JAT	MC	AH	SD	HF	PB	PB		
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PB																
	A discussion took place over the Appeals Committee with governors concerned that there would not be sufficient personnel to cover it. However, when a new parent governor is in place there will be enough.															
	The Clerk briefed the GB about specifying the skills they felt relevant to the parent governor role. The parent governor would still be voted onto the GB but the choice of candidates would be a short list for the skills needed rather than based on personalities. The Clerk to email the election paperwork to SD.	Clerk														
5	Terms of Reference The ToR for both committees would be circulated for governors to consider prior to the meetings. In advance of the meetings, the GB discussed if 5K was still adequate as a delegated budget for SD. SD felt that this was still workable. There will be a need to replace some whiteboards but as this will cost more than 5K, this will be dealt with in line with LA purchasing regs. The Clerk to email out the ToR prior to the Comms meetings. The Clerk Seminar is on 30.09.2015 and it would be best to wait until after that date to ensure that the most up to date information, which may affect the ToR is included.	Clerk														
6	Headteacher Briefing During the INSET day, staff had evaluated the School against the new OFSTED criteria, looking at what the School does well, the evidence for this and opportunities to address areas they were not currently meeting. These opportunities will be converted to targets in the SDP. Safeguarding will be embedded into all areas. Reflecting on the nature of the School, staff felt that they were good at delivering outcomes for pupils but that the 'quality of teaching and learning' section had to be tackled carefully to ensure that it did not compromise the creative nature of the School. SD felt that she had the relevant data to set targets. She felt that writing was not as outstanding as Reading, allowing for the usual pupil lag in Writing behind Reading. EY data reflects that there are 5 statemented pupils. SD is aware	Note Note Note														

		ACTION/DATE
	that pupils are entering the School on a level less than the national average. She had signed up to a Baseline Profile to prove that pupils are joining the School with very low abilities and to show the huge progress they are making from this point to attain national standards.	Note
	Non Level assessment was trialled in 2014-2015 and staff are confident at using it going forward, using evidence to substantiate their judgements.	Note
	The T & L committee will continue to track PPG and SEND progress.	Note
	Particular emphasis will be given over to embedding British values.	Note
	PB felt that the School needed to build on last year and that governors should continue with learning walks and book scrutiny to allow effective monitoring.	Note
	RG will join the School Council	Note
	Governors will be responsible for specific areas rather than by curriculum subject. This will form part of the SDP and will help to shape learning walks.	Note
	SD moved an INSET day to 01.07.2015 to carry out the evaluation exercise. It was participated in by teaching and non teaching staff. RG and PB also participated.	Note
7	Governors	
	This has already been covered	
8	SEND/G&T	
	A pupil has joined YR who is on the lowest statement funding and is not covered by the LP. SD is currently recruiting for a TA.	Note
	There are 3 vacancies in the LP	Note
	HF asked the number of statements in YR. SD replied that there was 1.	Note
9	Breakfast Club	
	A review of the BC financial systems had taken place, with support from Cliff Percival, Associate Member.	Note
	The following changes have been made in response to the 2015 audit: Invoices are sent in advance All pupils are registered All places are subject to an application process and no child is admitted on a casual basis.	

		ACTION/DATE
	Parents to pay if their child fails to attend Doors open at 8.00am with no unattended children admitted before this time	
	The BC is now full. SD has ensured that there are sufficient staff to cover the walk to DDLS.	Note
	These changes are in addition to earlier actions where work took place in the previous academic year.	Note
	***SD and the GB would like to extend *** HUGE *** thanks to Lyndsay and Diane for the amount of time and work over the summer holiday to put the new systems in place. ***	Note
	The GB agreed that the actions resulting from the audit had been carried out. HF to submit a report confirming this to the LA.	HF
10	Policies Charging RG queried the statement about charging from the recent newsletter. SD clarified that the School has always asked for full payment rather than a contribution but may have said it differently on this occasion. RG felt that the wording could imply that parents would have to pay more this year. Many schools ask for a contribution but Heathwood would not be able to offer trips on that basis. However, the newsletter also encourages 'hard pressed' families to apply for PPG to help with costs. The charging policy was signed off by PB.	Note
	Lettings Having reviewed this recently, the GB felt that this was still sufficient. The Lettings Policy was signed off by PB	Note
	Virements The GB felt that this showed good financial management and it was signed off by HF.	Note
11	H & S including maintenance Following MC's H & S inspection last year, he sent SD some requests for work/repairs. Most of this has been covered by Simon. Matters outstanding are: Hot water mixer taps. SD to involve the LA in repair Hopefully, Simon's garden and the area near the storage sheds to be slabbed to avoid future flooding A lock for the external door leading to the Pre-School has been ordered and will be fitted on arrival Pre-School gate bolts. Some trip hazards around the School.	Note
	Simon has removed the nails from the fence but going forward, it will need to be replaced. This will be included in the 2017-2018 budget. It will be made safe until this time.	Note
	RG asked if the water tank problem had been resolved. SD replied that stickers had been posted around the School to show drinking water. There is now a direct supply to the Kitchen.	Note

MC to liaise further with Simon.

ACTION/DATE
Note

MC

12 **AOB**
RG asked how the recent re-deployment of staff was working. SD replied that it was working well and allowed ED to cover PPA time Wednesday to Friday and have 2 days of Leadership time. A job-share was in place in YR.

Note

Maxine has been doing phonics interventions across the whole school to raise standards to local/national level. She is working in YR/Y1 every day. Group reading is also taking place and there is additional PPA cover in YR.

Note

Middle leaders are well allocated across both KSs.

RG asked if SD would be replacing Max Marvellous Maths? SD replied that she had looked again at how the data had been presented and results were better than first thought. She will continue with this resource.

Note

Note

13 **Dates for the Year**

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

Comms	21.10.2015
A short meeting of non staff governors to take place between meetings to discuss HT PM	
FGB	04.11.2015
Comms	25.11.2015
FGB	13.01.2016
Comms	03.02.2016
FGB	24.02.2016
Comms	16.03.2016
FGB (Ratify the budget)	20.04.2016
Comms	18.05.2016
FGB	06.07.2016

A short confidential and restricted meeting followed to discuss School Pay. AH and ED left at this point.

Signed Date
CHAIRMAN

