

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Thursday 9 July 2020 at 1:30pm**  
**(virtual meeting using Google)**

In attendance:	Susanne Dove (SD)	Headteacher
	Paula Bangs (PB)	Co-opted Governor(Chair)
	Rose Gunter (RG)	Co-opted Governor (Vice Chair)
	Hayley Fitch (HF)	Co-opted Governor
	Elaine DiCocco (ED)	Staff Governor & Assistant Headteacher
	Paul Dicker (PD)	Staff Governor & Assistant Headteacher
	Beth Sedgwick (BS)	Parent Governor
	Jonathan Young (JY)	Parent Governor
	Sarah Sandiford	Clerk

No	Item	Action
1.0	<b>Welcome and Apologies for Absence</b> PB welcomed everyone to the meeting.	
2.0	<b>Declaration of interests</b> There were no declarations of interests for the meeting.	
3.0	<p><b>Self-Evaluation and School Development Plan 2019-2020</b></p> <p>The updated plan had been made available to Governors in advance of the meeting. Inevitably some actions, particularly for the summer term, were rated RED due to the school having been closed. However, the COVID-19 closure had enabled some of the largest tasks to be undertaken by staff working from home.</p> <p>Attainment had been looking positive but as no data would be collected this year, it was not known how this would impact the next year.</p> <p>Phonics screening had been done in February and would be done again in the Autumn term to gather baseline evidence. The first few weeks back would be key. Year 2 would have daily phonics lessons and additional staffing support.</p> <p>On return to school, pupils across the school would be working on one book which provided lots of opportunity to speak about feelings and different situations. It would also provide opportunity for an extended piece of writing work, which would provide baseline evidence and help identify gaps in learning. This would not necessarily result in interventions as gaps might apply to a majority.</p> <p>A question was asked about pupil wellbeing on return from the extended school closure. PSHE would take place every day rather than assemblies. It was felt that most pupils would be excited to return.</p> <p>A question was asked about staffing for the Autumn term. All staff were expected to return on 3 September. No staff had raised any issues or concerns with the Head. It was acknowledged that it would be just as hard for the staff as for the pupils to return to school full time after such a long break.</p>	

*Signed as a true and accurate record*

*Chair:*

*Date:*

*Prepared by Sarah Sandiford, Clerk to the Governing Body*

	No further questions were raised regarding the School Development Plan.	
4.0	<p><b>Wraparound Care</b></p> <p>Heathwood and Doverly Down schools had shared wraparound care for a number of years, with breakfast club at Heathwood and afterschool club at Doverly Down. In light of COVID and the emphasis on protected bubbles, this would no longer be viable.</p> <p>Options to provide wraparound care from September had been investigated, based on a minimum of two staff being required. A spreadsheet had been circulated to Governors in advance of the meeting.</p> <p>It was proposed to charge a flat rate of £8 for two hours of after school care. Currently parents had to commit to a regular place but it was suggested that last minute care could be an option subject to availability. It was also felt that providing some structured activities might increase interest.</p> <p>Parental interest would be assessed via an online survey. It might be that care would only be provided Mon-Thur rather than 5 days.</p> <p>Wraparound care would be invoiced retrospectively rather than in advance.</p> <p>The financial implications of wraparound care would need further evaluation once potential demand was known. It was possible that provision would not break even but it was felt there was no option other than to provide it.</p>	
5.0	<p><b>Letter to parents regarding arrangements for September</b></p> <p>Following the release of new Government guidance for September, a draft letter to parents had been circulated to Governors.</p> <p>The emphasis was on protecting the “Heathwood bubble” and therefore arrangements included having all 4 access gates open, encouraging children to come into classrooms themselves, strictly restricting access to the school initially (i.e. no volunteers, external teaching staff etc).</p> <p>These restrictions could potentially be eased gradually. The focus was on getting the children back in to school.</p> <p>It was recognised that new pupils would not know where their classroom was or who their teacher was, and was proposed to invite them to a very brief familiarisation visit on 4 September.</p> <p>Two local area walks had been planned which should be able to go ahead. No other trips would be planned as yet. It was hoped that the Legoland trip which had already been deferred once would be able to go ahead, potentially with office staff supporting due to not allowing volunteers to assist.</p> <p>Discussion took place regarding illness and the potential for a second wave of COVID. The Government guidance was confusing but it was understood that the presumption would be to keep schools open in future.</p>	

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*Chair:*

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	<p>SD would revisit the risk assessment based on the new guidance. BS suggested a minor tweak to the letter and offered to copy edit it overnight prior to issue to parents on 10 July. Governors were asked to agree to a minor amendment in school opening times, from 9.00am – 3.30pm (currently 8.55am – 3.30pm).</p> <p><b>Agreed: to approve the change in school opening times to 9:00am – 3:30pm.</b></p>	
6.0	<p><b>AOB</b></p> <p>HF had circulated a request by email since the last meeting in respect of not processing a refund, to offset against monies owed to the school. It was noted that this had been agreed by Governors by email.</p>	
7.0	<p><b>Close of Meeting</b></p> <p>PB thanked fellow Governors for their support, thanked the senior leadership team for all their hard work doing their best for the pupils in very difficult circumstances. SD also thanked Governors for their support and particularly HF for her support to the office staff.</p> <p>Meeting dates for next term would be circulated when available. A meeting date prior to the start of term might be pencilled in, in case of any further changes in guidance or decisions needing to be made prior to school re-opening.</p> <p><b>The meeting closed at 3:00pm.</b></p>	

*Signed as a true and accurate record*

*Chair:*

*Date:*

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