

Heathwood Lower School
Minutes of the Annual General Meeting and Full Governing Body Meeting
Held on Wednesday 13 September 2023 at 18.30

In attendance:	Paula Bangs (PB)	Co-opted Governor (chair)
	Jackie Wright (JW)	Headteacher
	Susanne Dove (SD)	Co-opted Governor
	Bryony Leary (BL)	Staff Governor
	Beth Sedgwick (BS)	Co-opted Governor
	Drew Warner (DW)	Parent Governor
	Kelly Burley	Clerk

Meeting Overview:

This evening the board agreed upon their structure for the forthcoming academic year, reviewed and updated school policies, drafted correspondence to the LA regarding the boards ongoing concerns with the increased SEN consultations being received and the LA's lack of support on this issue and discussed the proposed NASUWT short of strike action.

Agenda

No	Description
	Annual General Meeting
1	Welcome and apologies None. PB welcomed SD and DW to the board.
2	Any personal or business interests to declare None for items on the agenda.
3	Matters to be raised under any other business agreed as being urgent None.
4	Minutes of the last meeting (12.07.2023) and matters arising (not covered elsewhere on the agenda) Minutes agreed with amendments submitted to KB from BS. <i>Matters Arising/follow up actions:</i> All actions completed or covered elsewhere in this agenda.
5	Correspondence received BL resignation from the role of staff governor. PB extended her and the boards thanks to BL for her hard work and commitment. KB explained the process for replacing staff governor. All staff to be given the opportunity to volunteer. If more than one staff member comes forward then an anonymous vote should take place. JW to action staff governor replacement. <i>Governor Actions:</i> <i>JW to approach all staff for the opportunity to fill the staff governor role.</i>
6	Chair's actions PB has completed H&S check with Site Agent and audited record books. All up to date and no issues to report. Safeguarding visit will take place with JW in the last week of September.
7	Elections - FGB Chair and Vice Chair

	<p>PB would like to continue in the role of Chair. BS proposed PB continue as Chair and SD seconded. PB was unanimously voted as Chair for the forthcoming academic year. BS is happy to continue in the role of Vice Chair. PB proposed BS continue as Vice Chair and BL seconded. BS was unanimously voted as Vice Chair for the forthcoming academic year.</p> <ul style="list-style-type: none"> - Pay review Chair and Vice Chair (already agreed at strategy meeting 30.08.2023). Pay review Chair: PB Vice Chair: BS Members: DW Appeals: SD - Complaints Committee (Already agreed at strategy meeting 30.08.2023). Complaints Chair: BS Vice Chair: DW Members: SD Appeals: PB
8.	<p>Appointment of staff Governor Covered under item 5.</p> <p><i>Governor Actions:</i> KB b/f Staff Governor appointment to next FGB.</p>
9.	<p>Update registers of interest Declaration, Disclosure, Disqualification, Pecuniary interests KB to send out PI forms for completion by all Governors. KB will set up a new online version.</p> <p><i>Governor Actions:</i> KB send out new online PI form.</p>
10.	<p>Governors Code of Conduct Updated to remove 2022 references. The board agreed for the forthcoming academic year. To be reviewed at the next AGM September 2024.</p> <p><i>Governor Actions:</i> KB to add document links from shared drive onto meeting agendas going forward.</p>
11.	<p>Instrument of Government and Terms of Reference</p> <ul style="list-style-type: none"> - Instrument of Government The board agreed to amend section 6 to 'The maximum total number of governors is 11' from 'The total number of governors is 11'. KB will take this amendment to CBC for their approval and feedback to the board. - It was agreed that Standing orders will be adopted rather than Terms of Reference. <p><i>Governor Actions:</i> KB to take amendment Instrument of Government to CBC for approval.</p>
12.	<p>Review and adopt Standing Orders The Standing orders were reviewed. The Agendas and Paperwork section was amended from to papers being available ten days before the meeting to seven days. The board discussed the importance of papers being available in enough time to allow adequate scrutiny. It was acknowledged that on occasion this is not always possible but that this should aim and then the board can be notified of any reasonable delay. Adding document links to the agenda should also assist.</p> <p>Following these amendments, the Standing orders were agreed. Review AGM September 2024.</p>
13	<p>Link Governors roles and monitoring schedule Link roles: PB: Safeguarding, Equalities and Inclusions, Newsletter. SD: Website overview and governance section, Finance.</p>

	<p>DW: H&S, External/commercial contracts. BS: Policies and Strategic Planning</p> <p>TBC: EYFS & Curriculum Development and Pupil voice, values & wellbeing. Full Link role breakdown of responsibilities is available on the Governor Agenda overview 2023/24.</p> <p>DW asked if there was a finance regulations document. BS confirmed there was.</p>
14.	<p>Dates for FGB meetings The Governor Agenda overview 2023/24 was agreed, although it is a working document which is subject to amendments throughout the year.</p> <p>BS highlighted that some afternoon meetings had been added to ensure Governors had more opportunities to be present in school during the day.</p>
15.	<p>Performance Management Schedule for all staff (inc. HT) The pay review committee meeting will remain scheduled for 10th October. However, JW's review may need to be scheduled for a later date. SD confirmed the deadline for completion is the end of the year.</p> <p>JW advised that a new SIA had been allocated. JW hasn't heard from her as yet but anticipates she will do in the next couple of weeks. If no contact is received JW will chase up.</p>
	<p>Full Governing Body Meeting</p>
16.	<p>SDP Review Full scrutiny is scheduled for the next FGB meeting. JW just wanted to share the key focuses of the plan with the board. The priorities are based on feedback from staff and the Ofsted report.</p> <p>BS asked if national data is available yet. JW explained that currently based on last year's national data hopefully national data will be available by the end of the year. Some local data is included.</p>
17.	<p>Staffing SEND TA has resigned. No replacement is being sort as currently overbudget in this area therefore existing staff are able to cover. BL explained how the cover is currently working well and there has been no disruption.</p> <p>X2 Cleaner resignations have been received. One from pre-school and one from main school. Replacements have been sort but unsuccessful. JW advised that using an outsourced cleaning contractor is being investigated. There is a lot of information to consider and await quotes before full consideration can be given. This option may be a more cost effective than employing direct staff when staff on-costs and impact on the Site Agents role are included.</p> <p>BS asked how the first week back had been? JW confirmed the first week had been positive. BL explained that the SEND support staff have less 1-2-1 focus and move around more and the initial impact is encouraging.</p>
18.	<p>Finance</p> <ul style="list-style-type: none"> - Wrap around care for pre-schoolers <p>JW informed the board that after a more detailed analysis wrap around care for pre-schoolers is no longer being explored. To ensure profitability the project would take considerable resources and time that isn't available. It is a lot more complex than initially anticipated; potentially two extra staff would be required, there are issues with ratios of staff, recent changes to funding parameters for 2-year-olds, current booking systems, qualifications of staff and pupils aged 2-9 years old being in the same environment at unstructured times. Pupil numbers for pre-school are encouraging with 16 pupils feeding into reception this year. Whilst we don't want to lose numbers due to a lack of offering it would be too complex to make it financially viable at this point, but this may be revisited in the future.</p>

	<p>SD asked if JW was looking at an extended hours provision to assist families. JW is looking at this option. PB acknowledged that it is a big decision with a lot of operational impact and that at this time perhaps we did not need to take that financial risk at this time.</p>
19.	<p>Health & Safety JW advised the board that RAAC concrete survey has been completed and that none was found in the building.</p> <p>DW is taking over this link role. JW asked if he would be able to arrange a meeting with Site Agent. It was agreed DW would talk through any areas of focus/concerns with JW may have and then he'll arrange the visit. DW will also speak to DB (previous H&S Link Governor) for a handover.</p> <p><i>Governor Actions:</i> <i>DW to liaise with JW regarding H&S and then arrange H&S walk with Site Agent.</i></p>
20.	<p>Safeguarding No issues to report. Internal Governor Audit is due.</p> <p><i>Governor Actions:</i> <i>PB & JW to complete internal safeguarding audit last week of September. Results will come to the next FGB.</i></p>
21.	<p>Policies Policy Ratification and Reviews (Updated by Office):</p> <ul style="list-style-type: none"> - Scheme of Delegation: <i>Approval date amended to May 2023. Otherwise unanimously agreed.</i> - Charging and Remissions Policy: <i>Unanimously agreed.</i> - Lettings (Includes costings from school finance): <i>BL advised that a letting enquiry has been received for every Saturday morning. JW confirmed that all figures in the policy have been fully costed and are in line with other schools hiring charges. Minor amendments were made to some items in the policy such as kitchen usage, deposit return amended, H&S section amended to clearly ensure hirers responsibility. Unanimously agreed. The enquiry can now be submitted in line with the policy.</i> - Commercial Bad Debt: <i>Unanimously agreed.</i> - Parent Bad Debt: <i>Unanimously agreed.</i> - Virement: <i>Unanimously agreed.</i> - Governors Code of Conduct: <i>Unanimously agreed.</i> <p>School Google docs on Website (updated by SLT and Office):</p> <ul style="list-style-type: none"> - Admissions: <i>Unanimously agreed.</i> - Privacy Notice: <i>JW to check UK GDPR compliance and then add a statement to that effect into the policy. Unanimously agreed.</i> - Safeguarding and Child Protection (CBC policy): <i>Unanimously agreed.</i> - Health and Safety: <i>No updates have been made as annual update from CBC has not yet been received. Unanimously agreed.</i> - Positive Behaviour Policy: <i>Proposed amendment to change title to Behaviour Policy. Unanimously agreed.</i> - Complaints Policy: <i>No Amendments. Unanimously agreed.</i> - Equality, Equity, Diversity, and Inclusion Policy: <i>No Amendments. Unanimously agreed.</i> - Relationships and Health Education Policy: <i>No Amendments. Unanimously agreed.</i> - Teachers' Pay Policy: <i>6.5% increase hasn't been included. Agreed once this amendment has been made.</i> - Disability, Equality and Accessibility plan 2022-2025: <i>No Amendments. Unanimously agreed.</i> - SEND Policy: <i>Amendment made to explain in more detail how support is provided. Unanimously agreed.</i> <p>New policies for ratification by Governors:</p>

	<ul style="list-style-type: none"> - Suspension and Exclusion Policy: <i>BS highlighted some comments she had on the policy, she reiterated the importance of it effectively linking to the Behaviour Policy in case of parental complaints. Governors will update the policy with their comments and then b/f to next FGB meeting for review.</i> - Teacher Capability Policy: <i>Adopted from DoFE. Governors to review and add any comments and then this will be reviewed at the next FGB.</i> <p>HR Policies - agree to adopt from EPM, CBC and The School Bus: <i>Unanimously agreed.</i></p> <p><i>Governor Actions:</i> <i>JW:</i> <i>Privacy Notice: JW to check UK GDPR compliance and then add a statement to that effect into the policy.</i> <i>Positive Behaviour policy amend to Behaviour Policy.</i> <i>Teachers' Pay Policy: Add in 6.5% increase.</i> <i>All Governors: Add any amendments/comments (via google docs version) to Suspension and Exclusion Policy and Teacher Capability Policy.</i> <i>KB b/f Suspension and Exclusion Policy and Teacher Capability Policy to next FGB for review.</i></p>
22.	<p>Governor</p> <ul style="list-style-type: none"> - Strategy for recruitment - Update on LA SEN consultations <p>Vacancies: 1 x parent 1 x staff vacancy 3 x Co-opt 1 x LA</p> <p>PB advised there is potentially another parent governor she is speaking to. The vacancy has been advertised in the newsletter. She also has a meeting with local counsellors, and she will ask them regarding the LA vacancy.</p> <p>The follow up letter BS drafted to the LA regarding the level of SEN consultations hasn't been sent out. The board agreed that this should be sent as a matter of urgency. SD stated that we should be clear exactly what we are asking for. The consensus was that the letter should ask for a meeting and invite Andrew Selous MP to join. The situation is becoming more urgent year 1 could potentially reach 35 in one class. BS updated the letter and then asked for JW to go back, and fact check it with PD. The letter then needs to be sent. BS will also draft a letter an email to Andrew Selous MP to ensure he is informed and ask him to attend any meeting.</p> <p><i>Governor Actions:</i> <i>JW to fact check updated letter to Director of Children services with PD and then send.</i> <i>BS to draft and send an email to Andrew Selous, MP to canvas his support with the additional SEN consultations.</i></p>
23.	<p>Governor Training</p> <ul style="list-style-type: none"> - KCSIE, Safeguarding, Prevent - Filtering and Monitoring, Cyber security - Safer recruitment <p>JW will resend the link to Governor Safeguarding training that needs to be completed.</p> <p><i>Governor Actions:</i> <i>JW to send out link to Governor Safeguarding training that needs to be completed.</i></p>
24.	<p>AOB</p> <p>PB asked DW to send over a brief profile to the office for the website.</p>

Item 20:

PB & JW to complete internal safeguarding audit last week of September. Results will come to the next FGB.

Item 21:

JW Privacy Notice: JW to check UK GDPR compliance and then add a statement to that effect into the policy.
Positive Behaviour policy amend to Behaviour Policy.

JW Teachers' Pay Policy: Add in 6.5% increase.

All Governors: Add any amendments/comments (via google docs version) to Suspension and Exclusion Policy and Teacher Capability Policy.

KB b/f Suspension and Exclusion Policy and Teacher Capability Policy to next FGB for review.

Item 22:

JW to fact check updated letter to Director of Children services with PD and then send.

BS to draft and send an email to Andrew Selous, MP to canvas his support with the additional SEN consultations.

Item 23:

JW to send out link to Governor Safeguarding training that needs to be completed.

Item 24:

BS to draft a statement to all staff regarding the proposed NASUWT work to rule industrial action.