

Heathwood Lower School
Minutes of the Annual General Meeting & Full Governing Body Meeting
Held on Tuesday 9th September 2024 at 6.30pm

In attendance:

Voting Rights:		Non-Voting:	
Paula Bangs (PB)	Co-opt Governor	Jackie Wright (JW)	Headteacher
Beth Sedgwick (BS)	Co-opted Governor (VC)	Kelly Burley (KB)	Clerk
Maxine Stanford (MS)	Staff Governor		
Jim Whitaker (JWh)	Co-opt Governor		
Susanne Dove (SD)	Co-opted Governor		

Meeting Overview:

The full Governing Body began the academic year by electing a Chair and Vice Chair for the upcoming year, as well as approving the roles of Link Governors. The board reviewed the School Development Plan and Governor Action Plan to ensure alignment with the strategic goals for the year ahead. A year-to-date budget analysis was also conducted.

Agenda

No	Description
1	Welcome and apologies
2	Any personal or business interests to declare None.
3	Matters to be raised under any other business agreed as being urgent None.
4	Minutes of the last meeting (02.07.2024) and matters arising (not covered elsewhere on the agenda) The minutes were agreed as an accurate record with no amendments. JW confirmed she had fed back the FGB's feedback following their monitoring visit on 02.07.2024.
5	Correspondence received PB has received an enquiry from a parent regarding any vacancies on the FGB. At present the board is at capacity for Parent Governors therefore there are currently no suitable vacancies. PB will go back and confirm this with the parent. JWh advised he has asked a local councillor to assist in recruiting an LA Governor. He will keep the board informed.
6	Chair's actions None.
Annual General Meeting	
7	Elections <ul style="list-style-type: none"> - FGB Chair and Vice Chair - Confirmation of committees following Strategy Day - Pay review Chair and Vice Chair - Complaints Chair and Vice Chair

	<p>Chair: PB would like to continue in the role of Chair. JWh proposed PB continue as Chair and SD seconded. PB was unanimously voted as Chair for the forthcoming academic year.</p> <p>Vice Chair: MS proposed JWh for the role of Vice Chair and PB seconded. JWh was unanimously voted as Vice Chair for the forthcoming academic year.</p> <p>Confirmation of committees following Strategy Day</p> <ul style="list-style-type: none"> • Pay review Chair and Vice Chair (already agreed at strategy meeting (28.08.2024). Pay review Chair: PB Vice Chair: JWh Members: EK Appeals: SD • Complaints Chair and Vice Chair (Already agreed at strategy meeting 28.08.2024). Complaints Chair: BS Vice Chair: DW Members: SD Appeals: PB <p>A discussion took place regarding the role of Associate Governor and whether that role can sit on the Complaints committee without voting rights. KB will investigate and report back.</p> <p>Government Actions: <i>KB to investigate Associate Governors voting rights and will advise PB.</i></p>
8.	<p>Appointment of Staff Governor MS has been voted Staff Governor for 24/25 academic year.</p>
9.	<p>Update registers of interest Declaration, Disclosure, Disqualification, Pecuniary interests KB has sent out Declarations of Interest forms. The deadline for completion is 11th September 2024.</p> <p>Governor Actions: <i>All Governors to complete Declarations of interest form by 11.09.2024.</i></p>
10.	<p>Approve Governors Code of Conduct Approved with no amendments.</p> <p>Governor Actions: <i>KB to update Code of Conduct with review date.</i></p>
11.	<p>Review & Approve Instrument of Government Approved with no amendments.</p> <p>Governor Actions: <i>KB to update Instrument of Government with review date.</i></p>
12.	<p>Review and adopt Standing Orders Approved with no amendments.</p> <p>Government Actions: <i>KB to update Standing Orders with review date.</i></p>
13.	<p>Confirm Link Governors roles agreed at strategy day The link roles were agreed at the Governor Strategy Day on 28th August. The board discussed the allocation of roles, and it was highlighted that SD and PB have a lot of link roles to cover between them which is not ideal and is a challenge of having a small board. Although this is the case the consensus was that these roles are monitoring and will mainly be able to be covered by the Governor learning walks that are scheduled. JWh offered to support if required. SD commented that the learning walks were very valuable in providing a platform for effective monitoring as they allow the board to gather relevant evidence.</p>

Link Governor roles are agreed as follows:			
Diversity, Equalities and Inclusion (including SEND, PPG and vulnerable groups, therapeutic thinking, TAs deployment pilot)	P B S D	Finance, including budgeting for: SEND, PPG, SPG, Catering' Wrap Around Care, benchmarking	SD
Pupil voice, values (including British Values) & wellbeing	S D P B	External/ Commercial Contracts (including IT)	EK DW
Newsletter	P B	Policies	EK JWh
Website overview and governance section	EK	Strategic Planning (end of year performance feedback; annual strategy day; governance model; schools for the future)	PB (BS will run annual performance feedback)
Early years	P B	Curriculum	SD
BS stepped down from her role as Co-opted Governor. The board voted for BS to assume the role of Associate Governor for this academic year at which point this will be reviewed. The term ending 31.08.2025. BS will attend the Strategic Review session scheduled for 27 th August 2025. She will manage this year's 360 feedback process.			
FGB			
Teaching & Learning			
14.	<p>Performance Management Schedule for all staff (inc. HT) JW is undertaking Class Teachers performance management 24th September – 11th October. This means the current scheduled Pay Committee meeting needs to be rescheduled.</p> <p>Governor Actions: <i>KB to inform Pay Review committee that the panel date has been rescheduled to 6pm, 14th October (prior to FGB meeting already scheduled for 6.30pm that day).</i></p>		
15.	<p>SDP Review (pre read) The SDP was discussed and assessed by the board at the strategy day and it was agreed for 24/25.</p> <p>The board discussed how the SDP is now linked to the Governor Development Action plan. PB explained that the board will be looking for evidence of therapeutic thinking practises in their monitoring this year.</p> <p>JWh remarked that PD's presentation at the inset day on Diversity, Equality and Inclusion was amazing, helpful and insightful.</p>		
16.	<p>Staffing update JW informed the board of a recent TA resignation. Leave date is at the end of October, recruitment has commenced. JW advised that the SLT had reviewed how to replace this role and concluded that a like for like replacement was required and that this is in line with the budget.</p>		
17.	Finance update (pre read)		

	<p>The board reviewed the Budget Review for September. The current position looks strong at approximately 50%. JW explained that all items with a variance of 10% have been highlighted.</p> <p>JW noted that catering inflation is less than anticipated at this stage.</p> <p>SW & SD have a monitoring visit booked.</p> <p>Governor Questions: <i>The ICT budget is at 84.9%. Why is that and are we likely to go over budget in this area? JW mentioned that some CFR codes have been updated, resulting in certain expenditures being coded differently and now included in E20. Additionally, new Chromebooks had to be purchased. Currently, it is unclear whether there will be an overspend. While no significant expenditures are expected from E20, repair costs may arise that cannot be predicted. Investment is needed in EYFS ICT resources, as this is a focus area from the SDP. SW is reviewing whether some of these costs can be covered by the Capital budget.</i> <i>Could the PTA help with funding some of the EYFS ICT? PTA technically the whole school should benefit but the future of the PTA is unclear now as there is a lack of volunteers. The previous chairs are stepping down and can continue to be involved but cannot organise events such as summer/xmas fayres which generate a lot of revenue. We are hoping more come forward.</i></p>
18.	<p>Health & Safety (pre read) JWh informed that the Premises Inspector will be conducting the Conditions survey during the week commencing 16.09.2024. JWh will accompany the Inspector during the survey to ensure immediate action can be taken on any findings, rather than waiting for the full report, which usually takes considerable time.</p> <p>The board highlighted a potential fire hazard on their learning walk this evening. The Tutankhamun model needs to be moved as it is blocking a fire door.</p> <p>JW and JWh are still working through reviewing all risk assessments. COSHH review will be carried out by JWh on 14.09.2024.</p> <p>MS requires First Aider refresher training (full three-day course). JW is looking into this.</p> <p>The board talked through the pre read Review of the Accidents statistics. At present there are no patterns or concerns to note as there is no comparison data but over time it is evident the report will identify patterns/trends that will require analysis.</p> <p>Governor Actions: <i>JW to ensure Tutankhamun model is moved to prevent the current fire hazard.</i> <i>JWh to send his availability to JW for reviewing Risk Assessments.</i></p>
	<p>Governance</p>
19.	<p>Safeguarding JW & PB will complete the audit in October.</p> <p>JW advised the board that Safeguarding training is mandatory for all Governors. The board need to have completed the following training by 30th September: KCSIE (plus pop into the office to sign the Governors copy). Prevent Safeguarding level 2 Plus, Pecuniary interest form by 11th September. KB will send out a general reminder to all Governors with an explanation of how to find the links.</p> <p>Governor Actions: <i>KB to send out a general reminder to all Governors with an explanation of how to find the links.</i></p>

20.	<p>Policies All provided as pre reads.</p> <p>For Review: The following policies were reviewed and unanimously agreed by the board with no amendments:</p> <ul style="list-style-type: none"> - Attendance Policy - Code of Conduct for all Adults - SEND Policy - Uniform Policy <p>The following policies were reviewed and unanimously agreed by the board with minor amendments:</p> <ul style="list-style-type: none"> - Heathwood Emergency Plan: Amendment school address on page 4. <p>For adoption: The following policies were adopted by the board with no amendments:</p> <ul style="list-style-type: none"> - Teacher Appraisal School Guidance and Policy - Supporting Pupils with Medical Conditions - Pupils with Additional Needs Attendance Policy <p>The following policies were adopted by the board with minor amendments:</p> <ul style="list-style-type: none"> - Teacher Capability Policy: The 'Decision to Dismiss' section was reviewed. It currently states that this decision rests with the FGB, which would mark a change from the current process. After discussion, it was agreed that the decision to dismiss is operational, and the board formally decided to delegate this responsibility to the Head Teacher. Any appeals will be heard by the Appeals/Complaints Committee. <p>The following policies were not approved by the FGB:</p> <ul style="list-style-type: none"> - Pay Policy: The board did not approve this policy because the 6 point scale is missing from Head Teachers section and a new pay award has been issued in relation to support staff. JW will update and the policy will come back for review at the next FGB. - Safeguarding and Child Protection: Under point 14 Risk Reduction, Assembly Policy wording needs to be removed. KCSIE updates also need to be included. JW will take action and bring it back to the board. <p>Governor Actions: <i>JW to action Safeguarding policy, Pay Policy and minor policy amendments.</i> <i>KB b/f Safeguarding policy and Pay Policy for review at the next FGB.</i></p>
21.	<p>Governance update</p> <ul style="list-style-type: none"> - Approve meeting and monitoring schedule for 24/25. The board approved with the amendment to add 'GDPR' as an ongoing standing item. KB advised that the board should include this to ensure effective monitoring of any breaches in the same way Safeguarding is monitored as a standing item. - Discuss Governors annual action plan This was briefly discussed and updated with some agreed priorities: P1 For Governors to understand and monitor the impact of the school's approach to: Therapeutic Thinking Approach to understanding and managing children's behaviours. Children's spiritual, moral, social and cultural development through more explicit teaching of British Values, Cultural Diversity and the world of work. Equality, diversity and inclusion. P2 Monitoring the school action plan P3 Relating to Finance monitoring P4 Relating to H&S monitoring The plan still requires a full review and Link Governors are required to consider the actions required for their areas. SD for Finance and JWh/DW for H&S. All Governors to review before the next FGB. It was also agreed to remove the first page of the document relating to context.

	<p>Governor Actions: <i>All Governors review and update (where appropriate) Governor Annual Action Plan.</i></p>
22.	<p>Governor Training</p> <ul style="list-style-type: none"> - KCSIE, Safeguarding, Prevent – Already covered. - Safer recruitment – Require an additional Governor to complete this training. KB will send out CBC’s Governor Training Schedule once received. The online package has been purchased this year.
23.	<p>AOB</p> <p>JW advised the board that an audit had been completed of the ARP today and initial feedback was extremely positive.</p> <p>All Governors can see Emma in the office for their access lanyard.</p>

Next meeting: Pay Review committee only: 14th October at 6.00pm (in school)
Full Governing Body: 14th October at 6.30pm (in school)

<p>Actions</p> <p>Item 7: KB to investigate Associate Governors voting rights and will advise PB.</p> <p>Item 9: All Governors to complete Declarations of interest form by 11.09.2024.</p> <p>Item 10, 11 & 12: KB to update Code of Conduct, instrument of Government and Standing orders with review date.</p> <p>Item 14: KB to inform Pay Review committee that the panel date has been rescheduled to 6pm, 14th October (prior to FGB meeting already scheduled for 6.30pm that day).</p> <p>Item 18: JW to ensure Tutankhamun is moved to prevent the current fire hazard. JWh to send his availability to JW for reviewing Risk Assessments.</p> <p>Item 19: KB to send out a general reminder to all Governors with an explanation of how to find the links.</p> <p>Item 20: JW to action Safeguarding policy, Pay Policy and minor policy amendments. KB b/f Safeguarding policy and Pay Policy for review at the next FGB.</p> <p>Item 21: All Governors review and update (where appropriate) Governor Annual Action Plan.</p>
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