

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Wednesday 12 July 2023 at 18.30**  
**(Virtually)**

In attendance:	Paula Bangs (PB)	Co-opted Governor (chair)
	Jackie Wright (JW)	Headteacher
	Rose Gunter (RG)	Co-opted Governor
	Bryony Leary	Staff Governor
	Beth Sedgwick (BS)	Parent Governor
	Paul Dicker	Deputy Head Teacher
	Kelly Burley	Clerk

**Agenda**

No	Description	Action
1	<b>Welcome and apologies</b> None.	
2	<b>Any personal or business interests to declare</b> None for items on the agenda.	
3	<p><b>Matters to be raised under any other business agreed as being urgent</b></p> <ul style="list-style-type: none"> <li>● Wrap around care offering in pre-school.</li> </ul> <p>JW proposed the offering of wrap around care. Her rationale is following feedback from parents, losing some potential pupils due to other settings and it is a potential revenue stream. JW would like to put this offer in place now. Insurances have been checked and the current policies in place would cover extending the provision in this way.</p> <p>BS asked regarding staff ratios. JW confirmed we are compliant. Potentially in the future additional staff may be required. JW wasn't sure at what point extra staff would be required but this would be continually monitored. Will evening meals be provided? JW explained the service would be available until 5:30pm and that a warm lunchtime meal will be but potentially parents can provide snacks/pack lunches. RG asked how existing staff had reacted? JW explained that staff have not yet been informed but that they be consulted with prior to any communication with parents.</p> <p>It was concluded that a lot of the practical arrangements cannot be agreed until the up take is understood. The board acknowledged that offering it may be too late for a full uptake this year as parents may have made alternative arrangements but that it was something that should absolutely be offered to support working parents, if it worked in terms of ratios and practical requirements. The board unanimously agreed to go ahead with the proposal. JW will keep the board informed regarding uptake.</p> <p>The following items will be covered elsewhere in the agenda or under AOB:</p> <ul style="list-style-type: none"> <li>● Grounds Maintenance contract</li> <li>● Filtering and Monitoring standards</li> <li>● Confidential minutes from 28.06.2023</li> <li>● RG feedback regarding confidential item</li> </ul>	

4	<p><b>Minutes of the last meeting (28.06.2023) and matters arising (not covered elsewhere on the agenda)</b></p> <p>These minutes were agreed as an accurate record with the following amendments:</p> <p>Item 9: Padlock on main gate will no longer be locked.  Item 12: BS to draft correspondence to the LA and local MP regarding worrying consultations being received for PD to send.</p> <p><i>Matters Arising/follow up actions:</i></p> <p>The proposed increase to school meals up to £2.40. RG stated the board were still awaiting fully costed figures. The boards concern was that the proposed figure of £2.40 is not fully costed considering staff costs and bringing the price in line with government funding does not ensure there won't be a future shortfall. The board want to avoid putting up costs twice and prevent a shortfall at the beginning of the next academic year by keeping the price the same. After discussion it was agreed to increase the cost of a school meal to £2.45. If a further increase is required this will be implemented in the next financial year. JW will organise communication to parents.</p> <p>JW has not spoken to Gilberts regarding not offering swimming. This issue was discussed, and it was confirmed that all other Leighton Buzzard middle schools were offering swimming lessons, therefore the gap in provision was isolated to Gilberts. It is not a viable option for Heathwood to be able to provide swimming as part of the curriculum but equally it was felt pupils should not be penalised by it not being offered by the feeder middle school if all other middle schools were providing it. PD will check what exactly is being offered by the middle schools. BS suggested that Heathwood then let Gilberts know that we had looked into this, and that Gilberts was the only middle school not providing swimming, which meant that they had students that were not receiving swimming as part of their KS1 or KS2 curriculum. That would then conclude this exercise, as it would be Gilberts' responsibility as to whether they wished to address that provision gap.</p> <p>KB has contacted Governor services to advise that the governing body will be falling under the statutory requirement of board members (7). No response has yet been received. RG will raise this issue with some of her contacts at the council to try and find a LA Governor.</p> <p>PB highlighted that the SIA is now leaving. PB is hopeful the LA will provide a replacement but is concerned that this may not be the case. The board agreed that ongoing input from a SIA is fundamentally important to the schools' progress and would explore the possibility of funding this if it were necessary. PB asked JW to look into some possibilities for external SIA for next academic year.</p> <p>Conditions Survey: JW reported that the Office Manager is unhappy with the survey feedback and has therefore gone back to the LA with feedback. This is</p>	<p>PD</p> <p>JW</p>
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	<p>currently ongoing, and JW will keep the board updated. BS asked if there are any red items flagged the board need to be made aware of. JW confirmed there were none.</p> <p>All other actions have been completed or are covered elsewhere in this agenda.</p>	
5	<p><b>Correspondence received</b> None.</p>	
6	<p><b>Chair's actions</b> PB has confirmed that a new Parent Governor has been appointed. Induction to be scheduled. Hopefully our two new governors will attend the strategic planning day.</p>	
7	<p><b>360 review performance management of board and chair</b> 2022 23 School year report draft skeleton was provided for review. The board also discussed completing the 360 feedback. Potentially completing this at the strategy day was contemplated but it was decided the feedback would be needed in advance of the meeting. BS to action.</p>	BS
8.	<p><b>Head Teacher Report</b></p> <ul style="list-style-type: none"> <li>● SEND Report</li> <li>● EYFS Report</li> </ul> <p>Summer 2023 Head Teachers report, and Curriculum Maestro Governors data were shared as pre-reads.</p> <p>JW highlighted that L2 were continuing to fund the family support worker in a shared scheme due to the positive impact.</p> <p>BS asked why did only one of the of the three mental health referrals receive support. JW advised that the other two cases were deemed too complex for this service and for example one has now been referred back to their social worker. A different type of support is being put into place for those pupils.</p> <p>RG noted that summer term enrichment clubs seemed lower than usual and ask why this was the case. JW explained she had missed netball from the list and that the other clubs were run by herself who is not on site at the moment so they cannot be offered.</p> <p>The board noted that the overall attendance figures did not seem to add up correctly. JW will check figures and send out the information via email.</p> <p>Are there any plans for additional staff to attend the RADY training. JW confirmed this was the case. JW advised that she had passed her Mental Health Lead training.</p> <p>The following points were examined regarding the data reports:</p> <ul style="list-style-type: none"> <li>● The science outcomes were praised as the data is really positive.</li> </ul>	JW

- 86.7% phonics pass mark is great.
- Year 4 results summer term results are lower than previous. JW explained that more complex areas of the curriculum are introduced alongside the higher level of SEND. PD also stated that there have been some pupils with additional mental health needs at this point in the year.
- Year two were below baseline and have now progressed above. Why has that occurred. BL explained that year 2 are moderated by the LA and the criteria is extremely strict so there is an element of caution within those figures.

SEND Report (pre-read):

There are two year 4 pupils with no suitable provisions available for Sept 2023. PD advised Heathwood have offered to retain both pupils to support their ongoing education (one case is going to tribunal). One parent has confirmed they would take this offer, the other has confirmed they will not. LA are and have not provided a response. The LA also has not responded to the rising number of consultations being received where Heathwood believe they cannot meet the needs of the child. PD warned this is becoming increasingly concerning as will have a negative impact on the rest of the cohort. The advisory teacher is aware of all of these issues. Governors raised concerns as to how this would be managed. PD explained within the speech and language provision as this is the main area of need for the pupil that may stay. It will be particularly challenging for staff and the child, but an action plan will be in place.

PD informed the board that a response has still not been received from the LA regarding the letter of concern. The lack of contact, support, and progression of issues with SEND in relation to the LA was discussed is a high-level concern for the board. With the information from the SEND report BS will now draft a follow up letter to the LA and MP for PD to send.

PD explained the high level of pupils under assessment for ASC is because the waiting times are 2-3years currently. A plan is in place with EYFS to refer cases more quickly so that pupils can get onto waiting lists sooner. PD reassured the board that the family support worker is assisting where appropriate.

EYFS report (pre-read):

JW reiterated the plan to improve pupil numbers.

BS requested some information in the coming academic year on the new EYFS government funding and the impact of it. KB b/f October.

RG commented the wellbeing section of the report is positive and seems as though it is a priority. RG completed a learning walk this morning through EYFS and she notice several improvements. She will feedback directly to lead.

BS

KB

	<p>The shift to a more strategic focus and improvements really come through within the report and the board asked JW to pass on their positive comments. PB agreed although highlighted that visiting other settings is really important in terms of that next level of development. Curriculum maestro is working successfully.</p>	
9.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● <b>Letting costings for review and approval</b></li> </ul> <p>The costings are not currently available for review. The Finance team needs more time to complete. There are no letting requests currently. B/f September. PB advised HF is happy to assist.</p>	KB
10.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>● <b>Conditions Survey</b></li> <li>● <b>PB Site Agent visit</b></li> </ul> <p>PB will complete Site Agent visit 19.07.23. The new parent governor will hopefully be able to take H&amp;S link role. PB has requested DB completes a full handover. JW advised there is a full schedule of works in place for over the summer period.</p>	
11.	<p><b>Safeguarding</b> No issues to report.</p> <p>It was agreed that PB (as safeguarding link) and JW will complete a safeguarding audit in September. It was felt the LA audit falls too late in the academic year. This way two safeguarding audits will be completed per academic year.</p> <p>JW advised that the new KCSIE will provide more scrutiny around filtering and monitoring. JW will speak to the IT contractor regarding this, and an audit will take place in September. A filtering and monitoring governor should be appointed. JW thinks that this sit alongside the Safeguarding Governor link role.</p>	PB/JW
12.	<p><b>Governor</b></p> <ul style="list-style-type: none"> <li>● <b>Strategy for recruitment</b></li> <li>● <b>Update on LA SEN consultations</b></li> </ul> <p>Strategy for recruitment: The action plan from the previous minutes remains in place.</p> <p>KB will continue to chase the LA for their response. PD will approach another parent governor. It was agreed that the SIA could potentially provide some advice. A recruitment drive will take place in September (to include new intake) for additional parent governors. The concern going forward remains that link roles are struggling to be filled. This will be discussed at the strategy day in the summer.</p>	

	<p>The strategy day will take place on 30.08.2023 from 9.30am – 4pm and take place in school.</p> <p>Chair of Governors annual report is still being completed. It was agreed that it should be send out to parents and then uploaded onto the website. RG will update the school council and enrichment section.</p>	PB/BS
13.	<p><b>AOB</b></p> <p>Cyber security training: JW requested that all governors complete this. She will issue link. All staff will complete on inset day.</p> <p>Grounds Maintenance contract (details provided as a pre-read): The contractor terminated existing contract citing it is no longer financially viable for them to continue. The Finance Manager has obtained three quotes as per policy. Gold Leaf Ground Care (1 year contract) is the recommended supplier. The board unanimously agreed to proceed with the recommended supplier.</p> <p>RG requires Governor attendance figures and will forward on to KB for completion.</p> <p>BL confirmed there had been a good response to the handwriting competition. BS will purchase prizes.</p> <p>JW will check if the communication regarding the pausing of transition to 2 tier project has been sent.</p> <p>Communication friendly and Eco Awards has been received.</p> <p>BL thanks and appreciation to RG and her contribution in her role of governor now she is stepping down.</p> <p>PB reiterated BL's thoughts and thanked RG for her incredible contribution to the Heathwood community. She also extended her thanks to JW, BL, PD, BS, and KB.</p> <p>BL left the meeting.</p>	<p>KB</p> <p>BS</p> <p>JW</p>
	<b>Confidential item - Item redacted</b>	

Next meeting: TBC

<b>Actions</b>
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Item 4:

RG to contact council to try and find a LA Governor.

JW to look into some possibilities for external SIA for next academic year.

Item 8:

JW to check school attendance figures and confirm the correct figure via email to the board.

BS to draft a follow up letter to the LA and MP for PD to send.

KB b/f EYFS government funding and the impact.

Item 9:

KB b/f Lettings costs for September.

Item 11:

PB/JW to complete safeguarding audit in September.

Item 12:

PB/RG Complete Chair of Governors draft annual report.

Item 13:

RG requires Governor attendance figures and will forward on to KB for completion.

BS to purchase prizes for Handwriting completion (5 in total).

JW will check if the communication regarding the pausing of transition to 2 tier project has been sent to parents.