

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Wednesday 13<sup>th</sup> November at 4.00pm**

In attendance:

<b>Voting Rights:</b>		<b>Non-Voting:</b>	
Paula Bangs (PB)	Co-opt Governor	Paul Dicker (PD)	Deputy Head/Inclusion Manager (SENDCo)
Maxine Stanford (MS)	Staff Governor		
Jim Whitaker (JWh)	Co-opt Governor	Kelly Burley (KB)	Clerk
Susanne Dove (SD)	Co-opted Governor		
Jackie Wright (JW)	Headteacher		
FGB decisions highlighted in purple.			

Meeting Overview:

The Governing Body reviewed last year's sports premium funding impact and planned for the next. They continued to focus on H&S procedures. The finances of the pre-school and wrap-around care were scrutinised to ensure viability. And analysed the current curriculum in music, PE, and French. They also reviewed the Compliance Audit outcomes.

**Agenda**

No	Description
1	<b>Welcome and apologies</b> None received.
2	<b>Any personal or business interests to declare</b> None.
3	<b>Matters to be raised under any other business agreed as being urgent</b> None.
4	<p><b>Minutes of the last meeting (14.10.2024) and matters arising (not covered elsewhere on the agenda)</b>  <i>The minutes were agreed as an accurate record with no amendments.</i></p> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>- <i>Outstanding Item 10: JW &amp; EK to meet to go through contracts section of Financial Efficiency checklist. B/f to next agenda. If urgent before next FGB then JW will contact PB.</i></li> <li>- <i>Outstanding Item 10: EK to liaise with SW regarding 5-year phone contract with BT. JW advised that this outstanding item is now urgent. After discussion, the board unanimously agreed to move forward with the recommended supplier BT and the 5-year contract. It was agreed going forward that deadlines for actions will be added to the minutes.</i></li> <li>- <i>JW confirmed that COSHH sheets nearly all completed. Once the policy is ratified tonight then JW will communicate to staff.</i></li> <li>- <i>Fingerguards implementation is nearly complete.</i></li> </ul> <p><b>Governors Actions:</b>  <i>KB to add deadlines to actions.</i>  <i>KB b/f JW &amp; EK to meet to go through contracts section of Financial Efficiency checklist to next agenda.</i>  <i>EK to meet to go through contracts section of Financial Efficiency checklist.</i></p>
5	<b>Correspondence received</b> None.
6	<b>Chair's actions</b> PB advised the board a new Parent Governor has been found to fill the current vacancy. The appropriate references and checks are currently being completed.

Teaching & Learning	
7	<p><b>Sports Premium Grant (pre reads)</b>  Discussion of strategy statement &amp; Review of 2023 impacts:  Carry-over of circa. £2k from previous year. JW advised she will add in the exact amount to be spent on lunchtime and playtime activities (under indicator 1) once this is confirmed.</p> <p><b>Governor Questions:</b>  <i>The impact report refers to lunchtime staff having access to skipping CPD. Has this happened? This will happen in 24/25 under indicator 1. PD will add in more specific wording to ensure it is clear.</i>  <i>Can see a wide range of extracurricular offerings. How is this being staffed as last year you struggled with the capacity to run after school activities? ECT's can now take on after school offerings so this has increased capacity. All teaching staff are now running after school activities. All staff have been briefed and are aware of the expectations on them in relation to after school clubs.</i>  <i>What is Boot Camp activity? This activity occurs during the Year 4 residential trip and is facilitated by an external provider. It involves a half-day assault and obstacle course designed to develop confidence, resilience, and physical skills.</i></p> <p><b>Governor Actions:</b>  PD to add more specific wording to PE and Sport Premium Action Plan 2024/25 regarding lunchtime staff skipping CPD.</p>
8.	<p><b>Analysis of Curriculum offer including focus on new schemes for music, PE, and French (pre read)</b>  JW provided an overview to the board. She highlighted the aims of the new curriculum schemes and advised that it supports the strategic objectives for equality and diversity. The cultural links within the new schemes help underpin British values across the curriculum. SD commented that the overview was very comprehensive and that it may be useful to provide a link for parents and prospective parents on the website.</p> <p>PD informed the board that the new PE and music schemes are significantly more ambitious and challenging compared to the previous ones, with the goal of raising standards in these subject areas. SLT are now leading singing assemblies, and pupils use of musical terminology is improving. Additionally, 27 students from various year groups have joined the choir. To support staff development, PD has offered CPD opportunities for all teachers to observe his delivery of the new music scheme of work.</p> <p>The board acknowledged the new curriculum seems comprehensive and expressed approval that all teachers have taken advantage of opportunities for additional CPD. No further questions were raised.</p>
9.	<p><b>Census Summary (pre read)</b>  Pupil numbers in pre-school are strong. There are 155 pupils in the main school. EHCP numbers are down from 16 to 13 this term however, at least another 4 are in the pipeline at present.</p> <p>Persistent absence has gone down to 15.57% in real time it is currently 7.7% and overall attendance is 97.2%.</p> <p><b>Governor Questions:</b>  <b>Why have the number of PPG/FSM meals pupils gone down term on term? JW advised she believed this is due to the demographics within the area.</b>  <i>The attendance figures have really improved. What actions have you taken to achieve this? Firmly adhering to the policy. All letters and communications have been revised to include the new attendance guidelines and are more formally worded. 1 penalty notice has been issued and there are regular communications with parents regarding attendance to ensure a proactive approach. Middle schools are now involved in EHA's (Early Help Assessments) which ensure parents are aware of their expectations regarding attendance too. JW added he thought expectations were made clear on the new website. PD advised that new parents are well briefed on the Attendance Policy.</i></p>
Management and Resources	

10.	<p><b>Compliance Check Audit Feedback</b>  JW provided a brief verbal update on the outcome of the recent compliance visit from SIA (School Improvement Advisor). The visit was positive and no major non-compliance issues to report. The formal report will follow in due course.</p> <p><b>Review of voting rights for Head Teacher:</b>  The SIA raised a query concerning the Headteacher's non-voting status. After discussion, it is believed that this was a historical administrative error. According to The Maintained Schools Governance Guide, the Headteacher, as an ex-officio member, is entitled to full voting rights, just like other board members. KB has confirmed this with the LA Governor Services team.  On that basis the board unanimously agreed that JW should have full voting rights with immediate effect. As an ex-officio role, her term is for the duration of her role as Headteacher.</p> <p><b>Review of voting rights for Beth Sedgwick, Associate Governor:</b>  The SIA also sought clarification regarding the voting rights of Beth Sedgwick, Associate Governor, and recommended that this information be clearly stated on the school website. The board confirmed that BS's voting rights should be limited to her role as Chair of the Complaints Committee. JW proposed that BS, as an Associate Governor, be given delegated voting rights specifically in her capacity as Chair of the Complaints Committee. PB seconded this proposal, and the board unanimously approved granting BS voting rights only for this role.</p> <p>The SIA informed JW that board will be expected to monitor diversity data and provided a template for this. JW advised that after seeking clarification from KB, there are still many outstanding issues awaiting clarification from the Government regarding the collection of this data. Therefore, she felt it was not appropriate to collect such data until firm guidance has been issued. The consensus from the board was that it was too early to act on this information (from the SIA) but that it was good to be aware for the future.</p> <p>JW felt the audit went well but advised she felt the policy timetable in place for reviewing policies isn't working in practise. Some policies that have been left for later review need to be moved to the beginning of the academic year. The board took JW's concerns on board and asked KB to add this to the agenda for the summer strategic overview meeting.</p> <p><b>Governor Actions:</b>  <i>KB to amended Governor structure document to reflect amendments to voting rights for JW &amp; BS.</i>  <i>KB to b/f policy review dates for the summer strategic overview meeting.</i></p>
11.	<p><b>Finance</b></p> <p><b>Approval of NJC (National Joint Council) pay award:</b>  JW confirmed that the pay award was approved via email by the FGB. No issues have been raised and the board unanimously agreed the NJC pay award.</p> <p><b>Review of Early Years expenditure both pre-school and wrap-around care (year to date): (pre read)</b>  Surplus is currently at circa. £38k  Income for EYFS is made up of Government funding and parental contribution. £29k equates to parental contribution and £76k from the Government funding. SD has reviewed year to date figures to November with the Office Manager. Going forward at each monthly link visit she will add a month-by-month update to ensure robust financial viability checks are ongoing in these initial stages.</p> <p><b>Approval of new screens for preschool (3 quotes as per Finance Manual): (pre read)</b>  The required three quotes (as per Finance Manual) were presented regarding purchase of interactive whiteboard for pre-school and Year 1. The rationale explained that the board is essential for effective delivery of the curriculum. After analysis of the three quotes JW recommended the purchase of the Pro-wise Touchscreen which is what is already in place in other classrooms. The stand would need to be purchased separately but the Office Manager has secured a discounted rate on these. MS</p>

	<p>seconded this proposal, and it was unanimously agreed to the purchase of the Pro-Wise Touchscreen board for pre-school from capital budget.</p> <p><b>Nursery Education Funding Audit Feedback:</b> JW provided a brief verbal update. She concluded that the audit was successful, and the initial feedback had been positive. The formal report will be received in due course and shared with the board.</p> <p><b>Governor Questions:</b> <i>How is pre-school SEND funding monitored? It is included in the Financial Efficiency checklist.</i></p>
12.	<p><b>Health &amp; Safety</b> <b>Review injury statistics 23/24 v 24 to date: (pre read)</b> JWh reported that the analysis for the first two months demonstrate a downward trend from the previous academic year. JW explained that she has reemphasised with staff that the 'other' category shouldn't really be used as this makes monitoring difficult.</p> <p>JWh then provided a verbal update from his recent link visits.</p> <ul style="list-style-type: none"> <li>- H&amp;S walks have been completed with only 3 minor issues detected that have been rectified. SLT are addressing the issue of blocking fire exits as this is a recurring issue.</li> <li>- JWh and the board wanted to minute thanks to the Office Manager for the hard work completing the COSHH project which other than a couple of outstanding items has been completed.</li> <li>- Internal building inspection was completed. Formal report will follow. Main issue identified was items in the electrical cupboard which is in the process of being rectified.</li> <li>- The H&amp;S policy requires maintaining records of the condition of boundaries to ensure pupils are safeguarded. Previously, this was done informally on an ad hoc basis. This process has now been formalised with a regular monitoring schedule established and a checklist introduced for consistent record-keeping.</li> <li>- A monitoring schedule and checklist are now also in place for the outside play equipment. Putting monitoring schedules in place for all equipment inside and outside including pre-school will be the focus of JWh next link visit.</li> <li>- PD advised that a PE inventory check is underway the majority has been completed and this includes the hall equipment.</li> </ul>
13.	<p><b>Approval of 2025/26 Academic calendar (pre read)</b> The calendar does not show inset days yet. JW proposed the following inset days: 1&amp;2 September 2025 5 January 2026 13 April 2026 20 July 2026 – Staff will not be required in school on this date as it is the first day of the pupil's summer holidays. Instead, staff will be assigned tasks that must be completed before the beginning of the next academic year.</p> <p><i>These dates were agreed by the board with no objections.</i></p>
14.	<p><b>Feedback from new website roll out</b> In EK's absence JW provided a brief verbal update. The feedback has been generally positive including from the PTA. Few teething issues have been identified and ensuring consistent formatting throughout the site is still an ongoing project.</p> <p>No questions were received from the board.</p>
<b>Governance</b>	
15.	<p><b>Safeguarding</b> The section 175 Safeguarding audit hasn't been issued by the LA yet. Perimeter checks are now underway as per item 12.</p>

16.	<p><b>Policies for review: (pre reads)</b>  <b>For ratification following Compliance Audit:</b>  These policies were ratified with no comments or amendments:</p> <ul style="list-style-type: none"> <li>- Behaviour Policy</li> <li>- Charges and Remissions Policy</li> </ul> <p>This policy was agreed with slight amendments to the contents page but there were no further comments or amendments:</p> <ul style="list-style-type: none"> <li>- Equality, Equity, Diversity, and Inclusion Policy</li> </ul> <p><b>For annual review:</b>  These policies were agreed with no further comments or amendments:</p> <ul style="list-style-type: none"> <li>- Admissions Policy</li> <li>- Health &amp; Safety Policy</li> <li>- Control of Substances Hazardous to Health Regulations (COSHH)</li> </ul> <p><b>Governor Actions:</b>  <i>JW to update Equality, Equity, Diversity, and Inclusion contents page.</i></p>
17.	<p><b>GDPR</b>  No breaches to report.</p>
18.	<p><b>Governance update</b>  <b>For discussion: embedding Equality, Diversity, and Inclusion, including British Values and therapeutic thinking; how to monitor and assess as an FGB:</b>  PB is attending Equality training provided by CBC next month.</p> <p><b>Approve Governors annual action plan:</b>  After discussion regarding the completion of the plan the board agreed to approve the action plan for 2024/25 but emphasised to all members that the plan was a working document to be continually updated throughout the year.</p> <ul style="list-style-type: none"> <li>- The Finance monitoring priority was discussed and SD confirmed that the Finance Efficiency checklist is all up to date and the action plan reflects this.</li> <li>- The action regarding monitoring pre-school finances was discussed and SD highlighted to the board that casual staff are now contracted (fixed term) until August as they were regularly fulfilling too many hours. Their hours remain the same, the cost is higher due to holiday and sickness pay; however, the roles are no longer casual, so this was the appropriate action.</li> <li>- Wrap around care in pre-school is healthy and increasing (some days we are up to the maximum of 10). Currently managing with 2 staff as a lower level of 2 yr olds which would change ratios.</li> <li>- The Nursery Education Funding audit found pre-school has high numbers. For future planning need to consider that future Government funding will not keep up with the rate of inflation. It also identified our pre-school meals are too cheap. Work on reviewing this will take place and the aim is to communicate any increases to parents by April for September 2025. SD will liaise with Office manager to provide costings for school meals to the board in January 2025.</li> <li>- JWh highlighted that Paragon the assessment management programme has not been updated. This is now in process (there have been access issues).</li> <li>- The board discussed the 1% NI employers increase and how this would affect schools and if the Education sector would be included. Board members will have a look into this and decide if this needs to be discussed at the next FGB.</li> <li>- Outstanding properties to be completed; Stocktake of commercial contracts and building maintenance strategy.</li> </ul> <p><b>Governor Actions:</b>  SD will liaise with Office manager to provide costings for school meals to the board in January 2025.  <i>All Governors to update their link areas on the Governor Action plan.</i></p>

19.	<p><b>Governor Training</b> Already covered in item 18.</p>
20.	<p><b>Any other business</b></p> <p><b>Verbal feedback from Governor walk round and drop-in session with staff:</b> The focus was Science. The board verbally provided their initial feedback. Comments were that the display boards were excellent consistently throughout. Progress was evident since the last learning walk. All staff and pupil interactions were positive. Pupils could confidently answer questions, demonstrated subject knowledge and an understanding of what they were learning. Book looks were positive throughout each year group. There was a brief discussion regarding the use of worksheets and JW provided the rationale behind this practice. PB and SD will meet next week to formulate link feedback.</p> <p><b>Rescheduling of meeting 26<sup>th</sup> March:</b> This has now been rescheduled to 25<sup>th</sup> March 2024.</p> <p>JW informed the board that the Pay Policy will need to ratify via email. She will send the policy out as soon as possible.</p> <p>JW advised she had received two admission requests this week that were requesting a delayed start for September 2026 rather than 2025. The board briefly discussed and left with JW to liaise with the LA Admissions team.</p> <p>All other items covered elsewhere in the agenda.</p>

**Next meeting: Full Governing Body 16<sup>th</sup> December at 6.30pm**

Item	Action	Owner	Deadline
Item 4	B/f JW & EK to meet to go through contracts section of Financial Efficiency checklist to next agenda.	KB	09.12.2024
Item 4	Contact Office Manager and go through contracts section of Financial Efficiency checklist.	EK	16.12.2024
Item 7	Add more specific wording to PE and Sport Premium Action Plan 2024/25 regarding lunchtime staff skipping CPD.	PD	16.12.2024
Item 10	Amended Governor structure document to reflect amendments to voting rights for JW & BS.	KB	16.12.2024
Item 10	KB to b/f policy review dates for the summer strategic overview meeting.	KB	16.12.2024
Item 16	Update Equality, Equity, Diversity, and Inclusion contents page.	JW	16.12.2024
Item 18	Liaise with Office manager to provide costings for school meals for pre-school to the board in February 2025.	SD	05.02.2024
Item 18	All Governors to update their link areas on the Governor Action plan.	All	Ongoing