

**Heathwood Lower School**  
**Minutes of the Full Governing Body Meeting**  
**Held on Monday 14<sup>th</sup> October 2024 at 6.30pm**

In attendance:

<b>Voting Rights:</b>		<b>Non-Voting:</b>	
Paula Bangs (PB)	Co-opt Governor	Jackie Wright (JW)	Headteacher
Maxine Stanford (MS)	Staff Governor	Kelly Burley (KB)	Clerk
Jim Whitaker (JWh)	Co-opt Governor		
Susanne Dove (SD)	Co-opted Governor		
Eugenia Kidd (EK)	Parent Governor		

Meeting Overview:

The Governing Body reviewed the budget reforecasting and confirmed that school finances are on track. The 2023/24 pupil data was analysed to monitor pupil progress and assess Heathwood's development in relation to the school development plan. The board also examined the current SEND provisions and reviewed the overview provided by the SENDCo.

**Agenda**

No	Description
1	<b>Welcome and apologies</b> None received.
2	<b>Any personal or business interests to declare</b> None. All annual PI forms completed, and KB has uploaded the completed form to Governor Drive.
3	<b>Matters to be raised under any other business agreed as being urgent</b> JW: Premises Policy
4	<b>Minutes of the last meeting (09.09.2024) and matters arising (not covered elsewhere on the agenda)</b> The minutes were agreed as an accurate record with no amendments.  All actions have been completed.
5	<b>Correspondence received</b> PB informed the board that she had received Drew Warner's resignation from the Governing body. This results in a Parent Governor vacancy. PB to look at filling vacancy from previous expressions of interest.  As a result, there is a vacancy for the role of Vice Chair on the Complaints committee. SD proposed JWh and this was seconded by EK. JWh was voted Vice Chair of the Complaints committee for the remainder of this academic year.  <b>Governor Actions:</b> <i>KB to update agenda overview with JWh as VC of Complaints committee.</i>
6	<b>Chair's actions</b> None.
<b>Teaching &amp; Learning</b>	
7	<b>Data Review previous academic year (23/24) (pre-reads)</b>  <b>Review National outcomes against attainment 2023/24:</b>

	<p>JW briefly talked through Heathwood's outcomes when compared to national averages. 81% EYFSP achieved GLD (Good Level of Development) compared to 67% national average outcomes. The good balance between gender achievements was noted.</p> <p>JW advised that Ever6 are PPG pupils of which there are 3, 2/3 are also SEND. Taking out SEND cohort results are 91% at GLD.</p> <p>JW advised that the yr1 phonics (82%) was down on last years results but the cohort has higher level of need and the result is still above national averages. 4 pupils did go on to retake their phonics screening in year 2 and 3/4 passed. The board expressed their thanks to JW and her team for the hard work in achieving these results.</p> <p><b>Governor Questions:</b>  <b>Does the deprivation chart highlight which pupils need your targeting?</b> JW explained that it doesn't. EK suggested that this data may come from the local authority based on ONS data. SD highlighted that 40% of pupils identified in this category did well in Maths and English. <b>How are you ensuring you pick these children up for additional support?</b> JW advised that their data is reviewed in the same way as all pupils and that relevant interventions would be put in place following pupil progress meetings etc.  <b>Are there any children with EHCP's in EYFS?</b> JW confirmed there isn't as yet but the paperwork is still going through in some cases.  <b>When was this data collected?</b> 23 June 2024.</p> <p><b>Receive and review HT target setting:</b></p> <p>JW advised that in pupil progress meetings she is not only considering where the pupil is at the end of their previous academic year but on their whole school journey to ensure targets are set as accurately as possible ensuring targets remain ambitious, challenging yet realistic.</p> <p>The board expressed that the layout of the data was effective.</p> <p><b>Governor Questions:</b>  <b>Why is the baseline so low in some areas?</b> JW informed the board that this mainly due to the lack of literacy skills in EYFS at the point of baselining. She explained their knowledge hasn't necessarily developed yet. MS commented that the current cohort are developing their skills well.  <b>Do you think the targets you have set are too tough?</b> JW advised they are aspirational targets. The aim is that each pupil will reach their potential and the targets should reflect this. They are not unachievable.  <b>At what point will you be able to gauge if your target setting was accurate?</b> Spring term.  <b>Where does the baseline data come from?</b> Previous teachers' assessments. SD noted for context that baselining for class R is tricky as you cannot really compare pre-school data with Reception.</p> <p><b>Planned interventions for the Autumn Term:</b></p> <p>JW told the board that intervention focus is on phonics and reading. Both individual and class interventions are taking place such as handwriting and maths support.</p> <p><b>Governor Questions:</b>  <b>How are you ensuring you are picking others that just need little ad hoc support?</b> JW advised this happens through the class TA's, SEND TA's depending on need.</p>
8.	<p><b>SEND Overview by SENCo (pre read)</b></p> <p>36 pupils are on the SEND register. JW identified is a lack of pupils in the Speech and Language provision. The focus is on identifying speech and language issues earlier.</p> <p><b>Governor Questions:</b>  <b>What does residual mean?</b> It means the paperwork has been signed off but may have additional needs that is not yet met.  <b>What does pending mean?</b> The paperwork is in the pipeline.</p>

	<p><b>As speech and language provision isn't full, how are staff being used?</b> JW explained they assist other pupils with speech and language needs throughout the school where teachers have identified issues.</p>
9.	<p><b>Review and approve PPG Strategy and Impact Strategy 2024/25</b>  JW advised that the strategy is set over a three-year period, so the expected outcomes remain unchanged for now. The current focus is primarily on staff CPD to develop the therapeutic thinking approach and on maximising the role of teaching assistants (TAs). To effectively train the TAs, they will be required to work an additional 30 minutes per week for 10 weeks to ensure the training is delivered thoroughly.</p> <p>JW notified the board that the COVID top up funding has ceased and has not been received.</p>
<p><b>Management and Resources</b></p>	
10.	<p><b>Finance</b>  <b>Verbal update from Finance Link Governor and Financial Efficiency checklist:</b>  SD advised she completed the Finance link visit last week. The Financial Efficiency checklist was reviewed and updated (pre read).  The asset register has been reviewed and updated.</p> <p><b>Approve new phone contract:</b> (pre read)  The board reviewed the proposal. They noted the urgency of transferring to a digital system. The board discussed each option.</p> <p>EK noted that the contract length of 5 years seems long, and she is concerned that landlines may no longer be in use at that point and asked if the contract takes this into account. She suggested considering moving to a mobile provider instead. The board discussed the options. JW cautioned that this was time sensitive as issues are already occurring with the existing hardware and that any issues can no longer be repaired as obsolete.</p> <p>The board unanimously agreed the BT 5-year contract in principle but asked that before this is actioned EK will liaise with SW to fully understand the internet provider option and the longevity of the BT landline option. EK will report back to the FGB at the next meeting.</p> <p><b>Governor Questions:</b>  <b>Has the electricity dispute been rectified?</b> SD believes this has been resolved.</p> <p><b>Budget reforecast review:</b>  Additional SEND funding has been inputted.  Additional EYFS funding has been received specifically in relation to adult supervision in pre-school. CRF codes have changed in some instances, so funding/monies have moved to different codes. SD commented that the budget seems healthy at this point.  JW advised that the reforecast is no longer submitted to the LA in October.  JW noted that the demand for wrap around care is increasing. The LA completed a monitoring visit which was successful. The funding from the LA is on a reducing scale and the offer of wrap around care will be reviewed in Spring 2.  The board concluded that the reforecast shows the budget to be in a better position than previously. The 3 year plan still predicts a surplus which is positive. The board formally accepted the budget reforecast (no board approval is necessary as the budget reforecast is no longer submitted to the LA).</p> <p><b>Governor Questions:</b>  <b>Are you using supply staff?</b> JW advised that this will be significantly reduced this academic year. Previously it was to cover ECT (Early Career Teacher) absence.  <b>What is in 101?</b> JW explained this is grants and allocations that do not fit into any other CRF codes.</p> <p><b>Governor Actions:</b>  JW &amp; EK to meet to go through contracts section of Financial Efficiency checklist.</p>

	<i>EK to liaise with SW regarding 5-year phone contract with BT.</i>
11.	<p><b>Health &amp; Safety</b>  JWh informed the board that the Conditions Survey has been completed by the LA. Only 2 items were raised at the time but still await the full outcome report. One of the issues was potential fire risks in the boiler room which have already been rectified plus some correction decorating in the outside toilets which is in hand with the Site Agent.</p> <p>DW and JW had identified the shed roof as being a potential hazard on their last Link visit. JW and the Site Agent have reviewed this and have put a plan into place of how this can be resolved.</p> <p>Leak in the pre-school roof this is fixable without external contractors and should not cause an ongoing issue.</p> <p>JW completed a H&amp;S walk today and 2 minors have been identified. 6 fire doors do not have finger guards and desk on wheels keeps being put in front of the fire exit. JW will address.</p> <p>COSHH register is completed and being updated – this is ongoing. JWh asked JW to reiterate to staff that they must not use chemicals they bring in from home unless they have a COSHH certificate.</p> <p>The board noted that the H&amp;S agenda has really improved and moved forward in the last six months.</p> <p><b>Governor Actions:</b>  <i>JW to ensure finger guards on all fire doors.</i>  <i>JW to remind staff not to block fire doors.</i>  <i>JW to advise all staff not to bring in chemicals from home for use in school.</i></p>
<b>Governance</b>	
12.	<p><b>Safeguarding</b>  All Governor training is up to date.  PB will sign SCR (single central record) before the end of the half term.</p>
13.	<p><b>Policies for review: (pre reads)</b>  <b>For Review:</b>  Equality, Equity, Diversity and Inclusion – unanimously agreed with no amendments.  Safeguarding Policy - unanimously agreed with no amendments.</p> <p><b>The following policies were reviewed and unanimously agreed by the board with minor amendments:</b>  Governor Allowances Policy – the board discussed the specific nature of some of the content. KB advised that the allowances are there to encourage diversity within the board and provide opportunities for anyone to be able to become a Governor but that the policy did not have to specifically provide information such as childcare costs etc. JW will review these items. The board agreed the policy in principle.</p> <p><b>The following policies were not approved by the board:</b>  Pay Policy – JW will continue to make the final amendments and send out to the board via email for approval.</p> <p>KB checked the statutory policy list and found no issues.</p> <p><b>Governor Actions:</b>  <i>JW to review and make minor amendments to the Governor Allowances policy to make it practical for use at Heathwood.</i>  <i>JW to make final amendments to Pay Policy and then send to the board for approval via email or at the next FGB.</i></p>

14.	<b>GDPR</b> No breaches to report.
15.	<b>Governance update (pre read)</b> This is to be updated on an ongoing basis. SD requested all Governors update their link areas by next FGB.  <b>Governor Actions:</b> <i>All Governors to update their link areas on the Governor Action plan.</i>
16.	<b>Governor Training</b> JWh has completed Safer Recruitment training.  PB will attend Equality training. KB to book PB onto next available course.  JW informed the board that the 06.01.2025 inset day will have a session on Therapeutic thinking for all staff and that it would be beneficial for all Governors to attend.  <b>Governor Actions:</b> <i>KB to book PB on Equality training.</i> <i>All Governors to try to attend 06.01.2025 Inset day Therapeutic thinking session (JW to provide timings).</i>
17.	<b>Outcomes of Pay Review committee</b> PB updated the board with the outcome: The committee unanimously agreed JW pay recommendations (see Pay Committee minutes 14.10.2024 for full details).
18.	<b>AOB</b> Premises policy needs to be agreed by Friday this week. Please send any comments to JW.  Next meeting is 13 <sup>th</sup> November Termly which is the Governor walkround, drop-in session with staff followed by the FGB (4pm). Lunch is at 12.30 lunch let JW know if you require lunch.

Next meeting: Full Governing Body 4pm 13<sup>th</sup> November 2024

#### **Actions**

Item 10:

*JW & EK to meet to go through contracts section of Financial Efficiency checklist.*

*EK to liaise with SW regarding 5-year phone contract with BT.*

Item 11:

*JW to ensure finger guards on all fire doors.*

*JW to remind staff not to block fire doors.*

*JW to advise all staff not to bring in chemicals from home for use in school.*

Item 13:

*JW to review and make minor amendments to the Governor Allowances policy to make it practical for use at Heathwood.*

*JW to make final amendments to Pay Policy and then send to the board for approval via email or at the next FGB.*

Item 15:

*All Governors to update their link areas on the Governor Action plan.*

Item 16:

*KB to book PB on Equality training.*

*All Governors to try to attend 06.01.2025 Inset day Therapeutic thinking session (JW to provide timings).*