

Heathwood Lower School
Minutes of the Full Governing Body Meeting
Held on Tuesday 27th February 2024 at 6.30pm

In attendance:

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

Meeting Overview:

The full Governing body welcomed new Governor Jim Whitaker to the board for a term of four years. The board reviewed the outcome of the recent staff and pupil wellbeing surveys and were pleased with the overall positive outcome and were also satisfied action is being taken to address any areas of concern. They analysed the results of the parent survey that took place in December and were delighted that 100% of the parents that took part would recommend Heathwood. Analysis took place of the current budget position against forecast.

Agenda

No	Description
1	<p>Welcome and apologies Apologies: Beth Sedgwick (BS) Co-opted Governor (VC) Drew Warner (DW) Parent Governor</p> <p>Jim Whitaker was formally welcome to the FGB in the role of Co-opt Governor. His term will end on 27.02.2028.</p>
2	<p>Any personal or business interests to declare None.</p> <p>Governor actions: <i>KB to send JWh pecuniary interest form.</i></p>
3	<p>Matters to be raised under any other business agreed as being urgent None.</p>
4	<p>Minutes of the last meeting (16.02.2024) and matters arising (not covered elsewhere on the agenda) Minutes agreed as an accurate record.</p> <p>Matters arising: JW advised that there is no need to separate year 4/5 absence data as there is no longer a year 5 pupil on roll. JW reminded all Governors that the completion of Safeguarding training is essential. Various training is outstanding in relation to Prevent and KCSIE update.</p> <p>Governor actions: <i>KB to b/f Curriculum Maestro presentation by JW to next FGB.</i> <i>JW to send school bus login to JWh.</i> <i>EK to check her school bus login and if she hasn't received she will contact JW.</i> <i>EK to contact ES regarding website compliance.</i> <i>JW to send details of outstanding Safeguarding training to KB.</i> <i>KB to contact Governors regarding their outstanding safeguarding training.</i></p>
5	<p>Correspondence received None.</p>

6	<p>Chair's actions None.</p>
Teaching & Learning (T&L)	
7	<p>Wellbeing survey results (pupil and staff)</p> <p>Pupil wellbeing results (Dec 2023) were provided as pre-reads: JW reported overall the results were pleasing and no significant issues were raised. Any points raised are being addressed at circle time and through School council.</p> <p>Rewards/recognition practices are being reviewed by each class with an aim to streamline them.</p> <p>The board discussed how often the pupil wellbeing survey should be conducted. It was agreed on a termly basis.</p> <p>Staff wellbeing results (Dec 2023) were provided as pre-reads: JW advised the board that the results were pleasing with no significant problems with staff. Pre-school identified a couple of issues regarding resources, and these will address directly with pre-school staff. The other concern was regarding appraisals for midday supervisors. It was discussed and concluded that the board agreed with JW it was not a viable option to complete appraisals for this role, but regular meetings take place. JW will address this issue. SD asked if Governors could address any specific concerns at Governor drop-in session (19.03). JW concluded the overall views were positive. The board discussed the feedback regarding the Wellbeing Breakfast and if these should be reviewed. It was agreed the breakfast would continue and that she would also promote her 'Teatime' Fridays as well. The board noted how overall the outcome was positive.</p>
8.	<p>Parent satisfaction survey results</p> <p>Information provided to the board prior to the meeting. The results are overwhelming that parents are satisfied with Heathwood's offering. 77 families responded and 100% of parents that completed the survey would recommend Heathwood. The board noted the good response rate and congratulated JW and the staff on the positive outcomes.</p> <p>The board agreed to run the survey on an annual basis in December as Parent View is available all year round. JW noted that this enabled new parents to have a valid input.</p>
9.	<p>PPG and SPG strategy plans update</p> <p>PE and Sport Premium funding 2023-24 report was submitted as a pre-read.</p> <p>All staff have completed CPD training at inset day for PE. Invested £4k in new indoor PE resources. JW expressed dissatisfaction with the current provider. Will be reviewing and looking to introduce a new curriculum for 24/25. EK asked how the curriculum is funded. JW confirmed the sports premium grant funds the PE curriculum. TR is looking at new opportunities. EK offered her services if required. Curriculum maestro is now embedded, and existing staff should be able to conduct the lessons. JW asked if this impacts staff workload? SD explained that at this level teachers should be able to conduct all areas of the curriculum.</p> <p>In terms of PPG pupils, they are on track with their interventions. Apprentices are working well, and their placements have been completed. All staff have passed their NPQ (National Professional Qualifications).</p>
10.	<p>SEND Update</p> <p>5 consultations have been received for Class R. 3/5 we cannot meet need and have fed this back to the LA and await the outcome.</p>

	<p>Yr3 consultation rejected as cannot meet need. Yr 5 pupil has left to a setting that can meet their needs. 2 EHCP's in progress and 16 in place. SD asked how many of them have speech and language as their primary need? JW confirmed 5/6 but this will be down to 3/4 in September. JW has a meeting with Director of SEND as consultations have been rejected where the primary need is speech and language due to having a lack of capacity due to the level of other SEND needs which isn't acceptable. JW to keep the board informed.</p>
11.	<p>Safeguarding No updates. JW and PB will review the internal Safeguarding next week.</p>
12.	<p>Governor Responsibilities updates (T&L) None.</p>
13.	<p>AOB (T&L) None.</p> <p>Correction for the agenda next meeting 19th March the focus will be writing not EYFS. SD provided a brief overview of the termly walkaround and drop-in session to JWh.</p> <p>Governor Actions: <i>PB to schedule Headteacher performance review with BS. All Governors if lunch is required on 19th March please let JW know ASAP (PB and JWh confirmed).</i></p>
Management & Resources (M&R)	
14.	<p>Budget Vs Forecast JW talked through the Budget vs Actual vs Committed dated 16.02.24.</p> <p>Overall budget position is good. SD has met with SW and completed the budget review 2024. The board stated that the budget commentary provided by SW was really useful and provided helpful insight. JW advised there will be an underspend which will be carried forward. SD explained to JWh that the aim is to stay within 10%.</p> <p>SD has completed and uploaded the Financial Efficiency checklist for the board to review. This will be reviewed during her monitoring visits.</p>
15.	<p>Capital Plan: Estate vision vs spending JW provided a verbal update. In terms of the capital budget the heating pump has been fixed. The system has also been descaled following an issue with 'kettling.' The engineer recommended the circulation pump be replaced so quotations are being sourced.</p> <p>The outdoor toilets will be open in the summer (works currently ongoing).</p> <p>Driveway: EK still needs to chase the LA regarding the repairs to the driveway. A discussion took place regarding how to complete the repairs to the drive rather than replacing it. JWh advised he strongly feels replacing it will be extremely expensive and it is potentially repairable. JW explained there is an ongoing issue with getting contractors to quote for the work. She reiterated that it is an urgent priority. MS believes she knows someone that could potentially complete the works she will contact them. JWh will also look at contacts he has and can assist in pushing this process forward.</p> <p>Sever replacement: Quote received from Partnership (current provider) for approximately £2k. Another quote has been sourced and this is cheaper. JW advised that has been extremely difficult to source a third quote and that she was becoming increasingly concerned that this is delaying the process. She reiterated to the board that if the server goes down that the school cannot operate. The quote she supports is from Partnership. Even though it is slightly more expensive than the second quote Partnership are the existing provider and means no interruption in service. KB suggested that SW puts forward a rationale to the FGB stating a third quote cannot be obtained and that their</p>

	<p>preferred quote is Partnership to the board. This could be completed via email as urgent and cannot be left until the next FGB meeting.</p> <p>Governor Actions: <i>MS to put forward contractor for repair to the driveway.</i></p>
16.	<p>Staffing update – CPD Internal advert has gone out for Class Teacher role for class R starting in September. Interviews booked for 13th March.</p> <p>Pre-school wrap around care launch is delayed as struggling to fulfil the vacancies. 3 applicants (2 internal and 1 external) interviews have been arranged. Cannot operate without staff. JW advised that the mornings have been covered but that the afternoons were more of an issue. SD suggested launching the morning club if it can be staffed and then the afternoon once it is fully staffed.</p>
17.	<p>Responsibility reports: H&S DW completing H&S audit on 5th March 9.30am-10.30am. An initial draft has been completed in preparation. JWh to assist with H&S audit. H&S daily walk is in place (completed by Site Agent) then half termly by a member of SLT.</p> <p>JW brought the board up to date regarding the situation with the neighbouring overhanging tree. Belongs to 1 Chiltern Gardens – it is a protected tree. Quote for approx. £180 to trim back. In the process of trying to contact the owners to obtain their consent.</p> <p>Still trying to obtain boundary lines information. JW’s contact is looking into this and will come back.</p>
18.	<p>Responsibility reports: Website EK to meet with ES. Operations Womble is still ongoing. A brief discussion took place regarding management of website. JW stating it is difficult to change the photos on the banners but can email Host and they will update. This will be reviewed as part of Operation Womble.</p>
19.	<p>AOB The Finance Audit report has eventually been received with nothing urgent to report but should be reviewed at the next FGB.</p> <p>Governor Actions: <i>KB to b/f review of LA Finance Audit outcomes.</i> <i>PB to add JWh to the Governor WhatsApp Group.</i></p>

Next meeting: 19th March 2024: 12.30pm Lunch and plan walk, 2.00pm Walkaround focus on Writing (All years), 3.00pm Staff drop-in meeting & 4.00pm FGB.

<p>Actions</p> <p>Item 2: <i>KB to send JWh pecuniary interest form.</i></p> <p>Item 4: <i>KB to b/f Curriculum Maestro presentation by JW to next FGB.</i> <i>JW to send school bus login to JWh.</i> <i>EK to check her school bus login and if she hasn’t received she will contact JW.</i> <i>EK to contact ES regarding website compliance.</i> <i>JW to send details of outstanding Safeguarding training to KB.</i> <i>KB to contact Governors regarding their outstanding safeguarding training.</i></p> <p>Item 13: <i>PB to schedule Headteacher performance review with BS.</i> <i>All Governors if lunch is required on 19th March please let JW know ASAP (PB and JWh confirmed).</i></p> <p>Item 15: <i>MS to put forward contractor for repair to the driveway.</i></p>
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Approved