

Heathwood Lower School
Minutes of the Full Governing Body Meeting
Held on Wednesday 28 June May 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	<p>Welcome and apologies None. PB to join a few minutes late. BS to Chair in her absence. JW raised she had received correspondence from DB confirming he is stepping down as his role of Governor with immediate effect therefore he will not be at this meeting. To be discussed under AOB.</p>	
2	<p>Any personal or business interests to declare None for items on the agenda.</p>	
3	<p>Matters to be raised under any other business agreed as being urgent <i>AOB raised:</i> Writing Competition Governor Numbers /DB resignation <i>Confidential Items:</i> Staff pay issue Staffing</p>	
4	<p>Minutes of the last meeting (03.05.2023) and matters arising (not covered elsewhere on the agenda) These minutes were agreed as an accurate record with no amendments.</p> <p><i>Matters Arising/follow up actions:</i> Meeting with IT supplier was postponed due to Ofsted inspection. JW will re-organise. <i>Item 9:</i> BS asked for the outcome from data drop (from the previous term in class 4, one in class 1, one in class 2). JW confirmed that there had been an uptake in the data and that the class teachers may have been a bit harsh. <i>Item 16: Swimming:</i> JW advised there was a gap in provision as Gilberts do not offer swimming. BS asked if we should be raising this as it is a curriculum requirement. JW will follow up.</p> <p>All other actions have been completed or are covered elsewhere in this agenda.</p>	<p>JW</p> <p>JW</p>

5	<p>Correspondence received PB joined the meeting.</p> <p>PB confirmed she had received DB's resignation.</p>	
6	<p>Chair's actions None.</p>	
7	<p>360 review performance management of board and chair BS has reviewed the template on the drive and feels it is too long and needs condensing. The board agreed. PB will look into revising the current template.</p>	PB
8.	<p>Finance</p> <ul style="list-style-type: none"> ● EOY Budget Review ● PPG Budget review ● SPG Finances ● School dinner price review for 23/24 (proposed £0.10 per day increase) ● Pre-school fees <p>Final budget was provided as pre-reads for Governor information following full review at FGB 03.05.2023. No questions were raised.</p> <p>School dinner price review: BS highlighted that the board had asked for a full written proposal in relation to the price increase. JW explained that the assessment had been completed and that this increase would bring the school in line with Government funding. After discussion it was agreed that JW would ask Sue to forward on full costings to the board and then the final agreement could be determined via email. In principle the board agreed with the proposed £0.10 increase on school meals but could not agree without reviewing full costings.</p> <p>Pre-school fees: Costings were provided as a pre-read for the board. The board talked through both proposals provided. Proposal one a flat rate increase to £14.00 per session for all pupils or proposal two a different rate for 2-year-olds (£15 per session) and 3/4 year olds (£13.50 per session). BS noted that both options are not fully costed. It was agreed that JW would get full costed options and then this could be agreed by the board via email.</p>	<p>JW</p> <p>JW</p>
9.	<p>Health & Safety</p> <ul style="list-style-type: none"> ● Update from link governor ● Conditions Survey <p>JW provided the update in DB's absence.</p> <p>JW advised that the gate quote was £26k and therefore not a viable option and that the risk going forward needs to be assessed.</p>	

	<p>RG suggested looking into just replacing the single gate with a 'moveable' option. JW confirmed the cost was approximately £5k.</p> <p>It was agreed to no longer continue to padlock main gate and replace single gate with an electric option controlled by reception. This was agreed with a review date of September 2023 due to the issues staff had raised with using the padlock.</p> <p>PB explained she would try and meet with the Site Agent before the next FGB.</p> <p>Conditions Survey: This has not provided to the board so will be b/f for the next agenda.</p>	<p>KB</p> <p>PB</p> <p>KB</p>
11.	<p>Safeguarding No issues to report.</p> <p>JW explained she is ensuring all staffs safeguarding training is brought in line and completed at the same time each year. All staff will have read KCSIE and complete the relevant training before re-starting the academic year on 4th September.</p>	
10.	<p>Policies:</p> <p>Lettings policy: The board unanimously agreed the wording of the policy with the amendment that further clarification should be included regarding the Access and Referral Hub.</p> <p>Revised charge rates are currently being calculated and will be provided to the board at the next FGB.</p>	KB/JW
12.	<p>AOB</p> <p>PB advised that she had received a Parent Governor application from Drew Warner. Three parents had shown interest but two had removed themselves from the process, so no election was required. She also advised that she had appointed an Associate Governor who would be able to support on curriculum related matters due to their role as a teacher in a secondary school. They are unable to commit to a full time Governor role, but their skills are required by the board since the departure of Gilly Brown. The board agreed that it would be good to get the new board members invited to the next FGB in July. PB to arrange their inductions.</p> <p>The board considered the position it would be in for September 2023. RG is leaving the board.</p>	PB

<p>BS will be vacating a Parent Governor role and be proposed as Co-Opt Governor. DB has left a Parent Governor role. Drew Warner will commence in the role of Parent role.</p> <p>Leaving the board with (as of September 2023): 1 x Parent Governor 2 x Co-opt Governors 1 x Staff Governor 1 x Head teacher</p> <p>Plus, two Associate Governors.</p> <p>KB advised the instrument of government is 11 members. The statutory guidance states “the governing body must not be smaller than seven members”. The board discussed a strategy in terms of addressing the low number of board members and how effectively they can continue to operate going forward. BS rationalised that at this stage the local authority should be informed.</p> <p>Agreed plan of action: PB to talk to potential candidates again and plan a recruitment drive in September focusing on the new intake. KB to contact Governance Services at the local authority. PB to request DB completes a full handover of his H&S link role. B/f to next FGB.</p> <p>PB congratulated all staff on the ‘Good’ rating received by Ofsted. She particularly commended JW on having the confidence not to defer the inspection. She also thanked BS for representing the FGB.</p> <p>JW requested the photocopying contract be approved (costings provide as a pre-read). The proposal was unanimously agreed for the new contractor. RG cautioned that focus should be on reducing copying where it can be. JW agreed explaining that it has already been significantly reduced but this is a continuing focus.</p> <p>BS put forward her potential file structure for the Governor drive (sent out via email). A structure will be agreed at the next meeting with the plan being implemented over the summer.</p> <p>BS updated the board on the Vandyke MAT. She continues to be a prospective trustee and will continue to provide updates.</p> <p>BS requested to b/f to the Annual report to parents to next FGB meeting. BS will complete the first draft.</p>	<p>KB/PB</p> <p>KB</p> <p>BS</p>
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	<p>JW updated the board regarding the correspondence with the Director of Children Services. The scheduled meeting with Helen Phelan did not go ahead and no correspondence has been received since. PD talked through the escalation of this issue as quite a few more consultations have been received. He is currently fighting these as he believes Heathwood cannot meet the needs and it would have a detrimental effect on the other pupils. PD to provide BS with the full details and she will draft correspondence for PD to send to the LA again and continue to engage the local MP. The board remain deeply concerned regarding this issue.</p> <p>JW asked what the focus should be of this terms Hand Writing competition. It was agreed it should relate to the environment to link to the recently received Eco award. BL will organise the competition. BS provided a poem to use. R and year 1 will work on one poem and years 2-4 on another. Needs to be out in the forthcoming Newsletter. Closing date Monday 14th July.</p> <p>RG highlighted that another Governor would need to manage content for the newsletter going forward. If anyone has anything they would like to go in this next newsletter email to RG ASAP.</p> <p>BL left the meeting.</p>	<p>PD/BS</p> <p>BL</p>
	<p>Confidential Items Item redacted.</p>	

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Next meeting: 12th July via Google meet

Actions

Item 4: JW will reorganise meeting with IT supplier.

Item 4: JW will follow up with Gilberts regarding the lack of swimming offering in their curriculum.

Item 7: PB will look into revising the current 360-degree feedback template.

Item 8: JW to provide full costings via email regarding school dinner increase proposal and pre-school fees.

Item 9: KB b/f gates review September 2023

Item 9: KB b/f Conditions survey to next FGB

Item 9: PB to complete Site Gent visit by next FGB

Item 11: JW to bring revised charge rates for letting for next FGB.

Item 12: PB to arrange Drew Warner, Parent Governor induction.

Item 12: PB to talk to potential candidates again and plan a recruitment drive in September focusing on the new intake.

Item 12: KB to contact Governance Services at the local authority.

Item 12: PB to request DB completes a full handover of his H&S link role.

Item 12: KB B/f Governor vacancies to next FGB.

Item 12: KB b/f Governor drive structure.

Item 12: BS to complete first draft of the annual report to parents.

Item 12: PD to provide BS with details of the recent consultations he has received.

Item 12: BS to draft correspondence to the LA and local MP regarding worrying consultations being received for PD to send.

Item 12: BL to manage Handwriting competition.

Confidential Item:

Item 12: