

Heathwood Lower School
Minutes of the Full Governing Body Meeting
Held on Tuesday 30th April 2024 at 6.15pm

In attendance:

Voting Rights:		Non-Voting:	
Paula Bangs (PB)	Co-opt Governor	Jackie Wright (JW)	Headteacher
Beth Sedgwick (BS)	Co-opted Governor (VC)	Sue Wilkins (SW)	
Susanne Dove (SD)	Co-opted Governor	Kelly Burley (KB)	Clerk
Maxine Stanford (MS)	Staff Governor		
Jim Whitaker (JWh)	Co-opt Governor		
Drew Warner (DW)	Parent Governor		
Eugenia Kidd (EK)	Parent Governor		

Meeting Overview:

The full Governing body scrutinised and approved the budget for the following three years. The pupil progress data was reviewed from the Spring term. The school website was discussed and how this could be improved for the wider Heathwood community. Thanks was extended to the ever-hard-working PTA for the new playground equipment that has been installed.

Agenda

No	Description
1	Welcome and apologies No apologies.
2	Any personal or business interests to declare None.
3	Matters to be raised under any other business agreed as being urgent None.
4	Minutes of the last meeting (19.03.2024) and matters arising (not covered elsewhere on the agenda) Minutes agreed following amendments. Matters arising: JWh revisited pre-school and was really impressed by the writing examples and has shown JW.
5	Correspondence received None.
6	Chair's actions None.
Management & Resources	
7	Safeguarding JW confirmed there are no issues to report the board. Governor Safeguarding training is now almost complete. JW is set to refresh her Train the Trainer course.
8.	Governor responsibility updates BS provided a verbal update for the board on the outcome of the skills audit (NGA proforma used). No significant gaps were evident from the collective scores although board governance experience scored low which reflects the new and expanded membership and will be addressed as people spend more time on the Board. BS will forward on full skills audit. Governor Actions:

	<p><i>BS to send skills audit to all board members.</i></p>
9.	<p>Approval of budget 24/25 Pre-reads: 3 year budget with last years actuals 3 year budget Bedfordshire CFR report</p> <p>SW talked the board through the budget in detail explaining the impact of preschool funding and how at present this it is difficult to measure the impact. The board asked how many children were currently registered. SW confirmed 49 but this will reduce in September.</p> <p>The board questioned whether the offer of wrap around care is in line with the approved business case. She emphasised she has been conservative in her predictions due to the funding uncertainties she previously explained. Item 101 contains a lot of funding so at this point it is skewing the figures. The board asked is there scope for income from wrap around care as per business case. SW confirmed absolutely. The numbers on roll are set to increase. SW again reiterated her cautious budgeting and empathised staffing is causal due to the lower demand in September. Staffing will be budgeted per term. The numbers on roll will increase. SW advised that pre-school staff are casual in 24/25 as still establishing the offer. Moving to contracts in year 2 & 3. DW commented that over the 3 years the cost base seems to sustain the additional expenditure.</p> <p>SW advised that contractual obligations for services have been factored in for example 5 year electrical checks falls within this budget.</p> <p>DW commented it is a bleak picture as any additional income is being taken by the additional expenditure. SD asked if increases in pay had been factored in. SW confirmed this is the case but the 1% previously carried over is no longer viable.</p> <p>JW advised that there are still a few items of income not included such as EHCP funding as these haven't been confirmed. SW explained that sports premium hasn't been included as it is not guaranteed although is usually paid so potentially there may be additional income but the budget is tighter and more difficult to manage than ever. SW advised she is confident on the budgeted income and expenditure and asked the board to note that a deficit is budgeted for year 3. DW requested a written report to support the budget. A valuable verbal insight has been provided but a written report would be prudent due to the potential deficit in year 3. BS agreed a short covering report would be beneficial when presenting the budget going forwards.</p> <p>BS asked if there is a point in the year where this will be reviewed. SW explained there will be a reforecast in October. The board requested that SW submit a report/commentary to support this reforecast. KB to bring forward for October's meeting.</p> <p>SD asked how cover is being managed and have these costs been adequately forecast? JW confirmed that SLT are covering teaching absence. DW asked if she was confident SLT could deliver this? JW confirmed this is what is budgeted and planned in terms of cover.</p> <p>DW asked what contingency is in the budget? SW advised that there is but nowhere near what SW would like.</p> <p>The 3 year budget was approved by the board with no further comments or questions.</p> <p>Governor Actions: <i>SW Report/Commentary supporting 3-year budget to be forwarded to the board.</i> <i>KB to b/f report/commentary to support October's budget reforecast.</i></p>
10.	<p>Schools Financial Value Standard (pre-read) SD advised the board that in her role as finance link Governor she approved the SFVS on 19.03.2024. No questions were raised.</p>

11.	<p>Review of school dinner charges for September 24 Current charge £2.45, Government funding is £2.53. The proposed increase is £2.50 per meal. The board discussed the proposed increase. It was concluded that costs must be covered but that the hot school meal option needs to remain an attractive offering. The discussion led onto the offering for pre-school and the inclusion of meals and adding this cost onto the current price. The consensus was that to compete with childminders and private nurseries this was not viable option. The board agreed that without a full breakdown of costs they were unable to make an informed decision on increasing the costs of school meals. It was noted a good verbal account had been provided but that a full breakdown was required to make an informed decision DW asked for a brief narrative to be included (he offered SW assistance if it was required). BS highlighted that a full breakdown was requested for the last increase, and this hadn't been provided so at this point a full costing was imperative. This will be brought forward to the next FGB.</p> <p>Governor Actions: <i>KB b/f School meal increase full costing.</i> <i>SW to provide a full costing of proposed school dinner increase for next FGB.</i></p>
12.	<p>Review of SLA (updates and renewals – Approval of Broadband provider (pre-read) 3/4 quotes were received from those requested. SW briefly talked the board through the options with each supplier. It was unanimously agreed to continue with the current supplier 'Internet4Schools' as per SW and JW's recommendation. It was noted that the current supplier's filtering and monitoring system is particularly effective and helpful. Contingency planning was briefly discussed. This will be reviewed in due course.</p>
13.	<p>Responsibility reports (M&R) Health & Safety (DW and JWh): The cupboard has been emptied that was identified as a fire risk on the last Fire Safety Audit. An official archive area has now been set up to mitigate this happening again. Working at height training and Asbestos training is going ahead for the Site Agent. Staff are being trained in use of step ladders and manual handling.</p> <p>Next areas of focus are: Establish regular H&S walk rounds. Deep dives into each area to complete overall action plan.</p> <p>The LA H&S audit is still in its draft form, but the consensus was that this shouldn't delay action being taken therefore this audit can be used as a framework to develop our own. JWh emphasised that this is time critical. DW and JWh will liaise to complete the audit.</p> <p>BS asked about the plans for capital funds? JWh advised that the drive does not need to be fully replaced and that it can be 'patched'. The quotes should be received by the end of the week. The outside toilets are nearly complete. JW highlighted that the Site Agent had worked hard on this project over time and that this has saved a significant cost. The board spoke regarding the replacement of the gates. These no longer need replacing as the decision has been taken to keep them closed. A risk assessment is being carried out regarding the movement of vehicles.</p> <p>DW raised the issue of fire doors within the school in the main that we are unclear where fire doors are required, and which doors are fire doors already. DW advised the fire plan needs to be reviewed in detail to ascertain the requirement of fire doors. The difficulty is the current lack of clarity from the LA. It was agreed there is an ongoing action for DW and JWh to seek clarity from the LA regarding fire doors within the school building and once confirmed next steps will be evaluated. The risk is that currently the cost implication of this issue is unknown.</p> <p>Website: EK has been into school and assisted in reviewing the current website. EK advised that the website is currently difficult to navigate, there is out of date photos etc. which require updating and the office</p>

	<p>cannot direct parents to the website as the main source of information as it is difficult to navigate and in some cases items are duplicated. The proposal is for a bespoke version at a cost of £1200 (this rate is reduced by £300). Ideally the launch should be September and testing completed over the summer in time for the new intake. The other option is a template version that is £800 but this was inflexible and cannot be updated in the future easily. Therefore, EK and JW both preferred the bespoke option. This version will use pupil inspired images rather than photos.</p> <p>The board discussed the options and rationale for the website review. It was pointed out that Ofsted had praised the website during their recent visit, so the board questioned the necessity of the expenditure although stated that as the cost was lower than 2k it is an operational decision to progress and not within the remit of the FGB.</p> <p>After further debate the overall view was that the benefit of the website being more attractive and transparent to potential, new and existing parents, plus the benefit of directing more parent queries to the website outweighed the cost. SW advised that the future aim is for the website to be the first port of call for parent enquiries. It is relatively a small capital outlay with potentially big benefits to the school community.</p> <p>Governor Actions: <i>JWh and DW to put together framework for H&S action plan using LA audit.</i> <i>JWh and DW to seek clarity from LA regarding fire door requirements and then evaluate next steps in relation to this.</i></p>
Teaching & Learning (T&L)	
14.	<p>Review of Autumn Data (pre-reads) PB asked JW to talk through anything she wanted to highlight from the data. JW noted that GLD is lower than anticipated for Reception, but interventions are in place. She also added the report contained 4 areas of development not the 7. The following are not included: Personal, social and emotional development Expressive arts and design Physical development She also went on to explain that it is currently lower as staff want to ensure a child is secure in each area to ensure data progressing to year 1 to ensure a secure baseline. BS pointed out without the inclusion of all the areas of development it was difficult for the board to have a true picture of the progression in Reception at the end of the academic year. JW advised that the current areas reported on are those areas that are reported on for the rest of the school. The board asked for a report detailing all seven areas of development for Reception going forward to ensure an accurate picture for effective monitoring.</p> <p>JW explained that this data had fed into all pupil progress meetings and that interventions have been put in place where appropriate. At her next SIP meeting JW will be looking at how to further evidence progression. Multiplication check for year 4 isn't completed yet.</p> <p>PB asked what is being put in place to support reading in years 3 and 4? Interventions have been reviewed and are in place. SEND progression is concerning when looked at in isolation (except year2). Is there anything happening in year 2 that could be happening in other years? JW confirmed that it is mainly due to the nature of the SEND needs. BS emphasised that year 3 stands out negatively in terms of outcomes and it also stood out in terms of the wellbeing survey which is concerning. JW advised that there isn't as many EHCPs in year 3 and that cognition and learning tends to be primary need which means there is less funding for these pupils. BS enquired as to whether EHCPs are required. JW explained that another has just been secured and that PD is pushing back to the LA on funding where possible and appropriate. MS agreed that staff are spread thin, and JW advised that overspent already and that staff haven't been replaced. BS agreed it is a major challenge to manage going forward. SD noted that progression has been made in reading.</p> <p>Governor Actions: <i>JW to provide end of year data including 7 areas of development for Reception for summer term data.</i></p>

15.	<p>Transition arrangements for this term – for information</p> <p>A brief verbal update was received from JW. All middle schools have been contacted. Most of the year 4 are transitioning to Gilberts. Gilberts are going to visit Heathwood this year which is positive. Additional transitions are being arranged for those that require it. Family Support Worker is also assisting with some transitions where appropriate.</p> <p>In terms of intake. Likely is 31 in Reception. 9 consultations have been received.</p>
16.	<p>Staffing review</p> <p>JW advised that SEN TA leaver is not being replaced.</p> <p>Staff CPD is ongoing in EYFS.</p> <p>Apprentices have 8 weeks left.</p> <p>JW is carrying reviews for Early Career Teachers.</p> <p>No vacancies to report.</p> <p>Currently refining cover for lunchtime with SEN staff.</p>
17.	<p>AOB</p> <p>SD and PB will organise the Governors Handwriting competition and select the pieces of writing. The theme is the Olympics. Separate writing pieces for KS1 & KS2. Deadline before half term.</p> <p>The board expressed their thanks to the PTA for the playground equipment which the children seem to be enjoying.</p> <p>Governor Actions: <i>SD & PB to organise the Governors handwriting competition.</i></p>

Next meeting: 4th June 2024 6.30pm (please arrive at 6.15pm for walkaround)

<p>Actions</p> <p>Item 8: <i>BS to send skills audit to all board members.</i></p> <p>Item 9: <i>SW Report/Commentary supporting 3-year budget to be forwarded to the board.</i> <i>KB to b/f report/commentary to support October's budget reforecast.</i></p> <p>Item 11: <i>KB b/f School meal increase full costing.</i> <i>SW to provide a full costing of proposed school dinner increase for next FGB.</i></p> <p>Item 13: <i>JWh and DW to put together framework for H&S action plan using LA audit.</i> <i>JWh and DW to seek clarity from LA regarding fire door requirements and then evaluate next steps in relation to this.</i></p> <p>Item 14: <i>JW to provide end of year data including 7 areas of development for Reception for summer term data.</i></p> <p>Item 17: <i>SD & PB to organise the Governors handwriting competition.</i></p>
