


Heathwood Lower School
Minutes of the Management and Resources Committee Meeting
Held on Wednesday 27 April 2022 at 6:30pm (held remotely)

In attendance:	Jackie Wright (JW)	Assistant Headteacher
	Susanne Dove (SD)	Headteacher
	Paula Bangs (PB)	Co-opted Governor
	Beth Sedgewick (BS)	Parent Governor
	Rose Gunter (RG)	Co-opted Governor
	Hayley Fitch (HF)	Co-opted Governor (Committee Chair)
	Darren Ball (DB)	Parent Governor
	Sarah Sandiford	Clerk

No	Item	Action
1.0	Welcome and Apologies for Absence HF welcomed everyone to the meeting. There were no apologies for absence.	
2.0	Declaration of personal or pecuniary interest on any agenda item None received for the meeting.	
3.0	Minutes of the meeting held on 2 February 2022 to be agreed The governors had received a copy of the minutes prior to the meeting. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chair. Agreed: to approve the minutes of the Management & Resources Committee meeting held on 2 February 2022, to be signed as a correct record. Item 5: it was noted that a meeting had been held with the member of staff on long term sickness absence and that a GP report was awaited. Item 7: governors were asked to email BS with availability for complaint handling training.	ALL
4.0	Safeguarding audit A safeguarding audit had been undertaken by the local authority (funded by them) rather than the usual internal audit. The audit had been thorough with the officer speaking with both staff and children. There were lots of positives in the report but also a number of actions and recommendations. SD talked through the audit report which covered areas such as supervision for staff, first aid, fire evacuation and partial lockdown. Safeguarding training for SD and JW would be renewed next week and it was recommended that SD/PB update their safer recruitment training. Training on de-escalation techniques (as opposed to restraint) was also of interest. Overall it was felt that the external audit had been worthwhile and there had also been an offer from CBC to undertake a pre-school audit.	SD, JW SD, PB

Signed as a true and accurate record


Chair: 

Date: 12.05.23

Prepared by Sarah Sandiford, Clerk to the Governing Body

	Agreed: to note the safeguarding audit and recommendations.	
5.0	<p>Accessibility Plan SD advised that having looked at the template on the School Bus website, they had started from scratch with an accessibility plan. It was felt that the draft document was good and detailed, exceeding the template, but just needed tightening up in places. Detail to be added was how to measure success and impact and how this would be reported back. It was agreed to change “targets” to “themes” and change “strategies” to “actions”.</p> <p>Agreed: to note the draft accessibility plan.</p>	SD/JW
6.0	<p>Behaviour Policy SD advised that all staff had seen and signed the revised policy. BS noted that there was no reference to permanent exclusion in the policy and it was agreed that a brief mention should be added, with a link to the DfE guidance. BS agreed to draft a paragraph.</p>	BS
7.0	<p>Budget It was agreed that circulating the budget in advance by email with a separate password had worked well.</p> <p>Two staffing matters were discussed in relation to the draft budget (see separate confidential minutes).</p> <p>JW left the meeting at 19:50.</p> <p>Agreed: to recommend approval of the draft budget to the Board, subject to the amendments agreed in respect of staffing (revised budget to be circulated by email tomorrow).</p>	SD
8.0	<p>Staffing</p> <p>JW rejoined the meeting.</p> <p>There had been two new starters and interviews had taken place last week for a midday supervisor.</p> <p>JW advised that a wellbeing survey had been circulated to staff on inset day but that not all had been returned despite 3 email and 1 text reminders. It was agreed no further prompting was necessary. Feedback was generally positive with staff mostly in agreement and only a few in disagreement. Performance management for teaching assistants was a theme which the SLT could look at. There had been one negative comment about management of the school (out of 30 staff).</p>	

Signed as a true and accurate record


Chair: 

Date: 12.05.23

Prepared by Sarah Sandiford, Clerk to the Governing Body

	A wellbeing survey to children would be reported back to T&L committee.	
9.0	<p>AOB</p> <p>SS advised she still needed to look at the skills matrix and that governor recruitment was still a priority. An NGA document had been circulated by email about “getting the right people around the table” which included lots of recruitment ideas.</p> <p>SD advised that following a permanent exclusion this week, a panel of 3-5 governors would need to be convened to consider the Headteacher’s decision and whether to uphold the exclusion. As all governors other than DB had some prior involvement with the pupil, SD had asked Amber Reynolds at CBC to seek legal advice on how to proceed. It might be necessary to seek input from governors at other schools although SS noted there was no formal arrangement in place to do this. The panel meeting would need to take place by 16 May.</p>	
10.0	<p>Close of meeting</p> <p>The meeting closed at 20:45.</p>	

Signed as a true and accurate record

Chair: 

Date: 12.05.23

Prepared by Sarah Sandiford, Clerk to the Governing Body