

**SUMMER TERM 2017**  
**Heathwood Lower School**  
**Minutes of Governing Body Meeting – Wednesday 12 July 2017**

<b>PRESENT:</b>	Susie Dove (HT) Rose Gunter Paula Bangs Mike Chappell	Jonathan Young Hayley Fitch Paul Dicker
<b>APOLOGIES:</b>		
<b>IN</b>	Elleesa Rushby (Clerk)	
<b>ATTENDANCE:</b>		
<b>Attendance</b>	SD: 100%, RG: 100%	MC: 83%, PB: 83%, JY: 100%,
<b>YTD:</b>	PD 100%	HF: 100%

	<b>ACTION/DATE</b>
<b>1. Apologies</b> All governors were present.	
<b>2. Minutes from previous meeting</b>	
The minutes of the FGBs were approved as an accurate record of the meeting and signed by the CoG.	
<b>Matters Arising and not on the agenda</b>	
Parentview- Parents to be reminded via first newsletter and at New Intake, that the survey should be completed annually.	<b>HT</b>
OFSTED Criteria training – if there is time this will be completed as part of the meeting or carried forward.	<b>Carry forward</b>
The Inclusion Governor requested regular meetings with the HT.	<b>HT</b>
As previously discussed, the school hours will change from September 2017. KS2 will no longer have an afternoon break.	
<b>3. Update register of business interests</b>	
The CoG distributed PI forms to update the governors' Register of Interests on the website. If any governor has still to complete this form or has any recent changes to report, please request a form.	<b>CoG/Clerk</b>
<b>4. Reports</b>	
a) Headteacher	
The HT report, Governors' data and the SIP report had been circulated. Questions and comments were invited from the GB:	
The HT pointed out an error on the Governors' data. For the SIP meeting, to discuss the EY Foundation stage, the HT had been working on a 38% baseline. However, she had been sent the 2015 rather than the 2016 figures, so progress while still good was not as good as first thought. Exceeding had improved. The HT reminded governors that there were 4 EHCs in the cohort and that as a pupil had to meet all of the targets, some pupils with a	

disability would never be able to do this, even if they were exceeding in another area. 39% of pupils (10) were emerging and it was unlikely that they would ever reach expected. The HT reminded governors that while some pupils did not have an EHC, they may have additional needs.

The CoG concluded that in spite of the difficulties faced by some pupils, they make good progress. The Greater Depth figures looked great and 100% of PPG in EY are doing very well.

### Phonics

The percentage of pupils passing Phonics has risen from 61% (2016) to 80%. This is due to half termly collation of data to review and plan interventions, which were delivered in part by Mrs Stanford. Staff focused on how phonics were taught and used the data to assist pupils. One pupil was disapplied. The pupils who did not achieve a pass came very close, more so than in other years. Pupil reading is being monitored monthly to ensure that appropriate reading is taking place.

HT

*Q: What does a green 0 denote on the figures?*

A: Target to be worked on.

The CoG commented that it was possible to see progress and knew that staff training had driven this. She was pleased with the results for Greater Depth and the Phonics.

### Attendance

Letters were sent to 3 families with attendance under 90%.

*Q: Is it the same family who are consistently late?*

A: Yes. Lateness will now attract fines if it is persistent. 6 fixed penalty notices have been issued.

*Q: Do parents see the fines as a cheap option when arranging a holiday?*

A: Some do but overall, the penalties have had a positive effect as in 2012 poor attendance was close to an OFSTED trigger level and raising attendance has been a focus since then, even in YR/Y1, where 95% is good. The EWO felt that attendance was phenomenal.

*Q: What is being done to combat the lateness?*

A: One family has been offered a place in Breakfast Club. The HT also offered to buy another family a clock, which they declined. The Breakfast Club option is working. From September 2017, a text will be sent to late families stating how often their child was late and this will go to both parents in case either of them is unaware.

*Q: What are the main causes of absence in YR/Y1?*

A: Normal childhood illnesses and in addition, the 4 EHCs are quite poorly pupils who have medical appointments. If they are

able to attend their appointment and return to School, they are marked present. If they cannot return, it is an authorised absence.

### Measurement Programme

Governors reviewed the pupil BMI data. The LA measures the pupils and supplies this data but the HT felt there was no cohesion in the programme they offer. The School invites parents to send their child on Change 4 Life, but often parents are put off. The HT referred to the weight table and explained that the excess weight is an 'added together figure' and no context is given to it. The School promotes a healthy lifestyle and this is embedded in the life of the School and in School Meals.

*Q: Has the kitchen made a healthy improvement?*

A: The kitchen divides meals into balanced sections such as carbs and protein. Healthy lifestyle is also promoted in PE and clubs. We no longer allow squash in water bottles and pupils are not allowed down from the table unless they have had a drink.

### b) T & L

The CoC reported that she was really pleased with the progress from the data. The Learning Walks made by governors showed a superb learning environment. The question the CoC asks of herself is 'Would I like to come to this school?'

Progress has also been made in EY with considerable staff training, mentoring of junior staff by more the more experienced and HT spot checks. All of these have meant that pupils performed well.

PPG are doing well at the School.

RG/MC met with the SIP who was very pleased with pupils progress.

The point that governors assume that all Pre-school pupils do their EY at Heathwood was made. Some pupils receive their EY in part by a childminder, another nursery provision or at home. It would be difficult for the HT to provide data on pupils who have only attended the Pre-school. However, it would benefit governors to know where the pupils spend their week as 5 sessions are not 5 whole days.

HT

3 families are interested in the 30 hours provision. The LA's guidance is 'do it if you can and review termly' but this does not offer reliable childcare for working parents. It is possible to provide 30 hours for pupils who attend morning sessions but not for the afternoon pupils as there is no space. If the Pre-school fills up with 3-4 year olds there would not be space for 2.5year olds from vulnerable families.

The CoC thanked governors for their commitment and pointed out

	<b>ACTION/DATE</b>
that there has been a governor at every SIP meeting.	
The HT has to report externally to the LA for YR. She reminded governors that this cohort is 50% summer born, and has a high proportion of males who are still only 4 years old. HT to send report to governors.	<b>HT</b>
<b>INSET Day</b> RG had attended the recent INSET day, reviewing the SDP in the morning and a creative ideas workshop in the afternoon. She was pleased to see all the white boards being used with so many ideas, so that thinking was joined up and integrated. The subject focus was Science, Art and DT. RG had attended the same session in 2016 and felt that staff had made huge progress and were more cohesive, making excellent use of technology to ensure that there were no overlaps and pupils would be challenged sufficiently. If a staff member saw that something was already being covered in one area, they were careful not to duplicate but where links could be made between subjects and themes, they were quick to recognise and plan this, so that pupils gained the most from topics and ideas.	
The CoG felt that Heathwood does not coast but makes constant progress.	
<b>c) M &amp; R</b> The CoC and HT will meet with the Kitchen Manager on 21.07.2017 and discuss the need for figures to be provided in the event of an audit. The CoC will work on the figures over the holiday.	<b>CoC</b>
The Office Manager is still working on the Outturn.	
The H & S Governor has reviewed the Caretaker's folders. External H & S work will take place over the holiday.	
There had been some discussion about re-using wood from the 'Brownie Shed' but it was judged to be too damp and it should be thrown out. There are also items in the Caretaker's garage that need to be cleared.	<b>HT</b>
The H & S Governor and the HT to meet to get a plan in place about the border around the playground.	
A large log that forms part of the adventure climbing frame is damaged and repair work is to be done on this.	<b>HT</b>
90% of work recorded in the Caretaker's file is actioned once raised. Prioritising general jobs from H & S has helped with this, as has meeting with the HT.	
Water temperatures can be turned down in the summer as they are affected by external temperature. However, not being able to get the water hot enough is being masked by the heat from the	

	<b>ACTION/DATE</b>
good weather. A log to be kept showing temperatures and weather.	
There are raised pressure issues in the Rainbow Room and Pre-School. The Caretaker thinks this may be the wrong valves. A plumber to look at the issue.	<b>HT/JY</b>
<p><b>d) Responsibility</b></p> <p>Work will be carried out on the emergency lighting and the intruder alarm over the holidays. Work on the electrical wiring and lights will be scheduled over the next two years, according to the Caretaker. The type of lighting currently in the School is Pyro and needs to be replaced with T5.</p> <p>Asbestos checks are also taking place throughout the building. This has already been done but is being repeated as part of the overall work.</p> <p>The HT felt that the Caretaker should be mowing his own lawn and the H &amp; S Governor was not happy with the temporary drainage solution. The Caretaker needs to locate the soak away over the summer and install proper drainage. Caretaker to be reminded of his responsibility to maintain his home and grounds. The H &amp; S Governor to make a H &amp; S walk at the end of the summer holidays.</p> <p>The CoG thanked the H &amp; S Governor for reviewing the various logs. This will take place before each FGB going forward. The CoG to attend meeting with Caretaker when logs reviewed.</p>	<b>H &amp; S Gov</b>
<p><b>5. Governors</b></p> <p>The Clerk reported that two potential governors had been found on Inspiring volunteering. The Clerk had received an initial reply from one of the candidates and will pursue this.</p> <p>The clerk will send out a skills audit to ensure that the governing body recruits to fill skill/knowledge gaps and that training is appropriate to the GB's needs.</p> <p>The HT asked if the online training package was sufficient to deliver governor training and this will be reviewed. It was felt that if new governors joined, they would benefit from working with governors from other schools and while the F2F training meant a time commitment, there were benefits in doing this.</p> <p>All governors have taken Safeguarding training and will skill up from skills audit.</p> <p>Governors to keep Clerk up to date with all training undertaken.</p>	<b>H &amp; S Gov/CoG</b>
	<b>Clerk</b>
	<b>Clerk</b>
	<b>HT</b>
	<b>GB</b>
	<b>Clerk</b>
<p><b>6. Website</b></p> <p>The website has been updated and further work will take place over the summer:</p>	

	<b>ACTION/DATE</b>
SEND Provision updated and PD to add more Class pages to be in uniform font and style with more photos Sports Premium to include old reports to show year on year progression.	<b>PD</b>
Photoboard in Entrance to contain all governor photos.	
Dedicated governor email address. PD to set up.	<b>PD</b>
Some discussion took place about using google docs. When governors are confident, this will be rolled out to manage the confidential sharing of documents.	
<b>7. Safeguarding</b>	
<i>Q: Has there been an increase year on year in safeguarding families?</i>	
<i>A: Not really, although there were more last term. [Four families were mutually referred to Early Help and there was one case of Child Protection.] The School is working with the LA to help these families at the earliest possible stage.</i>	
<b>8. Staff Induction</b>	
This has already been discussed.	
<b>9. Policies</b>	
The Lettings Policy will be reviewed in September 2017. An important change will be that anyone letting from the School must provide a First Aider who must be present during the Letting. This will also include After School clubs.	<b>Agenda M&amp;R</b>
Photo Policy – A discussion took place about live streaming at School shows by ‘facetime’. Governors felt that this needed to be included in the Photo Policy so that parents knew not to do it.	<b>HT</b>
<b>10. Health &amp; Safety</b>	
A two day audit has taken place and feedback had been circulated. Jobs arising from this are in the Caretaker’s logs. Jobs are up to date.	
Governors to review jobs at M & R	<b>M &amp; R Committee</b>
A governor reported that one of the hobs is not used for cookery as it is unsafe. Pupils cannot tell when it is switched on. The GB decided not to replace it but to remove the hob.	<b>HT</b>
Fire Exits and tables to be discussed in October 2017.	<b>HT</b>
<i>Q: Will the HT be buying the dining room tables/benches as previously discussed? Is the budget still earmarked for this?</i>	

A: No, budget has not been allocated as the tables/benches were not suitable. Another company has approached the School with their solution, involving bigger tables. HT to investigate storage space.

Q: *Can we get the LA to condemn the heating in the Hall?*

A: No, the LA have tested it and it is working well.

In future the school needs to contract only with companies who can show that they are paying the correct amount of tax.

Q: Is there an approved list of contractors?

A: This is no longer the case and such as getting a professional plumber to carry out work on the water/toilets, it is the School's responsibility to ensure they have a qualified person.

The school will be implementing the Governors' Annual H & S checklist/Our school checklist and Classroom H & S checklist as of September 2017.

HT

The H & S governor to observe the Caretaker's water observation techniques.

H & S  
Governor

## 11. AOB

### 50<sup>th</sup> Anniversary Celebrations

The CoG announced that there would be a series of events through the year to mark the School's 50<sup>th</sup> anniversary, notably at the Christmas Fayre, during school meals and at the Summer Fayre. She planned to have a board showing comments from ex-pupils.

It is hoped that the PTA will support the event and there is a sign up sheet for governors wanting to be involved.

The School anniversary has been added to the Y4 Curriculum. The School opened in October 1967 after half term.

### School Photos

Pupils will have individual photographs and a whole School picture as part of a dress up day to celebrate the 50<sup>th</sup> anniversary. Another local Lower School has done this and it made a memorable reminder of the day.

### Football Awards

A BBQ will be held on Saturday, attended by the CoG. The football club is committed to Future Game for the coming academic year. No one wants to step up and lead the club at the moment. There is the option of paying Future Game directly but this would mean that parents still have to provide kit.

### Trips

Governors discussed the cost of school trips and the financial impact on parents, which could be around £220 pa. Governors felt that it was important to continue with trips for their educational

value and that parents should be given as much advance notice about trips and how this would play out through their child's time at Heathwood. Information about this to be put on the School website. Governors discussed possible PTA funding and an in-school project similar to World Challenge to fund raise for one of the trips.

Trips planned already are:  
Y1 Milton Keynes Museum (homes long ago)  
Y2 The Roald Dahl Museum  
KS2 Faith Tour

**Changes to staffing**

Q: What feedback has there been about teacher changes?  
A: Feedback has been positive from staff and pupils. The HT has done an 'Open School' to discuss any concerns with parents.

**Kitchen Costs**

The hot serving cupboard will need to be repaired and quotes sought. The HT puts 1K in the budget for the 'one big thing' that might need to be repaired or replaced year on year, based on previous years wear and tear.

The CoG and the HT thanked the governors and Clerk for all of their support and commitment over the last year.

**A confidential matter followed and PD left the meeting.**

**Dates for the Year**

13.09.2017      FGB

**All Comms at 6.00pm and FGB at 7.00pm unless notified.**

Signed ..... Date .....  
CHAIR

# FGB 12.07.2017

by Elleesa Jones (You) - a month ago

Table Calendar

<input type="checkbox"/> Regular	
	I agree the minutes of the FGB 12.07.2017 to be a true and accurate record of the meeting
6 participants	6
<input type="checkbox"/> Elleesa Jones	<input type="checkbox"/>
<input type="checkbox"/> Paula Bangs	<input checked="" type="checkbox"/>
<input type="checkbox"/> Hayley Fitch	<input checked="" type="checkbox"/>
<input type="checkbox"/> Paul Dicker	<input checked="" type="checkbox"/>
<input type="checkbox"/> Rosemarie Gunter	<input checked="" type="checkbox"/>
<input type="checkbox"/> Susanne Dove	<input checked="" type="checkbox"/>
<input type="checkbox"/> Jonathan young	<input checked="" type="checkbox"/>