

AUTUMN TERM 2016
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 7 December 2016

PRESENT: Susie Dove (HT) Jonathan Young
Rose Gunter Mike Chappell
Paula Bangs Hayley Fitch
Paul Dicker

APOLOGIES: None

IN ATTENDANCE: Elleesa Rushby (Clerk)

	ACTION/DATE
<p>1. Apologies All governors were present. ED has stood down as staff governor. The role was advertised in school and one candidate self-nominated, PD. As there were no other candidates, PD was appointed to the GB. Nominated by the HT and seconded by the CoG.</p>	
<p>2. Minutes from previous meeting The minutes of the FGBs were approved as an accurate record of the meeting and signed by the CoG.</p> <p>Matters Arising and not on the agenda . There were no matters arising.</p>	
<p>3. Update register of business interests There were no new declarations of interest. PD to complete PI form as new governor.</p>	PD
<p>4. Reports a) Headteacher A scoping audit took place under Ofsted conditions. As this was an audit, no grading was applied but the school was made aware of its strengths and weaknesses.</p> <p><i>Q: how obtrusive were lesson observations?</i> A: Only when the auditors initially arrived. Staff welcomed the observations and sought feedback. Those staff who felt they might not be observed actively invited the auditors into their class. Auditors reviewed books/wall displays. Feedback was very positive and will be discussed at the next T & L.</p> <p><i>Q: Were there any surprises?</i> A: No, the school knows its strengths and weaknesses and how to address them via the SDP. All development areas are in the SDP. The school is clearly not a coasting school. Quotes from the auditor's letter to be shared on the website.</p>	T&L HT

Q: What sort of questions were asked by the auditors?

A: Auditors asked what would be done in the event of a pay dispute. The process was described confidently.

PPG Pupil Review – another local Lower School has a detailed breakdown of this on their website. However, due to the difference in roll and proportionally less Heathwood pupils being in receipt of PPG, a review in such depth could identify individuals. Currently Heathwood is not compliant in this area of reporting. The HT is working with a HT of a similar sized school /SEND cohort to Heathwood to publish this information in a way that it comprehensive but non-identifying.

HT

The auditors noted that PPG progress was not as good as it could be. However the HT had argued that a high proportion of PPG pupils were also SEND. Data shown on Raiseonline does not identify this crossover and the HT will be working to show this.

HT

Ramps –the handrail still needs to be fitted to the ramp. The ramp for the field will hopefully be done by Easter.

Q: How soon does the process start to get the Y1 class fitted with a ramp?

A: It will be necessary to start over again and the grant has not yet been advertised. The HT will keep an eye out for it and begin the application as soon as is allowable.

HT

Exclusions

Q: Are they purely for mis-behaving?

A: Yes, the behaviour merited exclusion on this occasion.

Attendance

Q: Are all instances from the same family?

A: No. Low attendance falling below 90% is addressed initially with a letter from the School. Parents are reminded that there is a fine of £60 per child, per parent, if this does not improve. If attendance is particularly low, parents are invited to discuss this and how to prevent further occurrences with the HT.

Governors thanked PD for his work at the recent music events. St Paul's Cathedral had been an amazing event.

b) T & L

End of year data showed good progress across the school with EY as an area for improvement. Historical data shows year on year improvement in EY. Heathwood is aiming for 33.4 Aps/34 National.

Phonics had been disappointing and in order to address this, staff are concentrating on Quality First teaching, half-termly tracking and interventions. The Scoping Audit acknowledged how much had been done.

PPG/SEND made good progress and all SLT attained their targets.

The CoG and VCoG met with the SIP to discuss the pupils' targets. The SIP felt that assessment was robust throughout the School. Two staff members will be trained in moderation and will moderate in local schools and as external moderators.

Heathwood would like to build stronger links with local middle schools to ensure continuity of results.

c) M & R

The Outturn statement has been sent to the LA.

The Outturn statement and graphics to explain it were distributed and governors were asked to review the expenditure against budget at the last M & R.

Benchmarking. The CoC has been working on this and noted that pupil per head costs were high. This has always been the case at Heathwood.

The CoG signed off the outturn.

d) Responsibility

National Fairtrade Conference: pupils interacted really well and were excellent ambassadors for the school. They knew their subject as well if not better than much older children.

British Values

A British Values Learning Walkway took place with the SIP. It was evident that the School has a broad coverage of British Values and also encourages pupils to learn about other cultures and countries. There are some Polish speaking pupils on roll and the everyone is enjoying learning new Polish words. The School Council Charter is evident all around the School. The Pre-school also has its own set of age appropriate British Values.

Bungalow

Roofing work has been completed with moss removed, tiles replaced and the chimney lowered. The roof cavity has been inspected and damp was found in the joints.

A positive discussion has taken place about unblocking and maintaining airvents to prevent damp.

The Caretaker needs to create a soakaway in the garden to deal with the water from the guttering as it will otherwise start soaking through the brickwork.

JY

A further inspection will take place mid-way through the work to inspect it and to plan any other work to be done.

JY/CoG

5. Governors

There were no matters to discuss.

6. Website

PPG reporting is non-compliant but being remedied.

Y1 Information is not the same as other year groups.

Prospectus – remove former staff governor

School Data Dashboard – remove link.

SEND – link not working

	ACTION/DATE
MDSAs – update staff list Pre-school – link not working.	
The HT will co-ordinate the updating and will report back about a more easily updatable prospectus.	HT
7. Safeguarding Two governors have taken Prevent training. Governor who have not yet completed Safeguarding training are urged to do this and to inform the School. The CoG has been working with the School Secretary on Safeguarding and the results have passed audit. The major audit will take place in January 2017.	All HT/CoG
8. Staff Induction The following have received Induction training: 1 teacher, 2 TAs and 1 apprentice. Any remaining sessions with them will be completed by the end of term.	
9. Health & Safety The electrical report that arrived yesterday showed that current electric are not meeting modern regs. The School has received an invoice for work completed so far by Quantec but they are checking whether it is cost effective to quote or to refer to another company. Further discussion to take place at M & R. An internal H & S audit has taken place. JY to report back at M & R, using new form. Emergency Lighting – JY to review quotes and HT to chase for quotes.	M & R JY JY/HT
10. AOB Parentview 19 responses have been received to date. A lot of effort has been made to promote Parentview both at Parents' Evening and on social media. Most local schools have 0 responses with the exception of a middle school. Efforts at Parents' Evening were hampered by technical issues. Parentview will continue to be promoted via social media class pages. A local Mum has had an issue with the traffic on the zebra crossing and is starting a petition for Highways.	RG
Policies HT to source Fire Risk Assessment Policy if it needs to be reviewed. Two confidential and restricted AOBs were discussed and minuted separately.	HT/Clerk
The Meeting ended at 9.10pm	
Dates for the Year 18.01.2016 Comms	

22.03.2017 FGB
03.05.2017 Comms/Budget
17.05.2017 *FGB (Save the date -meeting tba)*
12.07.2017 FGB

ACTION/DATE

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

Signed Date
CHAIRMAN