



Heatherwood Academy Council Meeting
Thursday 17th January 2023 at 14:00
(postponed from 8th December 2022)
at Heatherwood School

Those Present:		
Gary Bullock	Parent Governor/Chair	Chair
Lisa Suter	Executive Headteacher	LS
Bridget Coy	Head of School	BC
Fiona Kirkham	Co-opted Governor	FK
Mel Pidgeon	Parent Governor	MP
Daryl Bennett	Deputy Headteacher	DB
Kayleigh Smith	Staff (Teaching) Governor	KS
Pat Burbanks	Staff (Non-Teaching) Governor	PB
Jacky Tattershall (via Teams)	Assistant CEO – School Improvement	JT
Also Present:		
Rachel Wilson	Assistant Headteacher	RW
Tracie Lockwood	Governance Clerk	Clerk
Apologies:		
No Apologies:		
Marc Bratcher	Governor	MB

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>None</p> <p>Chair confirmed that he has contacted MB re: his attendance today, but has received no reply.</p>	
<p>1.2. To accept apologies for absence</p> <p>None</p>	
<p>1.3 Confirmation of Vice Chair</p> <p>MP was confirmed as Vice Chair</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Presentation to Staff Nominee(s)</p> <p>This was not discussed at this meeting, but BC confirmed that the 'Praise for Perfect Practice' and other school-based awards, will be discussed at the next (Spring) meeting.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business</p> <p>None</p>	
<p>3.2 Confirmation of new Staff (Teaching) Governor, Kayleigh Smith and new Staff (Non-Teaching) Governor, Pat Burbanks</p> <p>Kayleigh Smith and Pat Burbanks were confirmed as new Staff Governors.</p>	
4. DECLARATION OF INTERESTS	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
5. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 23rd June 2022 were approved as a true record with no amendments.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p> <p>Chair confirmed that the Activity Log has been completed and just needs to submit to Clerking Services. This will be done tomorrow (18th January 2023)</p>	<p>Chair 18/01/23</p>

<p>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Headteacher Report</p> <p>LS stated that due to this meeting being rescheduled from the Autumn Term, rather than provide updated reports, a decision has been taken to keep the meeting 'in sync' with the other scheduled meetings. LS asked if there were any questions re: the report?</p> <p>Chair sought clarification on the 'Sickness Absence Data' and asked if the figures were typical or of concern? LS clarified that returning to school naturally leads to an increase in sickness levels. LS also stated that she wants staff in school, but also to keep sickness away from school.</p> <p>LS stated that the school are proactively addressing Leave of Absence Requests. The analysis provided at the next meeting should show a further reduction. This is being supported by Michelle Smith (Nexus HR Manager) in providing a consistent approach. BC commented that this approach has helped to change of mindset and staff, who are now working with the school to change appointments.</p> <p>Chair commented that the report was good and self-explanatory. Chair queried if reporting on staff meetings was a new addition? This was confirmed. BC stated that these are planned on a termly basis and this is working very well across the school. This has also led to a greater level of engagement in staff meetings and further enables the school to prioritise red RAG rated data within the SIP. LS confirmed that she purposefully does not attend these meetings, but uses this as monitoring evidence.</p> <p>Chair queried what was being done with the key findings of the learning walks? (Page 9/3.1.2 on the report) LS confirmed the school are trying to use staff more effectively. BC added that the school are ensuring staff concentrate on teaching and learning. The school has moved to a model of internally sharing staff and using them more flexibly. They are also using walkie-talkies to call for staff for short periods of time. This is working very well. LS stated that this follows a model from the nursing team and encourages a different approach to staff; which can be quite challenging, but it positively promotes the reasons behind the method. KS confirmed that this is working quite well and has led to a current reduction in the number of calls. BC commented that staff were briefed at the first termly meeting on the class lists v staff numbers available and consulted on how they could work more effectively.</p> <p>Chair requested more information regarding the suspension BC explained that a disciplinary meeting was held and a plan has been developed. RW stated that the pupil has a funding package (which will be in place at Easter). There is 1-1 support in place and the school is working on building positive</p>	

<p>relationships with new people. The pupil is leaving school at the end of the year and is having difficulty processing this. RW confirmed that the pupil is now back in school. MP commented that it shows to governors that the school are not afraid to act and that the pupils understand there are consequences for actions. BC stated that the priority is to encourage the next educational provision for this pupil.</p> <p>Chair queried 'Table 5 – Absence Data': Re: Persistent Absence and commented that it's very easy for pupils to drop into that category with illness. Is 10% the correct figure to be a cause of concern?</p> <p>LS replied that it's down to individual pupils and reassured that there is a RAG rated plan behind every case of consistent absence. This is shared with the Nexus CEO. LS also shared that the associated Nexus Executive Regional Director is supporting the school re: attendance figures, but also supporting any challenges to the local authority when appropriate.</p> <p>MP: Is this a target set by the Government? – yes</p> <p>LS explained the school support all families with children with additional needs, whilst still maintaining a rigour around attendance.</p> <p>BC stated that the school's Pastoral Manager has made a difference and is quick to make home visits. The school are now able to be more rigorous post Covid-19.</p>	
<p>6.1.1. Appendix 1 – Updated SIP</p> <p>JT queried the reason why some data is highlighted in red within the SIP? Did it relate to target deadlines not being met?</p> <p>LS confirmed that was correct, however this report had been prepared for the December meeting date and that this data has now 'moved'. LS also explained keeping data in red helps the SLT to prioritise and is also transparent and open.</p>	
<p>6.1.2. Appendix 2 – School SEF</p> <p>No questions raised</p>	
<p>6.2. Community Voice Report</p> <p>LS acknowledged that this was mistakenly submitted in 'draft' format and the final version will be submitted. However, this demonstrates that the SLT challenge each other.</p> <p>Action: BC to send the final draft to Clerking Services to distribute</p> <p>Chair asked if the data contained within the pie chart on page 1 (incidents) has changed?</p> <p>DB confirmed that parents are more welcoming and open to the school being involved and some are now requesting support.</p> <p>BC stated that home visits have also increased, which has helped with parental engagement.</p> <p>LS commented that the Pastoral Manager is also working positively to address safeguarding concerns.</p> <p>DB commented that the Seesaw message system is effective and beneficial for both school and its parents.</p> <p>MP agreed and stated that since the introduction of Seesaw, it has replaced the need to call school and it is also helpful to provide a conversation thread.</p>	<p>BC ASAP</p>

LS explained that the 'how do we know?' highlighted comments re: 'the relationships between school and parents/carers remain positive' statement, will be brought to the next meeting. Staff suggestion boxes have been introduced to ascertain how the staff are feeling.

MP commented that this evidence would be required for Ofsted

JT: The Post 16 students will soon be transitioning from Heatherwood. How is this planning going?

RW confirmed that all visits to local colleges have been completed. Social care provisions are in place where appropriate. EHCP/transitions meetings have taken place to ensure all relevant paperwork is in place.

BC confirmed that some students have had additional transition visits to help them with this process.

JT: Are there any students that you are worried about?

RW replied that some parents have had the challenge of either choosing education or social care, with limited options for parents who require both.

BC confirmed that the school are supporting parents to ensure that EHCP paperwork is correct/in place and also to manage parents' expectations.

Chair shared his personal experience of this process and stated that Nexus offers opportunities to Post 16/19 students, but that there is not always 'joined up' thinking re: provision with professional services.

Chair shared that as a parent, he personally feels supported by the school, but other parents without this level of support may have a different experience.

LS confirmed that she been asked to set up a working party to look at transition from Children Services to Adult Services, as they were not receiving the relevant data (this is an issue at their end). The first meeting is scheduled for February 2023.

Chair shared his experience in this regard and the frustrations felt as a result of the different professional services not having the relevant transition information.

BC relayed that the Pastoral Manager is liaising with transition teams in at attempt to ease this process.

JT credited the school for their hard work, in spite of all these barriers.

6.3. Budget Report

LS stated this report is issued for information only, but provided an update with the latest figures (as of 13.01.23). With the support of prudent finance officers, the school has managed to pull the deficit back and will end the year with £30,000. This will provide a small buffer, as any negative effect this year will significantly impact the following years. The school have been utilising Pupil Premium and Sports Premium to maximise effect.

6.4. Teaching Staff Appraisal Outcome Report

LS stated that since this report was issued, an update has been agreed with HR in respect of a teacher becoming a UPS1 teacher, backdated to September. This is within the school budget.

Action: LS to send the updated the report to Clerking Services to distribute	LS ASAP
7. TRUST MATTERS	
7.1. Trust Verbal Update of Key Issues JT stated that the Trust-wide conference on will be taking place on 20 th February, with an opportunity to network, attend workshops and listen to the Keynote Speaker.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business None	
9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting None.	
9.2. To consider any areas of risk discussed during the meeting None.	
10. DATES OF NEXT MEETING	

Thursday 16 th March 2023	14:00 – 16:00	Heatherwood School
Thursday 22 nd June 2023	14:00 – 16:00	Heatherwood School

Minutes approved

CHAIR	SIGNATURE	DATE