



Heatherwood Academy Council Meeting Thursday 7th December 2023 at 14:00 at Heatherwood School

Those Present:		
Gary Bullock	Parent Governor/Chair	Chair
Lisa Suter	Executive Headteacher	LS
Fiona Kirkham	Co-opted Governor	FK
Mel Pidgeon	Parent Governor	MP
Daryl Bennett	Interim Head of School	DB
Kayleigh Smith	Staff (Teaching) Governor	KS
Pat Burbanks	Staff (Non-Teaching) Governor	PB
Mark Bratcher (via Teams)	Governor	MB
Also Present:		
Jacky Tattershall (via Teams)	Assistant CEO – Quality Assurance & School Improvement	JT
Renata Robins	Governance Clerk	Clerk
Suzanne Fulwood	Post 16 Lead (for Item 2.8)	SF
Rachel Wilson	Assistant Headteacher	RW
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence No apologies received.	
1.2. To accept apologies for absence No apologies to accept.	
1.3. Confirmation of Vice Chair	

Mel Pidgeon was confirmed as Vice Chair.	
2. BEST WE CAN BE AWARDS	
<p>2.1. Best We Can Be Awards</p> <p>LS informed governors that this term's winner was Daryl Bennett (Interim Head of School) for supporting across school in every way possible during difficult times and being kind and supportive and helping staff to stay positive.</p> <p>Twelve staff members have been nominated in total, and LS will extend congratulations to everyone.</p>	<p>Action: LS 08/12/23</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>	
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>None.</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 22nd June 2023 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>5.3. Matters arising from the Minutes</p> <p>None.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>Previously circulated via Governorhub and LS invited questions.</p> <p>LS provided the following updates to the report:</p> <p>2.3. Heatherwood had successfully appointed a new headteacher who will assume the position from Easter 2024. During this period, LS will work two days a week with the new headteacher in a consultant role until the end of the year to facilitate a smooth transition. This will ensure new headteacher will have a thorough induction into the curriculum.</p> <p>2.8. Post 16 Lead gave a presentation on her vision to develop the Post 16 offer at Heatherwood. JT praised the school as it was the first school to undertake the</p>	<p>Action:</p>

Natspec training audit (developing PMLD 16-25) as this was in line with the central Trust vision.

LS
08/12/23

LS stated she would share the Powerpoint presentation with JT.

2.9. Chair asked when the next Post-16 learning walk would take place?

LS responded this would be arranged for after Christmas, early in the Spring term and details would follow.

2.5.-2.6. Chair asked for an update regarding the remaining vacancies?

LS shared that the Family Engagement Officer shortlisting was complete, with upcoming interviews for internal candidates. Initially, an agency would temporarily fulfil the caretaker role, potentially transitioning to a permanent position covering both Heatherwood and The Bridge during supply. A decision on the permanent appointment, maintaining separate caretakers for Heatherwood and The Bridge, would be made in due course.

2.25. Chair enquired about the significant decrease from 24 risk assessments in the summer to only 6?

LS explained that the notable drop occurred because several staff members forgot to notify the school about resuming full duties and updating their risk assessments.

2.36. LS highlighted the need for the school day change so that teachers and staff had time to meet outside of the protected learning time.

3.15 Chair asked about the sum of money (£49k) from the Covid Catch Up and PP?

DB conveyed that this marks the conclusive year of a three-year program. Notably, a positive change this year involves Liz Knowles from the Sensory Team providing support alongside classroom teachers to enhance student regulation and positively impact their learning. Liz is scheduled to return next week and at the start of the Spring term for additional collaborative work. In the summer term, funds initially allocated for Liz's support will be redirected to procure the resources she recommends for the school.

3.18 JT asked, regarding Liz Knowles, who was working with particular pupils, wondering whether there was the opportunity for Liz to upskill the staff so that the school had a group of 'specialists'?

DB replied that there have been no bespoke sessions but it had been more of learning on the job. Liz demonstrated and the member of support watched and then continued those actions when Liz left the room. Liz is down to deliver a half a day training session next year.

6.7 Chair enquired about the school fund?

LS clarified that the school fund was a donation fund where individuals can contribute to support the school. This fund was allocated for spending on pupils, specifically for enrichment activities. It was important to note that the Friends of Heatherwood Account was distinct and separate from this fund.

6.1.1. To Appendix 1 – Updated SIP No questions raised.	
6.1.2. Appendix 2 – School SEF No questions raised.	
6.2. School Dashboard Summary For information.	
6.3. Budget Report For information. The Chair mentioned the challenge of opening and reading the spreadsheet on an Apple device. In response, LS clarified that the school has sufficient funds to operate effectively with the available resources.	
6.4. Teaching staff appraisal outcome report LS provided a verbal update.	
7. TRUST MATTERS	
7.1. Trust Verbal Update of Key Issues None.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business LS informed the governors that a pupil had passed away. The school community would be informed following the school's usual procedures. LS also informed governors that a former pupil was on 'end of life' care. DB to collaborate with the Chair to arrange a meeting with the Pupil Parliament for the purpose of hearing their presentation on school dinners.	Action: DB/GB 08/12/23
9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting See Appendix 1 – Confidential item.	
9.2. To consider any areas of risk discussed during the meeting None.	
10. DATES OF NEXT MEETING	

Thursday 14 th March 2024	14:00 – 16:00	Heatherwood School
Thursday 13 th June 2024	14:00 – 16:00	Heatherwood School

Minutes approved

CHAIR	SIGNATURE	DATE