



## Heatherwood School Local Governing Body Business Meeting Thursday 17<sup>th</sup> March 2022 at 14:00 at Heatherwood School

<b>Those Present:</b>		
Gary Bullock	Parent Governor – Chair/T&L Link	GB
Marc Bratcher	Co-opted Governor – Vice Chair/Wellbeing Link - Via MS Teams	MB
Bridget Coy	Head of School	BC
Fiona Kirkham	Co-opted Governor – T&L Link	FK
Anne-Marie O'Dell	Non-Teaching Governor	A-MO
Mel Pidgeon	Parent Governor – Safeguarding Link	MP
<b>Also Present:</b>		
Jacky Tattershall	Assistant CEO – School Improvement	JT
Daryl Bennett	Deputy Headteacher	DB
Barry-John Simmons	Governance Clerk	Clerk
<b>Apologies:</b>		
Warren Carratt	CEO	CEO
Lisa Suter	Executive Headteacher	LS
<b>No Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for CEO &amp; LS.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for CEO &amp; LS.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Presentation to Staff Nominee(s)</p> <p>BC confirmed they have internal systems for these awards at Heatherwood.</p> <p>GB asked in which case can this section be removed from future agendas? BC agreed with this. Clerk to inform Governance Team.</p>	<p><b>Clerk</b> <b>05.05.22</b></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>GB asked for the following item to be raised:</p> <ul style="list-style-type: none"> <li>▪ COSMO system</li> </ul> <p>GB went on to discuss a system called COSMO, which is an app-based software he had been using at home with his son and in which he completed online training to use it effectively. GB declared that via a raffle he had an extra one of the systems that he donated to school and how they had run a successful workshop at school with pupils using it. GB said he was hoping the company that developed the software would work with school to adapt a bespoke version for them.</p> <p>BC confirmed they are linking with Nathan Bingham in Nexus with regards COSMO and Nathan expressed interest in the potential wider use of the software.</p> <p>JT confirmed innovative use of technology is a key Nexus aim and that it would be an exciting option to pursue.</p> <p>GB also shared that he had met with Lisa Suter &amp; Richard Webster at The Bridge regards Post 16 provision and that he was really pleased they understand the needs for Heatherwood, due to little provision in Doncaster being available. GB confirmed they would have further meetings on this matter.</p> <p>DB said the more options post 16 the better, and mentioned a provision they visited that was great in Huddersfield for pupils up to the age of 25.</p> <p>JT updated that Richard Webster had spoken to Doncaster council and they were very open regards a post 16 provision and that they mentioned potentially exploring a joint approach with Health and Social Care.</p> <p>MB volunteered to help with this as he thinks it is a great idea and much needed.</p>	

<p>MP asked is it worth obtaining needs assessments from other provisions as a baseline to see what they would need when setting up a Post 16 Provision?</p> <p>JT mentioned the provision in Huddersfield was independent and that it would be difficult to get information from them but agreed more research would be a good idea.</p>	
<p><b>4. DECLARATION OF INTERESTS</b></p>	
<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>	
<p><b>5. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES</b></p>	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held 27<sup>th</sup> January 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>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
<p><b>6. ITEMS TO BE CONSIDERED</b></p>	
<p>6.1. Headteacher Report</p> <p>GB asked about the staff headcount and whether secondments to Harlow had any impact on the school and if so for how long? BC Explained interviews were taking place for new staff and that Dan Machin was seconded until to 31<sup>st</sup> August. BC also explained that 2 members of staff are taking on extra responsibilities and covering half of Dan's workload each whilst being given extra time out of class to manage this. BC also mentioned how successful A-MO has been whilst moving to unqualified teacher level. BC then explained how the restructure in classes was working and that the results were positive, with parents also on board with the changes. BC explained that DB was looking at longer term supply from agencies.</p> <p>GB asked whether staff are getting the right support when required. DB explained they have various support measures in place where applicable which included undertaking learning walks. DB went on explain they had continued conversations with to staff to see if the support works, which has led to increased confidence and openness with staff as they progress on a long-term basis. BC explained reading and phonics had already seen a significant impact from support.</p> <p>GB asked about the Gas supply in the cookery room and whether it was working yet? BC confirmed they had replaced it with electric induction hobs which were more suitable.</p> <p>GB asked whether building upgrades have been checked properly before commencement of work? BC explained they are rolling a programme out for the</p>	

decoration of the school and that a new caretaker starting after Easter will be involved in the programme of improvements.

GB asked how rebound training was getting on? DB confirmed it was good to go and how it is really important for support staff. BC also mentioned they have lots of new, good quality support staff who will take this on board.

GB asked about the physio work? BC explained the plan with this, and that staff did the initial assessment, before the next step of involving the physios were the requirement can be linked to EHSP outcomes. BC continued to explain that a selected number of case studies had been undertaken to monitor the impact and to lead to more appropriate training in this area .

JT asked about lesson observations highlighted in 3.1.1 and wanted to check why they used grading terminology. BC explained they do not relay these grades to teachers and they were just a useful point of reference for leadership to use.

JT/GB asked about attendance as the numbers didn't seem reflective of what is happening as more children return to school following Covid-19 restrictions being eased. BC detailed that they are still trying to unpick attendance as they thought it was better and that this is currently being looked into by office staff with persistent absences to be taken off. DP said they could do with more BROMCOM training.

#### 6.1.1. Appendix 1 - Updated SIP (**attached document**)

JT questioned why they had highlighted some key actions on the SIP in red when the due dates are set for the Summer Term? BC explained they had used red as they had not started the actions. JT suggested they could use black or in the case of the Early Career Framework they could use N/A. BC confirmed she would change this. **ACTION**

**BC**  
**05.05.22**

BC explained blue highlighting meant, "not quite embedded". JT complimented BC on the key colour coding and how accessible the document was.

#### 6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report (**attached document**)

BC confirmed once the caretaker starts they will get straight on with the audit.

JT questioned why the report on governor hub did not show progress on the back? BC confirmed that it will be reported on at the next meeting as it was an audit undertaken very recently.

JT asked about the amount of statutory training staff have to do at Heatherwood and how they had managed to ensure everyone was getting appropriate training during COVID? DB explained that training with moving and handling, medications, first aid etc was continuous. BC then detailed that they had prioritised a large portion of the training in the Autumn term and that with new staff it is always ongoing and that some areas take a lot of time to complete training. DB confirmed he co-ordinates training, which takes time and is very difficult but is being carefully tracked with systems and spreadsheets etc. JT/AM-O expressed how they were very impressed they've managed to do this.

<p>6.2. Safeguarding Report</p> <p>DB explained he thinks safeguarding a strength due to the level of challenges they receive to test this.</p> <p>A-MO mentioned she was very impressed with the recent DB safeguarding training delivered by DB. DB mentioned he could send out the video-based training he'd produced to governors. <b>ACTION</b></p> <p>DB mentioned level 3 training for GB would be useful. GB confirmed he will make contact to move this forward. <b>ACTION</b></p>	<p><b>DB</b> <b>05.05.22</b></p> <p><b>GB</b> <b>05.05.22</b></p>
<p>6.3. LAC Report</p> <p>DB explained how the LAC are now in Post 16 so they do not receive the same funding to support them but that they had used extra funding to keep up with the support and that their input had been successful. BC discussed how they will try and keep extra funding for this going into next year also.</p>	
<p>6.4. Community Voice Report</p> <p>GB was pleased to see Seesaw communication figures at over 30% and asked if the plan was to continue and increase its use? BC explained it was still an aim to get more families using Seesaw but they still needed to use phone conversations as an effective means of communication with parents. BC discussed how the "Heatherwood Weekly" newsletter was being put on Seesaw to communicate it effectively.</p> <p>GB asked about any planned expenditure for the School Fund. BC explained the funds will be used to create what the children want and how, now that the pupil parliament had been established, they would take on board their suggestions, and gave examples such as school clubs and a butterfly house.</p>	
<p>6.5. Budget Monitoring</p> <p>GB commented on how healthy the budget looks and wanted to check this was correct? BC discussed how the surplus was correct and was predominantly made up from a 'carry forward' of funds, which had been earmarked for future health and safety and technology related work. BC also mentioned work was being done on the school roof over the summer which may have a financial impact.</p>	
<p>6.6. Consideration of Term Dates 2023/24</p> <p>BC confirmed this was covered at the last meeting, regards 2 weeks at October being agreed on.</p> <p>MP asked is this a permanent change? BC confirmed this was looked at on an annual basis.</p>	
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>No comments.</p>	

<b>7. GOVERNANCE MATTERS</b>	
7.1. Governors to complete Activity Log  GB will put his Cosmo work on the activity log.	
7.2. Trust Verbal Update of Key Issues  JT discussed how the Trust were still lobbying Doncaster regarding the Supplementary School Grant funding.	
<b>8. ANY OTHER URGENT BUSINESS</b>	
8.1. To consider any other urgent business agreed by the Chair  None.	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
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.	
<b>10. DATES OF NEXT MEETING</b>	

Thursday 5 <sup>th</sup> May 2022	14:00 – 16:00	Heatherwood School	Quality of Education
Thursday 23 <sup>rd</sup> June 2022	14:00 – 16:00	Heatherwood School	Business Meeting
Tuesday 28 <sup>th</sup> June 2022	16:00 – 19:00	Crags School	Leadership Summit

### Minutes approved

CHAIR	SIGNATURE	DATE
G BULLOCK	G BULLOCK	05.05.22