



**Heatherwood School Local Governing Body
Business Meeting
Thursday 23rd June 2022 at 14:00
at Heatherwood School**

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

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for MP & BC.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for MP & BC.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Presentation to Staff Nominee(s)</p> <p>None</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 discussed how governors got together regards the proposed Academy Council and agreed to try it out and report back if there are any issues. GB also detailed how governors had taken various areas of responsibility.</p> <p>GB also discussed the learning walks governors had undertaken and how they really like the format.</p> <p>GB mentioned that MB is continuing as a governor but is stepping down as Vice Chair due to being unable to attend school regularly. GB reported that MP will step up to Vice Chair and that MP is an option for Chair if anything changes with GB's personal situation.</p> <p>GB asked if the school building is becoming a restriction to the development of the school moving forward? LS confirmed conversations are going ahead with the local authority regards the building constraints and how they can grow, physically as a school.</p> <p>MB stated how he felt technology was extremely important and advised the school to look outside of the box regards this. MB also thought it would help to have an IT specialist as part of the governors or as part of the school and help to contact innovators such as universities for new ideas.</p> <p>JT confirmed that Nathan Bingham would be worth getting involved as the Trust IT specialist.</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 5th May 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>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>GB asked if anyone had any questions about staffing?</p> <p>JT questioned how have the staff changes been received by the parents? LS clarified there was not a huge amount of feedback at this stage as they have not sent the staff list out yet.</p> <p>JT asked will the new staff have chance to meet parents? LS confirmed they would have the chance during the transition week and also at an open afternoon at the beginning of the new academic year.</p> <p>GB asked whether the extra pupils mentioned were being taken on and extra space being made available? LS confirmed 4 new pupils will be integrated into the school and how the Local Authority will fund a new teacher, 2 LSA's and applicable resources for the pupils.</p> <p>GB asked if other schools are expanding like Heatherwood? LS confirmed all schools were enrolling more pupils and that parents have more of a voice regards choice if schools can meet the need. LS also confirmed PMLD will still be a focus for Heatherwood and maintained as a priority.</p> <p>6.1.1. Appendix 1 - Updated SIP</p> <p>GB asked when is the SIP updated? LS explained why it is not the appropriate time to do Rag rating at this stage of the year.</p> <p>GB asked about the orange highlighted sections and questioned why the dates of completion had past? LS explained the dates will change in the new SIP and that most things will be completed by the end of the year.</p> <p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report</p> <p>No questions.</p>	
<p>6.2. Safeguarding Report</p> <p>DB explained the induction process for safeguarding with new staff.</p>	

<p>6.3. LAC Report</p> <p>GB was happy with the update.</p>	
<p>6.4. Community Voice Report</p> <p>JT mentioned the praise that had been received for the community voice work undertaken.</p>	
<p>6.5. Budget Monitoring</p> <p>LS gave an overview of the budget and explained how money sits with the school and the Trust and how she had asked for a simplified spreadsheet to see where money is going. LS went on to explain that during this process Richard (Finance Manager) spotted a large amount billed that had not been received from the council. LS confirmed there is now a 21k budget in the red and that overall the budget is tight. LS also mentioned how utility bills have risen dramatically, which are currently being looked into.</p> <p>GB asked how the carry-over will be used? LS explained that capital work will be covered by that extra money.</p> <p>FK asked if there was any scope for extra funds for energy bills due to their needs? LS re-assured governors they will look at all options for funding.</p>	
<p>6.6. 2022-23 Draft Budget & Staffing Structure</p> <p>No questions raised.</p>	
<p>6.7. Register of Interest Update</p> <p>None</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>GB confirmed he was sending visit details through to Clerking Services.</p>	
<p>7.2. Trust Verbal Update of Key Issues</p> <p>JT gave an overview of how no new schools had joined the Trust since the last meeting. JT also mentioned that a new post had been created in the central team to cover Performance and Data with the aim of saving time for school leaders.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>LS shared an example of impact statements from pupils that were produced by teachers and support staff after events during the year to highlight positive aspects and areas to improve.</p> <p>DB mentioned how useful they are when the school has been inspected.</p>	

<p>GB commented on how they were an impressive snapshot, summarising the impact of events. GB asked could they be shared with parents on SEE SAW? LS thought that was a really good idea and using SEE SAW could be a route to share appropriate sections with parents.</p> <p>LS also shared how lesson observation feedback based on coaching has been really helpful. DB reiterated how it worked well when staff receive feedback on the same day as the observation.</p> <p>A-MO confirmed how well the observations worked.</p> <p>GB thanked everyone for the hard work this year.</p>	<p>LS/BC 08/12/22</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
<p>10. DATES OF NEXT MEETING</p>	

Thursday 8 th December 2022	14:00 – 16:00	Heatherwood School
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