



**Heatherwood School Local Governing Body
Business Meeting
Thursday 9th December 2021 at 14:00
via MS Teams**

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

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for FK and AM-O.</p> <p>No apologies were received from MB.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for FK and AM-O.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Outstanding Achievement Awards</p> <p>LS advised there were no Outstanding Achievement Awards but BC wished to give a shout out to the Office Staff following the School Business Manager's (SBM) resignation, as the Office Staff have been extremely helpful and supportive. The Chair asked if the SBM will be replaced and BC advised of an office restructure.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. 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>There were no declarations received.</p>	
5. KELFORD 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 7th October 2021 were reviewed and approved.</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>Governors received the Headteacher Report in advance of the meeting. Discussion/challenge was as follows:</p> <p>The Chair queried report item 2.1. and asked who rates the dashboard and LS provided context and explained that she is held to account for the dashboard with input from SLT and the CEO.</p>	

The Chair asked who the wording 'three Pastoral Leads' refers to as per report item 2.2. and LS advised Dan, Suzanne and Sam.

The Chair advised that he and FK visited DB on the 15th November to look at the curriculum. The Chair and FK will arrange a further visit to physically see the curriculum in practise.

MP advised she has visited Heatherwood to discuss Safeguarding but could not provide the date. MP will also be attending a forthcoming online meeting.

The Chair spoke at length regarding his dis-appointment with regards the event outlined at report item 2.7. attended by potential providers along with the Transition Team and the Adult Social Care Team. The Chair explained that he appreciates the positive impact The Bridge is having for some Heatherwood pupils with regards the Employability pathway and the opportunity for them to develop their social/communication skills and confidence. However, the Chair feels there is a lack of such opportunities for the original cohort of pupils. BC responded and explained that another meeting will be taking place in January 2022 and the format will be different, with attendance by specific but private providers for Heatherwood's PMLD cohort, to provide un-biased support and information. A Governor suggested the Governing Body should write to the external providers with constructive feedback and a lengthy discussion followed regarding this. BC suggested the Chair should table this at the next Chair of Governors Forum and this was noted by the Chair for further consideration. DB queried if it would be worth re-visiting a provision in Wigan to look at the provision on offer for Post 16/19 students and this was agreed. JT suggested that a member of the Trust Executive could go and look at the provision also and this was agreed. JT confirmed this is on the Trust's agenda and spoke about the discussions with South Yorkshire Future's also. BC added that this is something she would like to work with Cass to capture parent voice as evidence. It was agreed that JT will also reach out to the Family Support Workers at the other academies.

ACTION 1: The Trust and Heatherwood to consider visiting a provision in Wigan to look at what they have done for Further Education (FE).

ACTION 2: The Chair to consider raising FE opportunities for PMLD pupils at the next Chair of Governors Forum.

ACTION 3: JT to discuss capturing parent voice with regards FE opportunities for PMLD pupils with Family Support Workers at the other academies.

The Chair commended the outstanding financial sustainability in school, which is due to the robust monthly monitoring systems that are in place and the close working relationships with the Admin Support Team and the designated Finance and Compliance Officer.

The Chair explained that he believes Heatherwood could look into technology and environmental controls with regards getting pupils ready for leaving school and BC provided context that environmental control is an SLT focus and the Phase Leaders will be working together from a communication and independence point

**JT/GB/LS/
BC
17/03/22**

**GB
27/01/22**

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<p>of view to look at the use of the iPad Pro and the systems that go with it. Phase Leaders will also contact the Chair to explore his son’s current system.</p> <p>A Governor queried the high levels of staff sickness and DB advised Heatherwood are actively working with HR to support each individual member of staff currently off sick or returning to work. One member of staff will begin a phased return after Christmas. Some members of staff have undergone significant Heatherwood is being supportive and have bought into the Wellbeing Charter, however the sickness monitoring policy has to be adhered to.</p> <p>JT queried the Standards Report and asked how the 22 pupils that were not reported this year due to absence were picked back up and BC provided context, explaining about the re-baselining and re-alignment of the curriculum/assessment.</p> <p>JT queried the EYFS data, as 100% of recorded pupils made above their end of year target but only 50% were present for a significant part of the year and DB explained he is addressing the problems with the Solar Assessment System. However, DB explained that some pupils with low attendance are achieving above their targets. The assessment system will be in a better place at the end of next term.</p> <p>A discussion followed with regards including ‘low attendance’ in a vulnerable group and this was noted.</p> <p>JT suggested re-analysis of the vulnerable group’s to provide a comparison for pupils in receipt of vs those not in receipt of and DB agreed to do this. ACTION 4: BC/DB to include low attendance in a vulnerable group and include analysis of pupils in receipt of vs those not in receipt of.</p> <p>GB asked about the impact of the £30k of Pupil Premium (PP) funding spent on staff training for the pool and BC explained Heatherwood are aware of this and currently are exploring how to measure impact. Thehe Pool Manager has been tasked with this.</p> <p>6.1.1. Appendix 1 - Updated SIP</p> <p>Governors received the updated SIP. No queries were raised.</p> <p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report</p> <p>JT asked for an update on the outstanding actions and BC advised that the inspection sheets have been completed. BC will check that the thumb turn locks to external doors have been installed. ACTION: BC to check that the thumb turn locks have been installed to external doors.</p>	<p>BC/DB 17/03/22</p> <p>BC ASAP</p>
<p>6.2. Safeguarding Report</p> <p>Governors received the Safeguarding Report and JT advised that Joanna Hedge, of Central HR, will be undertaking SCR audits as a deep dive assurance.</p>	
<p>6.3. LAC Report</p> <p>Governors received the LAC Report. No queries were raised.</p>	

6.4. Community Voice Report	
Governors received the Community Voice Report. No queries were raised.	
6.5. Budget Monitoring Report	
Governors received the Budget Monitoring Report for information purposes. No queries were raised.	
6.6. Teacher Pay and Appraisal Review	
Governors received the Teacher Pay and Appraisal Review, for information purposes, which will be signed off by the CEO.	
7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log	
Governors were reminded to email any activity to clerkingservices@nexusmat.org	
7.2. Trust Verbal Update of Key Issues	
JT advised Governors of the forthcoming B11 external review for Heatherwood in January 2022.	
The Discovery Academy is on track for opening in September and recruitment will be commencing.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair	
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 27 th January 2022	14:00 – 16:00	Heatherwood School	Quality of Education
Thursday 17 th March 2022	14:00 – 16:00	Heatherwood School	Business Meeting
Thursday 5 th May 2022	14:00 – 16:00	Heatherwood School	Quality of Education
Thursday 23 rd June 2022	14:00 – 16:00	Heatherwood School	Business Meeting
Tuesday 28th June 2022	16:00 – 19:00	Craggs School	Leadership Summit

Minutes approved

CHAIR	SIGNATURE	DATE
G. BULLOCK	G. BULLOCK	27/01/2022