



Heatherwood School Local Governing Body Quality of Education Meeting Thursday 7th October 2021 at 14:00 Heatherwood School and 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
Marc Bratcher	Co-opted Governor – Vice Chair/Wellbeing Link	MB
Fiona Kirkham	Co-opted Governor – T&L Link	FK
Also Present:		
Warren Carratt	Chief Executive Officer	CEO
Emma Sheedy	Governance Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Daryl Bennett	Deputy Headteacher	DB
Apologies:		
Anne-Marie O'Dell	Non-Teaching Governor	A-MO
No Apologies:		
Mel Pidgeon	Parent Governor – Safeguarding Link	MP

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received A-MO. No apologies were received from MP.</p> <p>LS advised of Karen Latimer's resignation as Staff Governor, therefore an election will be undertaken.</p> <p>ACTION: BC to hold a Staff Governor election and update all in due course.</p>	<p>BC ASAP</p>
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted A-MO.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>None</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. 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>3.2. Review & Completion of Register of Interests</p> <p>Governors were reminded to complete and return Register of Interest Forms to Clerking Services.</p>	
4. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 24th June 2021 reviewed and were agreed and approved.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>None.</p>	
5. ITEMS TO BE CONSIDERED	
<p>5.1. SEF & SIP priorities – LGB to agree key areas of qualitative scrutiny</p> <p><u>Self-Evaluation Form (SEF)</u> The CEO suggested adding how many pupils were on roll at the last inspection and how the demographics have changed and LS/BC agreed to do this. ACTION 1: LS/BC to update the SEF regarding pupil demographics.</p>	<p>LS/BC 09/12/21</p>

School Improvement Plan (SIP)

The Chair explained he has always struggled to understand the SIP and queried how the SIP links to the school vision and LS explained that vision is how the objectives are achieved. **The Chair expressed concern regarding how the current school vision can be used in the SIP** and a lengthy conversation followed. LS proceeded to provide an overview of the SIP and explained that Heatherwood's Vision is to become a recognised centre of excellence for pupils with profound, multiple or severe learning difficulties and associated medical conditions from 0-25 years. LS overviewed the four orbits of how this will be achieved - celebrating success and achievement at all levels, seeking and embracing opportunities – we are one-step ahead, actively promoting equality to ensure all are valued by society and being a recognised hub of supportive services for families and professionals. **A Governor added that in his opinion, vision is what we believe in – culture and core beliefs – and the SIP emphasises a particular focus. Everything that we believe in in the vision is implicit in what we do every day** and all agreed with this hypothesis.

The CEO explained that our vision/aim is the culture of what we want the school to be and the four outcomes/aspirations which orbit the vision could potentially be re-branded so they are more explicitly aligned with the Ofsted framework as follows:

Personal Development - celebrating success and achievement at all levels;

Quality of Education could be - seeking and embracing opportunities – we are one-step ahead;

Behaviour & Attitudes - actively promoting equality to ensure all are valued by society; and

Leadership & Management - being a recognised hub of supportive services for families and professionals.

ACTION 2: LS/BC to consider rebranding the Heatherwood Vision to align with the four areas of the Ofsted framework.

**LS/BC
09/12/21**

The Chair queried how progress and development of the key areas are tracked and BC explained that the Project Team would take ownership of the objectives and overviewed the purpose of the Termly Evaluations/Rag Rating. **The Chair asked for an example** and this was provided under Quality of Education. **JT suggested adding further context to the Main Areas for Development and include the QA Monitoring Calendar** and LS/BC agreed to do this.

ACTION 3: LS/BC to add further context to the Main Areas for Development and include the QA Monitoring Calendar.

**LS/BC
09/12/21**

The CEO suggested overviewing the areas of strength/weakness and then link Governors into this via the QA Monitoring Calendar and DB explained he is leading on curriculum and believes all areas require improvement. **The CEO said it would be sensible for Governors to discuss the areas that we know are key areas for Ofsted HMI at future QofE meetings.**

DB offered assurance that the SIP is shared and is displayed in classrooms/learning spaces. Teachers are fully on board with the SIP and **FK shared input from a teaching perspective.** LS suggested the Chair should visit school and have a thorough walk through the curriculum, starting with phonics.

<p>JT recommended adding the following to the SIP:</p> <ul style="list-style-type: none">- Add the non-specialist teacher subject knowledge to 1A;- Add 'emergent' before impact to 1B;- Add explicit detail regarding the phonics journey to 1C;- Add something regarding Eco Schools/Carbon Zero on Page 13. <p>The CEO also emphasised the importance of consistent naming throughout – SDP or SIP and this was noted.</p> <p>ACTION 4: LS/BC to update the SIP as outlined.</p> <p>The CEO queried how confident Heatherwood are regarding in the diversity of the library and BC provided context and explained that this is an area for development.</p> <p>The CEO asked if Heatherwood requires more INSETs and LS agreed yes, which was noted.</p> <p>The Chair concluded that phonics is a key area of scrutiny and the CEO suggested that the January LGB should focus on Heatherwood leaders telling Governors how the implementation of a phonics model is purposeful to support all the pupils of Heatherwood and how does that fit in a broader communication curriculum. A Governor added that Heatherwood need to make every second of teaching count and ensure the way we teach is profoundly important and meaningful. It was agreed for LS/BC to organise a Governor Information session on reading and phonics and for the January QofE meeting should focus on this too.</p> <p>ACTION 5: LS/BC to organise a Governor Information session on reading and phonics and for the January QofE meeting to focus on this too.</p> <p>The CEO queried where preparing for adulthood fetures through the curriculum of school offer and BC explained about the careers offer. A Governor queried if a bespoke higher education offer could be offered and the CEO spoke about the offer at The Bridge.</p>	<p>LS/BC 09/12/21</p> <p>LS/BC 27/01/21</p>
<p>5.2. Appointment of Vice Chair & Link Governors</p> <p>The following appointments were agreed:</p> <p>5.2.1. Vice Chair – MB.</p> <p>5.2.2. Teaching & Learning Link Governor - FK/GB.</p> <p>5.2.3. Safeguarding Link Governor – MP.</p> <p>5.2.4. Finance Link Governor – not required.</p> <p>5.2.5. Wellbeing Link Governor – MB.</p>	
<p>5.3. School Dates for 2022/2023</p> <p>Governors agreed to adopt the LA's model.</p>	
<p>6. GOVERNANCE MATTERS</p>	
<p>6.1. Governors to complete Activity Log</p> <p>The Clerk reminded all Governors to email activity to clerkingservices@nexusmat.org.</p>	

6.2. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors The CEO reminded Governors that the Leadership Summit has been cancelled.	
7. ANY OTHER URGENT BUSINESS	
7.1. To consider any other urgent business agreed by the Chair None.	
8. CONFIDENTIALITY & RISK	
8.1. To consider the confidentiality of any items discussed during the meeting None.	
8.2. To consider any areas of risk discussed during the meeting None.	
9. DATES OF NEXT MEETING	

Thursday 9 th December 2021	14:00 – 16:00	Heatherwood School	Business 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 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit

Minutes approved

CHAIR	SIGNATURE	DATE