



## Heatherwood Academy Council Meeting Thursday 13 June 2024 at 14:00 at Heatherwood School

<b>Those Present:</b>	<b>Role:</b>	<b>Initials:</b>
Gary Bullock	Parent Governor/Chair	Chair
Pat Burbanks	Staff (Non-Teaching) Governor	PB
Suzanne Fulwood	Staff (Teaching) Governor	KS
Fiona Kirkham	Governor	FK
Mel Pidgeon	Parent Governor/Vice Chair	MP
Lyndsay Proctor	Headteacher	LP
Lisa Suter	Executive Headteacher	LS
<b>Also Present:</b>		
Renata Robins	Nexus MAT Governance Clerk	Clerk
Jacky Tattershall	Nexus MAT Assistant CEO – Quality Assurance & School Improvement	JT
<b>Apologies:</b>		
Mark Bratcher	Governor	MB

<b>1. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
1.1. To receive apologies for absence  Apologies were received from MB.	
1.2. To accept apologies for absence  Apologies were accepted from MB.	

<b>2. BEST WE CAN BE AWARDS</b>		
2.1. Best We Can Be Awards	<p>LP informed the governors that she had extended the time staff had to make nominations and stated she would report back at the next academy council meeting in the Autumn term.</p> <p><b>Action: LP to inform governors at the next academy council meeting in the Autumn term.</b></p>	<p><b>Action:</b> <b>LP</b> <b>05/12/24</b></p>
<b>3. ITEMS OF URGENT BUSINESS</b>		
3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business	<p>None.</p>	
3.2. Confirmation of Term of Office – Mel Pidgeon, Parent Governor	<ul style="list-style-type: none"> <li>The term of office for MP ends on 31/08/2024 and GB and LS recommended governors confirm MP's re-appointment for a further four-year term of office, expiring on 30/08/2028.</li> </ul> <p>The academy council unanimously <b>approved the re-appointment of MP for a further four-year term of office from 01/09/2024</b> with two abstentions (MP and MB).</p> <p><b>Action: Clerking Services to facilitate GIAS updates and DBS check renewals as appropriate.</b></p>	<p><b>Action:</b> <b>Clerking Services</b> <b>14.06.2024</b></p>
3.3. Confirmation of new Staff Governor – Suzanne Fulwood	<p>The academy council unanimously <b>approved the appointment of SF as a staff governor for a four-year term of office from 13/06/2024</b> with two abstentions (MB and SF).</p> <p><b>Action: Clerking Services to facilitate GIAS updates and DBS check as appropriate.</b></p>	<p><b>Action:</b> <b>Clerking Services</b> <b>14.06.2024</b></p>
<b>4. DECLARATION OF INTERESTS</b>		
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda	<p>None.</p>	
<b>5. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES</b>		

<p>5.1. To approve the minutes of the following meeting</p> <p>The minutes of the meeting held on 14 March 2024 were approved as a true record with no amendments.</p>	
<p>5.2. Review of Action Tracker</p> <p><b>Action 6.1</b> – Added: Chair to organise a meeting with governors to review and finalise the contents of the 'Evidence File' for the Autumn Term prior to the next academy meeting, e.g., to capture records of governor learning walks (crib sheet), involvement in school life.</p> <p>All other outstanding actions on the tracker were reviewed and updated.</p>	<p><b>Action: Chair September</b></p>
<p>5.3. Matters arising from the Minutes</p> <p>None.</p>	
<p><b>6. ITEMS TO BE CONSIDERED</b></p>	
<p>6.1. Headteacher Report</p> <p>Previously circulated via Governor Hub and LP highlighted key points and invited questions.</p> <p>The Chair requested that it be noted this was LP's first report as the substantive Headteacher and thanked her for the detailed report and the additional documents.</p> <p>LP requested that it be noted she felt fully supported by the induction programme provided by the school and the Trust. LP particularly appreciated the support she had received from Daryl Bennett and the ongoing support from LS.</p> <p><b>6.1.0.a – Heatherwood Transitions EAP Visit 24.05.24 – The Chair enquired whether the school planned to adopt a similar approach for Maths and other subjects as it did for Phonics, as mentioned in the visit report? The report noted that the expected outcomes were not achieved with the Phonics model and that this approach would be reassessed.</b></p> <p>LP explained that while reviewing the Maths curriculum this year, the school structured the documentation similarly to the Phonics model, focusing on its development and progression. The school collaborated with the Maths Hub on this. Although the teaching method for Maths differed from that of Phonics, the school followed a similar pedagogical process. Having gone through a significant journey with Phonics, it was crucial for the staff to clearly articulate this to Ofsted. Consequently, adjustments had been made to reflect this approach.</p> <p><b>4.5 – Behaviour &amp; Attitudes – JT asked for further information regarding the pupil who had previously been suspended but was still displaying high levels of behaviours of concern?</b></p> <p>LP explained that CAMHS had determined Heatherwood was not suitable for the young person, but there were no other short-term options available in Doncaster. After meeting with the parents and a local authority representative, it was decided that</p>	

<p>professionals would visit the school and the young person’s home to reassess the strategies used to help him attend school and participate in class. This had a positive effect on the young person and his attendance at school had improved.</p> <p>LP confirmed there were no suspensions this term.</p> <p><b>3. - Quality of Education - Regarding the 6th Form, JT asked SF for a summary of the findings following on from the Natspec audit, spanning from October last year to the present?</b> SF stated that a clear curriculum had been established for most aspects of Post 16 education, and the school had made significant progress in implementing these elements. JT commended the school for undertaking this valuable piece of work.</p> <p><b>4.1.4 – Table 5 – Absence Data – The Chair enquired around the 33,000 figure for ‘Children on roll but not attending school’?</b> LP clarified that the figure was the number of children on roll but not attending school nationally and that this was classed as Children Missing in Education (CMIE).</p> <p><b>FK asked what happened to children whose parents want to home educate?</b> LP clarified that unlike in a mainstream school where a child can be withdrawn from a school by the parent simply writing in and stating that they will be home educating, if a child has an EHC plan they simply cannot do that. LP stated she would always invite the parents in to discuss this further and the LA would also be involved. LP also explained that sometimes parents didn’t understand that if the home education failed, the child may not be able to simply return to school.</p>	
<p>6.1.1. Appendix 1 – Updated SIP</p> <p>Chair requested for any alterations to be highlighted in a different colour on the SIP for ease of recognition from one meeting to the next.</p> <p><b>Action: LP to input colour signposting on the SIP for any alterations or updates.</b></p> <p>Received.</p>	<p><b>Action: LP 14/06/24</b></p>
<p>6.1.2. Appendix 1 – Updated SEF</p> <p>Chair requested for any alterations to be highlighted in a different colour on the SIP for ease of recognition from one meeting to the next.</p> <p><b>Action: LP to input colour signposting on the SEF for any alterations or updates.</b></p> <p>Received.</p>	<p><b>Action: LP 14/06/24</b></p>
<p>6.2. School Dashboard Summary</p> <p>For information.</p>	

<p>6.3. Budget Report</p> <p>For information.</p> <p><b>Chair enquired if the budget was in a healthy position?</b> School officers confirmed it was.</p> <p>LP informed the committee that under School Funds, there was one additional item for £22.16 on 14 March since the last meeting.</p>	
<p>6.4. Next Year's Budget and Staffing Structure</p> <p>LP stated that, after reviewing various staffing models, LP and LS decided to maintain the current model for the upcoming year. The school planned to recruit an experienced teacher to ensure a balanced team, as an ECT (Early Career Teacher) was already employed.</p> <p>Regarding the budget, LP reaffirmed that the school was utilising Nexus bank supply staff to minimise costs. This allowed the school to employ supply staff capable of performing "reasonable" duties in a special school setting.</p>	
<p>6.5. Cabinet Member &amp; MPs Feedback from Pupil Parliament – Verbal Update</p> <p>Reported and received in the Headteacher's Report, under 5. Personal Development.</p>	
<p>6.6. Skills Audit Feedback</p> <p>The document was circulated in advance and was self-explanatory. The Chair noted that it was created to facilitate shared learning through Governor Hub, including web links to relevant training. In September, the Governor Hub portal will expand its resources and training opportunities. Governors are encouraged to visit the portal and engage in self-directed learning to improve skills in areas identified during the audit.</p> <p><b>Action: Governors requested general training on the use of Governor Hub.</b></p>	<p><b>Action:</b> <b>Clerking</b> <b>Services</b> <b>Autumn</b></p>
<p><b>7. TRUST MATTERS</b></p>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>None.</p>	
<p>7.2. Register of Interests – Annual Review</p> <p>Guidance notes were circulated in advance to help governors make their declarations of interest and other confirmations online via Governor Hub. The Clerk demonstrated to the governors how quick and easy it was to complete this process.</p>	
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	
<p>8.1. To consider any other urgent business</p>	

<p>LP informed the governors that PB was attending her last meeting before retiring at the end of the academic year. The Chair thanked PB for her dedication to the academy board, and everyone wished her well in her retirement.</p> <p><b>Action: Clerking Services to facilitate necessary amendments on GIAS and internal records following PB's retirement.</b></p>	<p><b>Action: Clerking Services 14/06/24</b></p>
<p><b>9. CONFIDENTIALITY &amp; RISK</b></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><b>10. DATES OF NEXT MEETING</b></p>	

Thursday 5 December 2024	14:00 – 16:00	Heatherwood School
Thursday 13 March 2025	14:00 – 16:00	Heatherwood School
Thursday 19 June 2025	14:00 – 16:00	Heatherwood School

**Minutes approved**

CHAIR	SIGNATURE	DATE