



Heatherwood Academy Council Meeting Thursday 16th March 2023 at 14:00 at Heatherwood School

Those Present:		
Gary Bullock	Parent Governor/Chair	Chair
Lisa Suter	Executive Headteacher	LS
Bridget Coy	Head of School	BC
Fiona Kirkham	Co-opted Governor	FK
Marc Bratcher (via Teams)	Governor	MB
Kayleigh Smith	Staff (Teaching) Governor	KS
Also Present:		
Jacky Tattershall	Nexus MAT Assistant CEO/Officer in Attendance	JT
Tracie Lockwood	Nexus MAT Governance Clerk	Clerk
Rachel Wilson	Assistant Headteacher	RW
Daryl Bennett (via Teams until 15.15)	Deputy Headteacher	DB
Apologies:		
Mel Pidgeon	Parent Governor	MP
Pat Burbanks	Staff (Non-Teaching) Governor	PB
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for MP and PB	
1.2. To accept apologies for absence Apologies were accepted for MP and PB	
2. BEST WE CAN BE AWARDS	
2.1. Best We Can Be Awards LS explained that it has previously proven difficult to single out individual staff, but would like all staff to have the opportunity to be nominated for an award. LS has therefore decided that in addition to 'Praise for Perfect Practice', the school will be participating in this new award scheme, although it will be incorporated into the following categories: <ul style="list-style-type: none"> • One term will focus on support staff, one term will focus on the admin staff/wider school and the third term will focus on the teaching staff. • Each group will nominate from within and will not be chosen by LS or SLT • If a number of different nominations are received, one will be drawn out as the winner, however all staff will be recognised. LS is still finalising the details and this has not yet been shared with staff. LS confirmed to Chair's query, that the summer term (next meeting), will be the first award.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business None	
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received.	
5. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES	
5.1. To approve the minutes of the following meeting: The minutes of the meeting held on 17 th January 2023 were approved as a true record with no amendments.	
5.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	

<p>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>Prior to the Headteacher Report, RW shared that as part of British Science Week, the whole school and school community, including parents, will be participating in a walk in the woods. Invitations were extended to all.</p> <p>6.1. Headteacher Report</p> <p>LS asked if there were any questions in respect of the report?</p> <p>BC confirmed to Chair’s query re: Ian Bean (referred to in the report); that he is an ICT consultant. Following an initial visit to school to identify the needs, Ian delivered in-depth training to all staff on 3rd January 2023, which will be followed up by a further visit in May 2023, to look at the training implementation.</p> <p>Chair requested further information re: ‘coaching training’. LS explained to desire to create a coaching ethos across school. The recent coaching looked at leadership styles and LS has enrolled onto the Mastery course in order to become a better coach.</p> <p>JT queried if LS would then be able to deliver the coaching training? LS replied that unfortunately not, but gave an insight into the philosophy of the course, how that relates to school/staff/teaching matters and the new communicative approach that is being developed.</p> <p>Chair enquired if the effectiveness of this new training can be measured? LS responded at there would be no quantitative data, but it would be evident within the ethos of the school and how staff were communicating with each other. This new coaching has not yet been rolled out to staff, as it is currently being developed within the SLT. LS added that everyone is watching you as a leader, so a positive leadership style is crucial in order for it to be successfully modelled throughout school.</p> <p>BC reiterated that the effectiveness would be evident through the ethos and wellbeing of the school.</p> <p>Chair re: 2.7, questioned if the subject leaders are clear where they need to be? LS confirmed that they all are clear where they need to be, but that they are all on a different journey and being supported accordingly. DB has met with subject leaders. DB stated that all have completed SWOT analysis (Strengths, Weaknesses, Opportunities and Threats), which demonstrated that they all have a clear understanding of their subject. This will be followed up after the Easter break.</p> <p>Chair noted the Induction programmes referred to in 2.8.</p>	

LS stated that in addition to the Nexus induction, staff receive a further and more personalised induction linked to Heatherwood and its expectations for new staff. This was formulated by BC following a consultation with the staff.

Chair noted the support that is being received by Darren Dickinson (Nexus Support and Challenge Partner).

LS stated that the school welcome the process and invited Chair to the next feedback session, scheduled for 29th March.

JT requested further details re: the issue reported with the fire doors (2.15)

LS relayed that there had not been any issues raised previously, however a new risk assessor has identified a number of potential issues. Lana Stoyles is involved and is working with LS in this regard. The DfE are involved and funding may be available via a grant, but the amount is yet to be confirmed.

BC confirmed that the fire door survey has been completed, quotes are being obtained by Lana, which will be submitted to the DfE.

LS confirmed to FK's query, that the fire doors have been assessed as suitable for wheelchairs.

BC also added that a successful fire drill has recently taken place.

MB queried if the school's radiators and heaters have also been assessed for safety?

LS confirmed that they have, and that all statutory testing is up to date.

Chair requested more information on the meaning of 'biophilic design' (2.15)

LS explained that it's about how your environment affects your wellbeing, learning and performance – for staff and pupils. The school is in the early stages of this initiative and a site visit will take place in due course. LS added that staff voice/pupil voice could possibly be taken into consideration.

BC commented that it will also link into the school's Eco Committee.

JT queried the reported retention rate, as it appeared to be a low figure.

LS replied that the school have a low number of teachers, which can adversely affect the numbers.

Chair noted the positive report following the Nexus training day.

BC relayed that the entire day had been positively received by all staff members and the Keynote Speakers presentation re: the brain had been extremely relevant. The scope of professional and personal development with the various workshops and the interaction with other schools, was very beneficial.

LS added that the impact on support staff was 'phenomenal' and thanked JT for being instrumental in organising such a successful event.

Chair queried that as the Nexus training days were bi-annual, are there other training events that could be attended in the meantime?

LS advised that this is currently under review, but networking meetings are still taking place.

JT reiterated that a joint day is held annually, but the conference will be held bi-annually.

Chair noted the CPD training for this academic year (2.25) and queried the value of this training and how has it has been implemented within the school?

LS replied that staff are aware of the training they have chosen to undertake, however acknowledged work is ongoing re: receiving feedback following some staff training.

LS replied to **Chairs query re: 3.1.1**, that all teacher assessments have been completed, with no outstanding issues.

JT queried the meaning of the coloured sections within the 'Combined Average' column?

LS explained it related to the strength rating, but will include a key on the next report to clarify.

Action: LS to add a key to explain the strength rating within the 'Combined Average' column of the 'Teacher on a Page' summary

JT commented that this chart shows real strength within the schools teaching practice. BC added that it also helps to show potential weaknesses and where to focus development.

JT queried which Assistant Headteacher has moved into the Post 16 Leadership?

LS confirmed that it is RW and that this is currently a temporary move. This will be formalised next year and form part of a succession plan between DB and RW.

Chair requested further clarification re: 3.4 (Alternative Provision)

BC gave further details on the pupils this relates to, but reiterated that the offer is personalised to ensure each pupil's needs are being met e.g. a reduced timetable to aid transition.

LS reassured **Chair re: the school buses, (4.8) that this issue is being reviewed within the Central Trust.**

JT added that it's a 'Doncaster wide' issue.

Chair referred to **5.2.8 re: Post 16** and detailed his current personal experiences of this.

LS stated that this is also a 'Doncaster wide' issue, but in an attempt to minimise potential challenges, the school hold their leaver's Annual Reviews at the start of the year and transition meetings are scheduled in order to produce concise actions.

LS advised that a 'working party' has been set up and tasked with looking at the gap between children and adults. LS highlighted the importance on being 'a voice' in that forum.

MB commented that this has been an issue for some time and queried if any work had been carried out to scope what is needed for our young people? Are there any examples of best practice within the UK?

LS
22/06/23

<p>LS commented that transition plans are individual to pupil's needs. Work is underway to look at this issue, but unfortunately it will take time.</p> <p>FK shared her concerns at witnessing a noticeable decline in some ex-pupils that have now left school.</p> <p>JT relayed that the Trust are trying to influence as much as possible.</p> <p>MB reiterated his concerns that leaving special school at age 18, is like 'falling off a cliff'. MB offered his support and influence on this issue.</p> <p>LS sought to reassure MB that these discussions are taking place - not just for Heatherwood, but on a MAT wide basis. LS acknowledged that bringing MB 'on board', would be instrumental in him being a voice for school leavers.</p> <p>JT repeated that work is ongoing on this issue, but will take it back to the Trust at Director level.</p> <p>ACTION: JT to relay the school leavers discussion to the Nexus Central Trust Directors</p> <p>KS queried if the Trust networks with other MATS on this issue? JT confirmed that the Trust has a number of partnerships, including MAT partnerships and deal with all issues, not just exclusively SEN.</p>	<p>JT 22/06/23</p>
<p>6.1.1. Appendix 1 – Updated SIP</p> <p>LS stated that the SIP is constantly being updated.</p> <p>Chair acknowledged he is now able to link the SIP with the HT report, through his greater understanding and with the detailed content provided.</p> <p>LS shared that the school are looking to compile a 3 yearly SIP, in an attempt to 'future proof' and strategically strengthen the school.</p> <p>KS provided an update re: the Eco Council. The first meeting has taken place and the board members will be being finalised by the next meeting. A staff Eco Council is also being formed.</p> <p>BC will update the SIP for next meeting with this information.</p>	
<p>6.1.2. Appendix 2 – School SEF</p> <p>LS confirmed that Heatherwood continues to self-assess as an 'Outstanding' school and is 'Ofsted ready'.</p> <p>LS acknowledged that an 'Outstanding' school is not finished and there is always work to do.</p>	
<p>6.2. Community Voice Report</p> <p>No questions raised</p>	
<p>6.3. Budget Report</p>	

LS shared that a positive budget meeting was recently held and in addition, pupil place numbers will increase next year.	
6.4. School Calendar No questions raised.	
6.5. Cabinet Member & MP's Feedback from Pupil Parliament – Verbal Pupil A – delightfully communicated to the members, that at Pupil Parliament you get to make some good decisions. The cabinet have also been discussing topics such as sports day and school dinners. They also think that Staff Awards are a good idea. Pupil A was positively praised for attending the meeting and sharing their experiences, particularly as they are also a newly elected cabinet member. Action: Chair to formally send a letter of thanks to Pupil A, following their attendance at the meeting.	Chair 22/06/23
6.6. Skills Audit – Governor Self-Assessment – Verbal Chair confirmed that an email will be circulated following the meeting.	
7. TRUST MATTERS	
7.1. Trust Verbal Update of Key Issues JT confirmed that the school boiler and roof are being prioritised. BC stated that the school will be running Easter holiday clubs, with secured funding from Doncaster	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business 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 22 nd June 2023	14:00 – 16:00	Heatherwood School
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Minutes approved

CHAIR	SIGNATURE	DATE