



**Heatherwood School Local Governing Body
Safeguarding, Leadership & Management
Thursday 24th June 2021 at 16:00
via MS Teams**

Those Present:		
Lisa Suter	Executive Headteacher	LS
Bridget Coy	Head of School	BC
Gary Bullock	Chair/Parent & Safeguarding Link Governor	GB
Fiona Kirkham	T&L Link Governor	FK
Anne-Marie O'Dell	Non-Teaching Governor	A-MO
Also Present:		
Darryl Bennett	Deputy Headteacher – Officer in Attendance	DB
Warren Carratt	Chief Executive Officer	CEO
Lisa Clark	School Business Manager – Officer in Attendance	LC
Emma Sheedy	Governance Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Apologies:		
Karen Latimer	Staff Governor	KL
Mel Pidgeon	Parent & Wellbeing Link Governor	MP
No Apologies:		
Marc Bratcher	Vice Chair/Wellbeing Link Governor	MB

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from KL and MP.	
1.2. To accept apologies for absence Apologies were accepted from KL and MP. No apologies were received from MB.	
2. ITEMS OF URGENT BUSINES	
2.1. Chair to determine any items of urgent business None.	
3. DECLARATION OF INTERESTS	
3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received. LC joined the meeting at 16.09 and it was agreed for agenda item 6.4. to be addressed and then resume the agenda from item 4 onwards when LC had left the meeting.	
4. HEATHERWOOD LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 6 th May 2021 were approved as a correct record with no amendments.	
4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters arising from the Minutes There were no matters arising.	
5. POLICIES	
5.1. Policies for Review None.	
5.2. New Policies BC advised Governors of several forthcoming policies, which will be provided in the autumn term.	
6. ITEMS TO BE CONSIDERED	
6.1. Headteacher Report Governors received the Headteacher Report in advance of the meeting and discussion/challenge was as follows:	

JT queried item 2.2 regarding curriculum intent following the deeper dives and BC stated the intent is now more secure and Heatherwood are transitioning to the implementation stage.

The CEO queried the phonics model and certainty to meet Ofsted expectations in this area and DB explained about the school's choice to roll out Read Write Inc., which is one of the government schemes. BC also explained about the whole school writing strategy and focus on pronunciation.

The CEO asked about the impact of the Head of School spending significant amounts of time working with parents, who have previously been disengaged and BC provided context. LS spoke positively about BC's impact on parental engagement, which has been phenomenal. **The Chair asked how Cass Heyes (CH) is doing** and DB spoke positively about CH, as she provides a dynamic realism.

The CEO asked for more information regarding 'resources' at item 2.5. and BC advised; 1. Technology and ICT equipment with specialist storage equipment, which is in the process of being unpacked and distributed and 2. Emotional regulation in the Key and creation of safe spaces for pupils to have time out.

The CEO stated that item 2.6. regarding wellbeing was really positive to read and made reference to the recently released DfE Charter for Staff Wellbeing, which will feature in future Ofsted inspections and BC advised this is an agenda item for SLT next week.

The CEO asked if Heatherwood continue to find a way to work with AGPs and BC advised this is dealt with on a case-by-case basis. BC advised of the barriers to overcome with one pupil, who is yet to return and is ambulance and ventilator.

The CEO queried item 4.3. regarding a draft Behaviour Policy, as there is a Trust overarching policy and BC advised that a specific Heatherwood policy is required to cover meeting pupil need, which will be an addendum to the MAT policy.

The CEO asked about Sports Day and BC advised the morning went fine but adaptations were made for the afternoon.

JT queried item 4.4. and asked for headlines following the Executive Headteachers enquiry walk and LS found the consistency to be staff and the care shown towards pupils. The inconsistency was not all staff were aware of pupil's behaviour plans.

6.2. Safeguarding Report

Governors received the Safeguarding Report, which was overviewed by DB.

The CEO asked of DB's view on how secure Heatherwood are following the recent Ofsted thematic review on sexual abuse in schools/peer on peer abuse and DB advised of online training utilised from The Key. In September, Level 1 Safeguarding training will also be delivered to Heatherwood & North Ridge Governors.

<p>The CEO queried item 6 and asked how 149 records of concern by staff compare to a typical year and DB explained this highlighted a training issue regarding what constitutes a concern and scrutiny is now improved, so the number of records of concern could be higher this year.</p>	
<p>6.3. Community Voice Report</p> <p>Governors received the Community Voice Report.</p> <p>The CEO asked how school know that the work of the Parent Support Advisor is impactful and LS advised of feedback from parents. Following recommendation by the CEO, it was agreed for positive feedback to be shared on the school website. ACTION: BC/DB to share positive parental feedback on the school website.</p> <p>The Chair asked about Seesaw and BC spoke positively about the positive impact this is making across school.</p>	<p>BC/DB 07/10/21</p>
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>[LC joined the meeting at 16:09]</p> <p>LC provided an overview of the Health & Safety Report and advised of the Health & Safety Audit planned for the 14th July.</p> <p>The CEO queried the four staff incidents due to pupil behaviour and LC provided detailed context.</p> <p>The CEO asked about the rolling programme of re-decoration and if this is part of the 2021/22 budget and LC advised the rolling programme for maintenance had been included. LC also provided an update on the fire alarm and advised three quotations had been obtained. Hopefully, this work will be planned to take place in the summer. The CEO commended the report and thanked LC for her contribution.</p> <p>[LC left the meeting at 16:14]</p>	
<p>6.5. Competent Person Audit & Action Plan</p> <p>Governors received the Competent Person Audit & Action Plan.</p>	
<p>6.6. Budget Monitoring</p> <p>Governors received the Budget Monitoring Report for information.</p>	
<p>6.7. 2021-22 Draft Budget & Staffing Structure</p> <p>Governors received the 2021-22 Draft Budget for information.</p> <p>Governors received the Staffing Structure and the CEO stated the Executive Headteacher is committed to 1.5 days per week at Heatherwood in 2021/22, as this wasn't clear on the structure.</p>	
<p>6.8. SIP/SEF</p> <p>The Chair commended the SEF and queried the red RAG rated items on the SIP and BC advised; moderation is being explored via the Trusts Mandate Group following</p>	

<p>further work internally and the ECO School's Green award is taking time to set up the committee constitution due to inconsistent attendance. JT queried the RAG rating of the two amber items under Leadership & Management, as she believes these have been achieved and could be green and it was agreed for the SIP to be amended. ACTION: BC to update the two amber items under L&M on the SIP to green.</p>	<p>BC 07/10/21</p>
<p>6.9. Register of Interest Update</p> <p>The Clerk advised Register of Interests will be distributed by email for completion.</p>	
<p>6.10. Outstanding Achievement Awards</p> <p>Following discussion, the CEO explained the intention is to have a constructive connection between Staff and Governors and for Staff to be commended for their efforts/contribution. Several nominees can be made also.</p>	
<p>6.11. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>LS provided Governors with an update regarding The Bridge.</p>	
7. GOVERNANCE MATTERS	
<p>7.1. Governors to complete Activity Log</p> <p>GB and FK advised they visited school on 28/5/21 to see Dan Machin and discuss the engagement model.</p>	
8. ANY OTHER URGENT BUSINESS	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	
9. CONFIDENTIALITY & RISK	
<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>	
10. DATES OF NEXT MEETING	

Thursday 7 th October 2021	14:00 – 16:00	Heatherwood School	Teaching, Learning & Wellbeing
Wednesday 17 th November 2021	16:00 – 19:00	Crags School	Leadership Summit
Thursday 9 th December 2021	14:00 – 16:00	Heatherwood School	Safeguarding, Leadership & Management
Thursday 27 th January 2022	14:00 – 16:00	Heatherwood School	Teaching, Learning & Wellbeing
Thursday 17 th March 2022	14:00 – 16:00	Heatherwood School	Safeguarding, Leadership & Management
Thursday 5 th May 2022	14:00 – 16:00	Heatherwood School	Teaching, Learning & Wellbeing

Thursday 23 rd June 2022	14:00 – 16:00	Heatherwood School	Safeguarding, Leadership & Management
Tuesday 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit

Minutes approved

CHAIR	SIGNATURE	DATE