



**Heatherwood School Local Governing Body
Safeguarding, Leadership & Management
Thursday 18th March 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
Karen Latimer	Staff Governor	KL
Anne-Marie O'Dell	Non-Teaching Governor	A-MO
Mel Pidgeon	Parent & Wellbeing Link Governor	MP
Also Present:		
Darryl Bennett	Deputy Headteacher – Officer in Attendance	DB
Lisa Clark	School Business Manager	LC
Emma Sheedy	Governance Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Apologies:		
No Apologies:		
Marc Bratcher	Vice Chair/Wellbeing Link Governor	MB

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence No apologies were received from MB. The Chair advised Governors of his concerns, as MB is Vice-Chair and of his intentions to visit MB.	
1.2. To accept apologies for absence MB's absence was accepted.	
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.	
4. HEATHERWOOD LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 28 th January 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 5.1.1. Governors reviewed and approved The Careers Policy. 5.1.2. Governors reviewed and approved The Safe Moving & Handling Policy. 5.1.3. Governors reviewed and approved The Supplementary Safeguarding Policy.	
5.2. New Policies 5.2.1. Governors reviewed and approved The Remote Learning Policy.	

6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>Governors received the Headteacher Report in advance of the meeting and discussion/challenge was as follows:</p> <p>The Chair queried report item 2.4. regarding stakeholder satisfaction and asked if the issues on social media were ongoing and BC advised of no reports to school.</p> <p>A Governor queried the format of the Parent Feedback form and BC advised it would be paper format and will be distributed after Easter.</p> <p>The Chair queried report item 3.3. with regards the comprehensive reading strategy cross-school and asked if BC could share any supplementary information and BC expanded on this. BC also explained the cross-school writing strategy would now be implemented next academic year.</p> <p>JT asked how staff are responding to the deeper dives into curriculum areas and a Staff Governor provided input, explaining the process is as you would expect.</p>	
<p>6.2. Safeguarding Report</p> <p>The Safeguarding Report was overviewed by DB.</p> <p>Following discussion, it was agreed for the Chair to have an overview of safeguarding but for MP to become more involved, as she possesses the best skill set and experience. It was agreed DB and MP would meet and discuss this further after Easter.</p> <p>ACTION: DB and MP to meet after Easter to discuss Safeguarding.</p> <p>The Chair referred to Section 3 and queried the 'No' against all job descriptions include a safeguarding responsibility and DB explained that not all include a safeguarding element. LS explained about Staff Safe.</p> <p>The Chair queried sign-off of the Safeguarding Policy at Section 5 and LS advised this had been completed.</p> <p>JT commented on the high number of records of concern and queried if this is a direct result of COVID or another reason and DB explained he could not say if these are directly or indirectly related to COVID.</p> <p>JT queried the report to child protection conferences as no pupils are in receipt of a child protection plan and DB provided context.</p>	<p>DB/MP 24/06/21</p>
<p>6.3. Community Voice Report</p> <p>Governors received the Community Voice Report in advance of the meeting and discussion/challenge was as follows:</p>	

<p>JT asked about engagement with the parents who have not signed up to the Seesaw app and LS explained school are recording their activity/efforts (home visits and telephone calls etc.) to work towards re-engagement and improving communication.</p> <p>A Governor asked how school respond to negative questionnaire responses and BC explained that negativity posted on social media is beyond school's control. School aim to address each issue on a case-by-case basis, as and when they arise. The Governor suggested the school should promote positive feedback so Parents/Carers can see the value of completing questionnaires and this was noted.</p>	
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>[Lisa Clark joined the meeting at 17:03]</p> <p>LC provided an overview of the H&S Report.</p> <p>JT asked the nature of the accidents included at section 2 of the report and the follow-up and LC provided context.</p>	
<p>6.5. Competent Person Audit & Action Plan</p> <p>Governors received the Competent Person Audit & Action Plan and LC provided an overview of each item.</p> <p>[Lisa Clark left the meeting at 17:09].</p>	
<p>6.6. Budget Monitoring</p> <p>Governors received the Budget Monitoring Report.</p> <p>BC advised Governors that school are currently; working on a bid around ICT equipment, continuing to look at the pool and exploring the minibus situation in combination with charitable funding.</p>	
<p>6.7. SIP/SEF Update</p> <p>Governors received the SIP & SEF and the SIP was discussed at length regarding the relevance of the SIP priorities and how they link in.</p>	
<p>6.8. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The project at The Bridge is on track for a September 2021 opening.</p> <p>JT provided an overview of the two SLT vacancies within the Trust.</p> <p>JT extended thanks to the school community for their relentless focus on pupils, families and staff wellbeing and care and for supporting one another at Heatherwood and beyond, this is greatly appreciated by all.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>Governors were reminded to email activity to clerkingservices@nexusmat.org</p>	

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 6 th May 2021	16:00 – 18:00	via MS Teams	Teaching, Learning & Wellbeing
Thursday 24 th June 2021	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE