



**Heatherwood School Local Governing Body
Safeguarding, Leadership & Management
Thursday 10th December 2020 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
Mel Pidgeon	Parent & Wellbeing Link Governor	MP
Also Present:		
Darryl Bennett	Deputy Headteacher – Officer in Attendance	DB
Dan Machin	Phase Leader – Officer in Attendance	DM
Emma Sheedy	Governance Clerk	ES
Apologies:		
Warren Carratt	Chief Executive Officer	CEO
Karen Latimer	Staff Governor	KL
Jacky Tattershall	Assistant CEO – School Improvement	JT
No Apologies:		
Marc Bratcher	Vice Chair/Wellbeing Link Governor	MB

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from the CEO, KL and JT. The Chair advised that MP would be joining late.</p> <p>No apologies were received from MB.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from the CEO, KL and JT.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>2.1.1. The Chair advised of his telephone communications/updates regarding Covid with LS and BC.</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>Staff declared an interest in agenda item 6.8.</p>	
4. HEATHERWOOD LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 6th October 2020 were approved as a correct record with no amendments.</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>There were no matters arising.</p>	
5. POLICIES	
<p>5.1. Policies for Review</p> <p>The Update Report for the Safeguarding and Child Protection Policy was reviewed and agreed.</p>	
<p>5.2. New Policies</p> <p>5.2.1. The Health & Safety Policy (appendix to the overarching Trust policy) was reviewed and agreed.</p> <p>5.2.2. The Bereavement Policy (in conjunction with the Trust Policy) was reviewed and agreed.</p> <p>5.2.3. The E-Safety Policy was reviewed and agreed.</p>	

6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>The Headteacher Report had been shared with Governors in advance of the meeting and discussion/challenge was as follows:</p> <p>The Chair queried item 2.2. and asked if school have any long term absences which are non Covid related and BC advised of three situations, providing an overview of each.</p> <p>There was a discussion regarding item 2.5. and workload balance.</p> <p>The Chair asked if Covid had affected recruitment of the third LSA and BC explained this is ongoing and will be reviewed in January.</p> <p>The Executive Headteacher provided an overview of the 30-day wellbeing challenge.</p> <p>The Chair asked for more information regarding reading at Heatherwood and BC explained about the development of a whole school reading scheme, consistent approaches to meeting pupils' communication needs, the implementation of the CORE curriculum and assessment materials including a whole school trial of the Engagement profile.</p> <p>BC provided Governors with an update in relation to the intent and implementation of the CORE curriculum and the three distinct pathways running through school: Sensory, Active and Intentional. The curriculum is set to launch in January as a trial with further feedback sessions planned in for the Spring Term.</p> <p>The Chair asked of the meaning of manipulatives at item 3.3. and BC explained this refers to physical resources to support learning in Maths, to deepen learning.</p> <p>The Chair asked if any concerns were raised following the monitoring of staff written observations and BC/LS advised of the review currently underway into the effectiveness of the recovery curriculum, although it would appear that the schools existing personalised approach to meeting pupil need is very similar to that advocated in the recovery curriculum. Further details will be shared in the next Headteacher Report.</p> <p>There was a discussion about item 4.2. regarding 'opting out' and 'switching off'.</p>	
<p>6.2. Safeguarding Report</p> <p>There was a discussion regarding training and LS provided an update, explaining that more information will follow in due course.</p> <p>The Chair queried the format of section 6 of the report and DB explained this is the preferred Nexus format going forward.</p>	

<p>6.3. Community Voice Report</p> <p>The Chair commented on the healthy school fund and LS explained this is part of the school budget but accounted for separately. LS explained this belongs to the school and about the role of the Finance & Compliance Officer.</p>	
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>Governors received the H&S Report and no issues were raised.</p>	
<p>6.5. Competent Person Audit & Action Plan</p> <p>Not discussed.</p>	
<p>6.6. SIP/SEF Update</p> <p>Governors received the SIP/SEF and no issues were raised.</p>	
<p>6.7. Budget Monitoring</p> <p>The Budget Monitoring Report was positively received by Governors.</p>	
<p>6.8. Teacher Pay and Appraisal Review</p> <p>The Teacher Pay and Appraisal Review was reviewed and approved.</p>	
<p>6.9. Annual Self-Assessment – NGA Skills Audit</p> <p>The Clerk advised of three outstanding forms, which would be followed up outside of the meeting.</p>	
<p>6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>None.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>The Clerk asked Governors to email Clerking Services at Central Trust with any activity undertaken.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	
<p>9. CONFIDENTIALITY & RISK</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>	

10. DATES OF NEXT MEETING

Thursday 28 th January 2021	16:00 – 18:00	MS Teams	Teaching, Learning & Wellbeing
Thursday 18 th March 2021	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management
Thursday 6 th May 2021	16:00 – 18:00	Heatherwood School	Teaching, Learning & Wellbeing
Thursday 24 th June 2021	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management
Tuesday 29 th June 2021	16:00 – 19:00	Crags School	Leadership Summit

Minutes approved

CHAIR	SIGNATURE	DATE