



**Heatherwood School Local Governing Body
Teaching, Learning & Wellbeing
Thursday 8th October 2020 at 16:00
via MS Teams**

Those Present:		
Lisa Suter	Executive Headteacher	LS
Bridget Coy	Headteacher	BC
Gary Bullock	Parent Governor & Chair	GB
Marc Bratcher	Co-opted Governor – Vice Chair	MB
Fiona Kirkham	Co-opted Governor	FK
Karen Latimer	Staff Governor	KL
Anne-Marie O'Dell	Non-Teaching Governor	A-MO
Mel Pidgeon	Parent Governor	MP
Also Present:		
Warren Carratt	Chief Executive Officer	CEO
Joel Hardwick	Assistant CEO – Strategy & Partnerships	JH
Emma Sheedy	Governance Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Apologies:		
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>No apologies were received.</p> <p>JH and JT introduced themselves and were welcomed to the meeting. MP and A-MO were welcomed as new Governors.</p>	
<p>1.2. To accept apologies for absence</p> <p>No apologies were received.</p>	
2. ITEMS OF URGENT BUSINES	
<p>2.1. Chair to determine any items of urgent business</p> <p>2.1.1. CIF</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>There were no declarations received.</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 30th January 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>There were no policies for review.</p> <p>LS advised that the Safeguarding Policy will be circulated after the meeting for Governor approval.</p> <p>ACTION: LS to circulate the Safeguarding Policy for Governor approval.</p> <p>LS provided an overview regarding policies and a further update will be provided at the next meeting. The CEO provided input with regards the policy processes.</p>	<p>LS 10/12/20</p>
<p>5.2. New Policies</p> <p>None.</p>	

6. ITEMS TO BE CONSIDERED	
<p>6.1. Teaching & Learning Report</p> <p>The T&L Report had been shared with Governors in advance of the meeting and discussion/challenge was as follows:</p> <p>LS provided an update with regards the baselining of pupils.</p> <p>The Chair queried Staff's additional roles and was advised John Wilkinson has an ICT Lead and BC is picking up the MOVE programme in Michelle's absence.</p>	
<p>6.2. Behaviour Log</p> <p>The Chair queried the RIDDOR incident and LS explained it was not a RIDDOR incident and the form had been incorrectly completed. The Chair asked for more information and BC explained the pupil is new and a behaviour plan/sensory assessment is currently being addressed.</p>	
<p>6.3. Wellbeing Report</p> <p>The Chair queried the two pupils which remain absent and are reported as CME and LS provided context, explaining it is believed that both pupils have left the country but this is not proven. This has been escalated to safeguarding at DMBC.</p> <p>JT asked how online virtual learning is going alongside onsite learning and BC explained uptake was not high.</p> <p>The Chair asked for more information regarding the pupils who chose not to return to school and BC provided this. The CEO asked of the HT's stance with regards pupils not returning to School as this is not a virtual School and LS explained each instance is dealt with on a case by case basis. School are looking to formalise the agreement of working with the families. The Chair asked how many pupils had not returned and LS advised around ten but there is a plan in place for each.</p> <p>BC provided Governors with an update regarding Aerosol Generating Procedures; the conflicting advice received and the residual impact. MB spoke at length about his views regarding the uncertainty and conflicting advice due to Covid-19.</p>	
<p>6.4. LAC Report</p> <p>LS apologised for the omission at Section 6 and provided this.</p> <p>The Chair queried Pupil B and LS provided context. The pupil is now back in school.</p> <p>The CEO queried the context of LAC pupils to understand how many were in care and how many qualified as LAC due to short breaks and LS provided this information.</p>	
<p>6.5. Pupil Premium Plan</p> <p>The Pupil Premium Plan was reviewed by Governors and discussion/challenge was as follows:</p>	

<p>Governors thanked BC for the report compilation.</p> <p>The Chair spoke positively about the impact physiotherapy is having on his son and following discussion it was agreed for BC to meet with his son's Physiotherapist. ACTION: BC to explore meeting with Chair's sons Physiotherapist.</p>	<p>BC 28/01/21</p>
<p>6.6. SIP/SEF</p> <p>LS provided an overview and explained that the SIP/SEF's will be updated by BC.</p> <p>The Chair queried 6.6.3. and the grading and LS provided context.</p> <p>JT asked for more information with regards leavers from July 2020 and LS advised there was one.</p> <p>The CEO queried the SEF model and LS advised of their intention to change to a one-page model.</p>	
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>CEO advised Governor's that NGA Annual Self-Assessment documents would be distributed by the Clerks, from the Central Trust.</p>	
<p>6.8. Appointment of Vice Chair & Link Governors</p> <p>Role descriptors had been shared with Governors in advance of the meeting and the Chair welcomed interest from those in attendance:</p> <p>6.8.1. Chair – MB.</p> <p>6.8.2. Teaching & Learning Link Governor – FK. However, concern was raised with regards visits to School. Using MS Teams was recommended to alleviate anxiety.</p> <p>6.8.3. Safeguarding Link Governor – GB.</p> <p>6.8.4. Finance Link Governor – Not required.</p> <p>6.8.5. Wellbeing Link Governor – MB and MP.</p>	
<p>6.8. School dates for 2021/2022</p> <p>Governors received and approved the Doncaster model for 2021/2022 school dates. The extended autumn half term was positively received as this may assist attendance data. INSET dates will be added later. ACTION: LS/BC will share this with families and staff, via letter and on the school website.</p>	<p>LS/BC ASAP</p>
<p>6.9. Changes to Leadership Summits</p> <p>The CEO explained the Leadership Summit in November had been cancelled due to Covid-19 and would now take place on 29th June 2021.</p>	

<p>6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The CEO advised of the re-development of the Strategic Plan and reduction of key objectives from seven to three.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>Governors were asked to email the Clerks with regards any activity.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>8.1.1. CIF An overview was provided by the CEO and Governors agreed for this to be pursued further. ACTION: JH to pursue CIF via GB/LS/BC.</p> <p>8.1.2. Governors expressed their appreciation and thanks to all Teaching Staff and the SLT for their efforts and support during lockdown.</p>	<p>JH 08/12/20</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>	
<p>10. DATES OF NEXT MEETING</p>	

Thursday 10 th December 2020	16:00 – 18:00	MS Teams	Safeguarding, Leadership & Management
Thursday 28 th January 2021	16:00 – 18:00	Heatherwood School	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	Craggs School	Leadership Summit

Minutes approved

CHAIR	SIGNATURE	DATE