



**Heatherwood School Local Governing Body
Safeguarding, Leadership & Management
Thursday 12th December 2019 at 16:00
Heatherwood School**

Those Present:		
Lisa Suter	Executive Headteacher	LS
Gary Bullock	Parent Governor & Chair	GB
Daryl Bennett	Staff Governor (Acting Headteacher)	DB
Irene Ratcliffe	Staff Governor (Non-teaching)	IR
Tracey Severn	Co-opted Governor	TS
Dan Machin	Acting Assistant Head	DM
Also Present:		
Warren Carratt	Nexus MAT CEO	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Apologies:		
Fiona Kirkham	Co-opted Governor	FK
Karen Latimer	Staff Governor	KL
No Apologies:		
Marc Bratcher	Co-opted Governor – Vice Chair (telephone link)	MB

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from FK and KL.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from FK and KL.</p> <p>No apologies were received from MB.</p>	
2. ITEMS OF URGENT BUSINES	
<p>2.1. Chair to determine any items of urgent business</p> <p>The following items of urgent business were determined and discussion was as follows:</p> <p>2.1.1. Parental Complaints The Chair updated Governors, explaining he had met with Parents and complied with the complaints procedure. To date, Parents had not responded with any further queries. The Chair will now write to Parents to hopefully conclude matters formally and amicably. CEO offered his assistance, if appropriate.</p> <p>2.1.2. Health Care - Lee Golze The Chair shared with Governors background information regarding the health care offer and advised of a meeting on Thursday 19th December to explore this further, to ensure it is a sustainable model. CEO and LS will also be meeting with Lee Golze in the New Year.</p> <p>2.1.3. EHCP's The Chair advised he had been actively involved with EHCP's, alongside LS and Pat Bullen to ensure the delivery of well written EHCP's.</p> <p>2.1.4. Sensory Pod The Chair and FK attended School on 12th December to discuss and look at the Sensory Pod. Governors will submit their visit reports in due course.</p> <p>2.1.5. Headship Appointment Discussed at 8.1.1.</p> <p>2.1.6. Funding The Chair provided an update regarding the E3cube funding bid for the School roof. A decision was made to retract the bid and explore this further in the near future.</p> <p>2.1.7. Resignation of Tracey Severn Due to personal circumstances, TS tendered her resignation effective 13th December. Thanks were extended to TS on behalf of the LGB.</p> <p>2.1.8. Appointment of Parent Governors Chair advised two applicants had come forward and CEO outlined the appointment process. ACTION: Chair to address the appointment of Parent Governors.</p>	<p style="text-align: right;">GB 30/01/20</p>

<p>2.1.9. Replacement of Tracey Severn There was a discussion regarding potential interest from colleagues via TS's employer. ACTION: LS to follow up replacement of TS via her employer.</p>	<p>LS 30/01/20</p>
<p>3. DECLARATION OF INTERESTS</p>	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received.</p>	
<p>4. HEATHERWOOD LOCAL GOVERNING BODY MINUTES</p>	
<p>4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 7th October 2019 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes None.</p>	
<p>5. POLICIES</p>	
<p>5.1. Policies for Review 5.1.1. The Recommended Procedure for the Management of Medical Needs Policy was tabled and CEO queried the wording of the document. It was agreed the word 'Recommended' should be omitted. ACTION: Amend the Procedure for the Management of Medical Needs Policy. 5.1.2. Safeguarding Policy was tabled and agreed. ACTION: DB to submit to Diane Hyner/Maria Simpson at the Trust for reformatting. LS outlined that Heatherwood would adopt Nexus' policies and cross referencing would be undertaken by LS and DB.</p>	<p>LS/DB 30/01/20</p> <p>LS/DB 30/01/20</p>
<p>5.2. New Policies None.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Headteacher Report Governors had received the Headteacher Report in advance of the meeting and discussion/challenge was as follows: CEO commented with interest of one assistant Headteacher beginning the NPQH qualification. There was a discussion regarding report format and CEO advised the template needs to</p>	

<p>be amended to reflect the chapters of the new curriculum framework; Quality of Education, Personal Development and Behaviour & Wellbeing. ACTION: Clerk's to ensure the correct Headteacher Report template is submitted.</p>	<p>CLERKS 08/01/20</p>
<p>6.2. Safeguarding Report</p> <p>The Safeguarding Report had been shared with Governors in advance of the meeting and was overviewed by DM with discussion/challenge as follows:</p> <p>CEO queried Perceptions of Safety on page 6 regarding no formal survey being undertaken with regards to the safeguarding in school and DM advised although this had not been undertaken previously, in hindsight this would be looked at going forward, in association with Student Council.</p> <p>The Chair commented that the Role Descriptor for Safeguarding is very useful.</p> <p>CEO explained about the SCR, which is the Trust's responsibility and our HR Advisor has been conducting audits. CEO advised it may be good practise for the Chair to look at the audit findings to increase his level of understanding.</p> <p>[Dan Machin left the meeting at 16:27].</p>	
<p>6.3. Community Voice Report</p> <p>The Community Voice Report had been shared with Governors in advance of the meeting and discussion/challenge was as follows:</p> <p>The Chair queried how Student Council would like to spend the school fund and LS advised that this was already in hand.</p>	
<p>6.4. Health & Safety Report</p> <p>LS provided an overview of the Health & Safety Report and the wellbeing survey was discussed. Some of the responses received were not the intended outcome at the outset but has now formed School's approach to Wellbeing moving forward.</p>	
<p>6.5. SIP/SEF Update School</p> <p>DB provided a verbal update regarding SIP/SEF and advised Christmas events have been positive, much more positive than this time last year.</p> <p>CEO made a suggestion of arranging a visioning session in Spring to address a three-year strategic plan. ACTION: LS/DB to arrange a visioning session in Spring to address a three-year strategic plan.</p>	<p>LS/DB 30/01/20</p>
<p>6.6. Teacher Pay and Appraisal Review</p> <p>The Teacher Appraisal was tabled for Governors information and signed by CEO.</p>	
<p>6.7. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>CEO advised that Heatherwood School converted on 1st November. Coppice School converted on 1st December, which takes the Trust to seven academies with two schools in pre-opening. Becton and North Ridge Schools are due to convert early 2020.</p> <p>CEO advised the Trusts Annual Accounts will be published by 31st December.</p>	

<p>The Leadership Summit was well attended and extremely positive. The next takes place on 9th June 2020 at Craggs Community School. The Chair asked CEO to consider a later start time. ACTION: CEO to consider a later start time for the next Leadership Summit.</p>	CEO 19/03/20
7. GOVERNANCE MATTERS	
<p>7.1. Governors to complete Activity Log</p> <p>There was a discussion between CEO and the Chair regarding completion of the Activity Log and CEO asked for 'focused' visits only to be recorded from 30/01/20 going forward.</p>	
8. ANY OTHER URGENT BUSINESS	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>[LS & DB left the meeting].</p> <p>8.1.1. There was a discussion regarding the Headship Appointment and Governors unanimously agreed with CEO's recommendation.</p> <p>8.1.2. Governors thanks were extended to Friends of Heatherwood.</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 30 th January 2020	16:00 – 18:00	Heatherwood School	Teaching, Learning & Wellbeing
Tuesday 19 th March 2020	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management
Tuesday 7 th May 2020	16:00 – 18:00	Heatherwood School	Teaching, Learning & Wellbeing
Tuesday 9 th June 2020	16:00 – 19:00	Craggs Community School	Leadership Summit
Thursday 25 th June 2020	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE
Gary Bullock		30/01/20