



**Heatherwood School Local Governing Body  
Teaching, Learning & Wellbeing  
Monday 7th October 2019 at 16:00  
Heatherwood School**

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

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from MB and MB's personal circumstances were shared with Governors. CEO expressed supporting reasonable adjustments and various options were discussed; telephone conferencing, Skype etc.</p> <p><b>ACTION:</b> GB to address options prior to the next meeting to enable, support and facilitate MB's participation.</p>	<p><b>GB</b> <b>12/12/19</b></p>
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from MB.</p>	
<p>1.3. No apologies received</p> <p>No apologies were received from TS.</p> <p><b>ACTION:</b> GB to e-mail TS regarding non-attendance.</p>	<p><b>GB</b> <b>12/12/19</b></p>
2. ITEMS OF URGENT BUSINES	
<p>2.1. Chair to determine any items of urgent business</p> <p>2.1.1. Introductions were made around the table. Governors were reminded to register on Governor Hub.</p> <p><b>ACTION 1:</b> Clerk to send Governor Hub invitations to FK and KL.</p> <p>The following items of urgent business were determined and discussed at the beginning of the meeting:</p> <p>2.1.2. The Chair shared with the LGB his awareness of parental complaints, which had been managed and resolved by DB and Chair's input had not been required.</p> <p>Further complaints had been received within the last week, which the Chair would deal with appropriately in accordance with procedures and timescales. LS provided Governors with a very brief overview of the complaints and Governors discussed ways of achieving resolution, which included the Chair meeting with the complainant personally. CEO suggested utilising a Headteacher/Deputy Headteacher from within the Trust as an Independent Investigator.</p> <p><b>ACTION 2:</b> GB to meet with Parents and try to resolve.</p> <p><b>A Governor asked if the reasons for the complaints were legitimate</b> and LS advised there were some legitimacy.</p> <p>2.1.3. The Chair advised he had been working with Emma Heyes, from the Trust, regarding school capital improvements/repairs and had explored like for like replacement of the school roof via a Condition Improvement Fund bid by project management company E3 Cubed. Heatherwood would only contribute 10% of total cost over a 10-year basis, on an interest free credit basis. Funding for a swimming pool may be explored in 20/21. Chair expressed thanks to Emma Heyes for her help and support.</p>	<p><b>CLERK</b> <b>Completed</b></p> <p><b>GB</b> <b>12/12/19</b></p>

<p><b>3. DECLARATION OF INTERESTS</b></p>	
<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>	
<p><b>4. HEATHERWOOD LOCAL GOVERNING BODY MINUTES</b></p>	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 27<sup>th</sup> June 2019 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>	
<p><b>5. POLICIES</b></p>	
<p>5.1. Policies for Review</p> <p>The Chair, LS, DB and Lisa Clark are meeting with Diane Hyner, from Central Trust, on 8<sup>th</sup> October to discuss policies further.</p>	
<p>5.2. New Policies</p> <p>There were none for discussion.</p>	
<p><b>6. ITEMS TO BE CONSIDERED</b></p>	
<p>6.1. Teaching &amp; Learning Report</p> <p>Governors had received the Teaching &amp; Learning Report in advance of the meeting and discussion/challenge was as follows:</p> <p><b>CEO asked if Heatherwood’s Standards Report was the same as the StEP report</b> and DB advised they were different reports. <b>ACTION:</b> DB to distribute Heatherwood’s Standards Report to Governors and review reporting of pupil attainment.</p> <p><b>A Governor asked for more information regarding the MOVE (Movement Opportunities via Education) subscription</b> and DB explained progress had been slow but momentum would now increase with MOVE practitioners driving this forward.</p> <p><b>A Governor asked if outside services supported the MOVE programme</b> and LS explained it had been a ‘school’ decision and Heatherwood need to be brave and plough ahead in the hope outside services would support. If not, and providing safeguarding and procedures are complied with, then Heatherwood need to proceed and not be restrained by non-support.</p> <p><b>A Governor commented she didn’t feel the introduction of MOVE had been delivered appropriately</b> and LS noted this comment.</p>	<p style="text-align: center;"><b>DB 30/01/20</b></p>

<p>DB shared with Governors that numbers continue to increase; 7/8 joining EY's, post-16 numbers were high and classrooms would become tight.</p> <p>DB asked if CEO could offer any feedback on the reports tabled and CEO offered constructive dialogue regarding the importance of the Ofsted framework and the need to capture pupil progress, which then reports into governance ensuring accountability without expecting compliance with one model of setting expectations. Following Brexit and looking at the longer term, CEO was hopeful that Heatherwood would potentially qualify from some re-investment for building schools for the future.</p> <p><b>A Governor asked how much input the school would have with a new build</b> and CEO advised the Dfe provide a standardised foot print, which is then shaped by pupil cohort through purpose and consultation.</p>	
<p>6.2. Behaviour Log</p> <p>The Behaviour Log had been shared with Governors in advance of the meeting and no comments were made during the meeting.</p>	
<p>6.3. Wellbeing Report</p> <p>The Wellbeing Report had been shared with Governors in advance of the meeting and no comments were made during the meeting.</p>	
<p>6.4. LAC Report</p> <p>The LAC Report had been shared with Governors in advance of the meeting and no comments were made during the meeting.</p>	
<p>6.5. Pupil Premium Plan</p> <p>The Pupil Premium Plan had been shared with Governors in advance of the meeting and DB advised the plan was ambitious.</p>	
<p>6.6. SIP/SEF</p> <p>Governors had received the SIP and SEF in advance of the meeting and discussion was as follows:</p> <p><u>SEF</u></p> <p>DB advised that due to the changes experienced within school, the decision had been taken to judge certain area's as 'good' rather than 'outstanding' and that Heatherwood expect to return to an 'outstanding' judgement by the end of the Autumn term 2019. Leadership &amp; Management – permanent staffing going forward as now in place. A lengthy discussion followed and</p> <p><b>CEO queried how realistic this target was to achieve 'outstanding' for Quality of Teaching and Leadership &amp; Management. CEO advised that following planned conversion on 1<sup>st</sup> November, Heatherwood would not be within an Ofsted assessment window for 2 years and suggested allowing more time to fully embed new strategies.</b></p> <p><b>A Governor asked how much of the new Ofsted framework had influenced the SEF judgement from 'outstanding' to 'good' and DB/LS provided an explanation.</b></p> <p>[KL left the meeting at 17:38]</p>	

<p><u>SIP</u></p> <p><b>SIP – CEO asked for clarity regarding whether the Mental Health Policy on page 5 referred to pupils or staff</b> and DB advised both. CEO suggested commissioning the Wellbeing Link Governor to lead on this, when appointed.</p> <p><b>SIP – CEO asked for clarity regarding ‘Review internet safety’ on page 5 and whether this referred to e-safety</b> and DB advised this was more of a concern due to the current cohort. CEO suggested commissioning the Safeguarding Link Governor to lead on this, when appointed.</p> <p><b>SIP – CEO asked about Leadership &amp; Management Summary of Aims</b> and it was agreed this should be amended.</p> <p><b>ACTION:</b> SIP Leadership &amp; Management Summary of Aims to include moving towards a permanent leadership structure by the start of the next academic year.</p>	<p><b>DB</b> <b>30/01/20</b></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 &amp; 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. Teaching &amp; Learning Link Governor There was a discussion and it was agreed FK would be appointed as Teaching &amp; Learning Link Governor.</p> <p><b>FK questioned the line of enquiry ‘How are pupils educated against British Values?’ as she believed this would not apply to Heatherwood</b> and CEO mentioned Student Council etc. to support and exercise pupil voice and democracy.</p> <p>6.8.2. Safeguarding Link Governor</p> <p>6.8.3. Finance Link Governor</p> <p>6.8.4. Wellbeing Link Governor</p> <p><b>ACTION:</b> Chair and DB to meet and discuss Link Governor Role’s for Safeguarding, Finance &amp; Wellbeing and provide an update at the next mtg.</p>	<p><b>GB/DB</b> <b>12/12/19</b></p>
<p>6.9. School dates for 2020/2021</p> <p>The DMBC schedule was tabled and it was agreed the DMBC dates would be adopted for Heatherwood, with inset dates to be agreed at a later date.</p>	
<p>6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>CEO advised Governors that the plan was for Heatherwood to convert on 1<sup>st</sup> November 2019.</p>	

<b>7. GOVERNANCE MATTERS</b>	
<p>7.1. Governors to report on:</p> <p>CEO provided Governors with an overview on the purpose of the activity log and offered completion guidance.</p> <ul style="list-style-type: none"> <li>a) Any function exercised on behalf of the LGB <ul style="list-style-type: none"> <li>• The activity log was completed by Governors.</li> </ul> </li> <li>b) Any training and development undertaken <ul style="list-style-type: none"> <li>• The activity log was completed by Governors.</li> </ul> </li> <li>c) Visits to schools within the MAT <ul style="list-style-type: none"> <li>• The activity log was completed by Governors.</li> </ul> </li> </ul>	
<b>8. ANY OTHER URGENT BUSINESS</b>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>Discussed at 2.1.</p>	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
<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>	
<b>10. DATES OF NEXT MEETING</b>	

Apologies were received from FK for 19/03/20.

Wednesday 20 <sup>th</sup> November 2019	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Thursday 12 <sup>th</sup> December 2019	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management
Thursday 30 <sup>th</sup> January 2020	16:00 – 18:00	Heatherwood School	Teaching, Learning & Wellbeing
Tuesday 19 <sup>th</sup> March 2020	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management
Tuesday 7 <sup>th</sup> May 2020	16:00 – 18:00	Heatherwood School	Teaching, Learning & Wellbeing
Tuesday 9 <sup>th</sup> June 2020	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Thursday 25 <sup>th</sup> June 2020	16:00 – 18:00	Heatherwood School	Safeguarding, Leadership & Management

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
Gary Bullock		12/12/19