



Heatherwood Academy Council Meeting Thursday 5 December 2024 at 14:00 at Heatherwood School

Those Present:	Role:	Initials:
Gary Bullock	Parent Governor/Chair	Chair
Mel Pidgeon	Parent Governor/Vice Chair	MP
Kath Coates	Staff (Support) Governor	KC
Suzanne Fulwood	Staff (Teaching) Governor	KS
Fiona Kirkham	Governor	FK
Lyndsay Proctor	Head Teacher	LP
Also Present:		
Renata Robins (via Teams)	Nexus MAT Governance Clerk	Clerk
Lisa Suter	Nexus MAT Executive Regional Director	LS
Rachel Wilson	Deputy Head Teacher	RW
Apologies:		
Mark Bratcher	Governor	MB

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from MB.	
1.2. To accept apologies for absence Apologies were accepted from MB.	
1.3. Confirmation of Vice Chair – Mel Pidgeon The academy council unanimously approved the confirmation of MP as Vice-Chair, with one abstention by MP.	

2. BEST WE CAN BE AWARDS	
<p>2.1. Best We Can Be Awards</p> <p>LP informed governors that although several members of staff were nominated, Amanda Wynne, one of the school’s LSAs, received two nominations. Amanda would receive an award for always going to help anyone, setting a high standard in care work, always being hard working and making sure everything was in line with protocols so people were safe as they could be</p> <p>Praise the Perfect Practice – Staff expressed enthusiasm for resuming regular recognition of colleagues through nominations, as was previously done. They suggested a more frequent schedule, potentially every fortnight, to celebrate achievements and contributions. It was agreed that this would run monthly alongside the Trust initiative.</p> <p>Action: LP to inform the nominated staff member and the wider school community on Friday.</p>	<p>Action: LP 06.12.24</p>
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business</p> <p>Item listed under 8.1.</p>	
<p>3.2. Confirmation of new Staff Governor – Kath Coates</p> <p>The academy council unanimously approved the appointment of KC as a staff governor for a four-year term of office from 05/12/2024 with two abstentions (KC and MB).</p> <p>Action: Clerking Services to facilitate GIAS updates and DBS check as appropriate.</p>	<p>Action: Clerking Services 06.12.2024</p>
4. DECLARATION OF INTERESTS	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>None.</p>	
5. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>5.1. To approve the minutes of the following meeting</p> <p>The minutes of the meeting held on 13 June 2024 were approved as a true record with no amendments.</p>	

<p>5.2. Review of Action Tracker</p> <p><u>Item 6.1. Evidence File</u> The Chair acknowledged the challenges in coordinating all governors' schedules and proposed the creation of a dedicated folder at the school as a practical solution. Governors were encouraged to document their involvement in school activities and contribute these records to the folder, ensuring a comprehensive reference for future use.</p> <p>Action: Chair to ensure the evidence file was in place before the next meeting.</p> <p>All other outstanding actions on the tracker were reviewed and updated.</p>	<p>Action: Chair 13.03.25</p>
<p>5.3. Matters arising from the Minutes</p> <p>None.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Headteacher Report</p> <p>The report had been previously circulated via Governor Hub and LP highlighted key points and invited questions.</p> <p>LP noted that she continued to feel fully supported by LS and Trust staff and was networking with local Heads.</p> <p>The Chair asked for clarification of the grid provided in 2.1.1.? LP stated that the grid was an anonymised colour representation of the formal lesson observations conducted during the term and the outcomes achieved. Across the top were the 8 teacher standards with the average at the end: Green – good Blue – exceeding Amber - not quite there but not far off and Red – struggling with that area.</p> <p>The Chair asked if the ones in red had been addressed? LP confirmed that was the case.</p> <p>The Chair observed that numerous extra-curricular activities were underway and enquired about the impact on the school. Specifically, the Chair asked whether staff involvement in these activities posed challenges, such as limiting their ability to provide one-to-one support for students due to the additional responsibilities? LP explained that staff adapt to the current circumstances, ensuring they make the best of the situation. LP emphasised the flexibility to take extra time when needed to prioritise effective teaching and learning, highlighting the team's commitment and resilience.</p> <p>The Chair enquired about the Attendance Data (Table 4 in Section 3.4) and Absence Data (Table 5 in Section 3.9)?</p>	

<p>LP provided an anonymised overview of the case histories of the students involved, detailing the strategies being implemented to support their continued engagement in education.</p>	
<p>6.1.1. Appendix 1 – Updated SIP Received for information.</p>	
<p>6.1.2. Appendix 1 – Updated SEF Received for information.</p>	
<p>6.2. Draft School Dashboard Summary Received for information. LS stated that the dashboard summary would now be updated jointly with the school’s ERD and EAP before being signed off by the Scrutiny Board.</p>	
<p>6.3. Budget Report For information.</p>	
<p>6.4. Teaching Staff Appraisal Outcome Report Received for information.</p>	
<p>7. TRUST MATTERS</p>	
<p>7.1. Trust Verbal Update of Key Issues LS shared with the meeting that due to VAT changes, as the Trust was becoming VAT registered, supplier invoice processing would move from the school to the Trust, eliminating the £6,000 financial support fee. This will save Heatherwood the £6,000 fee they currently pay.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business</p> <ul style="list-style-type: none"> The Chair announced that FK was attending her final meeting, having stepped down from her governor position after an impressive 11 years of dedicated service. The Chair warmly thanked FK for her significant contributions to the academy board, and all members joined in extending their best wishes for her future endeavours. FK expressed her desire to remain connected to the school community and requested to be informed about upcoming social events, as she would be delighted to continue participating. <p>Action: Clerking Services to facilitate necessary amendments on GIAS and internal records following FK’s resignation.</p>	<p>Action: Clerking Services 06/12/24</p>

<ul style="list-style-type: none"> The clerk reminded governors to promptly complete their online Declaration of Interests and Safeguarding training via Governor Hub, if they had not already done so. 	
9. CONFIDENTIALITY	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
10. DATES OF NEXT MEETINGS	

Thursday 13 March 2025	14:00 – 16:00	Heatherwood School
Thursday 19 June 2025	14:00 – 16:00	Heatherwood School

Minutes approved

CHAIR	SIGNATURE	DATE