



**Heatherwood Academy Council Meeting  
Thursday 19 June 2025 at 14:00  
at Heatherwood School**

<b>Those Present:</b>	<b>Role:</b>	<b>Initials:</b>
Gary Bullock	Parent Governor/Chair	Chair
Kath Coates	Staff (Support) Governor	KC
Suzanne Fulwood	Staff (Teaching) Governor	SF
Cy Goucher	Parent Governor	CG
Lyndsay Proctor	Head Teacher	LP
<b>Also Present:</b>		
Renata Robins	Nexus MAT Governance Clerk	Clerk
Lisa Suter	Nexus MAT Executive Regional Director	LS
<b>Apologies:</b>		
Mark Bratcher	Governor	MB
Mel Pidgeon	Parent Governor/Vice Chair	MP

<b>1. APOLOGIES FOR ABSENCE</b>	<b>Actions</b>
1.1. To receive apologies for absence  Apologies were received from MB and MP.	
1.2. To accept apologies for absence  Apologies were accepted from MB and MP.	
<b>2. BEST WE CAN BE AWARDS</b>	
2.1. Best We Can Be Awards  LP informed governors that governor Kath Coates was the recipient of this term's award for her tireless work to support Heatherwood pupils and their families with positivity, professionalism and a smile. Kath will be presented her award during the last Monday	

<p>staff briefing as part of Heatherwood’s Praise for Perfect Practise. Governors applauded Kath on her well-deserved recognition.</p> <p><b>Action:</b> LP to present KC Best We Can Be Award at the next Monday staff briefing.</p>	<p><b>Action:</b> <b>LP</b> <b>End of</b> <b>Term</b></p>
<b>3. ITEMS OF URGENT BUSINESS</b>	
<p>3.1. Chair to determine any items of urgent business to be considered</p> <p>None.</p>	
<b>4. DECLARATION OF INTERESTS</b>	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>None.</p>	
<b>5. HEATHERWOOD SCHOOL LOCAL GOVERNING BODY MINUTES</b>	
<p>5.1. To approve the minutes of the following meeting</p> <p>The minutes of the meeting held on 13 March 2025 were approved as a true record with one amendment:</p> <p><b>Action:</b> Under those present at the meeting, SF’s initials to be changed from KS to SF in the initials column to reflect her correct name.</p>	<p><b>Action:</b> Clerk 19.06.25</p>
<p>5.2. Review of Action Tracker</p> <p>8.1 Any Other Urgent Business – Governors noted the revised meeting time for next year, which will now be from 13:00 to 15:00.</p> <p>All other outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>LP invited governors to share topics they would like more information on during the three formal governor meetings scheduled for next year, outside of the SIP and SEF meetings held in the Autumn term. LS suggested that it would be a valuable professional development opportunity for subject leads to deliver a 10-minute presentation to governors, enhancing both their confidence and communication skills.</p> <p><b>Action:</b> Governors to share topics with LP.</p>	<p><b>Action:</b> Governors / LP Autumn Term</p>
<b>6. ITEMS TO BE CONSIDERED</b>	
<p>6.1. Headteacher Report</p>	

The report had been previously circulated via Governor Hub and LP highlighted key points and invited questions.

#### Leadership & Management

LP explained that she was in her fourth term at Heatherwood and was now sharing her time with Coppice. She stressed that she was the Executive Head at Coppice but her substantive role remained as Headteacher at Heatherwood.

LS and KC informed governors that, as part of the Bereavement Policy expectations, a decision had been made to transform the 'Family Room' into a more welcoming space in a 'café' style environment where families/parents could gather for coffee mornings/get togethers. Contractors have been consulted, and the aim is to fully refurbish the current area to create a warmer, less clinical environment. This initiative has been made possible thanks to generous donations from parents, offering a meaningful way to give back to the school community.

#### **Chair referred to 6.1.0.b. the EAP Deep Dive visit report and referred to the assessment process and that some of the actions were in red and whether they still overdue?**

LP explained that due to the Phonics Deep Dive being cancelled, once the visit takes place those actions will be updated.

#### **Chair asked whether some new dates needed to be input?**

LP confirmed that this would be actioned after the visit.

#### **Chair referred to 6.1.0.d. Safeguarding Review report and asked why one recommendation remained in red?**

LP confirmed that she had taken advice and this would be updated in line with KCSIE 2025 when it is published in mid-August, in time for the September start.

#### Quality of Education

LP explained that this part of the report had been completed by RW (Deputy Head Teacher) who was unavailable to be present today due to attending Level 3 Safeguarding training. LP praised RW for doing a fabulous job at school. The school had welcomed three new members of staff who had gone through a rigorous induction process.

Chair noted that staff absence had improved and this was encouraging to read. LS further commented that Heatherwood had been recognised at Trust level for the improvement.

#### Absence Data

LP confirmed she was using the DfE guidance in regards to requests for holidays, with respite/charity holidays being authorised under the regulations.

#### Community Voice

KC acknowledged that staff have found it challenging to gather parents' views. To address this, feedback slips will be introduced at both formal and informal school events for parents to complete. KC also suggested that positive comments collected could be displayed on the school website in the form of speech bubbles, helping to showcase parental engagement and highlight the school's strengths.

<p>LS thanked LP for her report and highlighted the need to avoid identifying individual teachers in the Headteacher’s Report to maintain confidentiality.</p> <p><b>Action:</b> LP to avoid identifying individual teachers in the Headteacher’s Report.</p>	<p><b>Action:</b> LP Ongoing</p>
<p>6.1.1. Appendix 1 – Updated SIP</p> <p>Circulated for information.</p>	
<p>6.1.2. Appendix 1 – Updated SEF</p> <p>Circulated for information.</p>	
<p>6.2. Draft School Dashboard Summary</p> <p>Circulated for information.</p>	
<p>6.3. Budget Report</p> <p>Circulated for information.</p> <p><b>Chair asked if the financial position at Heatherwood was viable?</b> LP confirmed that the school was finishing the year with a healthy surplus. In September, Heatherwood would be putting in a bid to the Central Trust for the refurbishment of the swimming pool and the school would be in a position to contribute to the overall cost</p> <p>Heatherwood had made some significant changes to staffing this year. LP explained the rationale used regarding recruitment.</p> <p><b>The Chair enquired about the swimming pool and asked what the timeline was?</b> LP explained that she had consulted with officers from the Central Trust team, who advised waiting until September to begin the process. In the meantime, funding had been allocated to tarmac the front of the school, with this project scheduled for completion before September, having secured a more favourable quote.</p>	
<p>6.4. Next Year’s Budget and Staffing Structure</p> <p>Verbal update given by LP and LS.</p> <p>15:10 LP left the meeting at this point to attend a staff briefing to staff from the Central Trust.</p>	
<p>6.5 Cabinet Member &amp; MPs’ Feedback from Pupil Parliament</p> <p><b>Action:</b> This item was deferred until the Autumn term meeting.</p>	<p><b>Action:</b> LP Autumn Term</p>

<p>6.6 Skills Audit Feedback</p> <p>The document was circulated in advance and was self-explanatory. The Chair noted that it was created to facilitate shared learning through Governor Hub, including web links to relevant training. Governor Hub portal continued to expand its resources and training opportunities. Governors were encouraged to visit the portal and engage in self-directed learning to improve skills in areas identified during the audit.</p>	
<p><b>7. TRUST MATTERS</b></p>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>LS informed the group that a Trust-wide letter will be sent out regarding a consultation on a potential merger with Ebor Trust, proposed to take effect from September 2026.</p> <p>LS emphasised that there will be no changes to how the Trust currently operates. The merger is intended to create the largest and strongest Trust, enabling greater collaboration and the ability to utilise expertise across both Trusts to benefit all schools involved.</p>	
<p>7.2. Register of Interests – Annual Review</p> <p>Guidance notes were circulated in advance to help governors make their declarations of interest and other confirmations online via Governor Hub. The Clerk demonstrated to the governors how quick and easy it was to complete the process.</p>	
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	
<p>8.1. To consider any other urgent business</p> <p>None.</p>	
<p><b>9. CONFIDENTIALITY</b></p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p><b>10. DATES OF NEXT MEETINGS</b></p>	

Thursday 4 December 2025	13:00 – 15:00	Heatherwood School
Thursday 12 March 2026	13:00 – 15:00	Heatherwood School
Thursday 25 June 2026	13:00 – 15:00	Heatherwood School

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>
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