



**Heatherwood Academy Council Meeting
Thursday 04 December 2025 at 14:00
at Heatherwood School**

Those Present:	Role:	Initials:
Amy Brownsend	Community Governor	AB
Kath Coates	Staff (Support) Governor	KC
Suzanne Fulwood	Staff (Teaching) Governor	SF
Cy Goucher	Parent Governor	CG
Lyndsay Proctor	Executive Headteacher	LP
Also Present:		
Lisa Suter	Nexus MAT Executive Regional Director/Chair	LS
Apologies:		
Gary Bullock	Parent Governor/Chair	Chair
Mel Pidgeon	Parent Governor/Vice Chair	MP

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from GB and MP.	
1.2. To accept apologies for absence Apologies were accepted from GB and MP.	
1.3 Confirmation of Vice Chair – Cy Goucher Attendees confirmed the new Vice Chair, Cy Goucher.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Presentation to staff nominee	

<p>"Best We Can Be" Award presented to JQ for outstanding support to pupils' medical needs and advocacy for families.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business to be considered</p> <p>None.</p> <p>3.2 Confirmation of Resignation – Marc Bratcher, Gary Bullock, Mel Pidgeon</p> <p>Resignations from MB, GB, and MP were formally acknowledged. It was agreed that a collective letter of thanks would be sent to the departing governors. Action: LP to prepare and send the collective letter of thanks.</p> <p>3.3 Confirmation of Community Governor - Amy Brownsword</p> <p>Attendees confirmed the acceptance of Amy Brownsword as Community Governor.</p>	<p>Action: LP 12/03/26</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 19 June 2025 were approved as a true record.</p>	
<p>5.2. Review of Action Tracker</p> <p>All other outstanding actions on the tracker were reviewed and updated.</p> <p>Informal Governor Meetings. Action - LP to schedule two informal governor sessions based on topics requested.</p> <p>Anonymisation in reports. Adopt "Class 1, Class 2" format in future reports; sensitive items treated as confidential. Pupil Parliament. Cabinet members to attend a future meeting to share updates.</p>	<p>Action: LP 12/03/26</p>
<p>5.3. Matters arising from the Minutes</p> <p>None.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1 Headteacher Report</p>	

Staffing

- Headteacher continues to support Coppice School alongside Heatherwood duties.
- Interim Leadership support from Daryl Bennett noted with thanks (this concludes at Christmas).
- Sam Lee is now in post full-time, strengthening day-to-day leadership capacity.
- Ruby Bullock confirmed as Assistant Head and Designated Safeguarding Lead (DSL) and is temporary until Easter.
- Deputy Headteacher appointed (announcement to staff scheduled).
- DSL interview scheduled for the following day.
- Moving & Handling support appointment made to assist Karen during Jane's two-term absence.

Safeguarding & Compliance

- External safeguarding support from consultant Joanne Cliff during DSL transition; next visit scheduled for 10 December 2025.
- Action log updated and shared for advance review to ensure no outstanding reds?

Curriculum, Pedagogy & CPD

- Intensive Interaction research project concluded; final videos and questionnaires submitted by staff teams (including LSAs).
- Leadership CPD delivered by Executive Assurance Partner on EEF-aligned implementation strategies to ensure sustained impact.
- Read Write Inc phonics implementation day adapted due to heating failure; work progressed at The Bridge site with cascade planned after Christmas.
- Future HT reports to anonymise teacher references using class labels for confidentiality.

Well-being & Environment

- Staff room refurbishment scheduled for Easter following staff feedback.
- Sixth Form common room is repurposed as a quiet lunchtime space (except Thursdays when key learners are on site).
- Staff well-being survey completed; results to be shared at the next meeting and "you said, we did" responses to follow. **Action – LP to share staff well-being survey outcomes (anonymised) and "you said, we did" at next meeting.**

**Action:
LP
12/03/26**

Teaching, Learning & Assessment

- Formal lesson observations commenced, early feedback positive.
- EYFS collaboration initiated with Hilltop School; reciprocal visit planned for January with sharing of best-practice documentation.
- All teachers completed Level 1 Makaton; continued focus on consistent use across the school day.
- Seesaw used to evidence progress towards EHCP outcomes; quality and tagging consistency improving through weekly monitoring.
- Pupil Profile meetings underway to triangulate EHCP targets, Seesaw evidence, and next steps; emphasis on measurable, time-bound targets following LA guidance. Continue monitoring Seesaw engagement and gather parent feedback on usability.

Attendance

<ul style="list-style-type: none"> Persistent absences reduced from 54% to 40%; continued bespoke support for families, phased reintegration and targeted catch-up on return from medical absences. <p>Enrichment & Pupil Voice</p> <ul style="list-style-type: none"> Pupil Parliament and House of Lords established; first sitting held on 26 November. Drama Circle introduced to build communication and confidence, informed by Chailey outreach practice. Residentials and Duke of Edinburgh expeditions scheduled; Bendrigg Trust support secured to reduce costs for families. School supporting Darts (Doncaster Arts) four-year funding bid via a letter of support. <p>Community Engagement</p> <ul style="list-style-type: none"> Parent survey feedback acted upon (including prom venue change to improve accessibility). Parent group "Heatherwood Helping Hands" relaunched; parents contributing to fundraising and event preparation. 	
<p>6.1.1. Appendix 1 – Updated SIP</p> <p>This was circulated for information prior to the meeting.</p>	
<p>6.1.2. Appendix 1 – Updated SEF</p> <p>This was circulated for information prior to the meeting.</p>	
<p>6.2. Draft School Dashboard Summary</p> <p>This was circulated for information prior to the meeting.</p>	
<p>6.3. Budget Report</p> <p>The current budget position was noted. An allocation of £40–45k has been set aside for site access improvements, such as new gates, in connection with the Local Authority's traffic scheme. The school is awaiting confirmation of the works timetable from the LA.</p>	
<p>6.4. Teaching Staff Appraisal Outcome Report</p> <p>This was circulated for information prior to the meeting.</p>	
<p>7. TRUST MATTERS</p>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>LS explained that the Ebor merger work continues at Trust level, no operational changes to day-to-day school functions at this stage.</p> <p>Seven Hills School expected to join the Trust (target February 2026).</p>	

<p>Governors were reminded to complete required online training and notify Clerking Services of completion. Action – Governors to notify Clerking Services when their online training is completed.</p>	<p>Action: All Governors 12/03/26</p>
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business</p> <p>Thursday 12 March 2026 - Consider hosting the meeting at The Bridge site; if so, ensure meeting time accommodates site closing times and transport logistics. Action – LP to let Clerking Services know if there is to be a change of site for the next meeting.</p>	<p>Action: LP 12/03/26</p>
<p>9. CONFIDENTIALITY</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>Matters relating to individual staff support and EYFS collaboration were recorded as confidential and are not included in the public minutes.</p>	
<p>10. DATES OF NEXT MEETINGS</p>	

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

Minutes approved

CHAIR	SIGNATURE	DATE