

MINUTES OF MEETING

School: Heatherley Primary
Meeting title: Summer term meeting of the governing body
Date and time: Wednesday, 17 July , 2019 at 6.00pm
Location: At the school

Membership
'A' denotes absence

	Mr C Burgess
	Mr M Castledine
	Mr P Collins
	Mr P Croucher
	Mrs H Drew
A	Mrs D Gregg
	Mr L Harrison
A	Mr R Lyons
A	Miss S Mayes
	Miss S Plumbe
	Miss J Swinscoe
	Mrs C Ripley

In attendance Mr D Silcock (clerk to the governors)

GB/16/19 Apologies for absence Action

Apologies for absence were received from Mr Lyons and Mrs Gregg. Miss Mayes was also absent.

It was

resolved

That the governing body consent to the apologies for absences.

GB/17/19 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/18/19 Review of membership

Mrs Drew confirmed her intent to resign at the end of this term. Governors thanked Mrs Drew for her contributions in support of school, noting her diligence in asking searching questions. Parent and co-opted vacancies will be advertised next term.

GB/19/19 Approval of minutes for spring term

The minutes of the spring term meeting held on 3 April, 2019 having been previously circulated were confirmed and signed by Mr Collins.

Review of actions

All actions have been completed.

GB/20/19 Receipt of minutes and approval of policies from committees and working parties

HT

Review of actions

The FGP&P met on 18 June, 2019.

The budget was signed off.

Revised staffing structure was discussed and approved.

FGP&P/20/19: Mrs James and the SBM attend SFVS training in September to prepare for the revisions due in 2020/21.

FGP&P/23/19: Investment in CPD. The free training obtained is going very well, with a number of staff committing time to support their personal development.

GB/21/19

Financial reporting

Budget, update and BO2: Approved in committee.

Services for Schools: Mrs James and Mr Collins will consult and report to FGP&P, to be completed at the next FGP&P meeting.

Group email addresses are no longer available via the LA network. It was agreed governors will be individually allocated G1, G2 etc @heatherley.

**FGP&P
agenda**

GB/22/19

Headteacher's report

See confidential items.

Pupils: 308 on roll, school being full across all years. Summer term movement in and out resulted in no net change, with 39 children on the waiting list.

Changes to the Fair Access protocol could see Heatherley pushed further over PAN.

Question: How will this affect school? Parents on the waiting list are more likely to hold out for a place at Heatherley.

There have been no exclusions this term.

Challenge: Were any children close to being excluded? One did get close, but "likely offenders" mostly behaved within limits.

Attendance: 95.7%, and good considering the effect of some problem families.

Challenge: Initiatives were discussed at Friday assemblies. Are these actions able to be assessed? It would be nice, but accurate data is difficult to produce. One child with 30% attendance, did have a massive impact on data.

Scholar Pack does provide useful attendance data.

Challenge: Did the class with the 30% attendee miss out on awards? Children in this class were resigned to missing class awards. Special attendance awards were provided so children did not miss out.

Governors were very pleased this class were given the opportunity to celebrate good attendance.

Two Y6 children have yet to accept their secondary school places. School will make checks to ensure they are not listed as missing education, come September 2019.

Safeguarding: Mrs James, Mr Harrison, Caroline Wilson and Jodie Swinscoe are designated persons.

There are a number of families under Social Care or monitoring, with 170 incidences of concern this year, compared to 75 last year.

Case studies were shared on Governor Day plus a live report on the day. Staff dealt professionally and effectively with this report.

Challenge: Why the large increase in reports? No obvious reasons. Mrs James referred governors to the anonymous reports prepared for Governor Day.

Teachers are inevitably emotionally affected by dealing with some of these reports. The joint inset in September at Eastwood Hall is to promote mental wellbeing.

LAC: Two on roll, both doing well.

Staff: PP3-5 detail staff roles and responsibilities for 2019-20, as discussed in committee. Mrs James explained the structure to governors. See FGP&P/23/19.

TA's: Data shows a dip in Y1. Jo Rouse will work in Y1 to support transition.

Discrimination: No reported incidences.

Complaints: School has received a complaint arising from an ongoing situation. Mr Castledine agreed to handle the investigation and will visit Mrs James this Friday.

GDPR: No issues to report. GDPR is now included in the Staff Induction Handbook.

FSM/Ever 6: 27 children receive PP funding. The LA have advised this number is not statistically viable for specific focus. Miss Hooper will track termly progress.

Charts on Mrs James report show progress against CP6, with 6 points being expected progress.

SEN: Varied results, as expected for this group, but overall quite good, particularly for maths.

Attainment: Details on P10. In summary, F2 and Y2 hit national, with Y6 delivering an excellent set of results with a combined figure of 84%.

Governors noted the significant improvement in boys reading, congratulating the teaching team for a set of excellent results.

Attention was drawn to the Ofsted inspection statement on pupil attainment.

Judged against this statement, school now has outstanding results.

Premises: The kitchen installation has gone to tender.

Roof works start this summer, in line with kitchen works.

Internal works have enclosed all open plan classrooms to make best use of available space.

H&S: PEEPs have been written for 2 vulnerable pupils. Emergency lockdown plans are written with testing due in September.

Moderation: The LA moderated EYFS in June, agreeing with all of staff outcomes for children.

Sats and phonics papers moderation found no areas for improvement in school systems.

Governor Day: The clerk was requested to put some edited comments into the minutes, extracted from Mr Collins email to governors. Having read the email, the clerk concluded that only an unredacted version captured the true feeling of this activity.

Please read the (inspirational) text below.

- Governors having the opportunity to walk the school, witnessing very engaged children, meeting new members of staff and understanding the plans for next year
- A sneak preview of the year 5/6 performance which will be incredible (and emotional)
- Hearing from the year 3/4 students about their science experiment on how environmental conditions effect plant growth.
- Ran through the surprising (and very difficult) recent EYFS phonics, KS1 SATs and KS2 SATs papers. This was enlightening, if not a little embarrassing!
- Witnessed the incredible use of 'green-screen' technology to transport the children into a virtual laboratory. (using green backing paper and clever iPad software)
- Saw the new laptops in action which was great to see.
- Experience the joy of our EYFS children all playing together.
- Checked in with our kitchen staff so they know we are still fighting for them.
- Spent some quality time with F1 children visiting Hope and Sprinkles, the Heatherley hens. I can confirm they are laying!
- Gained a deeper understanding of the types of (harrowing) safeguarding issues school continues to deal with and how the team is supporting each other in managing the workload. To highlight this there were 4 new recordable incidents during today alone, one of which very concerning. I was proud to see how well our Leadership team dealt with what was a troubling set of circumstances.
- Listened to the imagination of our year 2 students during a reading comprehension and how that made them consider important messages like self-image. Some children enjoyed highlighting how bad my dad-dancing is!
- Witnessed one of our newer teachers managing to get Year 1 students thoroughly engaged on letter formation exercises.
- Enjoyed discussing the upcoming Yorkshire wildlife park trip with some other KS1 children.
- Appreciated properly for the first time the massive difference some of the building work has had on class room environment

- Yet again appreciated the strength in depth we have as staff group watching teachers and teaching assistants working seamlessly all playing their part in leading our school performance.

Today has reminded me why I love our school and am proud to do this job with you all, it was a privilege to see the school in action, and left you feeling that whilst we still have plenty to do we are in a great place with fantastic children and brilliant staff.

Thank you for all those Governors that were able to spend some time with us today, I totally understand that it couldn't work for everybody, I look forward to the next one.

GB/23/19 Update on appraisal process for headteacher and staff

Appraisal governors meet with the adviser in September to set objectives and sign off Mrs James appraisal for this year.

Staff appraisals; See HT report.

GB/24/19 Information from the Corporate Director for consideration and action

School Complaints Policy

All schools should have a Complaints policy (links to sample policies in the report)
Action for governors: Review the policy for compatibility with latest DfE guidance, ensuring clear timelines are stated. Policy to be published on website and parents informed. Staff and governors to be trained.
NB sample policy in summer papers

Mrs James and Mrs Smith will examine the policy and return to a working party for evaluation.

HT, SBM

GB/25/19 GDPR outcome of review, audit and evaluation

Completed.

GB/26/19 Report from the Designated LAC teacher

On HT report.

GB/27/19 Communication

From clerk – Governor Newsletter

P1) Governor Conference, Sat 16 November at Eastwood Hall on the new Ofsted framework

P5) DfE consultation on Children not in school; GB's and governors requested to respond.

P4) Governor Handbook updated

P5) Safeguarding Audit completed?

PP7-8) Safeguarding training and updates

P1) Newsletter 2 – Virtual Attendance Policy

GB/28/19 Approval of in-service training days

In service days will be

Insets: 30 August, 2 September, 18 October 2019 and 14 February, 1 June 2020.

It was

Resolved

Governors approve the inset days.

GB/29/19 Review of delegation and organisation of committees

Agree committee structure & membership of committees. To continue as exists.

Approval of delegation – decision planner 2019/20.

It was

Resolved

Governors approve changes to the planner.

Policy checklist 2019/20 – statutory policies for schools. Completed.

Appointment/re-appointment of link governors. To continue as exists.

GB/30/19 Report from training co-ordinator including review of governor training requirements for 2019

GB/31/19 Mrs Ripley's induction training was cancelled. All other training is up to date.
Governor monitoring visits

Governor day visits.
Mr Harrison will re-design the visit form.

GB/32/19 **Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

DHT

Governor day visits, budget review and support for teaching staff deployment.
Challenge and questions in meetings, data scrutiny.

GB/33/19 **Confirmation of date for 2019/20**

The governing body

agreed

Autumn 2019 – Monday, 11 November 2019 at 6.00pm
Spring 2020 – Monday, 30 March 2019, at 6.00pm
Summer 2020 – Monday, 20 July 2019 at 6.00pm

GB/34/19 **Determination of confidentiality of business**

It was

resolved

That the Headteacher report, membership list and items where noted are confidential.

The meeting closed at 8:20pm.

Signed (chair) Date

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**Nottinghamshire
County Council**

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Confidential item(s)

GB/22/19 Governors were concerned the 30% attendance of a particular child would have a negative effect on school data. Attendance and attainment data will be affected. **Action**
Question: Did this child sit Sats? No, parents boycotted the exams. This will negatively affect results by 3%, but Ofsted will recognise the exception
Challenge: Could school make a home visit to discuss attendance and offsite learning? No, the family have threatened legal action and refused other services. The LA are unable to decide if an actual illness is present. If yes, then the DDA is applicable.
Question: has the child been failed by the system? Yes, despite schools best efforts to provide teaching and learning.
Challenge: Has anything been learned? No. Staff displayed a high level of professionalism, exhausting all possible options.

Signed (chair) Date