

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held at Hevingham Primary School on Wednesday 24th May 2017 at 6.00pm

Present: Lydia Board (LB), Harvey Bullen (HB), Robert Burton (RB), Olivia Corfield (OC), Wendy Durrant (WD), Sam Gibbons (SG), Alan Price (AP), Andrea Loudoun (AL)
(Notes)

Jenny Smith, RE and Foreign Languages Subject Leader distributed copies of both action plans which governors read through. She also had some pupil work books for the governors to look at showing the work they have covered. She explained that Y5/6 were taught French and that Y3/4 had to be taught a different language which for the autumn term this year had been German. HB queried whether high schools were still teaching foreign languages which they were and had asked primary schools to teach French to Y5/6. There was a brief discussion on the teaching of foreign languages with LB explaining that the schools needed to discuss fitting these lessons in during the next school year.

RE – Jenny said that when teaching RE she sometimes included cooking or handicrafts relevant to different festivals. HB asked about diversity in the curriculum. LB said this was included in assemblies and asking people from different religions to visit the schools.

Jenny was thanked for her presentation.

55. Apologies for Absence – Joanne Field, Vicki Millington, David Hagan-Palmer, Moira Stansfield – these were accepted.

56. Minutes of the Previous Meeting

The minutes of the previous meeting were agreed and signed with the following addition to item 43 - Tesco also to be approached for help with funding the trip to Hilltop. OC agreed to do this.

ACTION - OC

57. Matters Arising

RB had approached the rugby trainer regarding working with the schools but was still waiting for a response.

The Headteacher Performance Review report had now been received by MS and JF for signature.

Dandelion Nursery Agreement – the contract had been finalised and sent to the nursery for signature. OC was waiting for the signed contract to be returned along with payment for the rent since January .

RB offered to sponsor the schools for a project – staff to discuss the best use for this kind offer.

Classroom/Subject Leader Visits – these had been completed for last term and reports made available to all governors.

58. Sub-Committees

Teaching & Learning

The minutes had been sent to all governors. There was nothing further to report.

Personal Development

The minutes had been sent to all governors. There was nothing further to report.

Leadership and Management

The minutes from the last meeting had been sent to all governors. The Assessment Statement was still being updated.

59. Headteacher Report

The Headteacher report had been sent to all governors. Family Learning Days had been held at both schools.

LB had circulated data for March 2017 prior to the meeting and asked governors for questions regarding the results. AP had sent a list of questions which were answered during the discussion that followed. LB told governors that the schools assessments were not as robust as they needed to be except in Maths. The schools had looked at the writing assessment and this was now in line with national expectations. Reading assessment would be worked on during the rest of the term. The schools were working towards having good assessments in place by September. LB explained that teaching is not below standard as shown in the triad meeting reports where some outstanding teaching was reported. Schools are aiming for 85% of children achieving at national level and above. All the data had been discussed with class teachers and interventions put in place where necessary. Assessment for the last half-term was due to be carried out shortly which would show the results of the interventions. These results would be shared with governors.

60. Triad Meeting Report

The notes from the visit on 13th March had been sent to all governors. OC explained that the Single Central Record was up to date and at that time just on the wrong template – this had now been updated on the correct template.

A confidential item was then discussed.

61. Safeguarding

The necessary policies referred to at the last meeting had now been updated and HB signed them. The SCR had been updated. The scheduled termly safeguarding meeting had been postponed until the 25th May so no report was available.

62. Trust Update

LB reported that at the last Trust meeting members had decided that the Trust agreement needed updating to ensure schools are not pushed into becoming an Academy should one of them fall into the 'Requires Improvement' category. A working party with cluster heads had drafted an updated agreement which LB circulated to governors. She had also sent governors a list of 'key questions to inform risk assessment (SWOT analysis)' and an annual risk assessment form to list the schools strengths and weaknesses. LB gave a brief summary of the reasons for a new agreement being put into place and said that businesses involved in the Trust were also being looked at. An electronic copy of the draft agreement would be sent to governors with the minutes for them to read and comment on at the next FGB meeting.

ACTION – ALL GOVERNORS

63. Policies

Safeguarding and Child Protection – this had now been updated and was signed by HB.

First Aid – no changes had been needed to this policy which was signed by HB.

64. Headteacher Secondment Update

As discussed at the sub-committee meetings, it had been agreed to extend Karen Hutchison's secondment until the end of December 2017. LB suggested the governors should write to parents to let them know this. JF to write and send letter.

ACTION – JF

65. Governor Visits and Training

Governors had agreed which classroom visits for the term they would carry out. Reports of visits to be made available to all governors.

WD – Family Learning Day at Marsham, Easter, Class 2 Visit, Marsham

No governor trainings had been attended since the last meeting.

66. Dates for Future Meetings:

Full Governing Body (All meetings to be held at 6.00pm at Hevingham)

Wednesday 5th July 2017

Sub-Committee Meetings (all held at Hevingham):

Teaching and Learning – 22nd June 2017 at 3.30pm

Leadership & Management – 11th July 2017 at 5pm

Handwritten signature 5/7/17

67. Any Other Business

LB asked if governors would be prepared to host a gathering for staff before the end of term to thank them for their work during the year. This was agreed. Date, time and venue to be agreed.

The meeting closed at 7.50pm

Minutes of the Leadership and Management Committee Meetings of Hevingham and Marsham Primary Schools held at Hevingham Primary School on 26th April 2017

Present: Harvey Bullen (HB) (Chair), Robert Burton (RB), Lydia Board (LB), Olivia Corfield (OC), Andrea Loudoun (Clerk)

1. Apologies for absence – Moira Stansfield

2. Declaration of Interest - There were no declarations of interest.

3. Minutes of the previous Meeting and Matters Arising

The minutes of the meeting held on 17th January 2017 were agreed and signed.

Dandelion Nursery Rent – this had been agreed at £250 per month. OC had forwarded a contract to the nursery for signature and return.

Assessment Statement – this was still with the SLT. LB to discuss and email statement to governors.

ACTION - LB

4. 2017-18 Budget

OC distributed copies of the budget that had been prepared and explained that there had been a better surplus than expected last year.

There was a discussion on Karen Hutchison's current secondment and the effect this may have on the budget. The budget was agreed and signed by HB and LB. OC to return signed budget to the LA.

| | 2017/18 £ | 2018/19 £ | 2019/20 £ |
|--------------------------------|--------------|--------------|--------------|
| <u>Hevingham</u> | | | |
| School Balance Brought Forward | -13752 | -17764 | -30163 |
| Income | -525340 | -517799 | -508674 |
| Expenditure | 521328 | 505400 | 508700 |
| Net Expenditure | -4012 | -12399 | 26 |
| School Balance Carried Forward | -17764 | -30163 | -30137 |

HB
11/4/17

| | 2017/18 Rev 2 £ | 2018/19 £ | 2019/20 £ |
|--------------------------------|-----------------------|--------------|--------------|
| <u>Marsham</u> | | | |
| School Balance Brought Forward | -19204 | -35467 | -44927 |
| Income | -288274 | -266158 | -256091 |
| Expenditure | 272011 | 256698 | 264751 |
| Net Expenditure | -16263 | -9460 | 8660 |
| School Balance Carried Forward | -35467 | -44927 | -36267 |

5. RAG Reports

Both schools still had an amber rating.

6. Keeping Your Balance Questionnaire

OC had completed the Keeping your Balance questionnaire which had been sent to all governors. The answers were as the previous year and no further action was required.

7. Any Other Business

There was no other business.

8. Date and time of next meeting

To be agreed.

HJB
11/7/17