

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held at Hevingham Primary School on Wednesday 17th October 2018 at 6.00pm

Present: Hannah Banstead (HBa), Lydia Board (LB), Harvey Bullen (HBu), Olivia Corfield (OC), Sam Gibbons (SG), David Hagan-Palmer (DHP) (Chair), Vicki Millington (VM), Sue Simmonds (SS), Moira Stansfield (MS), Chris Yates (CY), Andrea Loudoun (AL) (Notes)

ACTION

1. Election of Officers

Chair – DHP had offered to continue as the Chair. This was proposed by SG and seconded by MS. All governors agreed.

DHP then asked for a governor to become the Vice-Chair. HB volunteered to continue in this role. This was proposed by DHP and seconded by LB.

2. Apologies for Absence – there were no governors absent.

Resignations and Appointments – DHP reported that Robert Burton had recently resigned as a governor and had been thanked for his work in the schools. DHP had also written to Wendy Durrant thanking her for her contribution as a governor. DHP welcomed Sue Simmonds and Chris Yates who had volunteered to become governors. The GB introduced themselves.

Vacancies – there were two vacancies – one co-opted and one parent governor.

3. Governors with Special Responsibilities

Premises – Sam Gibbons

Finance – Harvey Bullen

SEND/Equalities/Looked After Children (LAC) – Hannah Banstead

Safeguarding/Safer Recruitment/Child Protection – David Hagan-Palmer

Pupil Premium and PE Sports Funding – Sue Simmonds

Performance Management – Moira Stansfield/David Hagan-Palmer

4. Sub Committee Members

Management – Harvey Bullen (Chair), Moira Stansfield, Olivia Corfield, Lydia Board, Chris Yates

Teaching & Learning - David Hagan-Palmer (Chair), Vicki Millington, Sam Gibbons, Lydia Board, Hannah Banstead, Sue Simmonds

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5. SIDP and Assignment of governors to SIDP Strands

All governors had been sent a copy of the updated SIDP and SWOT Analysis. Action plans had been written taking into account the SWOT analysis. Subject action plans had been sent to governors for Science, Maths, English and Nuture. The following governors, who should ideally meet with subject leaders once a term, were appointed as subject governors:

- Nurture – Hannah Banstead
- Science – Moira Stansfield
- Maths – Chris Yates
- English – Vicki Millington

DHP explained that governors should not judge teaching when they carry out their school visits but look at how the children engage in their learning. Updated report forms for visits were distributed. Governors should liaise with LB to arrange visits and agree the focus of the visit. DHP went through the form explaining their completion. MS asked if a simpler form could be used for informal visits. DHP agreed to produce a simplified record of school visit which governors can collect from the school office when they visit.

DHP

The Key Drivers for the autumn term had been sent to governors. The SWOT analysis would be monitored by all staff termly so that everyone was aware of the priorities.

6. Register of Business Interests

These were completed and handed to the clerk.

7. Skills Audit

Completed skills audits were handed to the clerk.

8. Code of Conduct

The Code of Conduct was circulated for governors to read and sign.

9. Minutes of the Previous Meeting

The minutes of the previous meeting were agreed and signed.

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10. Matters Arising

ACTION

Behaviour Policy – research for this policy had now been completed together with comments from staff, parents and children. Staff had an INSET day on the 18th October when all the information received would be put into an updated policy which would be shared with parents and staff before being finalised and agreed.

Annual Governance Statement – this had been sent to all governors who had no further comments. OC would arrange for the statement to be put on the schools website.

OC

Deep Dive Day – governors felt this has been a useful and informative meeting which had allowed the GB to focus in depth on one area of teaching and learning.

11. Sub Committee Reports

Teaching and Learning – the minutes from the last meeting, which had focussed on data, had been sent to all governors.

12. Headteacher Report

LB gave the following verbal report:

The schools results and assessments are sent to county and schools are RAG rated. Marsham had received a red rating as the EYFS had not attained progress as expected for the last 2 years. Although the small cohort means each child represents a large percentage, progress in Y6 was also significantly below national levels. The school was already aware of this, the reasons had been identified and an action plan had been put in place. As Marsham had received a red rating County had allocated a person to visit the school to provide assistance in improving results. Debbie Leahy (DL) had been allocated for this year. LB listed the involvement DL will have with Marsham, including what she wanted to do and look at during this term. If DL does not see suitable results audits would be carried out by county. DL had offered to come to a FGB meeting to introduce herself and explain her role. DHP suggested she was invited to the next FGB meeting – this was agreed. DL had also asked for access to the schools governor hub which, after discussion, was agreed. DHP thought it was important to let the staff know the GB were supportive. HBU asked how governors could do this which was discussed.

LB

Safeguarding – the procedure for reporting concerns had been changed with initial contact now being made with the Children’s Advice and Duty Service (CAD). Parental permission is still needed before contact with CAD can be made.

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ACTION

LB gave a brief update on the schools since the start of term which included a lot of staff sickness, behaviour had been good and a staff member had been appointed for outdoor learning for nurture.

OC

MS asked if a list of staff in each class and their responsibilities could be provided. OC agreed to do this.

OC

2 new TAs had been appointed, one to work in Y1/2 and Y5/6 in the afternoons and the other to Class 1 to provide extra support.

13. Teacher Pay Policy

OC explained that this was an LA model policy with options for the GB to choose from. She had presumed that most of options chosen last year would still be suitable but had a few items that needed agreeing. OC read out the options she needed clarification on. Option 1 was picked for increases in pay, the TLR paragraph was not applicable to Hevingham and Marsham and, after discussion, it was agreed to leave the SEN role as option 1. DHP signed the policy.

14. SEND

The termly meeting between LB and HBa is to be arranged before the next FGB meeting.

LB/HBa

15. Small Schools Review

DHP had sent his suggested comments to governors and asked if they wished to add anything. DHP signed the form. OC to return.

OC

16. Trust Update

SS asked for information about the Trust. LB outlined how it worked and the benefits of the schools being members which allowed them to still work independently but back up and resources were available if needed.

17. Safeguarding

LB and DHP to meet and discuss safeguarding before the next FGB meeting.

LB/DHP

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18. Policies

Safeguarding and Child Protection – the LA model policy was used. LB reported that staff had discussed the updated policy which did not include the updated contact numbers for CAD as the change had only just been made. LB will ask the LA if a new model policy will be issued in view of the changes in reporting safeguarding matters. DHP signed the current policy which had been used since September. DHP asked governors to look at the policy which is on the schools website.

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Freedom of Information – governors had no comments to make on this policy which DHP signed.

19. Headteacher Performance Management

This had been arranged for the 19th November. DHP explained the Headteacher performance management for the benefit of the new governors.

20. Governor Visits and Governor Training

DHP had attended a Headteacher performance management training. CY had attended a Governance Now training. As the schools were entitled to one in-house training governors were asked to look at the current training available, either in the booklet or on the governor hub, and let OC know which ones they would be interested in. This will be arranged for the spring term.

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Full Governing Body Meetings – all held at Hevingham at 6pm

Wednesday 12th December 2018

Wednesday 13th March 2019

Wednesday 22nd May 2019

Wednesday 10th July 2019

Management – Tuesday 13th November, 5pm at Hevingham

Teaching & Learning – Thursday 22nd November, 4pm at Hevingham

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22. Any Other Business

Dandelion – OC reported that the Dandelion nursery had given notice and would leave Marsham at Easter. A meeting is to be arranged to ensure the land is left as they found it originally.

BACS payments – OC asked if she could make future payments using BACS rather than writing cheques even though a very small charge was made for this service. Governors agreed to this request.

The meeting ended at 8.15pm

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