

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held at Hevingham Primary School on Wednesday 13th March 2019 at 6.00pm

Present: 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

- 41. Apologies for Absence** – Hannah Banstead (HBa) was absent but no apologies had been received.
- 42. Declarations of Interest** - DHP is a governor at Buxton Primary School, OC is a governor at St Michaels Primary School, HBa works for Alpha Inclusion.

43. Minutes of the Previous Meeting

The minutes of the previous meeting were agreed and signed.

44. Matters Arising

12. Staff Responsibility List – this was now on the governor hub.

18. Safeguarding Policy – An updated model policy was now available and had been put on the schools website.

20. Training – A session on Governor Self Evaluation had been arranged for the 3rd April, 6pm at Hevingham.

All Govers

35. Online Safety Policy – OC reported that this had been updated following the discussions at the last meeting but needs to be discussed with staff before it is signed.

LB/OC


45. Sub Committee Reports

Teaching and Learning – the minutes from the last meeting had been sent to all governors.

DHP summarised items that had been discussed at the meeting:

The Behaviour policy had now been updated and was on the schools website. LB gave a brief outline of the new house system that had been introduced.

Pupil Progress had been looked at in depth. Due to the SCITT teacher leaving the Y5/6 class would not be split for teaching prior to the SATS this year. LB will schedule to teach the Y5s for a few mornings a week to allow SG to concentrate on the Y6s. **HB asked whether the schools would receive a 'red rating' due to poor achievement of pupils and whether Debbie Leahy as a Lead Officer in the Education Quality Assurance and Intervention Service could give**

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advice on this matter. LB reported that following the recent OFSTED visit to Marsham the school had been moved to an amber rating and Debbie's role there had ended although she was due to visit LB the following week and LB would discuss the low results currently achieved by Y6. SG had carried out assessment tests during the last week; once these results were known LB would make a decision about letting County know that children were not making expected progress and what the schools were doing to address this.

Management – this committee was due to meet on the 3rd April.

SFVS – OC had sent the updated assessment to governors prior to the meeting for comments. The school had had a finance audit the previous day – the auditor had not picked up anything to raise concern from the assessment. HB signed the document which OC would return to county.

Financial Audit – OC gave a report of matters that had been highlighted for attention:

Controls for approval of expenditure to be tightened.

Signatures on cancelled cheques to be blacked out.

Finance Policy – the section regarding receipts for invoices to be amended.

Asset Register – to be discussed at the next Management meeting.

46. Headteacher Report

The Headteacher report had been sent to all governors. **OC commented on the good attendance at Hevingham and that Marsham had improved slightly.**

Dandelion Nursery – LB had met with the leader of the Dandelion Nursery who had explained there may be a delay with their relocation and whether their lease could be extended. After discussion it was agreed to offer them an extension until the end of June.


LB asked about unblocking access to the internet for staff and the reasons for this request. This was agreed.

47. OFSTED Report

OFSTED had recently held an inspection at Marsham school. DHP gave thanks from the GB to LB, the leadership team and all staff for their work. He also thanked the governors for their support. The visit had gone well and the school was still rated as Good. Everything picked up in the report was already known about. There was a short discussion on the schools always being ready for an inspection.

48. ICT Refresh

OC explained what this LA scheme was and that the schools paid into a 4 year

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rolling programme which was now due for renewal. The new scheme had an extra cost for project management. A training session had been arranged to explain what extra services would be provided for the extra cost. SG agreed to attend.

SG

49. Pupil Premium Report

LB had met with SS to discuss Pupil Premium. Notes from the meeting were available on the governor hub.

50. SIDP

The updated SIDP had been sent to all governors and had been discussed at the T&L meeting.

CY commented on the strong SLT team being under Leadership and Management twice – this will be amended.
OC said that Costings needed to be added.

LB said that the SIDP will be reviewed at the end of this term to keep it up-to-date.

LB

DHP asked if the date of each review could be added to the document.

It was agreed to put the SIDP on the hub – LB to send updated version to the Clerk.

LB/Clerk

51. SEND Report

LB and HBa had arranged to meet for their termly meeting on the 21st March.

52. Trust Update


The next Trust meeting was scheduled for the 25th March. There was a short discussion on the support provided by the Trust and how well it was working.

TACT Document – the only difference to this document from last year was the addition of the Aylsham Learning Federation. DHP signed the document

53. Safeguarding

LB and DHP had arranged to meet on the 26th March to discuss safeguarding.

It was agreed the half-termly update sent to parents by LB would also be sent to governors.

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54. Policies

First Admissions – it was agreed to change the sentence about ‘children with a statement of Special Educational Needs’ to ‘children with an EHCP’. DHP will then sign the policy.

Attendance Policy – it was agreed the updated policy would be emailed to governors to be agreed at the next FGB meeting.

Equality Statement and Objectives – as this included the schools Vision and Ethos Statement which was currently under review this should be completed first. As the statement had been in place since 2014 and due a major review it would be an agenda item at the next FGB meeting.

55. Governor Monitoring and Visits

DHP thanked those governors who had carried out their visits and completed a monitoring form which were available on the hub. He gave a reminder to governors to complete a monitoring form for each visit they made.

56. Governor Training

A GB self-evaluation training had been arranged for Wednesday 3rd April, 6pm at Hevingham.

DHP encouraged governors to look at online training.

57. Dates for Future Meetings

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

Wednesday 22nd May 2019

Wednesday 10th July 2019


Management Committee – Wednesday 3rd April at 5pm

Teaching and Learning Committee – Thursday 9th May at 4pm

58. Any Other Business

There was no other business.

The meeting ended at 7.30pm

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