

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held at Hevingham Primary School on Wednesday 9<sup>th</sup> October 2019 at 6.00pm**

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

**ACTION**

**1. Election of Officers**

Chair – MS proposed that DHP continue as Chair. This was seconded by OC. All governors agreed.

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

- 2. Apologies for Absence** – Vicki Millington – these were accepted.  
**Resignations and Appointments** – VM had agreed to continue being a parent governor.  
**Vacancies** – there was 1 parent governor vacancy.

**3. Governors with Special Responsibilities**


Premises – Sam Gibbons  
Finance – Harvey Bullen  
SEND/Equalities/Looked After Children (LAC) – Ali Maskrey  
Safeguarding/Safer Recruitment/Child Protection – David Hagan-Palmer  
Pupil Premium – Sue Simmonds  
PE Sports Funding – Chris Yates  
Performance Management – Moira Stansfield/David Hagan-Palmer

**4. Sub-Committee Members**

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

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

Appeals – to be arranged if required.

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## 5. SIDP - Assignment of governors to SIDP Strands

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  
Curriculum – Ali Maskrey and Sue Simmonds

## 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. Governor 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.

Confidential minute – HBa left the meeting while these were read out. An amendment was made which was recorded with the confidential minute from this meeting. DHP signed the confidential minute.


## 10. Matters Arising from Previous Minutes

**71. Equality Statement and Objectives** – this would be discussed later in the meeting.

**74. Vision and Ethos Statement** – DHP explained why this had been updated, a copy of which had been sent to governors who made various comments. After discussion SG made some alterations. The statement will now be discussed with parents before being put on the schools' website. A copy of the amended document will be put on the governor hub.

SG/Clerk

**83. Sports Funding** – The annual report had been completed and put on the

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website.

**90. Governor Monitoring and completion of reports** – DHP stressed the importance of completing governor monitoring reports. CY to complete last Maths monitoring report.

CY

## 11. Sub Committee Reports

Teaching and Learning – minutes from the last meeting had been distributed. DHP reported that a lot of the meeting had been spent looking at the SATs results. Problem areas had been identified and action plans put in place.

## 12. Headteacher Report

LB gave a verbal report.

Staff changes:

Hannah Coe was a new teacher in Class 1 at Marsham.

The caretaker at Marsham had given notice and left straight away. A new appointment had been made. Agency staff were being used until he could start.

The secretary at Marsham had resigned. Interviews for a replacement would take place the following week.

Becky Raynor, SCITT student, was working in R/Y1 – she had settled in well.

Following the SATs results a Category 1 letter had been received for both schools and Debbie Leahy appointed as Lead Officer again. She had met with LB – a copy of her report had been sent to all governors – and was happy with the action plans the schools have put in place.


SS asked if there was any other help offered such as finance or training. LB explained there was not but DL did highlight useful training available.

Marsham – Dandelion had now handed the land back to the school. LB outlined the problems that had been left. NORSE had looked at the site and suggested various remedies to return the land to a school field which would be quite expensive. As the land was not used as a playing field staff had discussed various options including keeping the field as a forest site and carrying out work to tidy the site and remove any items which may cause a health and safety issue. After discussion it was agreed that OC would research the options for outdoor use and monitor the site to keep it safe.

OC

## 13. SIDP

Governors had been sent a copy of the updated SIDP and SWOT Analysis. They had also been sent the action plans for Science, Maths and English. LB explained that the Nurture action plan had not yet been updated due to a change in staff. Governors made various comments on the SWOT analysis.

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An updated SEF for both schools had also been sent to governors. LB explained the purpose of the SEF. Under Overall Effectiveness it should read KS1, EYFS and phonics are broadly in line with national results.

Governors were asked to read through the documents and let LB have their comments.

**FGB**

#### **14. SEND Report**

The Information Report had been added to the school website.

#### **15. Safeguarding**

Teaching staff had attended a safeguarding training.  
DHP and LB to meet to go through the safeguarding audit.

**LB/DHP**

#### **16. Trust Update**

DHP and LB had attended the last Trust meeting on the 15<sup>th</sup> July. A separate group had been set up to allow the Trust to apply for grants/funding. LB outlined some of the training sessions for parents that had been put in place. The data protection officer should report to the governing board and not the head. Deficit budgets due to an increase in staff salaries had been discussed – 77% of the schools in Norfolk were showing a deficit budget in Y3.

#### **17. Under 5s Provision**

This had been minuted as a confidential item.

#### **18. PE Sports Funding Report**

This had been completed and was on the school website.


#### **19. Pupil Premium Report**

This had been completed and was on the school website.

#### **20. Policies**

All policies had been sent to the governors prior to the meeting.

Safeguarding and Child Protection policy –governors signed to say they had

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read and understood it.

Pay Policy – the options were discussed. Item 13.1 – insert a sentence about extra responsibilities. OC to make the relevant changes

Capability policy – teaching and support staff – it was decided that in the case of dismissal 'the power to dismiss would be delegated to two governors acting with the headteacher'.

Equality policy and Objectives – instead of naming the governor this would be changed to 'the governor responsible for equality'.

Domestic Violence policy – no changes were required.

The policies were all agreed subject to OC making the relevant changes and signed by DHP.

OC

## 21. Headteacher Performance Review

DHP and MS would carry this out with Debbie Leahy on the 13<sup>th</sup> November.

## 22. Governor Monitoring and Visits

Following earlier discussions DHP would type up a new schedule for visits for this year. Governors to liaise with LB and subject leaders to arrange termly visits.

DHP/All  
Govs

### Governor Training

It was decided to have the in-school training, to be arranged for late spring, on the new OFSTED framework rather than safeguarding as previously agreed. Governors would arrange to update their safeguarding training at one of the Educator Solutions training sessions which were listed on the governor hub.

Clerk

## 23. Dates for Future Meetings

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

Wednesday 4<sup>th</sup> December 2019


Wednesday 11<sup>th</sup> March 2020

Wednesday 20<sup>th</sup> May 2020

Wednesday 8<sup>th</sup> July 2020

Management Committee – Wednesday 6<sup>th</sup> November 2019 at 5pm

Teaching and Learning Committee – Thursday 28<sup>th</sup> November 2019 at 4pm


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## 24. Any Other Business

OC distributed copies of 'GDPR – Guidance for Governors and Clerks'. She asked governors to complete as many of the questions as possible and return the answers to her.

**All Gobs**

The meeting ended at 8.00pm

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