

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held at Hevingham Primary School on Wednesday 4th December 2019 at 6.00pm

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

ACTION

24. Apologies for Absence – David Hagan-Palmer, Vicki Millington – these were accepted.

25. Declarations of Interest - OC is a governor at St Michaels Primary School, Aylsham.

26. Minutes of the Previous Meeting

The minutes of the previous meeting were agreed and signed.

27. Matters Arising from Previous Minutes

74. Vision and Ethos Statement – The amended document had been put on the governor hub.

90. Governor Monitoring and completion of reports - CY had completed his Maths monitoring report which was on the governor hub.

12. Outdoor site at Marsham – OC reported that the hedge had now been cut. She was still investigating Forest Schools options.

12. SEF - governors had no further comments to make on the SEF and felt that all necessary items were included.

20. Policies – OC had updated these as agreed. Where required the updated policies had been put on the website.

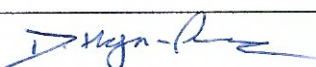
24. GDPR – no completed audits had been returned to OC who felt it was important all governors looked at the audit and made their own comments. It was agreed OC would put the audit on the hub for governors to complete and return before the next meeting.

All Govs

28. Sub Committee Reports

Teaching and Learning – minutes of the last meeting had been distributed. SS reported that assessments were taking place this week and would be discussed at the next T&L meeting.

Management – the minutes of the last meeting had been sent to governors.

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HB reported that another short meeting had just been held and the SFVS audit had been completed.

29. Headteacher Report

LB had sent her report to all governors. She added the following comments:

Staffing:

The caretaker was currently on sick leave and agency staff, which cost a lot more, were being used to clean in the evenings. Staff were currently unlocking the buildings in the morning.

Mrs Giles had been off sick since the end of the summer term. It was now known that she would not be returning and her family would be discussing how the schools could be involved. The Critical Incidents team at the LA had given advice.

Pay Policy – LB explained to governors about the pay scales the schools use. She felt that governors may need to rethink which policy they adopt at the next review.

Staff Absence and Leave – – Due to recent absence in school, LB felt that the current policy should be reviewed.

Notes from the meetings with the Lead Officer had been sent to governors.

LB had been approached by the head of another school to be involved in her Headteacher Performance Review. After discussion governors decided that £300 should be charged for this service.

30. SIDP

There was nothing to report at this meeting.

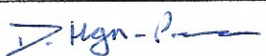
31. SEND Report

HBa and LB were due to meet to discuss SEND during the next week.

32. Safeguarding

SS would meet with LB to go through the safeguarding audit if DHP was still sick before it's due date.

**DHP(SS)/
LB**

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33. Trust Update

LB had nothing to report at this meeting.

SG left the meeting at this point.

34. Under 5s Provision

This was minuted as a confidential item.

HBu read out the confidential minutes from the meeting held on the 9th October 2019. These were agreed and signed.

CY and AM left the meeting while HBu read out the confidential minutes from the meeting held on 6th November 2019. These were agreed and signed.

35. Planned Admission Numbers

The planned admission numbers for this year were to remain the same as before – 15 at Hevingham and 5 at Marsham. Governors agreed with this.

36. Policies

There were no policies to review at this meeting.

37. Headteacher Performance Review

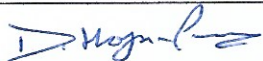
OC and LB left the meeting for this item.

This had been completed by SS, in the absence of DHP, MS and Debbie Leahy. The outcome was agreed by the governors.

38. Secure Email

LB explained that emails should be sent securely and the governor hub should be used for sending messages to all members. There was a short discussion about the notice board on the hub as this was visible to all members of the board even if the message was only for one person. The Clerk agreed to ask the governor hub team about this and report back at the next meeting.

Clerk

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39. Governor Monitoring and Visits

The new schedule for visits for this year had been sent to all governors. Most visits had been carried out or arranged. There were still a few subject leader visits to be arranged.

**Subject
Leader
Govs**

Governor Training

Dates for the in-house training were discussed. Clerk to complete form requesting training and return to governor services.

Clerk

AM had attended the new governor training.

40. Dates for Future Meetings

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

Wednesday 11th March 2020

Wednesday 20th May 2020

Wednesday 8th July 2020


Management Committee – TBA

Teaching and Learning Committee – Tuesday 3rd March 2020 at 4pm

41. Any Other Business

There was no other business.

The meeting ended at 7.20pm

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