

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held at Hevingham Primary School on Wednesday 11<sup>th</sup> March 2020 at 6.00pm**

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

**ACTION**

- 42. Apologies for Absence** – Harvey Bullen, Vicki Millington – these were accepted.  
**Resignation** – Vicki Millington had resigned from the governing board. DHP recorded the GB’s thanks for the work she had done during her time as a governor and he would write thanking her.
- 43. Declarations of Interest** - DHP is a governor at Buxton primary school, HB is an HLTA at North Walsham Nursery, Infant and Junior School, AM is a counsellor at The Hewitt Academy and Hellesdon Academy, OC is a governor at St Michaels Primary School, Aylsham.

**44. Minutes of the Previous Meeting**

The minutes of the previous meeting were agreed and signed.  
DHP read out the confidential minute from the last meeting which was agreed and signed.

**45. Matters Arising from Previous Minutes**

**12. Outdoor site at Marsham** – this was an ongoing project – there was nothing to report at this meeting.

**24. GDPR** – OC had received a few replies and would collate the answers and complete the audit. She would also look to see if any training was available. Governors would be able to see all answers on the completed audit.

**OC**

**38. Secure Email** – after research it was found it was not possible to send secure emails via the governor hub to only a selected number of people. After discussion it was agreed to carry on as before.

**47. Headteacher Report**

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

3 pupils had recently left Hevingham. One had moved away and two had been taken out of school but not yet moved to another school. This would have an impact on unauthorised absence figures as they were currently still on the Hevingham school roll.

Signed	Date
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Staffing:

LB reported on current vacancies and how the schools were looking to fill them.

Coronavirus – LB updated governors of the current situation in schools. Daily guidance was being received from the LA.

Attendance Checklist – LB had sent this to all governors and explained its purpose.

**48. SIDP**

The updated SIDP had been sent to all governors.

DHP asked LB to link the objectives to each task under the four OFSTED headings.

**LB**

DHP thanked LB for producing the document.

SG asked if items that had been completed needed to remain on the document

– LB said that completed items would be indicated in the next update so that everyone could see progress being made.

Governors had no further questions.

**49. SEND Report**

There was nothing to report at this meeting.

**50. Safeguarding**

Safeguarding Audit - This had been discussed at the T&L meeting and included in the headteacher report. LB explained that the completed audit would be submitted with the next cohort which was due by the 1<sup>st</sup> April. DSL training had been received.

Touch Policy – Following discussion at the T&L meeting HBa had asked her colleagues about this. It was felt a lot of the items were covered in other policies but she would email the policy currently used in her school to LB once she received it from Jo Read, the Head at North Walsham Primary School. It was agreed to add some of the points to the safeguarding leaflet given to visitors to schools.

**HBa/LB**

**51. Trust Update**

LB had nothing to report at this meeting.

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## 52. Under 5s Provision

LB had included a report on the current situation in her headteacher report which had been discussed under that item.

## 53. Policies

All policies had been sent to governors to look at before the meeting.

General Admissions and First Admissions policies – there were no changes other than the date. Policies were agreed and signed.

Absence Management policy and Leave and Time Off policy – these were both new policies and were LA policies. **AM raised a query about some of the wording which was explained.** Both policies were adopted and signed.

## 54. Governor Monitoring and Visits

DHP had resent the monitoring schedule to governors to remind them of the visits they were due to make.

**All Govs**

DHP emphasised that governors should read all reports once they were on the hub to keep themselves informed of monitoring taking place.

### **Governor Training**

A training on the new OFSTED framework would take place at Hevingham on Wednesday 29<sup>th</sup> April at 6pm

There was a briefing video on the new OFSTED framework available on the hub which DHP encouraged governors to watch.

## 55. Dates for Future Meetings

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

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

Wednesday 1st July 2020 (**NB. change of date**)

Management Committee – Monday 30<sup>th</sup> March 2020 at 5pm

Teaching and Learning Committee – Monday 4<sup>th</sup> May 2020 at 4pm

## 56. Any Other Business

There was no other business.

The meeting ended at 7.20pm

Signed	Date
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