

Minutes of the Virtual Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held on Wednesday 1st July 2020 at 6.00pm

Present: Hannah Banstead (HBa), Lydia Board (LB), Harvey Bullen (HBu), 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

- 1. Apologies for Absence** – no-one was absent.
- 2. 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.

3. Minutes of the Previous Meeting

The minutes of the meetings held on 20th May 2020 and 29th May 2020 were agreed. They will be signed when next possible.

4. Matters Arising from Previous Minutes

24. GDPR was now a standing item on the FGB meeting agenda.

6. Interviews for the Year 1/2 teacher vacancy had been carried out and an appointment made.

7. The phased opening Risk Assessment had been uploaded onto the governor hub and discussed at the 29th May meeting.

14. OC had still not received an answer regarding audits not being discussed. She had a meeting on Monday regarding budget revision and other financial matters so will raise the question again.

OC

14. Payment to supply teachers – LB had received an email from County saying that the schools had not actioned anything regarding this and needed to do so before they received bad publicity. Lydia outlined an email she had received from one of the supply teachers regarding payment they thought they were due but there was some confusion over the dates payment was based on. LB had asked for more information regarding this. OC was waiting to hear from HR regarding dates that should actually be paid for. Following the discussion at the last meeting LB had spoken to other cluster heads who had decided that, in the interest of good public relations, schools would pay supply teachers for dates they had been booked to work. After discussion it was agreed the payment would be made to the two supply teachers scheduled to work at the schools and would wait to hear from County

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regarding the person who had emailed but had been on a fixed term contract although also worked as a supply teacher at other times.

Website Audit – HBU had carried this out and sent an action list to OC. Suzanne would update the website as required.

OC

5. Headteacher Report

This had been sent to governors prior to the meeting who had no questions.

The movement of families was briefly discussed – LB felt the spaces would be refilled quickly as calls were being received about taking new children.

Congratulations were given to LB for completing the SENDCo qualification.

Caretaker at Marsham – this would be discussed at the end of the meeting.

6. Under 5s Provision

An update had been reported in the headteacher report. The U5s would open in September.

LB had drafted a letter to the parish council outlining the current situation which she had sent to governors for comment before sending.

CY asked if the parish council had been made aware of the amount of the increase in costs. LB had already asked the parish council for £6250 towards repairs on the building which they had agreed to pay. She had also made them aware that the costs had increased since the original quote so this amount would now only cover the roof. Unless the parish council offered to pay more the coating of the building would be covered by the building maintenance programme.

The GB agreed that the letter could be sent.

A letter to parents regarding the opening of the U5 provision had been sent.

An interview had been held on the 24th June and a Lead Practitioner had been appointed.

Six children had confirmed attendance. There had been lots of interest in the pre-school – OC had been sending out information packs. It was agreed Suzanne would now send out a previously written advert.

OC

7. GDPR Update

OC had emailed SS with the points raised from the GDPR audit which were relevant to governors. Once SS can go into school she will carry out an audit and then meet with OC to produce a monitoring programme. SS said she had already noted that the DPO should provide governors with an annual report but one had never been received. OC thought that as every school in the cluster had not yet been checked they had not yet had a chance to do this. SS will

SS

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email the DPO to ask for a report.

8. Support bring given to Parents/Carers

LB had included a summary of support being given in her headteacher report. This included fortnightly calls to parents and any concerns raised being passed on as appropriate. Staff had also been speaking with parents bringing children to school. There is a clear divide between children accessing work and those who are not and it is the same children as before. Those engaging are doing well.

9. Wellbeing and Workload

SS asked about the impact on some teachers who are working in a virtual classroom, setting work and having children back in school. LB explained how this was being managed and that extra time was being made available during the school day to cover teacher's PPA time.

SG explained that he is sending work home but is extending the same work with children in school.

LB had received an email from County which had been sent to all heads. This was an online survey asking about how people are feeling – OC to complete. LB reported that morale is quite high. Teachers who are shielding are contacted weekly and all staff are included, in various ways, in changes that are happening and work being carried out in the schools. OC was concerned that the summer break would be busy for LB and the SLT once guidance, due on the 11th August, is released for schools to return in September. She felt they should ensure they have a break as well as put in place what needs to be done for the schools to reopen.

OC

10. Safeguarding

DHP thanked staff for all the extra work they are doing regarding safeguarding and the visits they are making to families ensuring they have lunches and access to food banks/food vouchers.

Safeguarding policy – an updated policy had been sent to governors highlighting the changes to the mental health part of the policy. LB explained that there will be a huge focus on mental health for children and families in September. The GB confirmed they had seen the changes. Staff also need to read the policy.

Annual report and Compliance checklist – LB and DHP are to zoom meet on the 15th July to discuss these items. DHP will also check the SCR via screen share. OC explained that most changes to this will be done after the end of

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term to take account of staff changes.

Online safeguarding records – LB explained the schools were considering purchasing an online package to record safeguarding matters and the benefits of doing this. There were a number of packages available which she would speak to other schools about and look at the tutorials before trialling one. The system would have the benefit of being safer than paper records and any information added would be accessible to everyone involved immediately. DHP asked if current paper records would be added to the system – LB said they would be scanned in but this would have to be done out of school time for security. The system would also allow families to be linked so that information didn't need to be duplicated. HBa said she used one of these systems and found it very useful. The GB supported this idea.

11. Vulnerable Groups Update

No data was available for vulnerable groups at this time. LB was collating information for SS regarding PP children in school. LB explained about PP and vulnerable children attending school. SG asked what actions needed to be put in place for vulnerable children not in school if the schools were asked by County for information in the autumn term. LB had no information at this time but all schools would be in the same position and discussions were needed to decide how PP children would catch up. SS asked if all PP children could have attended school but LB explained it was only vulnerable children. HBa asked if children had access to paper packs of work if they didn't have access to computers at home, which they did. There was a short discussion on how PP and vulnerable children could be helped.

12. SEND

AM and LB to have a meeting to discuss the Annual Report to Governors and the SEN information report.

AM/LB

13. Financial Matters and RAG Rating

OC – no new RAG rating had been agreed.

OC had emailed HBU regarding the Marsham school fund being audited. This had now been carried out.

Budget Revision – this would be carried out on 6th July. OC reported that the main differences would be staffing and pupil changes. The updated budget would be put on governor hub for governors to comment. OC asked that governors all respond to show they had looked at the document.

OC

DHP asked that governors respond to all governor hub posts to acknowledge

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they had seen them.

14. Trust Update

The last meeting had been postponed until the 21st September 2020.

15. Governance Statement

DHP had drafted this and sent to governors for comment. AM asked that vulnerable children were added with key worker children on page 2. The document was agreed. OC will arrange for it to be put on the website.

OC

16. Policies

All policies had been sent to governors to look at before the meeting. OC had incorporated the amendments governors had suggested. DHP went through the policies that had been circulated.

DBS

Recruitment

Anti-bullying

Attendance – DHP to be Attendance governor

Data Protection

Health and Safety – SS asked about the training being shown as ‘to be confirmed’. Training needs for H&S was discussed. OC will look at training available and what is involved.

OC

Pupil Premium

Freedom of Information

Intimate Care including an appendix for the Under 5s – SS asked about safeguarding. OC explained that the policy, which is a Norfolk County Council model policy, included a child protection section. This, in error, had not been sent to governors. OC to put the policy on governor hub so governors can see and comment.

OC

NQT – this had not been finalised so was postponed to the next meeting.

Finance – the alterations sent to OC had been made. OC had added a sentence regarding Business Interests.

Appendix H – Redundant Equipment policy - DHP asked about the disposal of ICT equipment and whether a sentence needed to be added about disposing of the hard drive securely. OC explained what happens when the ICT Refresh takes place. OC agreed to see if this was covered in another policy and, if not, she would add a paragraph to this appendix and put it on the governor hub for governors to comment on and agree.

OC

The policies, with the changes discussed, were agreed.

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17. Governor Training

OC had completed the 'bite size' training on Performance Management. DHP suggested governors look at the various 'bite size' trainings available to ensure training is still carried out.

18. Dates for Future Meetings

The next Full Governing Board Meeting was agreed for the 7th October 2020 at 6pm.

Another meeting would be arranged before this once school re-opening guidance was received.

17. Any Other Business

Interim performance management reviews were due for the headteacher and staff. The headteacher performance management was currently on hold. DHP had asked for guidance from Educator Solutions.

Governor with responsibility for English – as Vicki had resigned a new governor needed to be appointed for this – this would be agreed at the first meeting in the Autumn.

There were vacancies for two parent governors - it was agreed to wait until the Autumn term when new parents would be available.

Caretaker Vacancy at Marsham

This had been discussed at the last meeting and currently contract cleaners were being used. LB outlined the situation regarding the appointment of a caretaker. Following a discussion about what is required of a caretaker at Marsham governors decided that a short overlap of the caretaker and staff was required to allow for ease of line management, being able to liaise easily about school requirements and not having a lone worker during unsocial hours. In summary the governors decided that the position would be re-advertised stating the actual times of attendance required. OC would put the advert in place for an early September start.

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