

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 10th March 2021 at 6.00pm

Present: Hannah Banstead (HBa), Lydia Board (LB), Harvey Bullen (HBu), Olivia Corfield (OC), 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** — Sam Gibbons (SG) was absent

2. **Declarations of Interest** - DHP is a governor at Buxton primary school, HBa is an HLTA at North Walsham Nursery, Infant and Junior School, OC is a governor at St Michaels Primary School, Aylsham.

3. **Minutes of the Previous Meeting**

The minutes of the meetings held on 9th December 2020 were agreed. They would be signed via the governor hub.

DHP

4. **Matters Arising from Previous Minutes**

Website Audit – Covid Catchup Action Plan – this was still being written. LB to finalise. OC and LB had looked at the National Teaching Programme for catch up tuition.

LB

5. **Sub-Committee Reports**

Teaching & Learning Committee – the minutes from the meeting had been sent to all governors. DHP explained that pupil progress, the return of pupils to school and the U5s provision were the main items discussed. The rollout of the RSE curriculum/policy was still being monitored.

7. **Headteacher Report**

A report had been sent to all governors. LB brought to governors' attention the low numbers of pupils at Hevingham which was mainly due to families moving out of the village. She explained that 17 children had put Hevingham down as their first choice of school for September and asked whether the school should accept 17 as their admission number for this year. A short discussion was held on this matter after which DHP proposed that for this year the school accepted 17 pupils. This was agreed by all governors. Marsham numbers have remained stable. Attendance after the lockdown was 100% at Marsham and 96.7% at Hevingham.

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The U5 numbers looked healthy for this term. OC outlined discussions she and LB had had regarding ages, numbers and staffing and what they were proposing with regards to spaces available at the U5s. DHP asked that the suggestions were included in OC's summer summary and the Management Committee could then make a decision regarding staffing of the U5s. LB said they would also look to add 'wrap around' care in the future to increase numbers. HBU felt temporary cover during the summer term was a good idea to cover larger numbers of pupils.

OC

A PGCE student was coming in to do casual work to help cover Emma Campbell's long term sick absence.

LB had produced a Return to Work document for teachers which she would share with governors via the governor hub. She reported that children are enjoying being back at school and work being set is continuing on from that set during lockdown.

LB

DHP felt that the work done by the SLT and staff had helped with the children's attitude to their return to school. Jen Brooker had sent information to parents regarding the return which had been very helpful to families. OC reported that staff had been pleased to be able to attend school during lockdown as it had helped maintain a feeling of normality.

CY asked how staff had found the lateral flow test. LB/OC reported that all staff had carried out the testing willingly. Parents had not been asked to carry out testing although some had.

7. SIDP

There was nothing to report at this meeting.

8. SEND Report

There was nothing to report at this meeting – AM and LB to arrange a meeting to discuss SEND.

LB/AM

9. Safeguarding

There was nothing to report at this meeting – DHP and LB to arrange a meeting to discuss Safeguarding.

DHP/LB

10. GDPR Update

OC and LB had carried out a monitoring walk and made sure personal information was not on general view.

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The Impact Assessment still had to be completed – to be discussed at next FGB meeting.
Due to lockdown the DPO report had not been completed – item to be moved to next FGB meeting.

11. Trust Update

Marsham News – an advert for the U5s had been included in the last issue and would continue in future issues. It was suggested it would be a good idea to include an item about the school in each issue – SG to organise.

SG

The next Trust meeting was due to take place on 22nd March.

12. Under 5s Provision

Funding – OC reported that lots of people were applying for funding. She had not completed a budget forecast as due to the third lockdown some people had not sent their children in but apart from salaries most other costs were low. OC suggested she carried out a predicted budget during the summer term – this was agreed.

OC

Chloe was applying for various grants to make some outdoor improvements. The number of children for the summer term looked promising as more people had been applying to attend the U5s.

LB had attended the parish council meeting. They had wanted a brief update on how the repairs had gone so the PC Chair had made a visit to the school and walked around the outside to look at the work that had been carried out. The PC still wanted a copy of the bill which NPS had paid in full. LB explained how funds would be transferred between organisations. Not all the work originally quoted for had been carried out due to an increase in costs so more work may be needed in the future.

13. Policies

The following policies had been sent to governors for review.

First Admissions, Marsham Lockdown, Hevingham Lockdown – these were all agreed.

OC explained that she would not send the letter to parents referred to in the Lockdown policies until the Autumn term as there was too much else going on at the moment.

DHP asked if staff were aware of the signals, etc. referred to in the policy. OC said the staff had not seen the policies yet as she wanted the governors' approval first. The policies would be presented at a full staff meeting. DHP suggested that the schools consider installing CCTV at some point in the future. OC to investigate.

OC

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14. Governor Monitoring and Visits

DHP asked that any telephone conversations/virtual meetings are recorded to show that monitoring is still taking place even though visits to schools cannot take place in person.

15. Governor Training

OC was due to renew her Safer Recruitment training during the summer term and this could now be done on-line. She asked if anyone else wanted to carry out this training – governors to let OC know if their Safer Recruitment was due for renewal or they wanted to take part.

AM had attended an SEN forum during last term.

16. Dates for Future Meetings

Management Committee – Monday 22nd March 2021 at 5pm
Teaching and Learning – Thursday 6th May 2021 at 5pm

Full Governing Board Meetings, all at 6pm:
Wednesday 19th May 2021
Wednesday 14th July 2021

17. Any Other Business

LB reported that the SFVS had been submitted within the agreed timescale so the schools were compliant and would receive a Green RAG rating for this item.

The meeting ended at 7.10pm

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