

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 19<sup>th</sup> May 2021 at 6.00pm**

**Present:** 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** — Hannah Banstead (HBa) – these were accepted.

2. **Declarations of Interest** - DHP is a governor at Buxton Primary School, OC is a governor at St Michaels Primary School, Aylsham.

3. **Minutes of the Previous Meeting**

The minutes of the meetings held on 10<sup>th</sup> March 2021 were agreed. They would be signed via the governor hub.

**DHP**

4. **Matters Arising from Previous Minutes**

Website Audit – Covid Catchup Action Plan – this had been put on governorhub for governors' comments. It would now be uploaded to the schools' website.

**LB**

Return to Work document – this had been made available to governors on the governorhub.

Marsham News – report still to be written.

**LB**

CCTV – OC was still looking into this matter.

**OC**

5. **Sub-Committee Reports**

Teaching & Learning Committee – the minutes from the meeting had been sent to all governors. DHP outlined the main discussion of the meeting.

Management Committee - the minutes from the meeting had been sent to all governors. HBu reported that the budget had been the main discussion of the meeting.

6. **Headteacher Report**

LB reported the following:

Staffing – most of the changes had been reported in the Teaching and

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Learning minutes.

Emma Campbell – long term sick absence – school had employed a temporary TA to cover until the end of the summer term. They had settled well and were also helping with U5 lunchtime cover.

The next discussion was minuted as a confidential item.

Attendance – this was over 96% at both schools and there had been no persistent absence.

The intake at Hevingham for September was 17 with the possibility of 1 more. There may also be another child joining Y3.

The intake at Marsham for September was 5.

The privacy notice for governors in Local Authority maintained schools had been put on the governorhub so that governors were made aware of what information was collected and the purpose for this. All agreed for it to be returned by school to Governor services.

A cluster heads meeting had been held.

## 7. SIDP

LB reported that this was still being updated. She would make it available to governors when completed. DHP asked for the key drivers to be uploaded to the governorhub for governor information.

**LB**

## 8. SEND Report

AM and LB had met to discuss SEND. Another meeting would be arranged this term to produce the SEND annual report to governors and the SEND information report for the schools' website.

**LB/AM**

## 9. Safeguarding

DHP and LB had discussed safeguarding. Another meeting would be arranged later this term when DHP would look at the MyConcern online system for recording safeguarding.

**DHP/LB**

## 10. GDPR Update

OC reported:

There was still no DPO report – it would probably be September before one was received.

Data Protection Impact Assessment – OC had looked at the ICO website for guidance on producing this and, having read the criteria, decided it was not really relevant for schools to carry this out. She would put the information required on the governorhub so that governors could see the criteria. If it was

**OC**

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decided in the future that an assessment was needed the information was available from the ICO website.  
The DPOs had produced a training video for staff on GDPR – once released OC felt it would be good for staff and governors to watch it.

## 11. Trust Update

A Trust meeting had been held on 22nd March – LB outlined what had been discussed.

## 12. Under 5s Provision

Funding – OC had produced a budget report for the U5s and sent to all governors. She reported that all had been going well until agency staff had to be used for long term sick absence although there may be some funding available to help with this. The situation had not been helped because ‘bubbles’ meant staff could not move between classes to help out. However, if these costs are excluded the U5s looked very promising.

SG asked if movement of staff needed to be looked at as soon it was possible to move between classes.

Half the spaces for 3 year olds were already filled for September and enquiries were coming in every week.

SS asked if it was worth looking at insurance for TA cover if there was a lot of absence. OC had looked into this previously and it was quite expensive and, until this year, rarely needed. Under normal circumstances TAs could move between classes to cover short-term absence and this year it had only been a problem for the pre-school. OC would look into insurance next year to see what the cost may be.

OC

## 13. Policies

The following policies had been sent to governors for review.

Online Safety – this was agreed by all governors.

First Aid – this was agreed by all governors.

Attendance:

AM asked about the wording of section 3.1 – as this was an LA model policy it was agreed not to change this.

Section 5 – after discussion it was agreed to make the points gender neutral. Throughout document – change Hevingham and Marsham Primary School to Hevingham and Marsham Primary School Partnership.

The document would be agreed once these changes had been made.

OC

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OC would look into seeing if a separate policy was needed for the Under 5s regarding funding in the case of non-attendance.

OC

Governor Monitoring and Evaluation – the policy was agreed by all governors.

#### 14. Governor Vacancies

DHP had written to governors explaining that, due to a move, he would be stepping down as a governor at the end of term and asked governors to think about taking on the role of Chair.

This would leave vacancies for 2 parent governors and 1 Trust governor. The schools would arrange to send a notice to parents – OC to arrange.

OC

#### 15. Governor Monitoring and Visits

LB felt it would be useful for governors to have contact with their subject leaders and discuss Covid catch-up. DHP asked governors to arrange to meet with their subject leaders and other areas of responsibility (as shown in the Monitoring Schedule) during the rest of this term to get ready for next year and provide a report on the agreed form (pro-forma available on governorhub).

All Govs

#### 16. Governor Training

DHP told governors that there was a lot of on-line training now available to governors and to take advantage of this.

#### 17. Dates for Future Meetings

Management Committee – To be arranged in June.  
Teaching and Learning – Tuesday 13<sup>th</sup> July 2021 at 5pm

Full Governing Board Meetings, all at 6pm:  
Wednesday 14<sup>th</sup> July 2021

#### 17. Any Other Business

Care and Control policy – OC explained that she had been looking at policies that had not been reviewed in the last three years. Having read through this policy LB and OC had decided it was no longer needed as the points were covered in the Safeguarding and Behaviour policies.

The meeting ended at 7.00pm

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