

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 7<sup>th</sup> October 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), Sue Simmonds (SS), Moira Stansfield (MS), Chris Yates (CY), Andrea Loudoun (AL) (Notes)

**ACTION**

**1. Election of Officers – Chair and Vice Chair**

DHP stepped down as Chair of Governors.

AL asked the GB if there were any nominations for a new Chair. All governors present agreed to re-elect DHP as Chair for another year which he had indicated he was happy to do.

DHP then asked for a governor to become the Vice-Chair. HB was happy to continue in this role. All governors present agreed to this.

- 2. Apologies for Absence** – Alison Maskrey (AM) – these were accepted.  
**Resignations and Appointments** – OC and SG had agreed to continue being staff governors following the end of their term of office.  
**Vacancies** – there were still 2 parent governor vacancies. DHP was asked to prepare a notice for the schools' newsletter asking for parent volunteers.

**DHP**

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

**4. Appoint Governors with Special Responsibilities**

SEND/Looked After Children (LAC)/Equalities – Ali Maskrey  
Safeguarding/Safer Recruitment/Child Protection – David Hagan-Palmer  
Headteacher Performance Management – David Hagan-Palmer, Sue Simmonds and Moira Stansfield (any two)  
Pupil Premium – Sue Simmonds  
PE Sports Funding – Chris Yates  
Premises/Health & Safety – Sam Gibbons  
Finance – Harvey Bullen  
Attendance – Olivia Corfield  
Maths – Chris Yates  
English – Sue Simmonds  
Science – Moira Stansfield  
Nurture – Hannah Banstead

**5. Sub-Committee Members**

DHP suggested the same governors remained on these committees for this year.

Signed	Date
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Management – Hbu (Chair), CY, OC, LB, MS  
Teaching & Learning – DHP (Chair), HBa, SS, SG, LB, AM  
Appeals – to be agreed if needed.  
This was agreed.

### **Sub Committee Constitutions**

The sub-committee constitution had been sent to governors via the governor hub. SG asked what would happen if numbers on a committee fell below 5. DHP explained that the matter would be discussed at a FGB meeting and another governor appointed to the committee.  
The constitution was agreed.

### **Sub Committee Terms of Reference**

The Terms of Reference for the Management, Teaching & Learning and Appeals Committees had been updated and sent to the FGB via the governor hub. These were agreed.

## **6. SIDP - Assignment of governors to SIDP Strands**

The four strands of the SIDP were Quality of Education, Personal Development, Behaviour and Attitudes and Leadership and Management. LB felt that the governors with special responsibilities would cover different aspects of these strands and when they had their meetings with the lead staff member should go through the SIDP and discuss the ones in their area.

DHP agreed to draw up a plan, as last year, to assign governors to their areas of responsibility in the SIDP. This would be brought to the next FGB meeting.

**DHP**

DHP emphasised to governors that they should always bear in mind the SIDP and the areas they should cover during their monitoring meetings and make reference to them in the governor monitoring report they write.

**All Govs**

## **7. Register of Business Interests**

Governors had completed their declarations on the governor hub.

## **8. Skills Audit**

Governors had completed these and returned to OC for collation.

## **9. Governor Code of Conduct**

An updated Code of Conduct had been emailed to all governors who had indicated their acceptance on the governor hub.

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## 10. Minutes of the Previous Meeting

The minutes of the meetings held on 1<sup>st</sup> July 2020 were agreed. They will be signed via the governor hub.

**DHP**

## 11. Matters Arising from Previous Minutes

14. Audits – OC explained that a management meeting would be needed after half-term so she proposed moving the discussion regarding audits to this meeting as this was usually where they were discussed. This was agreed.

**Man Comm**

4. The Website had been updated.

6. The pre-school had opened in September.

7. DPO Report – this had still not been received. SS reported that there was now a new DPO for the cluster whose name she had been given. SS said she would ask for the report a little later in the term.

**SS**

16. H&S Training – OC had asked County about the trainings referred to in their model policy and they had said they were not offered any more. OC had suggested to HR that the model policy was updated to reflect this. DHP suggested the training section was removed from the Hevingham and Marsham policy. This was agreed. OC to update.

**OC**

Redundant Equipment – OC had added a paragraph to Appendix H of the Finance policy as discussed and sent it to governors via the governor hub. The addition had been agreed.

## 12. Sub-Committee Reports

There had been no meetings since the beginning of term.

The Management Committee were due to meet next half-term. OC to arrange.

**OC**

Teaching and Learning – LB said that a meeting would be needed after the half-term assessments had been carried out. This would be arranged for next half-term.

## 13. Financial Report and RAG Rating

OC reported that the budget had been agreed and had nothing else to report.

RAG rating – OC explained that this was late being issued and she would share it with governors once received.

**OC**

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## 14. Headteacher Report

LB had added the following documents to the governor hub for information:  
Behaviour Policy Addendum – Sept 20  
Hevingham and Marsham Blending Learning  
Hevingham and Marsham Revised Category letter – Jul 20  
Maths – September 20  
Safeguarding policy – September 20  
Staff meeting adapting the English curriculum

LB reported that there had been a smooth start to the term. A few alterations had been made since the beginning of term. Most parents had been very supportive. Some parents had needed more support. Pupils were coping well with handwashing and distancing. There were lots of extra duties for staff but this was being managed well.

The Blended Learning would be used if families were isolating or needed to isolate for any reason. **DHP asked what children isolating were being given for work** – LB explained that teachers were giving pupils a version of the work being taught in class. Paper copies would be sent home if pupils did not have access to the internet.

The Risk Assessment had been updated following a County update issued on the 28<sup>th</sup> September. This was mainly to do with music lessons, open days and parent/teacher interviews. LB had highlighted the updates in grey and would make the document available to governors on the hub. Following a discussion at a staff meeting it was felt that Learning Conversations would be best held face to face via zoom.

LB

Pupil Progress – no assessments had yet been carried out. A week before the half-term break had been allocated to carry out pupil assessments.

Addendum to Behaviour policy re COVID – LB reported there had been no misbehaviour using COVID as a threat.

Revised Category letter – this explained that the school no longer needed the support of a Lead Officer.

LB had received an email from Mr Merryweather thanking the school for his furlough money.

**SS asked for a staffing update:**

LB reported:

A child with an EHCP was due to start at Marsham next term and the school had already employed someone for 1:1 support. This would be to help with the transition that was happening already and to provide support to another child already at Marsham.

Gareth Southgate had been employed as a caretaker at Marsham and had

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settled in well.

Beth Fox was the Lead Practitioner for the U5s.

Julie Dyson had been employed as a part-time TA for R/Y1 to cover the role of Katy who had moved to Marsham.

The NQT had settled in well. DHP checked the NQT policy was working which it was.

DHP gave thanks to LB, the senior leadership team and all staff for their efforts in making the new conditions in schools work.

MS asked for an updated list of staff and their responsibilities. LB agreed to produce this and put on the governor hub.

There were no SCITT students this year but would be 2 PGCE students at Hevingham. Also City College Students in the U5s and Class 1 at Marsham.

Premier Education were being used to teach sports at Marsham on a Thursday afternoon. A music teacher was used at both schools.

**LB**

## **15. SEND Report**

AM and LB had met to discuss SEND and completed the Annual Report and the SEN Information Report, both of which had been sent to governors. The annual report was on the schools' website.

## **16. Safeguarding**

DHP and LB had met just after the last FGB meeting and completed the Safeguarding Annual Report and The Safeguarding Compliance Checklist. Both had been made available to governors. DHP had checked the SCR which, as usual, was up to date.

Governors had confirmed via the governor hub that they had read the 'Keeping Children Safe in Education' document.

## **17. GDPR Update**

There was nothing to report at this meeting.

## **18. Trust Update**

A Trust meeting had been held and budgets discussed. The extra costs due to COVID were discussed and the Trust were trying to work out ways to reclaim these. The Rotary had been keen to help, maybe with the extra cleaning required. Each school had given an update on how they were coping with the re-opening.

## **19. Under 5s Provision**

LB reported that the U5's was now open and Beth and Chole had set the provision up well. The busiest day was Tuesdays and the school supported them at the beginning of the day. Children appeared to be enjoying their time in the pre-school and parents had given good feedback.

OC reported she had looked at the Income and Expenditure and there would be a slight loss this term which had been expected. She would produce a

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summary of the finances and let governors see a copy. More packs had been asked for since the beginning of term so hopefully more children would join but some parents had chosen not to move their child from their current provision if they only had a short time left before going to school. CY asked about the building repairs that had been needed. These were now completed and the building was structurally sound. The Parish Council had not forwarded the grant they had offered but had asked to see a full breakdown of the costs of the repairs. LB had passed their request to County to deal with. The £6k funding had been received from the Start-Up team.

OC

## 20. PE Sports Funding Annual Report

These had been produced for both schools and sent to governors. OC reported that there was lots of funding available and had asked staff for ideas to spend it on. This would be discussed at future Management meetings. The schools were keen to employ a Forest School teacher.

Man Comm

## 21. Pupil Premium Annual Report

This was still being written and would be put on the governor hub once completed.

OC

## 22. Policies

The following policies had been sent to governors prior to the meeting:

NQT policy – this was agreed.

Capability policy – teaching staff – this was agreed.

Capability – Support staff – this was agreed.

Safeguarding and Child Protection – this was agreed along with the COVID addendum.

Behaviour policy COVID-19 Addendum – Sep 20 – this was agreed.

Pay Policy – OC explained that the schools usually adopted the Educator Solutions model policy regarding teacher pay awards. The unions had pressurised for a bigger increase this year and the policy had not yet been revised. LB read out a proposal regarding adopting the suggested increases. There was a range of suggested percentage increases and schools could decide on the actual percentage offered. **DHP asked whether the government would be funding the increase or if schools had to use their own budget.** OC said this was usually covered by the Fair Funding policy.

DHP proposed the Educator Solutions suggestions regarding the increase were adopted. This was agreed. OC would put the updated policy on the governor hub once it had been received.

Maternity Scheme – teachers – this was agreed.

Paternity Scheme – this was agreed.

Equality policy -annual review of objectives – SG suggested an Anti-discrimination policy was written and offered to do this. OC had looked at the policies that the school already had in place that could be linked to this, some of which were outdated. It was agreed that SG would write a new

OC

SG

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policy incorporating the outdated policies. The new policy would go to the Management Committee for approval.

**Man Comm**

Touch policy – this was agreed.

Virtual Meetings Policy – Governors agreed to the draft that had been sent but the model policy needed altering for Hevingham and Marsham. AL to update and put on governor hub.

**AL**

EYFS policy – this was agreed.

### **23. Headteacher Performance Management**

DHP was currently looking for the discussion notes from the last HT performance review which appeared not to have been written. OC will look to see if there was an easier format to follow for the performance review as the current format used was complicated.

**OC**

MS and DHP to arrange a meeting by the end of November.

**MS/DHP**

### **24. Governor Monitoring and Visits**

DHP to organise monitoring sheet as previously discussed. Any monitoring, including phone conversations, to be recorded.

**All Govs**

### **25. Governor Training**

DHP highlighted the bitesize training which governors could carry out at home.

**All Govs**

### **26. Dates for Future Meetings**

Management Committee – OC to email a date for next half-term.  
Teaching and Learning – Thursday 3<sup>rd</sup> December at 5pm

Full Governing Board Meetings, all at 6pm:

Wednesday 9<sup>th</sup> December 2020

Wednesday 10<sup>th</sup> March 2021

Wednesday 19<sup>th</sup> May 2021

Wednesday 14<sup>th</sup> July 2021

### **27. Any Other Business**

There was no other business.

The meeting ended at 7.30pm

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