

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 9th December 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), Andrea Loudoun (AL) (Notes)

ACTION

1. **Apologies for Absence** – Alison Maskrey (AM), Chris Yates (CY) – these were accepted.

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 7th October 2020 were agreed. They will be signed via the governor hub.

DHP

4. Matters Arising from Previous Minutes

Parent Governor Vacancies – DHP had written a notice which had been put in the newsletters. One parent had expressed an interest but would not be able to take on this role until some time in the future.

Pupil Premium Report – this had been completed and put on the website.

Skills Audit Matrix – DHP thanked OC for producing this. The document showed that all areas of responsibility were covered at level 4 or 5 by the current board. OC said that areas of weakness indicated by a few governors could be addressed by taking part in training. A copy had been sent to all governors.

Headteacher Performance Management – OC/SG/LB left the meeting for this item. DHP thanked SS and MS for conducting the performance management review. After a short report from MS it was recommended a pay increment was awarded. All governors present agreed. OC to arrange.

OC

5. Sub-Committee Reports

Management Committee – the minutes from the meeting had been sent to all governors. HBu reported that the budget revision had been agreed. The Pupil Premium report had been looked at. Themed Audits had been discussed with no further action required. All policies had been agreed.

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Teaching & Learning Committee – the minutes from the meeting had been sent to all governors. DHP said the main focus of the meeting had been spent looking at the initial set of data from pupil assessments. The data from the next round of assessments would be discussed at the next meeting so that pupil progress, following school closures due to Covid, could be monitored.

6. SIDP

This would be updated once data from assessments was received and areas needing addressing were known.

7. Headteacher Report

A report had been sent to all governors. LB highlighted that attendance was good at both schools and all children able to were attending and appeared to be happy to be in school.

HBu asked how the U5s was progressing as 2-year old numbers appeared to be low. LB said this was usual as this age group had to be funded by the parents. OC said numbers of 2-year olds may also be low as ‘wrap around’ care was not offered. Once funding started attendance usually increased. Also, some local children had already been placed in other settings while the Under 5s was closed and parents did not want to change. There was a short discussion on how many 2-year old spaces should be offered. Another advert had been run since half-term and a few more children had started. A video had been taken of the inside of the U5 building and would be made available for governors to see.

DHP asked if the Santa letters had been answered; SG explained this was forming part of the Y6 writing assessment and would be carried out this week.

DHP asked about the Teachers Performance meetings. LB reported that all had taken place in the correct time schedule. It had been harder to complete this year as there had not been a full year of school to assess teachers achieving their targets from last year, particularly as they are mainly data and children performance driven. New targets had been set using last year's targets as a base but had added parts linked to the impact of Covid restrictions and catching up children due to time away from schools.

LB reported that 5 PP children had left Hevingham which will have an impact on the budget. OC explained that 3 of these losses had been included in the last budget revision.

8. SEND Report

There was nothing to report at this meeting.

9. Safeguarding

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Most safeguarding matters had been covered in the Headteacher report. DHP and LB were waiting for the county safeguarding audit to be produced and would then meet to compare this with the schools' own assessment. LB reported she had had to issue a fixed term exclusion of 2 days for one pupil this half-term.

10. GDPR Update

SS reported that she was still working through the audit with OC but it was nearly completed.

A summary of the actions achieved to date had been posted in a monitoring report on the governor hub.

An annual review was still awaited and Jo Tuttle had been emailed about this - Covid was given as the reason for the delay in this taking place.

A GDPR review schedule had been finalised.

LB and OC to carry out a GDPR monitoring walk in classrooms before the end of term. **LB/OC**

Data Protection Impact Assessments – OC to complete. **OC**

SS had found the DPOs response to contact quick and knowledgeable.

11. Trust Update

A meeting had been held earlier in the week which DHP and LB had attended. This had been an AGM and general meeting and the past year had been reflected on. The Trust continued to collaborate with students, staff and parents. Support events had been gone ahead despite Covid. A charity had been set up known as TACT Families. This allowed funding to be sourced. The Trust were still trying to carry out family days. MS asked if pictures of events could be sent to be included in the Marsham News. Also photos of the U5 building. **LB**

12. Under 5s Provision

Income and Expenditure Report – OC reported that the deficit this term was £3900. Monthly staff costs were £3500 and the Income was £1250. OC had queried the £2500 the LA had reclaimed for last term as the provision had not been open at that time. OC explained that if the provision was fully used it would not run at a loss but she had looked at the original projected budget and this hadn't shown a profit until the third year. There had been increased numbers and hours since September and good feedback was being received with children progressing well.

The school may need to apply for more funding from the Early Years team – OC to look into this in the spring term. Also to find out if there is any other funding available. **OC**

OC would produce a 'looking ahead' forecast now that actual numbers were known. **OC**

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SS asked if the pandemic had affected people sending their children to pre-school which it was felt it had.

13. Planned Admission Numbers

LB reported that current admission numbers for 15 at Hevingham and 5 at Marsham and felt that no change was needed. This was agreed by governors.

14. Website Audit

An updated list of requirements for the schools' website had been received in November. OC had gone through the list checking that all required items were included on the website and had made updates as necessary. A Covid catchup action plan still needed to be added – this would be done after assessment results had been analysed so that the schools could decide where they needed to spend the money. This would be done in January.

15. Policies

There were no policies due for review at this meeting.

16. Governor Monitoring and Visits

DHP had posted on governorhub a monitoring schedule for the year. He had included suggested questions that could be asked during the monitoring meetings to ensure all areas of the SIDP were being covered. As no school visits were taking place at the moment meetings with staff should be arranged via LB. DHP stressed the importance of writing up a monitoring sheet following any meetings/zoom or phone calls as evidence of monitoring taking place.

17. Governor Training

OC reported that she had carried out a bite-size learning on RSE available on the governorhub and had found it very useful. The training had also included a template of questions to ask subject leaders which she felt may make subject leader meetings easier.

OC encouraged governors to look at the trainings available as they were not too long and very informative.

SS had carried out the bite-size Performance Management training which was also very informative.

DHP had attended a government run PREVENT training and would add this to his profile on governor hub.

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18. Dates for Future Meetings

Management Committee – OC to arrange when required
Teaching and Learning – Thursday 25th February 2021 at 5pm

Full Governing Board Meetings, all at 6pm:

Wednesday 10th March 2021

Wednesday 19th May 2021

Wednesday 14th July 2021

19. Any Other Business

There was no other business.

The meeting ended at 7.00pm

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