

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 14<sup>th</sup> July 2021 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, OC is a governor at St Michaels Primary School, Aylsham, HBa is an HLTA at North Walsham Nursery, Infant and Junior School.

3. **Minutes of the Previous Meeting**

The minutes of the meetings held on 19<sup>th</sup> May 2021 were agreed. They would be marked as signed on the GovernorHub.

**DHP**

4. **Matters Arising from Previous Minutes**

Website Audit – Covid Catchup Action Plan – this was now on the schools' website.

Marsham News – report to be written for the Autumn.

CCTV – OC had asked Bure Valley school about their CCTV system and the affect it may have on GDPR before she investigated this further. She would provide an update at the next meeting.

**OC**

The key drivers had been put onto GovernorHub.

GDPR – the criteria for the Data Protection Impact Assessment had been put onto GovernorHub.

TA Insurance – OC reported that she had looked into this briefly but nothing could be done until the next insurance renewal and then the cost of the cover would have to be considered against the cover usually required as this year had been an unusual one. Governors had a brief discussion on the matter before agreeing that OC would investigate further when the insurance was next due.

Policies – the changes discussed for the Attendance policy had been made and the policy signed.

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## 5. Sub-Committee Reports

Teaching & Learning Committee – the minutes from the meeting had been sent to all governors. DHP explained that most of the meeting had been spent looking at and discussing the data from assessments. This had shown the Y6 group as being the most resilient to the unusual school year and ready for Y7. There had been more effect on the younger year groups which was as expected as they are less able to do things for themselves. Writing and some Maths appeared to be the areas mainly affected.

Management Committee - the minutes from the meeting had been sent to all governors. HBU reported that the budget revision had been agreed. The replacement of the school minibus and the telephone system had also been discussed.

## 6. Headteacher Report

LB's report had been sent to all governors.

LB went through her report. She explained about the children arriving at Hevingham in September and also about the three children who had applied to specialist schools and the impact this would have on staffing. Emma Campbell was anticipating returning to school in September and it had been suggested she visited the school twice before the end of term. Kylah Tranfield's contract had been extended until December for three days a week. Claire Pickering was expecting to return to Class 1 in September.

Bullying incidents had been discussed at the T&L meeting.

Attendance had been reported for the summer term only.

Pupil transitions – LB went through the items that had been put in place to help with Y6s move to high school, U5s move to Reception and children new to the school. Y6 teachers had met with the high school transition leaders.

Item from T&L Meeting - SS had asked how many children were moving from the U5s and how many were new to the school. LB reported that there were 17 children joining Reception in September, 10 of these had attended the U5s. Christine Coulter had managed to visit the U5s to get to know the children.

## 7. Summer 2021 Transition for Y6

This had been discussed under the Headteacher report. The High School had set up a summer school, for which funding had been made available, for children moving to Y7.

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## 8. Annual Governance Statement

DHP had drafted the statement and asked governors for comments. Once finalised OC would upload it to the schools' website.

## 9. SIDP

LB reported that she would finalise this before September.

**LB**

## 10. SEND Report

AM and LB had met and produced the SEND annual report to governors and the SEND Information Report, both were available on GovernorHub. The Information Report would also be put on the schools' website.

**LB**

AM to write a report of the meeting and make available to governors.

**AM**

## 11. Safeguarding

DHP and LB had met and discussed safeguarding. The safeguarding compliance checklist had been completed and all areas were satisfactory. LB to finalise the Safeguarding Annual Report and put onto GovernorHub before the end of term. DHP had looked at the MyConcern online system for recording safeguarding which had worked very well during the last year and the schools would continue to use. DHP to write a report of the meeting and put onto GovernorHub.

**LB**

**DHP**

## 12. GDPR Update

OC explained that there was still no DPO report – visits to schools had not been carried out due to Covid restrictions. She would follow this up if a visit was not carried out during the Autumn term.

**OC**

## 13. Trust Update

There was nothing to report at this meeting. A new Foundation Trustee governor would be needed to attend future meetings following DHP's resignation.

## 14. Under 5s Provision

Non-attendance funding policy – OC had asked the LA Early Year's team about funding if a child was consistently absent and if a policy was needed to cover this situation. She reported that they would fund a short-term absence of up to two weeks. OC had been unable to find such a policy from other schools

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so had looked at the Finance and Charging policy already in place at Hevingham and Marsham. This included a sentence about extended absence affecting funding which she felt could be expanded rather than write a separate policy. After discussion it was agreed to add a sentence about extended absence of more than two weeks affecting funding and that, in this case, a place at the U5s could not be guaranteed. OC to write and put the suggested addition onto GovernorHub for governors to comment on/approve. Parents sign a copy of this document so would be aware of the extra clause. They would be asked to sign a new document in September.

**OC**

## **15. Policies**

The following policies had been sent to governors for review.

Inclusion policy – there were a few suggested changes that SG would make to the policy. The U5s would also be added. The policy was then agreed.

**SG**

Anti-discrimination policy – there was a brief discussion on the changes that had been made to this policy which was agreed. It was suggested that an updated training for staff on this subject was to be given during an INSET day.

**LB**

OC asked that these policies were sent to her once the changes had been made so she could add them to the policy file.

**SG/OC**

Extremism and Radicalisation policy – LB was due to attend a ‘Keeping Children Safe in Education’ webinar the following day and would find out what was suggested to cover this subject. This would be discussed at the next meeting.

**LB**

## **16. Governor Vacancies**

LB reported that two parent governors had been recruited. OC to take them though the Induction of New Governors policy to make sure they had the necessary information and were added to GovernorHub.

**OC**

DHP stepped down as governor which meant a new Foundation Trustee Governor was needed. LB had a suggestion for this vacancy which governors discussed. The GB were supportive of the suggestion providing LB felt the workload was manageable. LB to think about and make a decision.

**LB**

The GB were then asked if anyone would be willing to take on the role of Chair which AM agreed to do. This was voted for unanimously. HBU agreed to continue in the role of Vice Chair.

OC suggested SS to take on the role of Chair of the T&L Committee which SS agreed to. All governors agreed.

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## 17. Governor Monitoring and Visits

DHP said that a new monitoring programme needed to be drawn up for the Autumn term and monitoring should be centred on the SIDP.

**AM**

Monitoring visits/conversations should be recorded and posted on GovernorHub for everyone to see.

**All Govs**

## 16. Governor Training

Finance Training – HBU and OC had completed their finance training. CY still complete.

**CY**

OC had completed the Safer Recruitment training.

## 17. Dates for Future Meetings

Management Committee – To be arranged.

Teaching and Learning – Thursday 7<sup>th</sup> October 2021 at 5pm

Full Governing Board Meeting, 6pm at Hevingham  
Wednesday 20<sup>th</sup> October 2021

## 18. Any Other Business

There was no other business.

LB thanked DHP for his role as Chair of Governors and his support to the schools and wished him Good Luck in his new post.

The meeting ended at 7.30pm

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