

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 20th October 2021 at 6.00pm

Present: Lydia Board (LB), Harvey Bullen (HB), Olivia Corfield (OC), Sam Gibbons (SG), Caroline Martin (CM), Ali Maskrey (AM) (Chair), Laura Richardson (LR), Sue Simmonds (SS), Moira Stansfield (MS), Chris Yates (CY), Andrea Loudoun (AL) (Clerk)

ACTION

1. **Apologies for Absence** – no-one was absent.

Resignations and Appointments – David Hagan- Palmer and Hannah Banstead had resigned. Laura Richardson and Caroline Martin had been appointed as parent governors.

Vacancies – there were 2 co-opted governor vacancies.

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

3. **Appoint Governors with Special Responsibilities**

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

4. **Sub-Committee Members and Sub Committee Constitutions/Terms of Reference**

Governors agreed to be on the following sub-committees:
Management – HB (Chair), CY, OC, LB, MS, CM
Teaching & Learning – SS (Chair), SG, LB, AM, LR
Appeals – HB, MS, SS

Sub Committee Constitution

The sub-committee constitution had been sent to governors via the governor hub, there had been no changes made. The constitution was agreed.

Signed	Date
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Sub Committee Terms of Reference

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

5. SIDP - Assignment of governors to SIDP Strands

It was agreed that two governors would be appointed to monitor each of the four strands of the SIDP:

- Quality of Education – SS and LR
- Personal Development – AM and CY
- Behaviour and Attitudes – MS and OC
- Leadership and Management - HB and CM

Monitoring should take place termly.

6. Register of Business Interests

Governors were asked to update their declarations as necessary on the governor hub.

All Govs

7. Skills Audit

Governors had been sent the latest skills audit and were asked to return their completed form by 1st November to OC for collation.

All Govs

8. Governor Code of Conduct

An updated Code of Conduct had been sent to all governors who were asked to indicate their acceptance on the governor hub.

All Govs

9. Minutes of the Previous Meeting

The minutes of the meeting held on 14th July 2021 were agreed. They will be signed via the governor hub.

AM

10. Matters Arising from Previous Minutes

Marsham News – reports from each school had been sent for inclusion in the Marsham News. U5s advert – as there were currently no vacancies for two year olds it had been agreed to delay this advert until after half-term.

CCTV – OC still has to look into this.

OC

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U5s – non-attendance funding – OC had updated the Contract and Charging policy to cover this item and sent to the necessary people.

Extremism and Radicalisation policy – LB needed to gather more information to write this policy. SG asked if it could be included in the Anti-discrimination policy. LB to seek advice from the LA.

LB

11. Sub-Committee Reports

The Management Committee would meet during the next half-term when the budget revision was due. OC to arrange.

Teaching and Learning – the minutes from the meeting had been sent to all governors. SS outlined the main discussions that had been held. Governors had no other questions.

12. Headteacher Report

LB explained that pay increases were usually given to staff using county pay scales. She explained what this covered. The GB agreed they were happy to continue using these pay ranges.

Pay policy – the schools used the LA model policy which had not yet been released for this year. OC will take the updated policy to the Management meeting for approval and to agree which optional paragraphs to include.

OC

LB reported:

There had been a busy start to the year and schools were trying to return to normal practices.

Lots of recruitment had taken place although not all vacancies had been filled – a cleaner at Hevingham and a Caretaker for both schools still needed to be appointed.

A new teacher had been appointed for Y3/4 who would start after half-term and would also be the English subject leader.

Covid – there had been 3 cases at Hevingham and 1 at Marsham but schools had not had to revert to bubbles. AM asked if there was a point at which schools would not be able to open to all children. LB explained the process for this. Any children not in school because of isolating but still well were being set work to do at home.

School trips have started again.

The teacher performance management meetings were being carried out this week. Targets were being set for the next year.

There had been no bullying in either school.

A fixed term exclusion had been put in place for one child at Hevingham.

Attendance figures would be low due to people isolating.

Bully Busters/Buddies and Librarians had all returned.

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13. Pupil Premium Annual Report

OC and LB had completed most of this report with input from SS. SS and OC to meet to finalise the report which would then be put on governorhub for governors to comment on if they wished. The report would then be put on the school website.

SS/OC

14. PE Sports Funding Annual Report

OC had drafted these reports for both schools – CY agreed to read through them before they were put on governorhub and the school website.

CY

15. SIDP

LB had completed the SIDP and sent to governors.
LB went through the document and made the following comments:
She had tried to make this an easy to understand workable document and had colour co-ordinated the tasks.
Pupil premium numbers at Marsham were high and needed to be closely monitored.
OFSTED would have been due now but inspections were behind schedule.
The SEF needed to be updated but this was difficult as it was usually geared to results of which there had been none since 2019.
SS asked if schools were being compared by their results.
LB – SATs would return next year but the results would be used differently and would not be used for comparison with other schools but used more internally so pupils can be monitored by teachers.
Both Y6 groups this year were too small to be used for comparison with other schools.
If governors had any questions having read through the SIDP more fully they should email them to LB.

16. SEND Report

This report had been put on governorhub. The SEND Information Report had been put on the school website.

17. Safeguarding

DHP and LB had met last term and a report of the meeting was available on governorhub.
LB to complete the compliance checklist.
SCR – OC had updated this recently but a check had not been made by a governor due to not being able to visit the schools. AM to arrange to do this.

LB

AM

Signed	Date
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18. GDPR Update

OC reported that there was still no DPO report but both DPOs had put a video together for staff to watch and then answer questions about. There had still not been an in-school check. SS agreed to walk round the schools to check GDPR were being followed.

SS

OC had carried out a review of the school records in September.

19. Trust Update

The last Trust meeting had been cancelled and was still to be rearranged. A launch of the charity side of the Trust – TACT Families - was due to be arranged. The charity had been set up to enable access to more funding. Current funding was paying for 2 outreach staff to provide extra support to children in the Cluster who were struggling.

20. Under 5s Provision

There was nothing to report for Under 5s.

21. Policies

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

Capability policy – teaching staff – this was a model policy and was agreed.

Capability policy – support staff – this was also a model policy and was agreed.

Safeguarding and Child Protection – this was agreed.

NQT policy – this policy would now be known as the ECT (Early Career Teacher) policy but was not needed this year as there were no ECTs.

Equality policy – annual review of objectives – LB, SG and OC had updated the objectives and made them available on the governorhub.

22. Headteacher Performance Management

This was arranged for 22nd November at 1.30pm. Ali Maskrey, Sue Simmonds, Moira Stansfield and one external person would attend.

AM/SS/MS/
LB

Signed	Date
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23. Governor Monitoring and Visits

Governors to arrange visits with the appropriate member of staff for their area of responsibility

All Govs

AM will organise produce a monitoring sheet so governors were aware of meetings they needed to arrange.

AM

Any monitoring, including phone conversations, to be recorded.

All Govs

24. Governor Training

Safeguarding – all governors were due to renew their training – LB agreed to run a course to cover this.

All Govs

MS had carried out the online Headteacher Performance Management training.

CY and LB to carry out finance training.

CY/LB

25. Thanks to DHP

AM to arrange to send a card to DHP thanking him for his work as a governor.

AM

26. Dates for Future Meetings

Management Committee – 10th November at 5pm
Teaching and Learning – 23rd November at 4pm

Full Governing Board Meetings, all at 6pm:
Wednesday 1st December 2021
Wednesday 2nd March 2022
Wednesday 18th May 2022
Wednesday 13th July 2022

27. Any Other Business

There was no other business.

The meeting ended at 7.48pm

Signed	Date
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