

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 1<sup>st</sup> December 2021 at 6.00pm**

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

**ACTION**

**1. Apologies for Absence** – Olivia Corfield, Ali Maskrey  
**Vacancies** – there were 2 co-opted governor vacancies.

**2. Declarations of Interest** – there were no declarations of interest.

**3. Minutes of the Previous Meeting**

The minutes of the meeting held on 20<sup>th</sup> October 2021 were agreed. HB signed them via the governor hub.

**4. Matters Arising from Previous Minutes**

Skills Audit – OC had collated the replies and put the results and comments on Governorhub. A number of governors had asked for training on equality, diversity and inclusion – OC to arrange for all governors.

MS would also like to experience the program the schools are using to teach this subject - LB said this could be arranged.

**OC**

CCTV – quotes had been requested for this – companies still to visit the schools.

Extremism and Radicalisation policy – LB had spoken to a member of the LA who said this policy was no longer required in schools as the points were included in the Safeguarding policy.

SG and LB left the meeting for the next item.

Headteacher Performance Management Review – this had taken place – MS gave a summary of the meeting. All governors present agreed to the recommended pay increment. OC to arrange.

**OC**

**5. Sub-Committee Reports**

Teaching and Learning – the minutes from the last meeting were available on Governorhub. SS reported that assessments were currently taking place and the results would be discussed at the next meeting.

Behaviour support from the Cluster continued to be helpful.

The schools continued to restrict the number of visitors allowed.

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The minutes from the Management meeting were available on Governorhub. HB reported that the budget revision had been discussed, agreed and he had signed the documents for submission to the LA. The SFVS had been discussed and put on Governorhub for governors to read.

## 6. Headteacher Report

A headteacher report had been sent to all governors.

Planned Admission Numbers – it was agreed to keep these at 15 for Hevingham and 5 for Marsham. There was a brief discussion on how admissions were decided.

Staffing – as no applications had been received after advertising three times for a Cleaner and Caretaker the schools had asked NORSE for a quote which was based on the square footage of the schools. LB explained that this would cost £3755 more than the schools employing directly but would mean less work for the schools. Spot checks would be carried out by NORSE to ensure the service being offered was appropriate and the contract could be adjusted if required. The contract would be a fixed price for three years. After discussion it was agreed LB would check the following points were included in the contract before agreeing to go ahead – minimum wage and pension costs included, whether or not the equipment provided by NORSE would belong to the schools at the end of the contract, alternative cover provided if necessary. If all these points were included the governors agreed to the proposal.

The schools were trying to recruit a replacement for Jen Brooker to allow for crossover time.

## 7. SVFS

This had been put on Governorhub for governors to read and comment on. Governors agreed to the answers that had been provided and that the document could be sent to the LA. There were no related party transactions at either school. LB to check if HB needed to go into school to sign document or if it could be done electronically.

**LB**

## 8. Hevingham School Fund

This had been sent to all governors and was agreed.

## 9. Well-being Work Group

One of the discussions at the headteacher performance management had been managing the wellbeing of staff. LB explained she would like to set up a working party of staff and governors to support the wellbeing of staff.

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Governors were asked to think about whether they would like to be involved. Further discussion would take place at the next FGB meeting. LB was not yet sure who would be involved but it would probably be 1 or 2 governors, the nurture leader, herself and a member of staff. CY said there was a Wellbeing department in the company he worked for and offered to ask if there were any volunteer hours available for the schools - LB thought it would be useful for her to have a conversation with them to see how they managed wellbeing. CM indicated her willingness to contribute as did SS and LR. LB would arrange a meeting once volunteers were finalised.

**CY**

#### **10. Strategies for Vision Implementation**

This was an item AM had asked to be included and was deferred to the next meeting in her absence.

#### **11. Pupil Premium Annual Report**

SS had reviewed the Pupil Premium report which was now on the schools' website. All required information was included.

#### **12. PE Sports Funding Annual Report**

CY and LB had met to discuss this report which was now on the schools' website.

#### **13. SIDP**

There was nothing to report at this meeting. LB would update the document at the end of term.

#### **14. SEND Report**

A meeting with CM still needed to take place.

**LB/CM**

#### **15. Safeguarding Report**

SCR – AM still needed to check this.

**AM**

Compliance checklist – this still needed to be completed.

#### **16. GDPR Update**

A DPO visit had been arranged for 25<sup>th</sup> January 2022 – the DPOs would do a

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lot of the required work before the meeting. The visit would include a walk through the schools to check GDPR were being adhered to.  
LB reported that staff had received training on GDPR at the beginning of the year.  
SS had carried out a walk through the schools to check GDPR – her report would be put on Governorhub by LB.

**LB**

## **19. Trust Update**

A meeting was scheduled to take place on the following Monday.

## **18. Under 5s Provision**

There was nothing to report for Under 5s.

## **19. Policies**

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

Induction of new staff – governors had no comments. The policy was agreed.

## **20. Governor Monitoring and Visits**

SS – GDPR visit

CY – Maths subject leader visit – report still to be written and sent to LB to put on Governorhub.

LR had met with Suzanne to discuss attendance.

LR attended with the school to listen to The Last Post on the Village Green.

**CY/LB**

## **21. Governor Training**

Safeguarding – LB had spoken with Lucy Canning regarding safeguarding training. Lucy had explained that Governor training was different to that provided to staff but a training session was in the pipeline for governors so it was agreed to wait to hear about this.

AM had attended the following trainings - Headteacher Performance Management, Role of Chair of Governors and Safeguarding. She was due to attend Safer Recruitment Training next term.

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**22. Dates for Future Meetings**

Management Committee – to be agreed.  
Teaching and Learning – 24th February 2022 at 4pm

Full Governing Board Meetings, all at 6pm:  
Wednesday 2nd March 2022  
Wednesday 18<sup>th</sup> May 2022  
Wednesday 13<sup>th</sup> July 2022

**23. Any Other Business**

There was no other business.

The meeting ended at 6.50pm

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