

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held virtually on Wednesday 2nd March 2022 at 6.00pm

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

ACTION

- 1. Apologies for Absence** – Chris Yates – these were accepted.
Vacancies – there were 2 co-opted governor vacancies.
Resignations – AL would be resigning as clerk at the end of the spring term. Angela Bullock had agreed to take on this role.

- 2. Declarations of Interest** – OC is chair of governors at St Michaels Primary School, Aylsham.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 1st December 2021 were agreed. AM marked them as signed on governor hub.

4. Matters Arising from Previous Minutes

Equality, diversity and inclusion training – OC had researched this and found which courses were available, articles to read and a powerpoint presentation about embedded equality. She would put links on Governorhub to these items for governors to look at. Governor Services had also indicated they were due to update their Equality training and, once available, governors could arrange to attend.

OC/All Govs

CCTV – OC reported that she was not having any success at finding a company to come and quote for this. After discussion, when it was felt neither school had a great need for CCTV to be installed, it was agreed not to pursue this further.

Well-being Work Group – LB and CY had met with a person from the Aviva Well-being department who had provided lots of good ideas of how to speak with staff about their well-being. LB had found the meeting very useful with many different approaches suggested and a good indication of what well-being actually meant. AM had attended a webinar on well-being. LB to organise a working party of governors and staff to move some of the ideas forward. OC, who was the well-being governor, said it was two years since the last questionnaire had been sent to staff. LB thought it was important that well-being was discussed with staff

LB

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before the questionnaires were sent out again. CM indicated she knew a lot of people in the well-being sector and would ask for any resources available that the working group could look at initially before deciding on any actions.

CM

5. Sub-Committee Reports

Teaching and Learning – the minutes from the last meeting were available on Governorhub. The discussion about assessment had been moved to this meeting.

There had not been a Management meeting since the last FGB meeting.

Budget Revision 3

OC had put these documents on Governorhub and asked governors for any comments. **HB queried the supply teacher funding not being covered by insurance.** OC explained that this was because the schools were currently covering PPA time with supply staff whereas previously someone had been employed on a contract for this. Too much was currently being spent on supply staff for this reason and the schools needed to employ a teacher for 2 days a week which would be organised next term. The budget setting for the next year was taking place the following week and this would include supply staff for the summer term and a permanent member of staff from September. Governors agreed to this.

OC reported that she was very pleased to report that the U5s were showing a surplus for future years.

As agreed by governors via Governorhub the relevant paperwork to transfer £30k from Marsham to Hevingham as a partnership payment had been sent to the LA.

6. Headteacher Report

A headteacher report had been sent to all governors. LB added the following comments:

Pupil numbers had remained steady this term.

PAN – 8 children were due to start at Hevingham and 1 at Marsham in September. LB explained that nationwide there had been a low birth year for children due to start school in September so these low numbers were not unexpected.

Another member of staff for the U5s may be employed for the summer term to allow more children to attend.

A start date for the caretaker from NORSE had not yet been agreed as

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employment checks were still happening.

The new Nurture leader would be starting on 14th March and had already been booked to attend the DSL training.

Covid restrictions had changed after half-term and a letter was due to go to parents explaining these. The schools had to have a risk assessment in place with actions to increase or decrease measures according to the number of Covid cases.

The first Family Learning Day had taken place earlier and all had had a good time.

SS asked about attendance figures. The December figure should be 94.67%. The reasons for most absences were known.

7. Strategies for Vision Implementation

AM had attended a course for new Chairs of Governors which included a section on Vision Implementation.. She gave an outline of what she was hoping to put in place to include short, medium and long term strategies for implementing the schools' Vision. After a brief discussion it was agreed that AM would meet with LB for a brainstorming session and agree an agenda for a Vision Implementation meeting. LB asked if there was any training available – there was a **Vision, Ethos and Strategic Direction online training to be held on 4th May at 10am.** AM felt it was important that governors met with the staff more. MS thought it was important that all governors got into schools again to meet with pupils and staff. It was agreed the next FGB meeting would be held in school.

LB/AM

All Govs

8. Assessment Data

LB had put the current data on Governorhub. The Y1 and Y2 data was just from December 2021 as they had not been in school in 2019.

Years 3-6 showed December 2019 and December 2021 results. No progress had been shown as it was felt to be an unfair comparison when not all pupils had accessed available learning either in school or on-line during the last two years. Progress would be available from Dec 21 to Spring 22 at the next FGB meeting.

SS commented on the large variation in year groups in the results and asked how did the assessment data link into how teachers were planning lessons. LB explained the reasons behind most of the results and that they highlighted the work teachers needed to put in place.

SS asked about Covid catch up funding – most of this had been used for the Y6 children, who had now left the schools, to help them prepare for their move to High School. More funding was being sought at Marsham as there were more

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than 30% PP children. This would hopefully provide access to a fully funded tutor. Recovery premium was also available and the best way to spend this needed to be decided as it would need to be accounted for.

HB asked what would be a reasonable target for children to 'catch up', how did schools know that interventions in place would be successful and how would governors know how the schools are performing.

LB explained that the schools were trying to teach a 'normal' syllabus and plug the 2 year gap. It was not really possible to measure this. There was a lot of good teaching going on and the curriculum was being developed as required. Subject leaders were being given extra time to carry out monitoring and updating their action plans.

HB asked what plans other schools were putting in place – Triad meetings were starting again which will help to see how other schools are approaching their teaching.

Statutory testing would take place this year, results would not be submitted but could be used by schools to carry out comparisons.

AM thought tracking progress rather than attainment was important.

Progress would be monitored after next week's assessments had taken place.

LB was carrying out lots of observations and looking at books to monitor work being achieved.

SG explained that intervention teaching was taking place for every child each week.

SS thought it was important that governors challenged LB with the teaching in place. LB said that governors needed to start coming into schools more, particularly the Maths (Chris) and English (Sue) subject governors. They should speak with teachers and children, look at evidence and write up full reports which would give evidence to governors of the teaching being achieved.

CY/SS

9. SIDP

The updated September 2021 - September 2023 SIDP was on Governorhub in the SIDP folder.

The SLT are being more strategic about revising the SIDP each time they meet (usually fortnightly) and adding trainings, observations and other comments. After each review the updated document would be put on Governorhub to allow governors to see what is being achieved.

Subject Leader Action plans and monitoring reports would also be put on Governorhub in the SIDP folder. It was suggested governors looked at these documents before going into the schools.

All Govs

The annual assessment timetable was available to governors on Governorhub.

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More time should be available to Subject Leaders during the summer term as there would be 3 PGCE students in schools, one in each KS2 class, which would release teachers from class.

10. SEND

As CM was a new governor CM and LB had met to discuss the SEND governor role. CM had been given lots of documents to read explaining her responsibilities and another meeting needed to be arranged and then a report written on SEND monitoring.

LB/CM

11. Safeguarding

AM had been into school and checked the SCR.
Compliance checklist – LB explained that she needed to complete the current checklist and send to AM.
During the summer term the list should be checked again for this year.

LB/AM

12. GDPR

The DPOs had attended the schools at the end of January and carried out an audit which had gone well. The report had been received and there were a few minor action points which would be dealt with. Some action points were challenged as it was felt current practices in place in the schools were better than those suggested.
A GDPR training had been held at the beginning of the school year which had a quiz at the end. Not all staff had completed the quiz so it had been resent to them.
DPOs were pleased that a governor GDPR monitoring visit had taken place.

13. Trust Update

There was nothing to report.

14. Under 5s Provision

There was nothing to report for Under 5s.

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15. Governorhub

OC explained the importance of all governors commenting and approving requests raised on governor hub.

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