

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary
Schools held on Wednesday 18 May 2022 at 6.00pm**

Present: Lydia Board (LB), Harvey Bullen (HB), Olivia Corfield (OC), Sam Gibbons (SG), Ali Maskrey (AM) (Chair), Laura Richardson (LR), Sue Simmonds (SS), Moira Stansfield (MS), Angela Bullock (AB) (Clerk)

	ACTION
<p>1. Apologies for Absence – Kerry Loades, Caroline Martin and Chris Yates– these were accepted. Appointments - Kerry Loades has joined the Board as a co-opted governor with effect 20 April 2022. Resignations – none Vacancies – there were 1 co-opted governor vacancy.</p>	
<p>2. Declarations of Interest – OC is chair of governors at St Michael's Primary School, Aylsham.</p>	
<p>3. Minutes of the Previous Meeting</p> <p>The minutes of the meeting held on 2 March 2022 were agreed. AM marked them as signed on Governorhub.</p> <p>The Clerk commented that all signed minutes will be stored on GovernorHub and a local digital copy will be stored on the schools server.</p>	
<p>4. Matters Arising from Previous Minutes</p> <p>Equality, diversity and inclusion training – The Chair thanked the School Business Manager for the information. The Chair confirmed she had completed the training, along with the School Business Manager. All governors were encouraged to complete the training. The post will be pinned to the top of the GovernorHub Noticeboard.</p> <p>Well-being Work Group – The Headteacher along with the Chair, Parent Governors and Governor will meet to bring this Working Group together. It was noted the School Business Manager is the Wellbeing Governor and will attend the initial meeting.</p> <p>Maths and English Governor Visits - The Staff Governor confirmed that the Maths visit is pending. It was agreed the Staff Governor will chase and arrange. It was noted the English visit had been completed and the monitoring report is on GovernorHub.</p>	<p>All Govs</p> <p>LB, OC, AM, CM, LR & CY</p> <p>SG/CY</p>

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5. Sub-Committee Reports

Teaching and Learning – the minutes from the last meeting were available on Governorhub. It was noted the key points discussed included assessment data & behaviour.

The Head Teacher provided an update on behaviour at Hevingham. It was noted the family were taking part in an EHAP, being run by the Headteacher. An SRB place is being applied for and health referrals are underway. It was noted this matter is taking a considerable amount of time for the Headteacher and Class Teacher, the new Nurture Lead is currently acting 1:1 for this child and this has taken up a lot of her time meaning that it has been difficult for her to fully undertake the role as Nurture Lead as intended.

Management - the minutes from the last meeting were available on GovernorHub. It was noted the key points discussed included Under 5's grant , the budget and a number of policies.

6. Headteacher Report

The headteacher provided a verbal update. The following points were noted;

- Attendance is low. Hevingham is at 92.71% and Marsham is at 92.68%. It was noted a lot of family holidays had been requested/taken. These are always marked as unauthorised.
- Reception and Year 1 had the lowest attendance, although these year groups had been hit by COVID before Easter and a bout of chickenpox.
- There has been an increase in the number of attendance panel meetings.
- Small pockets of disruptive behaviour have been identified, this is being supported with help from the SEMH team and referrals to health.
- Year 6 SATS's, the children had approached the SATS with a positive attitude. Both schools were monitored.
- Next year it would be beneficial for a governor to monitor the SAT's process at both schools.
- Year 2 SATS will be completed this week at both schools.
- Phonics and Year 4 MTC will be complete in June
- The Year 1-2 Teacher who is NQT +1 has been called for moderation. The school and SLT are supporting him, as well as the Class 1 teacher at Marsham. The Chair commented that a very thorough process has been put in place, the Headteacher confirmed it is a supported process.

A lengthy discussion ensued regarding ongoing behaviour in Class 2 at Marsham, in respect of inappropriate language and touch. The Headteacher confirmed that the school is working with parents and a robust system is in place to deal with all incidents, a safeguarding concern is raised, an incident form is complete and a meeting with parents form also complete. A parent

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governor asked if parents were on board and supporting. The Headteacher confirmed that most families were being supportive.

7. Strategies for Vision Implementation

AM had attended strategy training and commented that in the role of governors it is important that everyone understands and knows the schools vision, everything should stem from the vision. The Chair would like to review the vision along with the Governing Board to identify what the Board can do to ensure the vision is being implement from Reception through the Year 6, when children leave the school it is clear they are successful learners, confident and healthy individuals, responsible citizens to Think, Learn and Create! The Chair wants to create an energy behind the vision, this will be the focus for the Chair for the next academic year - making the vision thread throughout. The Headteacher commented that at the recent interviews candidates had identified the vision. It was suggested a staff meeting including governors can brainstorm ideas. The Chair, members of staff and other governors felt the vision needs to be more visible as a thread running throughout the schools.

8. SIDP

The Headteacher noted the SIPD is reviewed at each SLT and an updated copy is available on GovernorHub. The Headteacher confirmed it's been a useful tool to focus the SLT to celebrate the achievements as well as seeing what needs doing. The Chair asked for the dates of the last Ofsted inspection to be added.

LB

9. SEND

As included in the Headteacher report above.

The Headteacher asked for the *SEND information report* to be added to the agenda.

LB

10. Safeguarding

The Chair will visit school to check the SCR.

AM

Compliance checklist – The Headteacher explained that she needed to complete the current checklist and send to the Chair

LB/AM

11. GDPR

The School Business Manager provided an update on the GDPR audit, it was noted a copy of the audit and action plan will be uploaded to GovernorHub.

OC

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Model Privacy Notice - the GDPR audit suggested rather than a standard Privacy Notice for everyone visiting the school that separate notices be produced for staff, visitors, governors, pupils etc. **The Chair asked what the difference was across the different notices.** The School Business Manager noted there are only slight wording differences and it was felt the standard notice covered all eventualities. The Governors agreed to use the current Privacy Notice.

12. Trust Update

The Headteacher confirmed that a Trust meeting had taken place which the Chair also attended.

The Headteacher invited Governors to review the Cluster Support to Schools Agreement. It was noted a few details would change including school names, dates and some wording. The Chair will need to sign. The Headteacher will upload the document onto GovernorHub, governors will review the wording and the final document will come to the next meeting.

LB / All

It was noted the school is already supporting Aldborough School. It was also noted both Erpingham and Buxton have new Heads.

13. Under 5's Provision

The School Business Manager reported the provision is going well. It was noted that the provision may need to employ a further member of staff for the Spring term to accommodate the needs.

14. Policies

Data Protection Policy - All governors agreed to approve the policy.

First Aid Policy - It was noted there are no changes to the Policy. All governors agreed to approve the policy

Attendance Policy - It was noted the changes reflect the removal of the attendance codes relating to COVID. All governors agreed to approve the policy

Collective Workshop Policy - The staff governor will review the policy and bring it to the next FGB meeting.

Mobile Phone Policy - It was noted the change reflects staff members needing PIN's on their mobile phones. All governors agreed to approve the policy.

SG

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Governor Monitoring Policy - It was noted there are no changes to the Policy. All governors agreed to approve the policy.

Online Safely Policy - The Chair of Teaching and Learning noted the policy mentioned VLE and Its Learning and commented that these were not in use, it was also commented that Google Classroom was not mentioned in the Policy. The School Business Manager agreed to update the wording within Cloud Environment. Governors were then happy to approve the Policy.

OC

15. Governor Monitoring and Visits

Governor monitoring to date was noted. The School Business Manager suggested that governors and staff set a 2 week block each term to meet, e.g. November, March and June - this will be agreed at the October FGB.

AM

The Chair will add the latest Monitoring Schedule to GovernorHub.

AM

16. Governor Training

Safeguarding training – the Business Support Manager will speak to Lucy Canning and follow up from the previous email.

OC

17. Dates for Future Meetings

Management Committee to be arranged when dates are available regarding revision 1.

Teaching and Learning Committee – Tuesday 12 July 2022 – 4pm

Full Governing Board Meeting, all at 6pm

Wednesday 13th July 2022 - Chair of Management Committee to Chair

HB

18. Any Other Business

Included within agenda.

The meeting ended at 19:38pm.

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