

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held on Wednesday 19 October at 6.00pm

Present: Lydia Board (LB), Harvey Bullen (HB), Sam Gibbons (SG), Kerry Loads-Page (KLP), Ali Maskrey (AM) Chair, Laura Richardson (LR), Moira Stansfield (MS), Sue Simmons (SS) via Zoom, Angela Bullock (AB) (Clerk)

		ACTION
1.	Apologies for Absence – Olivia Corfield apologies accepted.	
2.	Declarations of Interest – None	
3.	Election of Chair / Vice Chair A Co-opted Governor asked the current Chair of Governors if they are happy to continue in this role. The Co-opted Governor proposed the current Chair of Governors and the Foundation Governor seconded. A Co-opted Governor asked the current Vice Chair if they are happy to continue in this role. The Co-opted Governor proposed the current Vice and the Staff Governor seconded.	
4.	Minutes of the Previous Meeting The minutes of the meeting held on 13 July 2022 were agreed. AM marked them as signed on Governorhub.	AM
5.	Membership of the Governing Board Resignations and Appointments One Parent (CM) and One Co-opted (CY) Governors have resigned. The Foundation Governor (SS) has extended their term until October 2026. Vacancies It was noted that the Board has two vacancies. The skills audit that is currently underway, will demonstrate what skills are required to fulfil the Board and broaden the skill set. It was noted a Parent Governor advert has been circulated to all families/carers.	
6.	Code of Conduct The Board agreed to the 2022 NGA Code of Conduct. The Clerk will upload this to GovernorHub.	AB
7.	Review of Business/Pecuniary Interests	

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	<p>It was noted the Staff Governor on maternity leave continues as Chair of St Michael's Primary School. This was noted.</p> <p>The Clerk will circulate the Pecuniary Interests form for all Governors to complete.</p>	AB/ALL
8.	<p>Governing Board Meetings and Structure with Special Responsibilities</p> <p>The Governing Board agreed;</p> <p>Teaching and Learning Committee Members Foundation Governor - SS Staff Governor - SG Parent Governor - LR Chair of Governors - AM</p> <p>It was agreed the Foundation Governor will continue as Chair of the Teaching and Learning Committee. It was agreed that the Local Authority Governor will continue as Chair of the Management Committee.</p> <p>Management Committee Members Local Authority Governor - HB Co-opted Governor - KLP Co-opted Governor - MS Staff Governor - OC</p> <p>The Governor Board agreed to continue to use the existing Terms of Reference for each Committee.</p> <p>Special Responsibilities assigned as agreed below</p> <ul style="list-style-type: none"> ● Art & D&T and Music - LR ● Attendance - KLP ● Cluster Trust Meeting - AM and SS ● Computing (Curriculum)- LR ● Curriculum Governors - AM and SS ● Cyber Security - AM ● English - SS ● Finance - HB ● GDPR - SS ● Geography & History - MS ● Governor Training - OC/AB ● Headteacher Performance Management - AM, MS and SS ● Health & Safety - SG ● Maths - KLP ● Nurture - KLP ● PE Sports Funding - LR ● Policy Renewals - SS ● Premises - SG 	

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	<ul style="list-style-type: none"> • Pupil Premium - SS • RE/PHSE - KLP • Safeguarding/Safer Recruitment/Child Protection - AM • SEND/LAC/Equalities - LR • Science - MS 	
9	<p>Review Statutory Requirements</p> <p>The Chair noted the previous comment about allocating 2 weeks every term for monitoring, this can allow both the Committee Members to focus as well as the staff to manage monitoring. The Staff Governor suggested a white board be hung in each staff room dedicated to Governor notes. The Board agreed the following monitoring weeks;</p> <p>14 November - 25 November 2022 6 March - 17 March 2023 26 June - 7 July 2023</p> <p>Each Governor can arrange contact with their relevant subject lead. An updated version of the staff responsibilities will be circulated.</p>	ALL
10.	<p>The Meeting Calendar</p> <p>The Board agreed the following FGB Dates to be held at 6pm in person;</p> <p>Wednesday 30 November 2022 Wednesday 22 March 2023 Wednesday 24 May 2023 Wednesday 12 July 2023</p> <p>The Board agreed the following Teaching and Learning Committee dates, to be held at 4pm in person;</p> <p>Thursday 24 November 2022 Thursday 16 March 2023 Tuesday 16 May 2023 Thursday 22 June 2023</p> <p>The Board agreed the next Management Committee will be held at 5pm in person on Tuesday 15 November 2022. It was noted the next Budget Revision will be held on Monday 14 November</p>	
	18.40 - The potential Co-opted Governor joined the meeting and stated that he will struggle time wise to commit to Governors. As parents of the school, both MT and his wife hoped to continue to support the school. MT will contact the Head Teacher to discuss. MT left the meeting	
11.	Chairs Annual Statement	

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	<p>The Chair of Governors noted that the latest Annual Statement is on the website and a copy has been provided to all members. The Chair noted that the contents included what we've done over the last 12 months, information about the role of Governors, finance performance, structure and how we work, as well as attendance of Governors and what we have been focusing on as well as the future plans. The Statement was noted.</p>	
12.	<p>Matters Arising from Previous Minutes</p> <p>Wellbeing Working Group - The Headteacher advised that due to Governor resignations, the working group hasn't progressed. It was noted that two members of staff are trained as Mental Health First Aiders and a further member of staff will be trained this term. It was noted that the Mental Health First Aiders, Chair of Governors and Co-Opted Governor will take this forward after the training has been completed. The Chair noted that GovernorHub has really good resources.</p> <p>SEND Meeting - It was noted that the Head Teacher will meet with the new SEND Governor to review the SEND information report and upload it to the website. The Chair asked about the statutory requirement, it was noted the information is required to be made available by the end of this term.</p> <p>Safeguarding Compliance - It was noted that the Headteacher and Chair of Governors have completed the compliance checks, as well as reviewing the Safeguarding action plan.</p> <p>The Chair of Governors noted that they have carried out pupil perception interviews across both schools and all year groups. The interviews sought to gauge the pupil's understanding of feeling safe in school. It was noted the results of this will be reviewed by the School Council members. It was also noted that a parent questionnaire has also been circulated and all results will be reviewed for common themes to address.</p>	<p>AM, LB, KLP</p> <p>LB, LR</p>
13.	<p>Head Teacher Performance Management</p> <p>It was noted the interim performance management was completed in the summer term. A further date will be agreed in November and to include the Head Teacher of St Michael's Primary School availability to complete the cycle and set new targets for the year ahead.</p>	LB, AM, MS
14	<p>Headteacher Report</p> <p>The Head Teacher provided a verbal update.</p> <p>It was noted both schools have had a positive start to the new year, however there have been some challenges.</p> <p>Hedgehog Class teacher's maternity leave starts on Friday and a replacement has been sourced, via an ECT. Following successful interviewing of a new</p>	

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	<p>Nurture Lead position, despite being advertised twice, the candidate selected then withdrew from the position. The Head Teacher is reviewing the advert and job description. The Head Teacher has also reached out to County, who have a talent pool of teaching assistants, to see if there's a match to the skills required.</p> <p>There have also been recruitment challenges with the Class 2 Teacher at Marsham, despite several adverts being placed, this week a successful shortlist was agreed and again the applicant withdrew from the process. The Head Teacher has also spoken to County about the teacher talent pool that County can signpost towards both schools. It was noted not only has this been a challenging but also a time exhaustive process for the Head Teacher.</p> <p>The Head Teacher confirmed that the inappropriate behaviour that was seen last year has settled in Class 2 however there are some struggles with behaviour towards learning. This is being addressed by the Class Teacher and the temporary supply teacher.</p> <p>The Head Teacher confirmed that the schools have received a category C letter from County, due to the results continuing to not be where they should be and numbers at Marsham falling. It was noted, the predicted trends over the next 5 years are not looking healthy, due to low birth years and the agreed PAN numbers are looking at the previous years intake. The Head Teacher has already spoken to County and our Partner Advisor, alongside the Chair of Governors.</p> <p>The Parent Governor asked if there is a cut off before the school would need to close. The Chair confirmed that there is a movement against closure. The Local Authority Governor confirmed that unless the Governing Body gets too small or the settings are unable to deliver the statutory teaching requirements, then the settings are expected to stay open.</p> <p>It was noted that both the Chair of Governors and the Headteacher of St Michaels Primary School have visited the school recently, and have both reported positive feedback of the school culture.</p> <p>The Head Teacher confirmed that the schools have held a SAW day and all settings came together for the Mini Marathon, as well as class trips to the Castle and Norwich Aviation Museum.</p> <p>Healthy schools status is being reviewed and we hope to achieve this status.</p> <p>The Local Authority Governor asked where the schools are in the Ofsted cycle. It was noted that the Ofsted Cycle is working behind schedule, however we are overdue.</p> <p>The Chair of Governors asked for an update on the caretaker position. The Headteacher confirmed that the Norse contract over promised and under delivered. However, we do have interest from other people although we need to review hours and duties.</p>	
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15	Health and Safety The asbestos management checklist C602 was noted by Governors. The Chair of Governor asked for the checklists to be dated.	AB
16	Energy Monitoring Report The Marsham energy monitoring report was noted by Governors. The Co-opted Governor asked what actions were being taken as a result. The Head Teacher confirmed that the ESPO energy framework is being reviewed and we will continue to monitor. It was noted the Hevingham report is on a different schedule.	
17	GDPR The Head Teacher reported no further update. It was noted that the Head Teacher has spoken to the DPO regarding the Audits last year, as they were seeking feedback on the process.	
18	Pupil Premium and Other Funding The Head Teacher stated she would circulate the new format to the Foundation Governor to review and a meeting will be arranged.	LB/SS
19	SEND As mentioned above, a meeting will be arranged with the Head Teacher and the new SEND Governor.	
20	SIDP The Governors discussed the assignment to SIDP strands. The Chair of Governors stated that the school development plan consists of 4 strands; <ul style="list-style-type: none"> ● Personal Development - AM ● Quality of Education - SS ● Behaviour and Attitude - LR ● Leadership and Management - KLP The Chair noted that Governors will need to complete a different monitoring form when visiting school for SIDP.	
21/ 22	Strategies for Vision Implementation and Governing Board Development Plan	

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	<p>The Chair of Governors stated that it is recommended that Governors have a Development Plan. The Chair of Governors has completed a very rough draft, and has asked that all Governors review and provide their thoughts for discussions at a future agenda, about where do we want to be with the school in 3-4 years time.</p> <p>At the same time, the Chair of Governors mentioned the strategies for vision and the additional slot on monitoring form and today's agenda.</p> <p>The Chair of Governors asked if a section for Strategies for Vision Implementation can be added to the school development plan.</p> <p>The Chair of Governors noted that GovernorHub has really good training on implementing the vision.</p>	<p>ALL</p> <p>LB</p>
23.	<p>GovernorHub Update</p> <p>The Clerk provided a verbal update on the documents placing within Governorhub.</p>	
24	<p>Safeguarding</p> <p>The Head Teacher noted that progress is underway on the safeguarding audit actions, including the new safeguarding newsletter "Think it Thursday", which will be shared with Governors. The DSL's are also undertaking training.</p>	
25	<p>Performance Data</p> <p>The Head Teacher confirmed that no new data is currently available, however a detailed data overview was provided at the end of the last academic year.</p> <p>It was noted that the national benchmark is not available this year.</p> <p>The Head Teacher emphasised about governor monitoring, including looking at books, behaviours for learnings and what teachers are doing including the standard of teaching.</p> <p>The Head Teacher confirmed that predicted data has been reviewed and pupils who require intervention have been identified to focus on Reading, Writing and Maths. The Staff Governor previewed a snapshot of predicted data for year 6.</p> <p>The Co-opted Governor asked how we can lessen the gap between Hevingham and Marsham. The head Teacher confirmed that the starting point in learning is vastly different between the pupils in the two schools. It was noted the high percentage of SEN, PP and vulnerable pupils at Marsham.</p> <p>The Parent Governor asked about progress with a potential Maths workshop. The Staff Governor confirmed that an upper key stage 2 timetable club has just concluded and we will look at other options.</p>	

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	It was noted that the Year 6 will be unable to merge for SATs this year, as this would take the Hevingham class to 35.	
26	Under 5's Provision A verbal update was provided and it was confirmed that the Under 5's is in a positive place, with only a couple of places available. The new Lead Practitioner is keen to align with the school, including being involved with the Christmas Card designs, mini marathon and learning conversations. Governors agreed that the Under 5's is a real success story. The Under 5's also have a number of trips and visitors booked in throughout the year.	
27	Trust Update The Chair of Governors provided a verbal update from the last Cluster meeting. It was noted that there are two new headteachers within the Cluster, at both Erpingham and Buxton. It was also noted that the Cluster is struggling with recruitment and data. A discussion ensued regarding the perception of Norfolk being higher in performance, however it was noted that the County has lots of small schools, little aspiration, lots of areas of poverty. It was noted that the Cluster Trust Agreement is still in draft, but will be brought to Governors once agreed by the Trust for review by the Board.	
28	Skills Audit The Clerk reminded Governors to complete the Skills Audit and return.	
29	Policies Keeping Children Safe in Education - the Chair of Governors asked for the review dates to be added. All Governors agreed. LB Pay Policy - The Head Teacher confirmed that once the updated Policy from County has been released, this will be brought to a future Governors Meeting to be agreed. This Policy will go to the Management Committee in the first instance. LB Equalities Statement and Objectives Policy - to be deferred to the next meeting. LB ECT (formally NQT) - the Head Teacher confirmed the Policy is delayed as the schools needed to choose a provider. It was noted that the school has selected Capita via the UEA. The update Policy will come to a future meeting. LB	

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30	Governing Monitoring, development and training It was noted that all Governors have completed the Safeguarding training. The former Co-opted Governor monitoring forms have been uploaded. The Headteacher invited Governors to the January inset for a joint Governors and Staff safeguarding training, the topic is to be confirmed. The Chair of Governors noted that there is good new governor training on GovernorHub.	ALL
31	How had today's meeting impacted the vision The Governors noted the following discussion points aligned with the vision threads. Confident and Healthy Individuals <ul style="list-style-type: none"> Healthy Schools status Successful Learners <ul style="list-style-type: none"> Lengthy discussion about data Governor monitoring and leads Improving data Responsible Citizens <ul style="list-style-type: none"> The Chairs pupil perception visits 	
32.	AOB None recorded.	
	Dates for future FGB and Sub-Committee meetings <ul style="list-style-type: none"> Management Committee Tuesday 15 November at 5pm at Hevingham. Teaching and Learning Committee Thursday 24 November at 4pm at Hevingham Full Governing Body Meeting Wednesday 30 November at 6pm at Hevingham. 	ALL

The meeting ended at 19:49pm.

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