

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary  
Schools held on Wednesday 22 March 2023 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 Simmonds (SS), Angela Bullock (AB) (Clerk)

		<b>ACTION</b>
	The Chair of the Learning and Teaching Committee joined virtually.	
<b>1.</b>	<b>Apologies for Absence</b> – Olivia Corfield apologies accepted.	
<b>2.</b>	<b>Declarations of Interest</b> – None	
<b>3.</b>	<b>Membership of the Governing Board</b>  <b>Resignations</b> - None <b>Appointments</b> - None  The Chair has contacted a number of individuals who have expressed an interest in joining the Board, as yet, no response has been received.	
<b>4.</b>	<b>Minutes of the Previous Meeting</b>  The minutes of the meeting held on 30 November 2022 were agreed.  The Chair noted a typo in section 6, <b>Falling</b> school numbers, instead of failing school numbers. The Clerk will update.  The Chair marked them as signed on Governorhub.	
<b>5.</b>	<b>Matters Arising</b>  <b>SEND</b> - The Head Teacher confirmed that the SEND Governor and Head Teacher have met and the SEND report is available on the school website.  <b>Pupil Premium</b> - The Head Teacher confirmed the Chair, PP Governor and Headteacher have met, reviewed data including PP/SEND and the report has been uploaded onto GovernorHub.  <b>Governance Conversation</b> - The Chair provided an update from a recent conversation with the Governance service, including the Chair of Teaching & Learning Committee. The meeting is a new service to check in with the Chair of Governors and other Governors. No concerns were raised but it was an opportunity for a two-way conversation. It was noted they are happy with the Board & it was a positive conversation. It was noted the Chair has completed Ofsted training.	

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	<p><b>Pay Policy</b> - It was noted the Pay Policy was signed at the Management Committee.</p> <p><b>Vision Twilight Session</b> - The Chair and Staff Governor will prepare an agenda and a date will be agreed, all Governors will be invited.</p>	<b>AM/SG</b>
<b>6.</b>	<p><b>Sub-Committee Reports</b></p> <p><b>Teaching and Learning Committee</b> The Chair of the Teaching and Learning Committee provided a verbal update, noting the categorisation update was fed back to members and a very helpful review had been held to review performance and assessment data last term.</p> <p><b>Management Committee</b> The Chair of the Management Committee provided a verbal update. It was noted the Pay Policy was agreed, along with a number of other policies, members reviewed the DfE Benchmarking which was interesting but doesn't identify any areas that we can make viable changes within and the latest Budget Revision was approved.</p>	
<b>7.</b>	<p><b>Head Teacher Report</b></p> <p>The Head Teacher presented the report.</p> <p>Reception Intake is expected to be 13 at Hevingham and 1 at Marsham. The current roll is Marsham 21, and Hevingham 95, with a new pupil due to start next week. The Under 5's has seen a slight dip over a couple of days for 2 year olds.</p> <p>Attendance is increasing slowly, the main contributors including long lasting illness and family holidays. It was noted several attendance panels are underway, although some families have failed to engage.</p> <p>It was noted the high numbers of SEND and PP at Marsham have skewed the data.</p> <p>The Head Teacher noted it has been a challenge to register the ECT teacher, due to the numerous providers &amp; registrations, however the monitoring and observations have been complete. Parents have provided positive feedback.</p> <p><b>Staffing Update</b> New Secretarial Assistant is working at Marsham in the morning and Hevingham in the afternoons. Staff Governor has taken 2 weeks paternity leave, which was covered by regular supply teacher. New Class 2 teacher started at Marsham. New Nurture lead working across both schools has started.</p>	

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	<p>It was noted no incidents of racism or bullying have been recorded.</p> <p>One pupil has received a FTE/Suspension for 2.5 days.</p> <p>It was noted there are fewer Fixed Penalty Notice's this term.</p> <p>The January inset covered Prevent / Safeguarding. There are now 3 trained DSL's across all settings.</p> <p>The Head Teacher confirmed that assessments were completed last week and teachers are completing data input. The Chair, Chair of Teaching &amp; Learning and Head Teacher will review data in the next term. One page profiles and reports for all pupils have been drafted.</p>	
<b>8.</b>	<p><b>Wellbeing Working Party</b></p> <p>The Chair noted that the Governors Wellbeing Party is part of the action plan and sought volunteers. It was agreed the Working Party will comprise the Head Teacher, the School Business Manager, the Chair and Co-opted Governor will meet on Thursday 27 April at 9.30am.</p> <p>It was noted there is access to the wellbeing team at County, including an action plan and wellbeing audit, along with Thriving Workplaces and Wellbeing training on GovernorHub.</p>	<b>LB, OC, AM &amp; KLP</b>
<b>9.</b>	<p><b>Health and Safety</b></p> <p>The Head Teacher confirmed that they have completed recent Health and Safety training, this has identified further risk assessment writing and staff training.</p> <p>The Caretaker has also completed Health &amp; Safety training. The Staff Governor has completed the Workplace Condition Inspections and these are available on GovernorHub.</p>	
<b>10.</b>	<p><b>GDPR</b></p> <p>Nothing to report and no data breaches.</p> <p>It was noted that the DPO's audit will be held every 3 years, the Audit for both schools was completed last year.</p>	
<b>11.</b>	<p><b>SEF</b></p> <p>The Head Teacher uploaded the latest copy to GovernorHub. The Partner Focus Officer has a copy of SEF and SIDP and will review ahead of a meeting with the Head Teacher.</p>	

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	<p>It was noted the SEF would be provided to Ofsted and should read as an appraisal of the school and this document also informs the Development Plan.</p> <p>The Chair of Teaching &amp; Learning noted that on the GovernorHub app, the pictures are distorted. The Head Teacher will upload it as a PDF.</p> <p>It was noted that the SEF should be reviewed by Governors, annually.</p>	<b>LB</b>
<b>12.</b>	<p><b>Strategies for Vision Implementation / Governing Board Development Plan</b></p> <p>The Chair noted that Vision Implementation has been the focus for the last 18 months and noted the impact can be seen in school, both visually and also evidence in monitoring sheets etc.</p> <p>The Staff Governor noted that all Topic Sheets also now include the Vision.</p> <p>The Chair wants to bring parents/families into the Vision Implementation. A discussion ensued regarding responsible citizens and the link to village life, consultation with parents/families relating to after school clubs supported by the school and led by parents. Litter picking, planting and allotment use.</p> <p>The parent Governor noted the book bag logo still contains Think, Learn, Create which can be replaced with the Vision.</p> <p>It was agreed the Chair will join the next Friend's meetings and the Head Teacher will arrange a coffee morning to include members of the community.</p> <p>A discussion ensued about linking the vision with Learning Conversations, Report Templates, New Started Packs, Curriculum Overview, Home School Agreement.</p> <p>The Chair noted that the Development Plan has been updated with the comments from the last minutes.</p>	<b>AM</b>
<b>13.</b>	<p><b>Trust Update</b></p> <p>The Head Teacher asked Governors to sign the Cluster Trust Agreement. Governors agreed to the Agreement, the Chair Signed.</p> <p>It was noted the Cluster schools identified similar themes, including attendance, covering sickness, falling numbers and strikes. The Head Teacher confirmed that no teachers decided to strike on the recent strike days.</p>	
<b>14.</b>	<p><b>Policies</b></p> <p><b>Admissions</b> - The Head Teacher noted this Policy relates to admission within any year group, throughout the academic year. It was noted this is a County Model Policy, Governors approved and the Chair signed.</p>	

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	<p><b>First Admissions</b> - The Head Teacher noted this Policy relates to Reception intake in September. It was noted this is a County Model Policy. <b>The Chair asked who the audience is for this policy as some of the wording is confusing. It was noted the audience would be parents/families of Reception aged children.</b> Governors approved and the Chair signed.</p> <p><b>School Exclusion</b> - It was noted this is a Model Policy from the Key. The Head Teacher noted that some schools include Exclusions either in Behaviour or Safeguarding Policies. The Head Teacher noted that the policy is with the County Inclusion Team for review, although the Policy is linked to the correct DfE guidelines. The Head Teacher has highlighted the yellow sections for the Inclusion Team. The Green sections require Governor agreement of who is responsible from the Governing Board. The Chair of the Management Committee noted that this would be the Appeal Panel. It was noted that GovernorHub has Appeal Panel Training. The Chair requested that the changes be made and be brought back to a further meeting for approval.</p> <p><b>Domestic Abuse Change Policy</b> - It was noted this is a County Model Policy, Governors approved and the Chair signed.</p> <p><b>Invacuation and Lockdown Policy</b> for all settings - Training needs to be refreshed with Staff and then to be completed with Children, as they need to understand the procedure. The Head Teacher noted the policy will be shared with staff and guidance will be provided on how to talk to pupils. It was noted a Grab Bag is in each setting, however some of the other logistics need to be tested including the use of the air horn. Governors approved and the Chair signed.</p> <p><b>Governance Allowances &amp; Claim Form</b> - It was noted this is a County Model Policy. Governors need to agree on the maximum claim amount. It was agreed Childcare maximum of £10 per hour and Public Transport Taxi is £30 per journey. The Head Teacher will update and upload to GovernorHub.</p> <p><b>Instrument of Governance</b> - Agreed in 2008 and updated in 2015. Governors agreed no changes were required.</p> <p><b>Register of Business Interest</b> - Governors noted. The Head Teacher noted that no paper records of the Co-opted Governor term start date. The Head Teacher will note the DBS date.</p> <p><b>Equalities Policy and Objectives</b> - It was noted these were agreed at the last Governing Board meeting, the Chair signed.</p> <p><b>Supporting Pupils with Medical Needs Policy</b> - has been signed by the Chair of the Management Committee, however the Chair signature is required. The Chair signed.</p>	<p>LB</p> <p>LB</p>
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	<b>Complaints Policy</b> - It was noted this was agreed at Management Committee, the Chair of the Management Committee signed the Policy, however the front cover does not have a review date.	<b>LB</b>
<b>15.</b>	<b>School Fund</b>  The Head Teacher confirmed that the Hevingham School Fund was audited in December, due to the Auditor being away. The Chair of the Management Committee and Head Teacher signed the School Fund in January. Governors noted the School Fund Accounts.  Current Account  Bank balance b/f 1/9/2022      £3,654.90 Total Receipts                      £ 659.03 Total Income                        £ 255.00 Surplus                                £ 404.03 Bank balance c/f 31/8/2023    £4,058.93	
<b>16.</b>	<b>Governing Monitoring, Development and Training</b>  It was noted that Governor monitoring fortnight has taken place. It was noted the monitoring complete including Safeguarding, Subject Leaders and SIDP.  The Chair confirmed that Preparing for Ofsted & Cyber Security training has been completed. The Co-opted Governor confirmed Finance Training has also been completed. The Chair is booked on Finance training also.  The Chair raised the points raised within the Skills Audit, including mentoring, it was noted that Governors would like mentoring on monitoring. The Chair confirmed that GovernorHub has great Monitoring training, however the Chair, the Chair of Teaching and Learning Committee will support the Governors and mentor.	
<b>17.</b>	<b>How had today's meeting impacted the vision</b>  The Governors noted the following discussion points aligned with the vision threads.  Overall discussions of the strategies of vision and development plan and the action to integrate the vision with parents/families.  <b>Confident and Healthy Individuals</b> <ul style="list-style-type: none"> <li>Wellbeing Plan</li> </ul> <b>Successful Learners</b> <ul style="list-style-type: none"> <li>Mentoring to aid Monitoring</li> </ul>	

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	<b>Responsible Citizens</b> <ul style="list-style-type: none"> <li>Community projects and opportunities</li> </ul>	
18.	<b>AOB</b>  The Parent Governor asked the Chair of Teaching and Learning to email the KS1 Teacher at Marsham.  It was agreed the Chair, Chair of Teaching & Learning, Head Teacher and Parent Governor will meet on Monday 15 May 2023 at 9am to discuss data and to mentor monitoring.	<b>AM, SS, LB &amp; LR</b>
	<b>Dates for future FGB and Sub-Committee meetings</b> <ul style="list-style-type: none"> <li>Management Committee Wednesday 29 March 2023 at 5pm at Hevingham.</li> <li>Teaching and Learning Committee Tuesday 16 May 2023 at 4pm at Hevingham</li> <li>Full Governing Body Meeting Wednesday 24 May 2023 at 6pm at Hevingham.</li> </ul>	

19.30pm meeting ended.

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