

Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held on Wednesday 30 November 2022 at 6.00pm

Present: Lydia Board (LB), Harvey Bullen (HB), Sam Gibbons (SG), Laura Richardson (LR), Moira Stansfield (MS), Sue Simmonds (SS), Angela Bullock (AB) (Clerk)

		ACTION
	The Chair of the Management Committee chaired in the absence of the Chair of Governors.	
1.	Apologies for Absence – Kerry Loads-Page, Ali Maskrey, Olivia Corfield apologies accepted.	
2.	Declarations of Interest – None The Clerk will circulate Pecuniary Interest form to all Governors.	AB
3.	Membership of the Governing Board Resignations - None Appointments - None - although it was noted that recruitment is a priority and an advert for a Parents Governor has been circulated. It was noted that GovernorHub has been updated to align with the Instruments and the additional Staff Governor / School Business Manager has moved to the Co-Opted Governor Section.	
4.	Minutes of the Previous Meeting The minutes of the meeting held on 19 October 2022 were agreed. HB marked them as signed on Governorhub. The Chair of Teaching and Learning Committee noted that her name is spelt Simmonds.	HB
5.	Matters Arising Wellbeing Working Group - It was noted that the Head Teacher and Secretary at Hevingham have completed MHFA training. The Head Teacher is looking into the new initiative by Norfolk County Council 'Thriving Workplaces'. It was noted this was discussed at the Teaching and Learning Committee. SEND - The Head Teacher and SEND Governor to meet before the end of this term. Pupil Premium - The Head Teacher and Pupil Premium Governor to meet before the end of this term.	LB/LR LB/SS

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6.	<p>Sub-Committee Reports</p> <p>Teaching and Learning Committee The Chair of the Teaching and Learning Committee provided a verbal update. It was noted the Committee discussed wellbeing, staff changes and recruitment. It was acknowledged how much time, effort and energy it has taken. It was discussed that behaviour has improved and pupil perception and parent questionnaires are positive with some areas to improve. The Chair commented that the update on Under 5's was very good and informative about their progress and activities.</p> <p>Management Committee The Chair of the Management Committee provided a verbal update from last night's meeting. It was noted that Budget Revision 2 was agreed and concerns were raised on the 3rd year projective deficit and falling pupil numbers, especially at Marsham. It was noted that the Government will provide an outline for additional funding for schools. The Chair noted that the Pay Policy was agreed and a lengthy discussion ensued regarding Pay Policy choices. The committee discussed the RAG rating and governor training.</p>	
7.	<p>Head Teacher Report</p> <p>The Head Teacher presented the report. The Head Teacher reported that the on roll numbers look bleak, especially for Marsham against capacity. Attendance is also an issue at both schools with lots of illness.</p> <p>The Chair of the Management Committee asked if attendance falls in line with other Clusters schools? The Head Teacher commented that the Attendance lead has recently attended an attendance session, however feedback is pending.</p> <p>The large number of pupil premium and SEND at Marsham, was noted.</p> <p>A lengthy discussion ensued regarding PAN for Governors to agree. The Head Teacher noted that the placement officer at County and the categorisation partner looked at the forecast. Governors agreed to keep PAN at 15 for Hevingham and 5 for Marsham.</p> <p>The Head Teacher confirmed that Teacher performance management has been complete and the Head Teacher will complete TA's next term.</p> <p>The Chair of the Teaching and Learning Committee asked what the definition of Persistent Absence is? The Staff Governor noted attendance under 90%. The Co-opted Governor asked if all persistent absentees will attend an attendance panel. The Head Teacher confirmed that each pupil is looked at on a case by case basis, however we tend to monitor pupils under 90% and under 80% will have an attendance panel.</p>	

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	<p>The Head Teacher provided an update on the meeting with the Categorisation partner. It was noted she walked around both schools and had an open and honest conversation. The Head Teacher will upload the report from the partner onto GovernorHub and a follow up meeting has been confirmed for after christmas. The Head Teacher will be sharing the SEF and SIDP and the partner will “match make” with a similar Head Teacher/School.</p>	LB
8.	<p>Safeguarding</p> <p>The Head Teacher confirmed that a half term newsletter has been initiated for staff on relevant topics. We have also received teacher resources for addressing violence against women and children.</p> <p>The Chair of the Teaching and Learning Committee asked what County suggests if the settings have only one DSL. The Head Teacher confirmed that other DSL's in the Cluster can support and the new Nurture Lead will train as DSL, however the earliest training is March 2023. A discussion ensued about teacher capacity.</p> <p>The Head Teacher confirmed that next week is assessment week and teachers are completing updated Boxall profiles - this will allow pupils to be identified for the nurture lead to prioritise.</p> <p>The Head Teacher noted that no formal complaints have been raised, there have been some unrest at Marsham, however the Head Teacher is working informally with the team to find a resolution.</p> <p>The Head Teacher noted that an advert has been circulated for a Parent governor and it was noted the new Class 2 teacher has been appointed and the children were very engaged and learnt something new at the end of her lesson.</p> <p>Governors took this opportunity to thank the Head Teacher for their hard work and commitment to fill all staff vacancies.</p>	
9.	<p>Health and Safety</p> <p>The Staff Governor confirmed they have completed the annual checks at Marsham and concerns noted including finger protection and looking at alternative solutions and the fire door in the kitchen.</p> <p>The Head Teacher confirmed the new caretaker and cleaner will complete full H&S training in the New Year.</p>	
10.	<p>GDPR</p> <p>The Head Teacher noted that the Trust has requested feedback from the GDPR audit, it was noted we found the process very thorough and necessary.</p>	

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11.	Pupil Premium and Other Funding The Head Teacher and Pupil Premium Governor and PE Governor will meet and discuss pupil premium and PE funding and add the reports to the website.	
12.	SEND The Head Teacher and SEND Governor will meet before the end of this term. The Head Teacher has recently attended the Willow Tree network for SENCOs. The Head Teacher noted that at recent staff meetings, training has been delivered to allow staff to identify the needs of pupils of their classes. The Chair of the Management Committee asked if the Head Teacher has received anything from the Local Authority in respect of funding. The Head Teacher noted that there is access to Exceptional Needs funding to meet the landscape of needs. The Head Teacher confirmed that discussions will continue at staff meetings about pupil needs and identified staff training.	
13.	Strategies for Vision Implementation / Governing Board Development Plan The Development Plan was loaded onto the white board for Governors to review. The Chair of the Learning and Teaching Committee asked Governors to review in respect of "Where do we see ourselves in 3 years". A discussion ensued and the Governors noted the priorities to be; <ul style="list-style-type: none"> • Succession planning • A full Governing Board • Skills to support the schools The items highlighted in red, Skills Audit and Wellbeing Group are in progress. It was agreed that the Governors would review annually under Governor Monitoring. It was noted a further twilight session with Staff and Governors will be held to further discussions of the Vision.	
14.	Governing Board Development Plan As above.	
15.	Performance Data Governors noted that assessment week is due next week. It was noted that performance data for last term was discussed and reviewed at the last Governors Meeting.	

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	<p>The Head Teacher will upload data at the end of each term for Governors to review, instead of waiting until future meetings.</p> <p>The Co-opted Governors asked what SATs were predicted. The Head Teacher confirmed that we are looking at pupil progress and reviewing who needs what this year to inform needs and actions. It was agreed the Head Teacher and the Chair of the Teaching and Learning Committee will meet in January to discuss data.</p>	<p>LB</p> <p>LB/SS</p>
16.	<p>Under 5's Provision</p> <p>A discussion ensued about the Budget at the recent Management Committee. The Chair of the Teaching and Learning Committee noted the newsletter updates and capacity. The Head Teacher confirmed the Under 5's are performing a nativity and are using the school hall and grounds regularly.</p> <p>The Staff Governor confirmed vision updates are now linked and searchable in Tapestry.</p>	
17.	<p>Governance Conversations</p> <p>The Chair of Governors and The Chair of the Teaching and Learning Committee met with the Governance Support & Development Officer, for an annual conversation about Governance. A discussion was held about Governor recruitment. The Chair of Governors will circulate the report from Governance Support.</p>	AM
18.	<p>Head Teachers Performance Management</p> <p>19.01 - The Head Teacher and Staff Governor left the meeting</p> <p>It was noted the Head Teachers Performance Management has taken place – the Foundation Governor gave a summary of the meeting. All governors present agreed to the recommended pay increment. The Clerk will notify HR and confirm the letter to the Head Teacher.</p> <p>19:07 - The Head Teacher and Staff Governor joined the meeting.</p> <p>The Chair of the Management Committee expressed the Board's thanks to the Head Teacher for her continued excellent leadership of the schools.</p>	AB
19.	<p>Trust Update</p> <p>The Head Teacher noted there is a Trust meeting next week.</p> <p>It was noted that the Chair of Governors attended the previous meeting. It was agreed to implement the Cluster Trust Agreement. Governors noted this agreement at the last meeting of the academic year. The Head Teacher asked</p>	

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	Governors to approve the Cluster Trust Agreement. It was noted all Cluster Heads have been consulted. The members approved the agreements.	
	Policies	
	Pay Policy The Chair of Management Committee confirmed that a lengthy discussion had ensued at Management Committee about the Pay Policy, and members had agreed the policy. The Head Teacher will update the policy following the agreed outcomes at the Management Committee and upload onto GovernorHub for all members to note.	LB
	Equalities Statement and Objectives Policy The Head Teacher presented the Policy on GovernorHub. The Head Teacher confirmed the COVID aspects have now been removed. The Chair of the Teaching and Learning Committee asked if the current scheme in 2022, is for the next 5 years? The Head Teacher confirmed. The Head Teacher will update the appendix for the next scheme. Governors approved the Policy.	LB
	ECT (formally NQT) Policy The Head Teacher confirmed that the policy was taken from the Key and adapted as required. The Governors agreed to the Policy.	
21.	Governing Monitoring, Development and Training It was noted the Parent Governor has completed PE monitoring and will also complete Computing. It was noted that some Governor monitoring had been affected by the recruitment campaigns. Although it was noted the Co-Opted Governor has been into Marsham school for various events. The Head Teacher confirmed that Mrs Reedman who covers PPA will be subject lead for Geography and the New Class 2 Teacher will be subject lead for Science and History. A reminder will be sent to all Governors before the next monitoring dates.	
22.	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"> ● Attendance ● Health and Safety ● Thriving workplace - opportunity for wellbeing (adults) 	

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	<p>Successful Learners</p> <ul style="list-style-type: none"> • Governor monitoring • ECT policy • Recruitment <p>Responsible Citizens</p> <ul style="list-style-type: none"> • Policies 	
23.	<p>AOB</p> <p>The Head Teacher noted that an updated list of staff responsibilities has been uploaded to GovernorHub.</p>	
	<p>Dates for future FGB and Sub-Committee meetings</p> <ul style="list-style-type: none"> • Management Committee Tuesday 7 February 2023 at 5pm at Hevingham. • Teaching and Learning Committee Thursday 16 March at 4pm at Hevingham • Full Governing Body Meeting Wednesday 22 March 2023 at 6pm at Hevingham. 	

19.25pm meeting ended.

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