

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary
Schools held on Wednesday 12 July 2023 at 6.00pm**

Present: Lydia Board (LB), Harvey Bullen (HB), Sam Gibbons (SG), Kier Howlett (KH), Kerry Loads-Page (KLP), Ali Maskrey (AM) (Chair), Moira Stansfield (MS), Sue Simmonds (SS), Angela Bullock (AB) (Clerk)

| | | ACTION |
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| | The Co-opted Governor joined virtually. | |
| 1. | Apologies for Absence – Harvey Bullen and Olivia Corfield apologies accepted. | |
| 2. | Declarations of Interest – None | |
| 3. | Membership of the Governing Board Resignations - None Appointments - The Chair welcomed Keir Howlett. Keir was voted in as Parent Governor (Hevingham). | |
| 4. | Minutes of the Previous Meeting The minutes of the meeting held on 24 May 2023 were agreed. The Chair marked them as signed on Governorhub. | AM |
| 5. | Matters Arising Vision Twilight Session - It was noted a Co-opted Governor and the Chair attended the Vision session and walked around the school to see evidence of the vision in practice. The Head Teacher noted the session with staff and governors went well and the staff have many ideas to continue vision implementation. The Head Teacher noted that staff also enjoyed the contact with Governors. The Co-opted Governor commented that Staff and Governors should have mixed to do the school walk and it would be good if more Governors could attend the next session. A follow up Vision will be organised 'Friends' Meetings - The Co-opted Governor's details have been passed to the Chair of FOMPS to make contact. The Chair of the FGB will attend the AGM at the start of the new academic year. Data Year 6 corrected - The Head Teacher confirmed the data is now corrected. Finance Policy - The Head Teacher confirmed this will be held until the School Business Manager returns. | LB/SG AM/KLP LB/OC |

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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, points for noting included; Pockets of pupil behaviour and safeguarding records in detail. Pupil progress, although no results were available at the time of the meeting. An update on staffing, noting the structure is stable. A lot of parental engagement and visits were noted.</p> <p>Management Committee It was noted no meeting has taken place since the last FGB. The Chair noted the BCR, monitoring and Budgets are not easy to follow and requested budget commentary. The Chair of Teaching and Learning Committee noted that for Governors to attend the Budget revision is a great learning opportunity. The Co-opted Governor requested to join. The Head Teacher noted these are held via Teams, so easy to attend. The Head Teacher asked what detail Governors would like. The Chair requested commentary on significant changes to budget lines.</p> | <p>LB, KLP & AM</p> <p>LB/OC</p> |
| 7. | <p>Sub-Committee discussion</p> <p>The Chair noted that due to a more stable and increased membership to the Board, this conversation is no longer relevant.</p> | |
| 8. | <p>Head Teacher Report</p> <p>The Head Teacher presented the report. The key points noted include;</p> <ul style="list-style-type: none"> On Roll - Hevingham 95 (94 for September 23) and Marsham 21 (13 for September 23) <p>The Parent Governor asked if we understood why the pupils were leaving. The Head Teacher confirmed that thorough analysis and understanding was sought.</p> <ul style="list-style-type: none"> Under 5's - full almost every day for 3 year olds. The Attendance target is set at 96%. Hevingham is just shy at 94.29%. Marsham is slightly lower at 92.33%. It was noted that lots of interventions are happening for lots of families/pupils, including EHAP's (Second tier support) for different reasons. Persistent absence is quite high at Marsham. Attendance panel meetings happening - when attendance falls below 90%. Fixed Penalty Notice (FPN) over 4.5 days - when taking children on holiday. 5 FPN's at Hevingham this term alone. SEND - Marsham much higher. EHCP Marsham 1 actual and 1 pending. PP 85% for Marsham. | |

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The Chair asked how the PP compares to the Cluster. The Head Teacher noted the Cluster has seen a general increase in PP. However, the children at Marsham - SEND/PP - in the bottom tier of data.

- The ECT and EYFS/Reception Teacher needs configuration to allow the ECT the time for PP and ECT time.
- Recruited today to replace TA in Year 3/4 with previous TA experience
- Clerk/former Secretarial Assistant covering at Marsham.
- 1 racist incident and 1 bullying incident- worked very closely to family and transition.
- 1 In school suspension - worked in school but not in their class. 1 half day suspension.
- Marsham - 2 day Suspension out of school and 1 child half day suspension. It was noted all pupils, staff and families have worked on restorative practices and learning during these periods.

Data

Hevingham

- EYFS - 67% above the national (for last year)
- Phonics check - It was noted the pass mark was confirmed as 32 out of 40. 17 pupils sat the assessment and 13 (76%) passed, one above national. It was noted pupils can re-take in Year 2. Of which 9 out of the 10 re-takes passed.
- Year 2 SAT's - data based on 14 pupils (1 child based at SRB 4 days a week and did not sit SAT's). It was noted it is unsure if this pupil is included in the data..
 - Reading 65% - broadly in line with national
 - Writing 50%
 - Maths 57% - lower than national average
- Multiplication (Year 4) - 25 questions - 5 (out of 13) pupils achieved 25.
- Year 6 SATS 17 children- above national for everything and it was noted the pupils have achieved the highest percentage for greater depth the school has ever seen! Governors congratulated the Staff Governor.
- Results will be used to lead intervention next year to review trends.

Marsham

- Teachers have worked really hard.
- EYFS - included 2 pupils, who had been unable to reach a good level of development.
- Phonics check - Year 1 included 2 pupils and the Year 2 retakes included 2 pupils and neither were able to pass. It was noted phonics intervention will continue into Year 3.

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| | <ul style="list-style-type: none"> Year 2 SATS - 4 pupils, one child unable to take SATS due to SEND. <ul style="list-style-type: none"> Reading 33% Writing 33% Maths 66% which one child achieving greater depth Multiplication (Year 4) - 25 questions. 100% correct to pass. 3 pupils undertook MTC and 1 child achieved 20-24. Year 6 SATS 5 pupils (2 DNS). The Head Teacher noted that a check is being undertaken for the reading papers and a further contest may be made against another mark. Year 6's have worked very hard since January. The Head Teacher noted the internal data shows value added from Autumn to Summer term, including one child with SEND and one PP. Since SATS the Teacher has continued to work hard to ensure all pupils are able to access the curriculum at High School. It was noted both schools have signed up to an ESPO package via AHS to achieve savings in ordering. The Head Teacher presented the ICT code of conduct for all Governors to sign. It was noted that all families have received a copy. <p>The Chair wanted to acknowledge a huge well done to everyone.</p> <p>Safeguarding The Chair and the Head Teacher have completed the Compliance checklist. The Head Teacher noted the checklist needs a few items updating, once complete the Head Teacher will upload to GovernorHub. It was noted the SCR was checked across both schools.</p> <p>SEND It was noted that The Head Teacher and Parent Governor have not been able to meet, however the Head Teacher will prepare the SEND Information report and circulate via GovernorHub.</p> | <p>ALL</p> <p>LB</p> <p>LB</p> |
| 9. | PP and Other Funding | <p>LB</p> |
| 10. | Annual Governance Statement | <p>AB</p> |

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| 11. | Minibus Signage The Head Teacher noted the new minibus required signage. The Co-opted Governor will approach a parent about design, alongside a pupil competition to “win” signage on the bus. It was agreed a QR code for the schools website would be added. The Co-opted Governor also suggested that a local Signwriting may provide a discounted or free service if their logo was visible on the bus. | KLP/LB |
| 12. | Internet Provider The Head Teacher has requested to defer this item until the next FGB, noting that one of the original providers recommended by the Local Authority has now withdrawn. It was noted that the current provider is ceasing service at Easter. The Head Teacher will review the quotes and break clauses with the School Business Manager and bring them back to Governors. | LB/OC |
| 13. | Parent Pay The Head Teacher presented an online payment system for Parents/Carers to use to pay for trips and dinners etc. It was noted that although the amount is lower than the Governor authorisation, the Head Teacher wanted Governors to be aware. The Head Teacher noted that particular attention has been made to the cost and break clauses within the agreement. It was noted the provider selected has a 90 days written notice to leave the contact with no fee. It was noted the annual fee for both schools is £220 (per school) The Licences for Marsham is £14.30 and for Hevingham £104 plus a 1.275% surcharge per every £1 paid. The Head Teacher noted that this surcharge and cost is more efficient than the current manual payment system of banking. The Head Teacher noted that this will commence September 2023. | |
| 14 | Budget The Head Teacher presented the budgets for Hevingham, Marsham and the Under 5's. The key points raised include; Hevingham <ul style="list-style-type: none"> • Surplus for next year and a deficit for the following 2 years. • Cut backs have been paid where possible, however budget set to be honest and real • Proposed changes for Teachers and changes taken place for TA's/Support Staff. | |

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| | <p>Marsham</p> <ul style="list-style-type: none"> Swimming we would normally use a coach, however now using the minibus and caretaker, given the low numbers and more cost effective Trying to think outside the box for both schools Slightly smaller deficit for Marsham in year three Forecast built on numbers we think we are getting for intake. <p>Under 5's</p> <ul style="list-style-type: none"> Small surplus in all 3 years to create a tiny buffer for outdoor area, resources or training. <p>The Chair of Teaching and Learning commented on how fabulous the budget for the Under 5's is looking given the real concerns about financial viability when the Under 5's was first set up.</p> <p>The Head Teacher noted the budgets were agreed by County.</p> | |
| 15 | <p>Themed Audits</p> <p>The Head Teacher provided a written update on the Themed Audits, which are undertaken by County across and then provided to all schools.</p> <ul style="list-style-type: none"> Cyber Security - It was noted that 10 schools were visited. It was agreed to add Cyber Security as a routine agenda for FGB. The Head Teacher and School Business Manager will pull together an action plan from the audit findings and bring this to the next FGB. Payments to Individuals - It was noted a number of the findings duplicated the finance audit findings. Including staff using cards rather than being reimbursed by school and making sure people are registered for tax. It was noted the School Business Manager will action these. The Parent Governor noted about simple app's approved by HMRC. | <p>AB</p> <p>LB/OC</p> <p>OC</p> |
| 16. | <p>Health and Safety</p> <p>Nothing to report.</p> | |
| 17. | <p>GDPR</p> <p>Nothing to report and no data breaches.</p> | |
| 18. | <p>Strategies for Vision Implementation / Governing Board Development Plan</p> <p>It was noted that the recent Vision Twilight has been discussed earlier in the meeting. The Staff Governors noted the Curriculum and Website vision updates are now complete and heavily vision fed.</p> | |

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| 19. | Trust Update The Chair noted that the meeting was cancelled. The Head Teacher noted that the Cluster Heads met recently and the Trust are seeking to secure TACT as a charity, who may expand to employ and bid writer and the Cluster is seeking a commitment from all Cluster schools to push the Cluster Trust. TACT is also looking to create an action plan about what they are for our schools and communities. | |
| 20. | Policies a. Maths - It was agreed to defer this Policy until the next FGB. b. Anti-Bullying- It was agreed to defer this Policy until the next FGB. c. Freedom of Information - It was agreed to defer this Policy until the next FGB. | LB LB LB |
| 21. | Governing Monitoring, Development and Training Governor Monitoring reports were noted. All Governors felt that Monitoring fortnight had worked well and will be implemented for the next academic year. | |
| 22. | How effective have we been in contributing to school improvement?, future development (what's gone well and what can be improved) The Chair asked Governors to review how we have helped the school during the current academic year and fulfilled our role as a Governing Board. It was noted Monitoring fortnight has focused both the Board and staff. The new Data meetings have been useful and have allowed Governors to challenge the data in more detail. The Staff Governor noted that the data meeting, also impacted and fed into SLT and Staff Meetings. A thorough review of Policies has been undertaken as well as the support and attendance at the Categorisation meetings. The Chair asked what steps can the Board take forward to continue to support the school. It was agreed to continue monitoring and implementing the vision. Continue discussions around the Federation and ensure all training is up to date, ensuring the Board is succession training all new Governors joining the Board. It was agreed to set all FGB and Committee meetings at the next meeting, as well as all Monitoring dates. All new Governors were invited to shadow other Governors on monitoring visions, the Chair also noted that there is good monitoring training on GovernorHub. | |

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| 23. | <p>How had today's meeting impacted the vision</p> <p>.</p> <p>The Governors noted the following discussion points aligned with the vision threads.</p> <p>A review of the last academic year and how the Board has supported the Schools.</p> <p>Confident and Healthy Individuals</p> <ul style="list-style-type: none"> • Sports Premium report, Internet Provider, Parent Pay <p>Successful Learners</p> <ul style="list-style-type: none"> • Data and SAT's results, extensive Head Teacher report, Governor monitoring, <p>Responsible Citizens</p> <ul style="list-style-type: none"> • New Governor recruitment, 'Friends' committee's supporting each other, Budgets. | |
| 24. | <p>AOB</p> <p>The new Parent Governor introduced himself and provided an overview of his experience and strengths.</p> <p>The Chair reminded all Governors about the Extraordinary Meeting being held on Monday 17 July at 5pm. KH provided his apologies.</p> | |
| | <p>Dates for future FGB and Sub-Committee meetings</p> <ul style="list-style-type: none"> • Full Governing Body Meeting Wednesday 19 October 2023 at 6pm at Hevingham. | |

19.52pm meeting ended.

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