

**Minutes of the Federated Governing Board Meeting of Hevingham and Marsham Primary Schools held on Wednesday 18 October 2023 at 6.00pm**

**Present:** Lydia Board (LB), Sam Gibbons (SG), Keir Howlett (KH), Kerry Loads-Page (KLP), Ali Maskrey (AM) Chair, Ellen Metcalfe (EM), Laura Richardson (LR), Moira Stansfield (MS), Sue Simmonds (SS), Angela Bullock (AB) (Clerk)

		<b>ACTION</b>
<b>1.</b>	<b>Apologies for Absence</b> – Olivia Corfield apologies accepted.	
<b>2.</b>	<b>Declarations of Interest</b> – None  Forms were circulated and completed by all Governors.	
<b>3.</b>	<b>Election of Chair / Vice Chair</b>  The Foundation Governor proposed the current Chair of Governors and the Parent Governor seconded. It was agreed Ali Maskrey would continue as Chair of Governors  The Chair of Governors proposed the Foundation Governor as Vice Chair, the Staff Governor seconded. It was agreed Sue Simmonds would be Vice-Chair.	
<b>4.</b>	<b>Membership of the Governing Board</b>  <b>Resignations</b> None  <b>Appointments</b> A Local Authority representative Governor has been appointed. The relevant nomination paperwork will be complete.  <b>Vacancies</b> It was noted that the Board has two co-opted Governor vacancies. A recruitment campaign is underway amongst Governors.  <b>The Co-opted Governor asked if there is a skill set needed?</b> The members felt that Finance was a key skill to join the Board.	<b>AB</b>
<b>5.</b>	<b>Code of Conduct</b>  All Governors agreed to the Code of Conduct. All Governors will complete the confirmations on GovernorHub.	<b>ALL</b>
<b>6.</b>	<b>Review of Business/Pecuniary Interests</b>  Noted duplicate with Item. 2	

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<p><b>7.</b></p>	<p><b>Governing Board Meetings and Structure with Special Responsibilities</b></p> <p>The Chair of Governors proposed the Parent Governor as Chair of Management Committee. It was agreed Keir Howlett would be - Chair of Management Committee.</p> <p>The Chair of Governors proposed that the Foundation Governor continue as Chair of Teaching and Learning Committee. It was agreed Sue Simmonds would be Chair of Teaching and Learning Committee.</p> <p>The Chair of Governors suggested that Governors continue with their assigned responsibilities for a further year. The responsibilities were agreed as follows;</p> <p>The Chair of Governors (AM) Safeguarding/Safer Recruitment/Child Protection</p> <p>Co-opted Governor (OC) Policies, Governor Training</p> <p>Co-opted Governor (KLP) Attendance, Maths, PHSE, RE</p> <p>Co-opted Governor (MS) Science, Geography, History</p> <p>Foundation Governors (AM/SS) Cluster Trust Governors</p> <p>Foundation Governor (SS) Curriculum Governor, Pupil Premium, English</p> <p>LA Governor (EM) SEND/LAC/Equalities</p> <p>Parent Governor (LR) PE Sports Funding, Art, Computing (Curriculum), D&amp;T, Music</p> <p>Parent Governor (KH) Finance</p> <p>Staff Governor (SG) Premises/Health &amp; Safety</p> <p>Headteacher Performance Management - AM, SS, MS</p>	
<p><b>8.</b></p>	<p><b>Review Statutory Requirements</b></p> <p>The proposed fortnight monitoring dates were agreed by Governors.</p>	

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	<p>Monday 20 November 2023 - Friday 1 December 2023  Monday 26 February 2024 - Friday 9 March 2024  Monday 29 April 2024 - Friday 10 May 2024  Monday 24 June 2024 - Friday 5 July 2024</p> <p>It was agreed the Cyber Security Link Governor was agreed as the Chair of Governors (AM)</p> <p>It was agreed the UKGDPR compliance and designated Governor was agreed at the Co-opted Governor (OC) and Foundation Governor (SS).</p>	
<p><b>9.</b></p>	<p><b>The Meeting Calendar</b></p> <p>The proposed dates were agreed by members.</p> <p><b>FGB Dates at 6pm.</b>  Wednesday 13 December 2023  Wednesday 20 March 2024  Wednesday 15 May 2024  Wednesday 10 July 2024</p> <p><b>Teaching and Learning Committee</b>  The rest of the dates will be set by the members at the first meeting.  Thursday 16 November 2023 at 4pm</p> <p>Management Committee  The rest of the dates will be set by the members at the first meeting  Monday 20 November 2023 at 4pm</p>	
<p><b>10.</b></p>	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of the meeting held on 12 July 2023 were agreed. AM marked them as signed on Governorhub.</p>	<p><b>AM</b></p>
<p><b>11.</b></p>	<p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>a. The Chair of Governors with the Headteacher will arrange a further Vision Walk and Vision Twilight with staff.</li> <li>b. The Chair of Governors agreed that with the Parent Governor and Co-opted Governor being on the Friends Committee, it was excessive with the Chair to also attend.</li> <li>c. Governors to attend Budget Revision, it was agreed the Co-opted Governor and Parent Governors will attend Budget Revision on 13 November. KLP in the morning and KH in the afternoon, this is via Teams.</li> <li>d. Commentary to Budget, the School Business Manager will arrange commentary of lines with significant differences. It was also noted that this is discussed at Management Committee.</li> </ol>	

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	<ul style="list-style-type: none"> <li>e. ICT Code of Conduct, it was noted all Governors have signed the ICT Code of Conduct.</li> <li>f. Safeguarding Checklist is on GovernorHub</li> <li>g. SEND report is on GovernorHub</li> <li>h. Sports Premium report is on GovernorHub</li> <li>i. Annual Statement of Governance is on the school website</li> <li>j. Minibus Signage deferred</li> <li>k. Internet Provider. The Headteacher confirmed that two quotes have been received, 1 provider withdrew. The NCC ICT technician has reviewed the quotes and specification and recommended a provider. It was noted that current expenditure is £1800 per annum, the new provider is slightly cheaper at £1700 per annum. The second quote was significantly cheaper at £142 per month but the Headteacher sought approval from Governors to agree to the new provider at £1700 per annum from Talk Straight Ltd T/A School Broadband. Governors agreed with the ICT and Headteacher recommendation.</li> <li>l. Payment to Individuals (audit findings). The Head teacher noted that the current payment card is held with the Head Teacher and the School Business Manager approves, however the audit found that the Head Teacher should be approving items, therefore the School Business Manager now holds the card and the Head Teacher approves. A further purchasing card has been issued to the Caretaker. The school also has an amazon account for purchasing. The audit findings noted that staff should not be paid via BACS.</li> <li>m. Anti-Bullying Policy - deferred to next FGB</li> <li>n. Freedom of Information - deferred to next FGB</li> </ul>	
12.	<p><b>Headteacher Performance Management Meeting</b></p> <p>It was agreed the Headteacher will liaise with the Headteacher of St Michael's School and coordinate a date during w/c 27 November 2023, the meeting will include the Chair of Governors, Foundation Governor and Co-opted Governor.</p>	
13.	<p><b>Confidential Item discussed</b></p> <p>A copy of the minutes discussed is held with the Headteacher.</p>	
14.	<p><b>Headteacher Report</b></p> <p>The Headteacher provided a verbal report noting it has been a good start to the term, including Circus Ferrel visiting the school.</p> <p>The Headteacher noted that on 18 September, the Headteacher was informed a parent was placed on life support of a vulnerable child, followed by a call from Ofsted, followed by a child absconding from the site.</p> <p>The child and family is being supported following the parent bereavement. The Headteacher submitted a referral notice due to the circumstances, which was</p>	

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	<p>accepted. The Headteacher noted that a behaviour plan and support is in place for the child absconding.</p> <p>SAW day has taken place. It was noted that reception parents were unaware of what SAW days include, therefore a section is being added to the website. The Staff Governor will check with the SAW trust about use of “SAW” on the website.</p> <p>The Headteacher noted the Ofsted questionnaire has been circulated to parents. The Headteacher will provide a summary of results at the next FGB.</p> <p>The Headteacher confirmed that both schools are now using ParentPay so the schools are cashless. ParentPay allows families to pay for donations, trips and school lunches.</p> <p>The Headteacher asked that all Governors read Keeping Children Safe in Education 2023. The Headteacher will arrange for all Governors to sign to say they have read the document. This will be done via GovernorHub.</p> <p>The Headteacher asked Governors to approve the pay scales adopted by County Council. It was noted the September 2023 pay increase of 6.5%, 3% out of school budgets, meaning a teacher starting salary would be £30k. The pay rise increase would be backdated to September 2023. Governors agreed with the ESOPS2023 pay model.</p> <p><u>Staffing</u></p> <p>The Headteacher confirmed the TA for year 3-4 retired in July and a new TA has been appointed who works mornings and lunch cover in year 3-4.</p> <p>The Lead Practitioner in Under 5’s has left to join a Forest School. The Practitioner has asked to reduce hours to 2 days. The Headteacher has confirmed that a Lead Practitioner and Practitioner have been appointed and the current practitioner will continue to work 2 days, this will enable the Under 5’s to take on more children. The Staff Governor asked if the additional 2 year funding would cover the extra 2 days. It was noted this should allow financial viability for the staff cover and extra pupils.</p> <p>The Headteacher confirmed that the children have undertaken cross country at Gresham and the Circus Ferrel have visited.</p>	<p><b>SG</b></p> <p><b>LB</b></p> <p><b>ALL</b></p>
<p><b>15.</b></p>	<p><b>Health &amp; Safety</b></p> <p>It was noted that the School Business Manager is attending a Fire Premises Management Course.</p>	
<p><b>16.</b></p>	<p><b>GDPR</b></p> <p><b>a. Action Plan - duplicate</b></p>	

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	<p><b>b. Review Schedule</b> - is uploaded to GovernorHub. The Headteacher noted that there are actions for Governors to do, which will be uploaded to the Noticeboard on GovernorHub.</p> <p><b>c. Annual Review of School Record &amp; Safe Data Destruction of Checklist</b> - All Governors have been asked to read on GovernorHub.</p> <p><b>d. Annual Review of Current Practice</b> - All Governors have been asked to read on GovernorHub.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p>
<b>17.</b>	<p><b>Cyber Security</b></p> <p>Following the Themed Audit, the Headteacher has met with the ICT technician. It was noted the School Business Manager has actions to complete.</p>	
<b>18.</b>	<p><b>PP and Other Funding</b></p> <p>The Headteacher confirmed that the PE Funding and PP Funding are on GovernorHub and have been uploaded to the website.</p>	
<b>19.</b>	<p><b>School Fund</b></p> <p>The Chair of Governors signed the audited School Fund account for Marsham.</p> <p>The Headteacher has sought approval from the members to close both school fund accounts across both schools. These accounts are no longer used. <b>The Co-opted Governor asked what would happen with the balance in each account.</b> It was noted the balance is minimum, this would be transferred into the main school fund. <b>The Foundation Governor asked if this would affect the charity status,</b> the Headteacher noted that the school accounts do not operate as charities, this is only the Friends accounts.</p>	
<b>20.</b>	<p><b>SEND</b></p> <p>The Headteacher noted that the report is on GovernorHub and will be published on the website before the deadline, in December.</p>	
<b>21.</b>	<p><b>SIDP</b></p> <p>The Governors discussed the assignment to SIDP strands.</p> <ul style="list-style-type: none"> <li>● <b>Personal Development - KLP</b></li> <li>● <b>Quality of Education - AM</b></li> <li>● <b>Behaviour and Attitude - EM</b></li> <li>● <b>Leadership and Management - LR</b></li> <li>● <b>Early Years - SS</b></li> </ul> <p>It was noted that this will be discussed at every FGB.</p> <p><b>The Foundation Governor asked if Ofsted will include EYFS/Under 5's?</b> The Headteacher confirmed the Hevingham Ofsted would include the Under 5's.</p>	

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<b>22.</b>	<p><b>SEF - Hevingham</b></p> <p>The Headteacher confirmed that the LA representation (DL) has reviewed the SEF. The SEF was noted by Governors.</p> <p>The Headteacher confirmed that Marsham's SEF will come to the next FGB.</p>	<b>LB</b>
<b>23</b>	<p><b>Strategies for Vision Implementation</b></p> <p>The Chair of Governors stated that the Vision had been discussed earlier in the meeting, including a Vision Walk and a Twilight session with Governors and Staff is being progressed.</p> <p>The Chair of Governors noted the vision is very visible in all classrooms.</p> <p>The Chair of Governors noted that GovernorHub has really good training on implementing the vision.</p>	<b>ALL</b>
<b>24.</b>	<p><b>Governing Board Development Plan</b></p> <p>The Chair of Governors noted the Development Plan is on GovernorHub. The Chair asked for input from all Governors.</p> <p>It was agreed Governors would undertake Preparation for Ofsted Training.</p>	<b>ALL</b>  <b>ALL</b>
<b>25.</b>	<p><b>Safeguarding</b></p> <p>The Headteacher confirmed that all staff have undertaken the annual refresher.</p> <p>The link for all Governors will be provided to read the latest Keeping Children Safe in Education.</p> <p>The Headteacher also noted that a review has been undertaken of CPOMS against MyConcern - the portal to record safeguarding concerns. It was agreed to transfer to CPOMS as the portal allows for better internal communication including recording behaviour, attendance and nurture. The Headteacher confirmed that 90 days notice is required, however CPOMS will offer early access to allow set up.</p>	
<b>26.</b>	<p><b>Performance Data</b></p> <p>The Head Teacher confirmed that no new data is currently available. The Headteacher confirmed that assessments will take place in December.</p> <p>It was agreed that the Chair of Teaching and Learning and Headteacher will meet in January to thoroughly review data.</p>	<b>SS/LB</b>
<b>27.</b>	<b>Under 5's Provision</b>	

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	The Headteacher provided an update in the Headteacher Report.	
<b>28.</b>	<p><b>Trust Update</b></p> <p>The Headteacher provided an update from the Trust Meeting in September. It was noted that the Agreement of Understanding is a formal agreement between the Cluster schools. It was noted that all schools agreed and the agreement is now with NP Law.</p>	
<b>29.</b>	<p><b>Marsham Land Use</b></p> <p>The Headteacher noted that interest had been expressed by both neighbours at Marsham.</p> <p>One Neighbour would like to use the land to create a Forest School via the Lapwing Education group, which in principle could also benefit the children at the school. Governors raised concerns about access to toilet, the rent agreement.</p> <p>The other Neighbour would like to purchase the land and repurpose the land for community use.</p> <p>The Headteacher asked what Governors thoughts were. Governors were keen to progress the Forest School idea. The Headteacher will continue due diligence.</p>	
	<b>19.45pm - the Parent Governor left the meeting</b>	
<b>30.</b>	<p><b>Skills Audit</b></p> <p>The Chair of Governors thanked members for returning the skills audit. It was agreed that training would be looked into in regards to Equalities, Unconscious bias and Finance.</p>	<b>OC</b>
<b>31.</b>	<p><b>Policies</b></p> <p><b>Keeping Children Safe in Education - All to read</b></p> <p><b>Finance Policy</b> - The Headteacher confirmed that the Policy can now be updated with the Appeals Panel members. The Headteacher also noted that the School Business Manager felt that the limit £5000 was too high and therefore this has been reduced to £3000 in light of the largest invoice currently being £2800 for school meal provision. The Chair of Governors will sign.</p> <p>It was agreed the Appeals Panel would comprise the Foundation Governor (SS), Co-opted Governor (MS) and the Parent Governor (KH)</p>	<p><b>ALL</b></p> <p><b>LB</b></p>

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	<b>Maths Policy</b> - Members agreed to the policy, once typo's were corrected. This policy will be owned by the Teaching and Learning Committee.	<b>SG</b>
<b>32.</b>	<b>Governing Monitoring, development and training</b>  Members noted the monitoring reports from the Co-opted Governor from last term.  The Chair of Governors also noted the New Governor training available on GovernorHub.	
<b>33.</b>	<b>How had today's meeting impacted the vision</b>  <b>The Governors noted the following discussion points aligned with the vision threads.</b>  <b>It was noted a general discussion had been held about Vision Implementation</b>  <b>Confident and Healthy Individuals</b> <ul style="list-style-type: none"> <li>● Circus</li> <li>● Land Use at Marsham</li> <li>● Cross Country</li> <li>● Sports Premium Report for Funding</li> </ul> <b>Successful Learners</b> <ul style="list-style-type: none"> <li>● SIDP</li> <li>● Policies</li> <li>● Governor Responsibilities</li> <li>● Broadland Provider agreed</li> <li>● GDPR schedule</li> <li>● SEF - Hevingham</li> <li>● Governor Skills Audit</li> </ul> <b>Responsible Citizens</b> <ul style="list-style-type: none"> <li>● SIDP</li> <li>● Code of Conduct for Governors</li> <li>● Code of Conduct - ICT</li> <li>● Keeping Children Safe in Education</li> <li>● Annual Safeguarding training</li> <li>● Cyber Security Audit</li> </ul>	
<b>32.</b>	<b>AOB</b>  The Chair confirmed they had visited each class this term.	
	<b>Dates for future FGB and Sub-Committee meetings</b>	<b>ALL</b>

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	<ul style="list-style-type: none"><li>● Teaching and Learning Committee Thursday 16 November at 4pm at Hevingham</li><li>● Management Committee Monday 20 November at 4pm at Hevingham</li><li>● Full Governing Body Meeting Wednesday 13 December at 6pm at Hevingham.</li></ul>	
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The meeting ended at 19.55.

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