



Heigham Community Federation

Full Governing Board Meeting

MINUTES

Chair – Mike Grimble

18th March 2024 at 5.00 pm held at Avenue Junior School

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Sam Rowbury (SR)	Co-opted	Present Items 3 to end.
Jen Carlin (JC)	Associate Member	Present Items 5 to end.	Jo Thompson (JT) Vice Chair	LA Appointed	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Victoria Younespour (VY)	Parent	Absent
Laura Harris (LH)	Co-opted	Present	Vacancy	Parent	
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present Items 3 to end	Vacancy	Staff governor	
Denise Mattock (DM) <i>Head of RRIS</i>	Associate Member	Present	Vacancy	Co-opted	
Judith Mayne (JM)	Co-opted	Present	Vacancy	Co-opted	
Pam Reynell (PR) Co-Chair of Governors	Co-opted	Absent	Vacancy	Co-opted	

Governance Professional: **Sheila Lewis-Smith (SLS)**

Blue – Challenge/question **Yellow – Approval** **Red – Action Point**

AJS – Avenue Junior School

RRIS – Recreation Road Infant School

			Action Points	
Date	Item	Details	By Whom	When
Feb 24	6	Action 3: AJS data to be added to May agenda.	SLS	13/5/24
	9	Action 4: JT to upload monitoring form for Pupil Premium and Sports Premium monitoring.	JT	18/3/24
	14	Action 7: HCF Acceptable Use Agreements to be added to March agenda	SLS	18/3/24
18/3/24	3	Action 1: MB to share findings from DfE Attendance dashboard at May meeting.	MB	13/5/24
	5	Action 2 MB to devise standard set of monitoring questions to ask children. Action 3: Governors to complete Monitoring forms from the Governors in School Day.	MB Govs	13/5/24
	8	Action 4: Charging and Refunds Policy to be added to May 24 agenda	SLS/MB	13/5/24
	11	Action 5: Identify governor training to be completed before September 24 at July FGB meeting.	SLS/Govs	July 24

No.	Item
1.	Welcome, Introductions and Apologies
	<ul style="list-style-type: none"> • MG was Chair of the meeting. • Apologies were received and accepted from VY and PR. • SR, MH and JC advised that they would be late entering the meeting. • The meeting was quorate.
2.	Declarations of Business and Pecuniary Interests
	2.1 Declare business and pecuniary interests for items on this agenda. None presented.
3.	HEADTEACHERS' WRITTEN REPORT
	MG thanked the Headteachers for their comprehensive report. AJS - "Maths Planning Scrutiny" - why is the over reliance on White Rose resources a problem - shouldn't a standard set of products like this drive greater consistency? A: MH had discussed this with SR during the Governors in School day. The main issue is that the content is over-used, presenting children with many PowerPoint pages. There needs to be more consideration as to the needs of the children. Some children had said that maths was boring. MB said that staff were still taking the main gist from White Rose. The overuse of PowerPoint was a legacy of remote teaching during the pandemic.

AJS - “VNET school review” - what actions are you taking to raise expectations of staff on maths beyond the CPD with staff on 7 March?

A: CPD was held on 7th March and in just 2 weeks impact and difference has been seen.

5.14 SR entered the meeting.

RRIS - “Internal writing moderation has taken place to ensure agreed standards within year groups” - what were the results of the moderation please?

A: RRIS internal moderation - A standard was agreed between the teachers in each year group as to what expected looks like at this time of year. Year 2 judged this based on the Standards Agency moderation objectives document. Year 1 based this on an in-house objectives, documents created by working backward from the aforementioned STA paperwork. EYFS based judgements on Birth to Five Matters and the EYFS Early Learning Goals. As a result, work has been photocopied for each year group as a model of expected writing at this time of year. This has also been shared with families, alongside an explanation of what features make it expected. The same has been done with working towards and greater depth. We will repeat this in the summer term.

RRIS data - Yr2 and Yr1 writing: with the implementation of the rapid action plan, what level of improvement do you hope to see in terms of moving children from “working towards” (currently 55 and 37%) into “expected” (38 and 49%)?

A: RRIS writing data - Year 2 have selected 6 pupils from each class that will be targeted for focussed teaching and learning for accelerated progress to expected. This would raise Year Two from 38% to 59%.

Year 1 have selected 17 pupils across the year group that will be targeted for focussed teaching and learning for accelerated progress to expected. This would raise Year 1 from 49% to 63%

Long-term going forward DM will be closely monitoring the impact of strategies put in place this year, such as starting phonics earlier in EYFS and whole class teaching and learning earlier in Year 1 to assess the impact as pupils move up through the year groups.

Attendance: as both schools are slightly above the national average for primary schools, presumably we are “ok” with that performance?

A: MB will look more closely at groups e.g. Pupil Premium. Attendance is varied across the cohorts.

5.15 MH entered the meeting.

There are medical needs and traveller children who impact on the attendance figures. The Local Authority Attendance team has visited the school this term and found the schools to be doing all they could to support attendance.

MB said that there was a good attendance dashboard issued by the DfE where schools could see themselves rated against other schools in a group. AJS had been noted as in the middle. MB will expand on this data at the next meeting.

Action 1: MB to share findings from DfE Attendance dashboard at May meeting.

	<p>AJS SEF/SDIP: Looks right but are the areas identified here consistent with the findings from the VNET school review (when you get the final report) eg on inconsistencies between staff on maths? A: This will be addressed through the SIDP.</p> <p>Q: Is the level of ECHP's at 10 correct? A: Yes, quite a few have been granted. Some parents have also applied independently; the ECHP's are more spread across the age range.</p> <p>Q: Is there a link between behaviour and suspensions and SEN / potential SEN and EHCP's? A: No significant link. One SEN child has had a suspension where discussions had also taken place for applying for an EHCP.</p> <p>Q: Attendance - is there any link between behaviour or pupils on SEND support – would this indicate their needs not being met? A: There are multiple environmental factors that affect attendance. One child has been refused a place at a SRB as the needs were too complex. The EHCP recognises the needs of this child. One child at an off-site provision was asked to reduce the time spent there due to behavioural issues. The schools are doing their utmost to support these pupils in a mainstream setting.</p> <p>Positive news - Year 6 footballers went to the regional finals of the EFL cup at Southampton's training facility and came 3rd (beating Ipswich on penalties!). This was a massive achievement and memorable experience. MB and governors would like to thank Nick Thornton and Dan Lowe for accompanying the pupils, especially as this ran straight on from a residential that they had also attended.</p>
4.	<p>FINANCE, PREMISES, HEALTH& SAFETY, STAFFING MATTERS</p>
	<p>4.1 Budget Setting Approval</p> <p>The budgets are extremely challenging this year.</p> <p>The biggest issue is pupil numbers; although AJS will be full, changes to the way funding is allocated will impact. RRIS has lower numbers in Reception.</p> <p>The surpluses carried forward will quickly be eroded by Year 2 of the budget.</p> <p>The LA team have suggested that schools can inflate the income by 2% but there is no guarantee of this extra funding from the DfE.</p> <p>The Teacher's Pay awards will continue to be funded for this year.</p> <p>There are significant issues in securing SEND funding. MB advised that there are 5 outstanding funding requests since October 2023. DM said that a child entering RRIS may need 1:1 or even 1:2 support.</p> <p>Governors continued this discussion in the Confidential Item and minutes.</p>

The budgets for both AJS and RRIS were approved.

Business Proposal – presented by JC. (Presented later in the meeting but recorded here)

Governors were informed that the caretaker from RRIS is due to retire at the end of the summer.

JC would like to propose a new Site Manager role, which would be a better model across the federation. Currently, a lot of JC's time is taken up dealing with minor premises issues and dealing with contractors, which this role would alleviate. The ideal would be working hours of 6.30a.m. to 2.30 p.m. Cost analysis shows that this option would cost less than 2 caretakers.

Risks would be the locking up of AJS.

JC suggested that the job description would include being flexible and managing things such as toilet requisites and recycling sorting.

Internal or external appointment could be considered.

Should this proposal be accepted, it would alter the staffing structure.

Governors commented that it seemed right to have one person overseeing both sites.

It was also suggested that two caretakers provided capacity rather than one post holder.

JC said that at present, the caretakers cannot cover each other as the operating systems are different in the two schools.

MB said that the caretaker pay grade of C for 25 hours per week was a low rate of pay and he was not certain it would be possible to recruit like for like and would prefer a strategic overview.

What if this person is off work, how would this be covered?

A: it would go back to JC. Security companies would lock and unlock. RRIS has an assistant caretaker.

Governors questioned what jobs needed to be done outside of pupil hours.

In principle, the governors agreed to the role of Site Manager. A Job Description should be developed with HR input and the possibility of a year's temporary contract explored. The Job Description should be clear and reflect a level of caretaking.

5. GOVERNANCE MATTERS

5.1 Governors in School Day feedback

Governors had enjoyed the day and had found it useful. Staff had been found to be enthusiastic and passionate. The children had been willing to share their books and learning.

MG and JM had been able to visit both schools.

MG said how excellent the session on Book Scrutiny led by VNET consultant Emma Adcock had been. This provides a better model of monitoring, as it looks at children's lived experiences. Working in pairs was a highly supportive way of working.

MG's focus had been on SEND pupils, visiting The Nest and the Acorns during the day. It was a concern that the forest school might be a risk due to budgetary constraints. Both

	<p>provisions had been seen as excellent in meeting the individual need of the SEN children. MB restated the issues of securing SEND funding. Whilst it was noted that 1.5% of the budget is taken to fund the higher needs block, this is depriving schools who look to provide provision to prevent the need for such high-level interventions.</p> <p>There is a huge uplift in parents applying for EHCPs, some with the misconception that this will secure 1:1 support.</p> <p>Q: Does an ECHP follow a child through into new schools? E.g. nursery to RRIS?</p> <p>A: Yes. RRIS has 22 pre-schools to liaise with. DM said that in nursery, the ratio is 1:6. Needs do not always appear until they enter a Reception class, having to attend full time., with a greater pupil to teacher ratio.</p> <p>It was suggested that a 3-year plan be devised for governor monitoring across the curriculum.</p> <p>SR and SLS agreed to work with MB on devising an annual cycle of governors' meeting agendas to cover statutory and monitoring activities.</p> <p>There should also be a set of questions devised that would be used by SLT, teachers and governors when monitoring.</p> <p>Governors gave a big thank you to staff and asked that this be passed on by MB, MH and DM.</p> <p>Action 2 MB to devise standard set of monitoring questions to ask children.</p> <p>Action 3: Governors to complete Monitoring forms from the Governors in School Day.</p> <p>5.2 New governors – induction, mentoring, training.</p> <p>Parent Election: Daddy Kabuiku has been elected as a Parent Governor. DBS and induction will be completed. The electronic voting system had been successful, with 280 votes having been received.</p> <p>Co-opted governor: Kate Campbell is completing her DBS.</p> <p>Staff governor: A nomination has been received. This will go out to a ballot after Easter.</p>
6.	CO-CHAIRS' REPORT
	No actions to report.
7.	STAKEHOLDER ENGAGEMENT
	<p>The results of the surveys had been consistent.</p> <p>MH said that following misunderstandings about bullying, previous work to address this had improved the outcome in this survey.</p> <p>Governors questioned what should be done differently as a result of the surveys.</p> <p>AJS – The school has high expectations of my child” was less positive. MH will look at this to see if the issues are around SEND or higher ability children. Governors suggested that the phrase, “High expectations” is used in communications such as Open Evenings, linking</p>

	<p>it to both academic expectations and behaviours and attitudes. It is about perceptions; is the website reflecting the high expectations?</p> <p>There is a need to challenge inclusivity and an academic approach.</p> <p>MH considered that there was some work to be done in how the school tells the parents how their children were doing.</p> <p>JT suggested that pupil perception of high expectations would be useful.</p> <p>SR commented that they were a positive set of results for both schools so well done. His only comment was if future surveys for the schools could be based on the same scoring system as the questions are similar (i.e. 1 to 5 or agree/disagree, etc).</p>
8.	<p>POLICIES TO APPROVE / REVIEW</p>
	<ul style="list-style-type: none"> • HCF Physical Intervention Policy. <i>Noted that minor changes due to legislation had been made. Approved</i> • HCF Supporting Pupils With Medical Conditions Policy. Approved • Charging and Refunds Policy. <i>Not presented.</i> <p>Action 4: Charging and Refunds Policy to be added to May 24 agenda</p>
9.	<p>POLICIES TO NOTE</p>
	<ul style="list-style-type: none"> • Online Safety Policy • HCF Acceptable Use Agreements <i>Both policies are still under review. To be presented at a later date.</i>
10.	<p>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</p>
	<ul style="list-style-type: none"> • To approve the minutes of the meeting from 26th February 2024 The Minutes of the meeting held on 26th February 2024 were approved as a true and accurate record. <p>Actions</p> <p>Action 1: AJS SEF to be added to March agenda. Completed.</p> <p>Action 2: RRIS data to be added to March agenda. Completed.</p> <p>Action 3: AJS data to be added to May agenda. On-going</p> <p>Action 4: JT to upload monitoring form for Pupil Premium and Sports Premium monitoring. On-going</p> <p>Action 5: Parent Questionnaire outcomes to be added to March agenda. Completed.</p> <p>Action 6: Confidential Item to be added to March agenda. Completed.</p> <p>Action 7: HCF Acceptable Use Agreements to be added to March agenda. On-going</p> <p>Action 8: PR to upload November and February monitoring reports to GHub. Completed.</p> <p>Action 9: PR to forward Safer Recruitment training certificate to MB. Completed.</p>

11.	Governor monitoring, development and training
	<p>MG and JC had attended a Budget Workshop.</p> <p>SR raised the issue of the HCF governors skills audit - re: the low score on undertaking the headteacher appraisal, we need to find 2 governors to volunteer to replace SR and MG in this role when they leave at the end of the year.</p> <p>Action 5: Identify governor training to be completed before September 24 at July FGB meeting.</p>
12.	Confidential Item
	As part of Item 4. Separate confidential minutes were produced.
13.	<p>Any other business</p> <p>13.1 Length of the School Day.</p> <p>MB informed governors that the school week was expected by Ofsted to be 32.5 hours. This is not a statutory requirement but schools need to ensure that there is no detriment to learning if the week is shorter.</p> <p>RRIS is 2.5 hours shorter than the recommended week.</p> <p>Registration is currently at 9 a.m.</p> <p>MB plans to consult on registration at 8.45 a.m. and finish at 3 p.m.</p> <p>There would be no impact on Breakfast Clubs.</p> <p>MB has spoken to other schools regarding the consultation process.</p>
14.	<p>Date of next meeting-</p> <p>Monday 13th May at 5.30 p.m. at RRIS</p>

Meeting finished at 19:00

Items for next agenda:

JT gave apologies for the May meeting.