



## Heigham Community Federation

### Full Governing Body Meeting

# MINUTES

Chair – Pam Reynell

13<sup>th</sup> May 2024 at 5.00 pm held at Recreation Road Infant School

GOVERNING BODY MEMBERS					
Michael Bunting <b>(MB)</b> <i>Executive Headteacher</i>	HT	Present	Judith Mayne <b>(JM)</b>	Co-opted	Present
Kate Campbell <b>(KC)</b>	Co-opted	Present	Pam Reynell <b>(PR)</b> <b>Co-Chair of Governors</b>	Co-opted	Present
Jen Carlin <b>(JC)</b>	Associate Member	Present Item 7 to end.	Sam Rowbury <b>(SR)</b>	Co-opted	Present
Mike Grimble <b>(MG)</b> <b>Co-Chair of Governors</b>	Co-opted	Present	Jo Thompson <b>(JT)</b> <b>Vice Chair</b>	LA Appointed	Absent
Laura Harris <b>(LH)</b>	Co-opted	Present	Victoria Younespour <b>(VY)</b>	Parent	Absent
Mike Hooper <b>(MH)</b> <i>Head of AJS</i>	Associate Member	Present	Vacancy	Staff governor	
Daddy Kabuiku <b>(DK)</b>	Parent	Present	Vacancy	Co-opted	
Denise Mattock <b>(DM)</b> <i>Head of RRIS</i>	Associate Member	Present	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	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	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
	11	Action 5: Identify governor training to be completed before September 24 at July FGB meeting.	SLS/Govs	July 24
13/5/24	4	Action 1: HCF Behaviour Policy to be added to June FGB agenda.	SLS/MB	June 24
	10	Action 2: MB to find out number of families who are supported by Family Support.	MB	June 24

No.	Item
<b>1.</b>	<b>Welcome, Introductions and Apologies</b>
	<ul style="list-style-type: none"> <li>• PR was Chair of the meeting.</li> <li>• Introductions were made and Kate Campbell and Daddy Kabuiku were welcomed to the Governing Body.</li> <li>• Apologies were received and accepted from VY and JT.</li> <li>• JC advised that she would be late entering the meeting.</li> <li>• The meeting was quorate.</li> </ul>
<b>2.</b>	<b>Declarations of Business and Pecuniary Interests</b>
	<b>2.1 Declare business and pecuniary interests for items on this agenda.</b> None presented.
<b>3.</b>	<b>Governance Matters</b>
	New governors: welcome, induction, training, mentoring (MH / PR)
	New governors Kate Campbell and Daddy Kabuiku had been contacted by PR with information on Induction documents and courses. Governors briefly shared what the Governor Hub platform looked like with the new governors.
<b>4.</b>	<b>HEADTEACHERS' VERBAL REPORTS</b>
	<b><u>AJS</u></b> Attendance is 94.6% with 477 on roll.  There have been curriculum review days for Art and Computing. The TSIP is on SEND support / provision in classrooms.

In P.E. there are plans to change the current scheme. The White Rose subscription for Maths is also being stopped although many resources from this are freely available. Year 6 SATs started today and are going well. 1 child was absent due to illness and 3 children are working below the level of the tests.

The Year 4 multiplication test is coming up in early June.

A new tracking system is being introduced and the school is thinking about the key performance indicators.

There has been one permanent exclusion, validated by a governors' panel. The spike in behaviour issues has been in a small group of pupils and the school is liaising with the Inclusion Team for Directed Offsite Provision (DOP). There is a network of 8 schools looking at opportunities for DOP. The current Year 6 were particularly impacted by covid.

**Q: If some pupils move out of the school, will we take more pupils in?**

A: Yes. If a managed move is agreed, this involves arranging a trial period before offering a permanent place. A DOP is different in that it is a short, focussed timescale with the view to getting the pupil back into school.

Extra-curricular – Year 5 have visited the Tower of London and also have Enrichment this week.

The PTA have supported trips by £1K per year group.

Year 4 have visited the theatre. The football team is going very well.

Acorns, the Enhanced Provision class went on a trip to see alpacas.

Staffing - A Cover supervisor is leaving but existing support staff are able to cover the hours.

Safeguarding- There has been Family Network training for DSL's. Lauren Gislam has trained in Domestic Violence and Susanna Manrique has trained in trauma.

Respect Young People's programme to support healthy relationships within families is in place and Zones of Regulation have been introduced.

Parents- Class assemblies have been held. More parents are volunteering in school.

### **RRIS**

There are 338 on roll. Numbers are fluid with parents looking round for places.

After-school places are an issue, with demand being high; this is being looked into.

Attendance is 94.4%

Curriculum – Subject reflection days have been held for Science, History and Computing.

There have been some useful outcomes, including the need for higher expectations across the school, use of scaffolding and retrieval skills. Learning objectives are very clear. Pupil voice has been obtained. Consistency in marking will be looked at across the cohorts.

Behaviour – there have been two internal suspensions, with behaviour plans put in place.

The HCF Behaviour Policy is being worked on.

**Action 1: HCF Behaviour Policy to be added to June FGB agenda.**

	<p>Extra curricular – Year 1 have visited the church and Plantation Garden. The whole school celebrated Earth Day. Visits have been made to AJS to look at Victorian architecture, which also provided transition opportunities.</p> <p>There are clubs every evening and a Year 2/3 club is being looked into.</p> <p>The PTA ran a Movie Night. The pupils are going to write to residents of Ivy Court Care Home.</p> <p>Staff – One TA and one MSA are leaving to go to new roles; the TA hours have already been covered in house.</p> <p>Two staff will be absent for operations but this is covered in house.</p> <p>Training – DM has listed the training hopes of all staff and is targeting courses.</p> <p>Safeguarding – One child at Section 47 has now been reduced to Section 17, Child in Need. The school is supporting.</p> <p>There has been one safeguarding report at the swimming pool by a provider. DM has followed this up.</p> <p>Two Designated Safeguarding Leads have received Multi Agency training.</p> <p>Student Welfare – The Family Engagement Officer has accessed training. A Parent course has been undertaken. Both schools have achieved the Young Carers Tick Award.</p> <p>Community engagement – Walk and Wheel event has been held.</p> <p>The school is conducting writing moderation with Nelson Primary School. It is hoped to build up termly snapshots.</p> <p>Parents Evenings have been held.</p> <p>Challenges and Opportunities – Summer born families have asked for a deferred place into Reception. This has dropped the current numbers on roll. Two additional High Needs places have been requested.</p> <p><b>Q: Do the 5 deferred places come off roll?</b></p> <p>A: The deferred places come off roll and will therefore not be reflected in the Autumn census to trigger funding.</p>
5.	<p><b>SAFEGUARDING MATTERS</b></p> <p><b>5.1 Safeguarding Training update</b></p> <p>MB confirmed that both schools are fully compliant. Staff are booked on appropriate training. Supervision for the Designated Safeguarding Leads (DSL's) is on the School Development and Improvement Plan. MB will conduct a survey to ascertain the take-up and usefulness of this to check for value for money.</p> <p><b>5.2 Single Central Record monitoring</b></p> <p>PR confirmed that she had checked the SCR in February and would conduct another check in June.</p>
6.	<p><b>OTHER KEY REPORTS / PAPERS / ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>SEND Enhanced Provision update</b></li> </ul>
	<p>Papers had been uploaded to GHub prior to the meeting.</p>

	<p>Both schools are trialling enhanced provision, as entry starting points can be very low. At times the gap increases. It is unlikely that pupils will secure other SEN provision, so this is an in-house approach. It has been largely successful. It is necessary to review as a teacher-led provision is unsustainable.</p> <p><b>What were the findings from Fyfe Johnston's visit? The report mentions need to focus on quality assurance so does that mean the current quality of provision is inconsistent?</b></p> <p>A report from Fyfe Johnston who visited on 16<sup>th</sup> April to AJS was presented.</p> <p>This said that the provision was, "set up really solidly" and that the environment was "lovely". Development points had been suggested. The entry and exit criteria are to be developed. For September, the infrastructure needs finalising to have teacher oversight of what will become HLTA-led provision.</p> <p>MG commented that there was a need to see progress and it was good to see that this had been raised and seen by Fyfe Johnston.</p> <p>The approach can be justified as it is meeting the children's needs.</p> <p>The specialist classes at both schools are now registered with the DfE and the Local Authority Inclusion Team is aware.</p>
7.	<p><b>HCF Performance, Self-Evaluation and Improvement</b></p> <ul style="list-style-type: none"> <li>• <b>Update from LA Adviser Visit to AJS</b></li> <li>• <b>AJS Pupil Data</b></li> <li>• <b>AJS SIDP</b></li> <li>• <b>RRIS SIDP</b></li> <li>• <b>TSIPs</b></li> </ul>
	<p><b>Attendance Data:</b> MB had compared attendance data to national comparisons; 91% of schools submit this data to the DfE.</p> <p>Attendance figures compared to LA figures ranked RRIS 153<sup>rd</sup> out of 317 schools and AJS as 136<sup>th</sup> out of 317. Both schools were in the 6<sup>th</sup> Decile on the national data.</p> <p>MB intends to break sown the figures for SEND and FSM pupils.</p> <p><b>Q: What does persistent absence and severely absent mean?</b></p> <p>A: Persistent absence is below 90% and severely absent is below 50%.</p> <p><b>Local Authority Classification:</b> MS said that this is a decision based on the data dashboard and allows the LA to target support. MB and MH had challenged the categorisation of AJS and had discussed this with Rose Keating, LA Education Adviser, on 22<sup>nd</sup> March. There is possibly not a need for this categorisation, as the attendance data is based on 2021-2022. This year, following the pandemic, was seen as a blip. Governors noted that there had been nor written report or advice provided following this discussion with the LA.</p> <p><b>AJS Pupil Data</b></p> <p>MH reported the following:</p>

Year 3 – the overarching picture is that they came in with low starting points and were set low targets. These have now been met and there is a drive to raise expectations. There are gaps between girls and boys.

Year 4 – This is not a good picture; progress has not been as swift as MH wants. Some staff training issues have been addressed.

**Q: Yr4 reading, writing and maths all look concerning?**

**Q: What actions are leaders taking to address this and issues with other year groups please?**

MH is working with the team as writing assessment is an issue. Some follow up is needed e.g. on presentation expectations. The assessment of a pupil include testing and work assessment to gain a wider picture.

For information, Years 3 and 4 have Key Stage 1 starting points.

For Year 5 and 6, the school has looked at progress points from when they started at AJS.

Year 5 – Progress is as expected. Maths performed well for girls at 63% at or above expected.

Attainment is still relatively low, with the disadvantaged not doing so well.

The Year 5 writing attainment is relatively low but the progress is positive.

**Q: Yr6 reading, writing looks good - well done. But Yr6 maths looks a long way off target?**

Year 6 – The Maths assessment looks behind. There is a strong culture of reading. The Maths is a test on the day result. If this is compared to last year, when 48% were at expected or above, this year compares favourably with 60% at expected (45% at expected and 15% at Greater Depth). The target is 80% and a number of pupils are on the cusp.

**Q: Is Maths still a problem when compared to starting points?**

MH said that he felt they had done better this year as there had been a consistent effort on Maths e.g. the VNET day. There will continue to be a focus on teaching resources and resource bases, which will need investment. The target is hoped to be 90%.

There won't be a progress measure this year but it is anticipated to get higher attainment. More needs to be done with SEND, Pupil Premium and girls.

**Have you considered teaching the boys and girls separately?**

This approach / decision would need to be backed by research. The structure of Maths lessons has been considered.

### **AJS SIDP**

Governors were provided with the most up-to-date version. It indicates projects lasting one year and projects with a longer timescale. Reading, writing and maths improvement targets

	<p>have been set. MB explained how the schools use the Self Evaluation process to identify where improvements are needed.</p> <p><b>RRIS SIDP</b></p> <p>DM reported that the Subject Reflection days had been successful. Work is needed on end points in some subjects.</p> <p>Zones of Regulation is going well; a Parents Café had kept parents informed.</p> <p>The entrance hall displays have been improved to reflect diversity; anti-racism approaches have been done.</p> <p>The reports to parents template has been successful.</p> <p>The development of the outdoor learning area is being worked on.</p> <p><b>Targeted School Improvement Plans (TSIPs)</b></p> <p>These are 10 week plans with a sharp focus area. At RRIS the TSIP is on Writing and at AJS it is on SEND provision in classrooms; this will include parent and pupil voice.</p>
8.	<p><b>FINANCE, PREMISES, HEALTH &amp; SAFETY, STAFFING MATTERS</b></p>
	<p><b>8.1 Finance: BCR and monitoring</b></p> <p>MG explained that the Budget Control Report was done monthly. Budget Revisions are carried out 3 times a year to ensure the budget is current.</p> <p>MG urged all governors to undertake finance training.</p> <p><b>8.2 RAG</b></p> <p>This is a termly report from the LA. Both schools are graded Red due to the deficits in Years 2 and 3 of the budget.</p> <p><b>8.3 Premises: Central Services Office</b></p> <p>Parkside School has agreed that HCF can have sole use of the office in the Sports Centre. This provides MB, JC and other admin staff a place to work.</p> <p><b>8.4 Systems: Management Information Systems</b></p> <p>The systems will be moved to a new provider when the current contracts end. For AJS this is January 2025 and for RRIS it is March 2025. JC and MB feel that the new system will have many benefits. This will also provide one platform across the two schools, allowing smooth transfer of information and data.</p> <p><b>Q: Will it make it easier to extract information for governors?</b></p> <p>A: Possibly.</p> <p><b>8.5 Staffing: Proposed structures</b></p> <p>A proposed staffing structure had been presented via GHub prior to the meeting. This made comparisons with the current and proposed structure.</p>

	<p>There is a need to reduce costs, and this had been shared with staff. MB was confident that the reductions will be able to be met without redundancies. Several staff have stated their intentions for next year and this has freed up some hours and roles.</p> <p>There is no change to the Leadership structure.</p> <p>Teaching roles are being reduced by cutting down on release time outside of the class; roles and workload is being considered.</p> <p>There will be no teacher working directly in the enhanced provision.</p> <p>At AJS, 16 classes will remain. There will be an increase in HLTAs to support the enhanced provision. Added HLTA capacity will reduce the need for expensive supply cover.</p> <p><b>Q: Has the Academic tutor gone?</b></p> <p>A: Yes, this was funded after covid but there is no funding from next year, so not really a saving.</p> <p>At RRIS the teaching structure remains the same with an Early Career teacher in place from September.</p> <p>Support staff have found voluntary solutions resulting in 50 hours a week of reductions. Some full time TA roles in the structure will be replaced by morning only roles in some classes; Reception classes will keep full time TAs.</p> <p>Classroom Assistants support individual children; MB informed governors of the uncertainty and lag in SEND funding although staff have to be put in place.</p> <p>Governors noted that this proposed staffing structure does not get the schools to a balanced budget in all financial years.</p> <p><b>Governors unanimously approved that staffing structure for both schools.</b></p>
9.	<p><b>Wellbeing and Workload</b></p> <p><b>9.1 Staff Voice</b></p> <p>A Pulse Survey had been carried out. Key issue was that of sudden changes and deadlines. MB said that the schools would do more to communicate the successes and challenges across both schools. A half termly newsletter is to be developed by Susanna Manrique; MB will be offering staff the opportunity to meet with him at regular surgeries.</p> <p><b>9.2 School Report Formats</b></p> <p>MH and DM had reviewed the format, taking into consideration the statutory guidance on the contents of reports. A shortened version has been devised and has been well received by staff, as it will cut the completion time by many hours for teachers and Senior Leaders. The reports will go out at the end of the term. Governors suggested that the new format may need some introduction for parents.</p>
10.	<p><b>Stakeholder Engagement</b></p> <p>Family Engagement update (SM written summary uploaded to GHub.)</p>
	<p>It was noted that the impact and next steps were contained in the report.</p> <p><b>Q: How many families access the Family Engagement support?</b></p> <p>A: MB will establish the number.</p> <p><b>Action 2: MB to find out number of families who are supported by Family Support.</b></p>



	<p><b>Q: In the attendance section, what does “the emerging sanction for term time holidays” mean please? Have the rules on fines changed?</b></p> <p>A: MB said that a new National Framework was being introduced in September 2024. Previously, to be fined, a pupil would have to miss 10 sessions in a 6-week period. This is being increased to a 10-week period, which will make more instances likely. There are 3 levels of sanction, the final one being sent to court. MB said that a record could also be placed on any DBS subsequently obtained.</p> <p><b>Q: What do the LA do with the fines they receive?</b></p> <p>A: It is ringfenced for the Attendance Team.</p> <p>Governors discussed communication with the parent group; Susanna Manrique has some ideas how to improve this.</p>
11.	<p><b>CO-CHAIRS' REPORT</b></p> <p>Verbal update to FGB on any urgent actions undertaken on the board's behalf since the last meeting</p>
	<p>MG reported that he had met with JC to discuss and approve additional security measures.</p>
12.	<p><b>POLICIES TO APPROVE / REVIEW</b></p> <ul style="list-style-type: none"> <li>• <b>Charging and Refunds Policy</b> Governors approved this policy and requested that MB “brand” it as the federations.</li> </ul>
13.	<p><b>POLICIES TO NOTE</b></p> <ul style="list-style-type: none"> <li>• <b>Newly-federated Social Media Policy</b> – this is being worked on. MB advised that parental conduct on the school sites needs to be considered in relation to this policy and other related policies.</li> <li>• <b>Online Safety Policy</b> – this is being worked on and will be presented at a later date.</li> </ul>
14.	<p><b>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</b></p>
	<ul style="list-style-type: none"> <li>• The minutes of the meeting from 18<sup>th</sup> March 2024 were approved as a true and accurate record.</li> <li>• <b>Actions.</b></li> <li>• <b>Matters arising</b> None presented.</li> </ul>
15.	<p><b>Governor monitoring, development and training</b></p> <p><b>15.1 Receive Governor monitoring reports</b> LH had visited EYFS – report to be completed. JM and JC met to discuss Health and Safety. The HTPM review process is planned for 24/5/24 with MG, SR and PR.</p>

	<p><b>15.2 Flag monitoring to be completed before next meeting.</b> PR will conduct SCR check prior to June meeting.</p> <p><b>15.3 Notification of training planned or undertaken</b> MB has started National Professional Qualification for Executive Leaders.</p>
16.	<p><b>CONFIDENTIAL ITEM</b> <b>The Confidential minutes from the meeting on 13<sup>th</sup> March 2024 were approved by those present at that meeting as a true and accurate record.</b> They were signed by MG and handed to MB for secure storing.</p>
17.	<p><b>Date of next meeting-</b> <b>Monday 17<sup>th</sup> June 2024 at 5.30pm at AJS</b></p>

Meeting finished at 19:44

Items for next agenda: