



Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Mike Grimble

17th June 2024 at 5.30 pm held at Avenue Junior School

GOVERNING BODY MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Judith Mayne (JM)	Co-opted	Present
Kate Campbell (KC)	Co-opted	Absent	Pam Reynell (PR) Co-Chair of Governors	Co-opted	Present virtually Item 3 to end.
Jen Carlin (JC)	Associate Member	Present Item 4 to end.	Sam Rowbury (SR)	Co-opted	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Jo Thompson (JT) Vice Chair	LA Appointed	Absent
Laura Harris (LH)	Co-opted	Absent	Victoria Younespour (VY)	Parent	Absent
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present	Vacancy	Staff governor	
Daddy Kabuiku (DK)	Parent	Present	Vacancy	Co-opted	
Denise Mattock (DM) <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	14	Action 7: HCF Acceptable Use Agreements to be added to July 24 agenda	SLS	15/07/24
18/3/24	5	Action 2 MB to devise standard set of monitoring questions to ask children.	MB	Sept 24
	11	Action 5: Identify governor training to be completed before September 24 at July FGB meeting.	SLS/Govs	15/07/ 4
13/05/24	10	Action 2: MB to find out number of families who are supported by Family Support.	MB	15/07/24
17/06/24	6	Action 1: MH / MB to upload AJS SIDP to GHub. Governors to comment on GHub.	MH /MB	ASAP
	13	Action 2: DK to upload a monitoring report on his visit for staff engagement.	DK	15/07/24

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 LH, KC, VY and JT. • PR and JC advised that they would be late entering the meeting. • Sheree Brock, RRIS Assistant Head of School / SENDCO was welcomed to the meeting to present in Item 5 of the agenda. • 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.	OTHER KEY REPORTS 5.1 Emerging SEND challenges (RRIS) and strategic implications presented by Sheree Brock, RRIS Assistant Head of School / SENDCO. (Agenda order altered to accommodate SB). SB reported an increase in the number of pupils entering Reception with EHCP's. The school has stated that they cannot meet the needs of one child but there has been no communication back from the LA and the child remains on the school's list. Two other children have significant needs such as still crawling and being non-verbal. The complexity of need requires 1:1 support and specialist provision in some cases. Unfortunately, specialist places are not available. Parents can appeal but this can take up to a year to get to tribunal.

The school is in the process of applying for other EHCP's.

From September, the school will have between 13 and 15 EHCP's; previous average has been 5. These are issued for the more challenging of needs and the contents of the EHCP's are a legal requirement.

Six children in nurseries have requested SB visits. Many cases are for autism.

Q: How did the child who arrived mid-year come to the school?

A: This was a house move. Another child came from a school who couldn't meet their need.

RRIS has a good reputation for supporting children.

To set the context, SB feels that the school is at capacity; there are impacts on other children, especially those with a lesser SEND need.

The School and Community Team from the LA are great but the paperwork and referral process is very difficult.

The children coming into Reception will receive bridging funding of £4K but there has to be two cycles of plan, do, review before any further top-up funding can be applied for; this takes at least 12 weeks. There is the issue of staff workload and also the current difficulties with the Element 3 funding.

Q: Are the children who are non-verbal EAL?

A: No, just not a stage when they are able to speak.

Q: Are the non-verbal children behind in other areas?

A: Yes, they are often in nappies and not ready for toilet training.

The school has looked at all its resources to cope. Training is also needed.

The school has advertised for 6 support staff but only a limited number of applications have been received. The school has an inclusive culture but that does not attract appropriate funding. There are tensions when the cutting of staffing has been discussed and now more recruitment needs to take place. There has been no communication from the LA regarding the Element 3 funding arrangements, given their 10 million pound overspend. MG said that SEND had grown nationally and demand was increasing.

17:52 PR entered the meeting.

MB advised governors that finding accommodation in the school was a priority. MB has been in contact with Isabel Horner, Capital Sufficiency Delivery Manager and Chris Griggs to discuss options. Nothing useful had been suggested so far. MB suggested that this may become a Capital project or a leasing situation.

MB said that the in-year budgetary changes were very challenging, as consultations usually happened the year before.

Q: Can you refuse to take the children with EHCP's?

	<p>A: Legal grounds have to be met and even if you make a case, you can be directed to take the child.</p> <p>The Specialist Class at RRIS is a base for 6 pupils with no guaranteed funding. DM said that three more children were awarded school places today but there is no information provided as to whether these children have SEN.</p> <p>Q: What happens in nursery or other EYFS settings?</p> <p>A: The children do not often have EHCP's and those settings can refuse to take if they cannot meet their needs. RRIS takes in from 26 nursery settings. Parents can refuse to have their child's need recognised. The staff – pupil ratio in nurseries is higher and therefore there is less demand on the child.</p> <p>MB said that he is working on the entry and exit criteria for both Specialist Classes.</p> <p>MG said that SRB's run by the LA take children from other schools; this is not the case with the provision at Heigham Community Federation schools.</p> <p>SB was thanked for her presentation and her work on SEND.</p> <p><i>SB left the meeting 18:05</i></p> <p>5.2 Family Engagement Report – Number of Families Involved / Breakdown of Involvement Carried forward to July meeting.</p>
4.	<p>Governance Matters</p> <p><i>JC entered the meeting 18:06</i></p> <p>MG and SR will be stepping down from their roles at the end of this term, with MG carrying on as a governor until Christmas. This means that there are a number of roles to cover.</p> <p>DK volunteered to monitor GDPR and stakeholder engagement; PR thanked DK.</p> <p>PR urged governors to consider the roles of Co-Chair, Finance governor from January 2025 and website compliance.</p> <p>The appointment of Leanne Stelmaszczyk has been held up as the DBS has not been completed; MB to chase.</p>
5.	<p>HEADTEACHERS' VERBAL REPORTS</p> <p><u>Executive Head</u></p> <p>There are huge challenges with the SEND funding and mid-financial year amendments. Support staff have been awarded £1290 pro rata based on pay. The budget set for this is 3% but MB estimates it will be much higher than this; the award is unfunded.</p> <p>The Employer Teacher Pension contributions are funded on a formula of £75 per pupil plus £65 for each FSM pupil. This will not cover the costs.</p>

A new EYFS Safeguarding consultation applies to the school and requires a minimum level of qualification. MB suggested that the school will meet this but there may be training required.

Q: When will the budget be changed?

A: At Budget Revision 1. It was suggested that it would be useful to run both school's revisions on the same day. JC will try to organise this on 5/7/24 as RRIS is already booked for this date.

RRIS – DM

On roll = 342, being 4 more than previous report, having moved in from local schools.

Year 2 = 116, Year 1 = 116, Reception = 110

One child is on a reduced timetable of 1 hour a day with 1:1 support.

Attendance – 94.42%. There have been a lot of high temperatures and tonsillitis.

Termly meeting with the Attendance officer confirmed that the school were doing all they could to support and promote attendance.

Curriculum reflection days have been held for Computing. Geography and R.E. will now be done in the Autumn term.

A Widget account is being used. This supports pupils with visuals, assisting the EAL and non-verbal.

Phonics screening took place last week and the Key Stage 1 SATS for Year 2 are happening this week.

Suspensions – one of 1.5 days.

LA Visit triggered by an anonymous complaint.

Q: Should this have been handed through the Complaints Policy?

A: Yes, It went to Ofsted who referred it back to the LA. No action required.

An athlete visited the school, taking an assembly and supporting a fund-raising event. The company take a percentage of the takings.

The PTA ran a successful Movie Night, raising £330.

The whole school took part in a Numeracy Day.

Trips – there has been an issue getting voluntary contributions, now mostly resolved.

Staffing – there has been very positive feedback regarding the temporary swimming coach.

There are vacancies for 3 Teaching Assistant and 3 Classroom Assistant roles. A few applications have been received but this is likely to go to a second round of recruitment.

Staff training – The Maths Hub provided training with free resources.

Safeguarding - One child at Section 17 but the school feels this should be escalated to Section 47. A DSL has received training in domestic abuse. Other staff have done trauma training, mediation and ELSA.

A Community Fete will be held on 5th July between 5 – 8 p.m.

AJS – MH

Attendance – 94.6%, which is in line with DfE data. The school was over 97% prior to the pandemic and still strives to reach this level again.

MH has attended the termly Attendance meeting, to understand the new guidance to be introduced for September. The LA issued 8,000 fines for holidays last year. The absences amount to 190 days, equivalent to 1 ½ years lost through holidays.

Q: What is the county level of attendance?

A: 94.3%

On roll = 476. More children are applying to come in, including applications for September.

SATS – these have been completed. It was noted that a governor presence to observe would be welcomed next year.

One child still has to complete the Multiplication check.

Year 6 Teacher Assessment for Writing and Science is being completed.

SEND monitoring continues as part of the TSIP. This has involved classroom visits and speaking to children. The SEND children are being supported but there are still some areas for development.

Curriculum end points have been devised.

Suspensions – 1 suspension for 2 days for assault on staff and pupils; one 0.5 suspension for prejudice language.

Extra-Curricular – a disco was run by the PTA. Trips have gone out to the Norwich Castle, Plantation Garden, Eaton Vale; Year 6 have attended Crucial Crew.

Staffing – MH especially wanted to mention that Duncan Taylor, music teacher, would be leaving the school at the end of term. Duncan has brought a lot to the music opportunities for

	<p>the children in his time at the school. MH is currently looking providing music in a cost-effective way.</p> <p>An Academic tutor on a temporary contract will also be leaving.</p> <p>The school is recruiting internally for a Cover Supervisor and a 0.6 maternity cover teacher.</p> <p>Training – The Computer Lead teacher has delivered staff training.</p> <p>Community events – Sports Day has been held with some Year 6 pupils really shining in their roles.</p> <p>A Day of Welcome was held, learning stories of people from other places. Some parents came in and shared their languages.</p> <p>Challenges and Opportunities – the challenges of SEND pupils and the role of the teacher. MH is working with other schools to reduce suspensions and exclusions.</p>
6.	<p>HCF Performance, Self-Evaluation and Improvement</p>
	<p>6.1 AJS SIDP with commentary</p> <p>This is still to be uploaded to GHub. Please comment via the GHub Noticeboard when this is available.</p> <p>Action 1: MH / MB to upload AJS SIDP to GHub. Governors to comment on GHub.</p> <p>6.2 RRIS SIDP with commentary</p> <p>It was noted that some of the objectives may run for two years.</p> <p>Quality of Education: Independent learning is embedded in Year 1. This is supported by the “I do, we do, you do” approach which is now used across the school. DM confirmed that this was evident during Learning Walks.</p> <p>Behaviour and Attitudes: The Zones of Regulation are embedded. There are four different zones, linked to colours. Children are encouraged to talk about how they are feeling by using the colours; all zones are an OK place to be. This system is also being used in CPOMS.</p> <p>Personal Development: The school marked Refugee Week.</p> <p>Leadership and Management: The school has worked on the Wellbee survey, which has taken time to get going. Susanna Manrique has put in some “quick wins” as a result. 29% of staff have completed the survey but there is a dilemma in giving staff more tasks to complete when the survey looks at workload.</p> <p>EYFS: The outdoor area is now more zoned. The next step is to make it a vocabulary rich environment.</p> <p>Q: Is there a focus on outdoor writing?</p>

	<p>A: In Reception, we have looked at the continuous provision, adult led activities and now the outdoors. Zones should be reflected both indoors and outdoors for this stage of education.</p> <p>Q: When will governors see progress and an update?</p> <p>A: At the next meeting. The TSIP can be used as a diagnostic to feed into plans.</p> <p>Q: Is there an update on the Sally Rundell visits?</p> <p>A: We had an on-line review, looking at strengths and priorities. A joint meeting has been held to discuss transitions between Year 2 and 3. There is another meeting in July and then a further one in the Autumn term.</p> <p>MB added that the programme was now being rolled out to all schools and not just city schools.</p> <p>6.3 TSIP updates</p> <p>RRIS – The key strengths are that there are now higher expectations and more opportunities to write. Staff know the expected levels for the year groups and planning is in place. Areas for development include more explicit targets for the children and targets based on previous year's progress. Gaps in learning have been identified. There is scaffolding for SEN and lower attaining children.</p> <p>MB added that it is evident that progress is being made in writing but there is more to be done. Some parents have felt that the expectations are too high.</p>
7.	FINANCE, PREMISES, HEALTH & SAFETY, STAFFING MATTERS
	<p>7.1 Premises update The new role of Site Manager has been appointed.</p> <p>7.2 BCRs The Month End reports were uploaded to GHub. The original budget will be amended at Budget Revision 1 in July.</p> <p>7.3 RAG MG said that he was involved with a Working Party to review the RAG process. MG had highlighted the fact that schools were graded Red as they needed to reduce staffing. This is then at odds with the SEND Team who expect children to be supported.</p> <p>7.3 Any staffing matters not covered in HT reports (MB) None</p>
8.	Wellbeing and Workload
	<p>8.1 Staff wellbeing update A written update was provided on GHub from the March Pulse Survey. The first Federation Staff Newsletter had been issued, also on GHub.</p>
9.	CO-CHAIRS' REPORT

	<p>MG confirmed that the Executive Headteacher Performance Management had been reviewed by a panel of MG, SR and PR.</p> <p>PR is due to undertake HTPM training on 18/06/24.</p>																					
10.	<p>POLICIES TO APPROVE / REVIEW</p> <p>10.1 HCF Looked After / Previously Looked After Children Policy</p> <p>Governors noted that the named teachers for LAC are Susanna Manrique and Mike Hooper.</p> <p>Q: How many LAC pupils are in the federation?</p> <p>A: This will be reported on in the Headteachers' Written Report in July.</p> <p>Governors approved the HCF Looked After / Previously Looked After Policy.</p>																					
11.	<p>POLICIES TO NOTE</p> <p>11.1 HCF Social Media Policy</p> <p>11.2 HCF Online Safety Policy</p> <p>Governors noted the importance of the Social Media and Online Safety Policies in meeting the requirements of KCSiE.</p> <p>11.3 HCF Behaviour Policy</p> <p>Noted.</p> <p>MB advised that the Anti-Bullying Policy will be ready for the July FGB meeting.</p>																					
12.	<p>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</p>																					
	<p>12.1 The minutes of the meeting from 13th May 2024 were approved as a true and accurate record.</p> <p>12.2 Actions.</p> <table border="1" data-bbox="207 1268 1495 1919"> <thead> <tr> <th>Date</th> <th>Item</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Feb 24</td> <td>9</td> <td>Action 4: JT to upload monitoring form for Pupil Premium and Sports Premium monitoring. Completed.</td> </tr> <tr> <td></td> <td>14</td> <td>Action 7: HCF Acceptable Use Agreements to be added to JULY 24 agenda</td> </tr> <tr> <td>18/3/24</td> <td>5</td> <td>Action 2 MB to devise standard set of monitoring questions to ask children. C/F to September FGB meeting Action 3: Governors to complete Monitoring forms from the Governors in School Day. Completed.</td> </tr> <tr> <td></td> <td>11</td> <td>Action 5: Identify governor training to be completed before September 24 at July FGB meeting. C/F</td> </tr> <tr> <td>13/5/24</td> <td>4</td> <td>Action 1: HCF Behaviour Policy to be added to June FGB agenda. Completed.</td> </tr> <tr> <td></td> <td>10</td> <td>Action 2: MB to find out number of families who are supported by Family Support.</td> </tr> </tbody> </table>	Date	Item	Details	Feb 24	9	Action 4: JT to upload monitoring form for Pupil Premium and Sports Premium monitoring. Completed.		14	Action 7: HCF Acceptable Use Agreements to be added to JULY 24 agenda	18/3/24	5	Action 2 MB to devise standard set of monitoring questions to ask children. C/F to September FGB meeting Action 3: Governors to complete Monitoring forms from the Governors in School Day. Completed.		11	Action 5: Identify governor training to be completed before September 24 at July FGB meeting. C/F	13/5/24	4	Action 1: HCF Behaviour Policy to be added to June FGB agenda. Completed.		10	Action 2: MB to find out number of families who are supported by Family Support.
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	<p>12.3 Matters arising None presented.</p>		
13.	<p>Governor monitoring, development and training</p> <p>13.1 Website Compliance (need to be reviewed, as changes in guidance during May 2024). SR to complete the website audit.</p> <p>13.2 Receive Governor monitoring reports Staff Engagement - DK had met with staff. A report to be filed.</p> <p>Action 2: DK to upload a monitoring report on his visit for staff engagement.</p> <p>13.3 Flag monitoring to be completed before next meeting Website Compliance – SR.</p> <p>13.4 Notification of training planned or undertaken JC - Finance Refresher undertaken. MB – Finance Module with Curriculum focus undertaken. PR – HTPM training planned.</p> <p>MG urged governors to look into Finance training, as this is reflected on the RAG. Finance modules are hard to find on Modern Governor, so MG offered to support governors in finding courses.</p>		
14.	<p>CONFIDENTIAL ITEM None presented.</p>		
15.	<p>Date of next meeting- Monday 15th July 2024 at 5.30pm at RRIS</p>		

Meeting finished at 19:15

Items for next agenda:

Anti-Bullying Policy

Election of Co-Chairs, Vice Chair and Website Compliance governor.