



Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Pam Reynell

23rd September 2024 at 5.30 pm held at Avenue Junior School

GOVERNING BODY MEMBERS					
Melissa Agnew (MA)	Staff governor	Present	Denise Mattock (DM) <i>Head of RRIS</i>	Associate Member	Present
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Judith Mayne (JM)	Co-opted	Present
Kate Campbell (KC)	Co-opted	Present	Pam Reynell (PR)	Co-opted	Present
Jen Carlin (JC)	Associate Member	Present	Jo Thompson (JT)	LA Appointed	Absent
Mike Grimble (MG)	Co-opted	Present	Victoria Younespour (VY)	Parent	Absent
Laura Harris (LH)	Co-opted	Present	Vacancy	Co-opted	
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present virtually	Vacancy	Co-opted	
Daddy Kabuiku (DK)	Parent	Present	Vacancy	Co-opted	

Quorum = 5

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	

23/09/24	2.2	Action 1: All governors to update confirmation of Business and Pecuniary Interests by next FGB meeting on 14th October.		
	3.1	Action 2: Election of Co-Chairs and Vice Chair to be added to October FGB agenda.		
	3.4	Action 3: MB to chase Leanne Stelmaszczyk's application.		
	3.8	Action 4: MB to put DK in touch with DPO.		
	6	Action 5: Governor training to be added to October agenda		
	7.1	Action 6: All non-staff governors to update their Safeguarding training and ensure this is recorded on their GHub profile.		
	7.2	Action 7: Safeguarding Report to be added to October agenda		
	9.1	Action 8: Training for governors on Pupil Book Study to be organised.		
	14	Action 9: Minutes of 15th July to be approved at the October meeting.		
	15.1	Action 10: Carry over draft Monitoring Plan to October meeting.		
	15.2	Action 11: Carry over Governors in School Day to October meeting agenda		

No.	Item
1.	Welcome, Introductions and Apologies
	<ul style="list-style-type: none"> • PR was Acting Chair of the meeting. • Apologies were received and accepted from Victoria Younespour and Jo Thompson. • The meeting was quorate.
2.	Declarations of Business and Pecuniary Interests
	<p>2.1 Declare business and pecuniary interests for items on this agenda None declared.</p> <p>2.2 Annual Review of Governors' Register of Business and Pecuniary Interests – nil returns required Governors were advised to review, amend as needed and confirm their declarations on GHub.</p> <p>Action 1: All governors to update confirmation of Business and Pecuniary Interests by next FGB meeting on 14th October.</p>
3.	Governance Matters

	<ul style="list-style-type: none"> • Vacancies and appointments (2 Co-opted vacancies) Melissa Agnew was welcomed to the FGB as Staff Governor. Prospective governor Leanne Stelmaszczyk's DBS is being processed, awaiting the outcome.
	<p>3.1 Election of Co-Chairs</p> <p>The Governance Professional received a self-nomination from Pam Reynell There was no second nomination. PR was unanimously elected as Acting Chair of this meeting. Action 2: Election of Co-Chairs and Vice Chair to be added to October FGB agenda.</p> <p>3.2 Election of Vice Chair To be deferred until the October meeting.</p> <p>3.3 Confirmation of Governance Professional Sheila Lewis-Smith was proposed by MG and seconded by KC, approved by all.</p> <p>3.4 Appointments and vacancies There are currently 3 Co-opted vacancies. Prospective governor Leanne Stelmaszczyk's application is being processed. Action 3: MB to chase Leanne Stelmaszczyk's application.</p> <p>3.5 Confirmation of EHT Performance Management process The initial meeting of the panel comprising KC, MG and PR was completed on 18th September.</p> <p>3.6 Governors' Code of Conduct – review, confirmations. This was confirmed. Governors to sign off on GHub.</p> <p>3.7 Terms of Reference – review, approve. Approved subject to document being dated 2024. Completed. Q: Governors asked for clarification of what was the quorum. A: It is 50% of the current full governor membership, so tonight, for example, it would be 5 governors.</p> <p>3.8 Delegated responsibilities, including UKGDPR, cyber security and new requirement to have a governor in respect of critical incidents. Q: UKGDPR - DK asked if a DPO was in place. A: MB advised that the federation uses Data Protection Education and that he will put DK in touch with the DPO. DK also took on role of cyber security. Action 4: MB to put DK in touch with DPO. Critical Incident governor contact – JM. <i>17:55 DM entered the meeting.</i></p>

4.	<p>HEADTEACHERS' VERBAL REPORTS</p> <p><u>RRIS</u></p> <p>Safeguarding training is mostly completed for staff. Policies have been shared with staff. Federation-wide training on Behaviour Policy has been held. This policy has received positive feedback from staff as it focusses on three umbrella words. Children understand the concepts and it is seen to be working and effective. The second training day focused on Enquiry Learning, led by MB. Staff training for Asthma and Anaphylaxis has been completed.</p> <p>Attendance = 95.87%. There are less children on reduced timetables. All children, including SEND, settled well. Any behaviour issues are being supported by behaviour plans and strategies.</p> <p>SEND pupils have been identified; EHCPs are being shared with parents.</p> <p>DM has received positive feedback from parents from the improved communication systems put in place.</p> <p>The SLT plan to meet to devise the calendar of events for the year.</p> <p>The new Early Career Teacher (ECT) is settling well. A NESTT (formerly SCITT) has a placement in Year 1.</p> <p>Staffing – a lot of sickness absence, some of which is covid.</p> <p>Pupils on roll: 332. This will still be under-capacity at the October census. Reception was full but some parents deferred entry, so this is at 113, which is 7 under capacity. DM confirmed that Reception numbers often fluctuate in September.</p> <p><u>AJS</u></p> <p>Staff INSET was similar to RRIS, including Asthma and Anaphylaxis. Most staff have updated their Safeguarding training. AJS also focussed on SEND, communicating with families, which supports the theme of Inclusion this term.</p> <p>Pupils on roll; 477. Years 3 and 6 are full.</p> <p>Staffing – a new Music teacher has been appointed but there is now an issue with the ceiling in the Music Room. There has also been a recruitment drive for MSA's.</p> <p>Attendance = 96.6%. Two pupils are on reduced timetables.</p>
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	<p>Ceiling issues – this was fully communicated to parents following media interest. There have been some concerns regarding the temporary accommodation in the hall. The staff team response has been good. MB advised that events for parents have had to be cancelled due to the situation with some of the ceilings. JC noted that there were some positive outcomes to any remedial work that was needed, such as new LED lighting and an increase to the power supply.</p> <p>Q: Is the plan to use the portacabin classrooms? A: This would be phase 2. There is a delay as Avenue Road needs to be closed for the crane to access the premises. There are no set dates; Year 5 are the most disrupted year group.</p> <p>Q: Will we have an update at each FGB meeting? A: Yes.</p> <p>Governors gave a vote of thanks to all the staff who had put a huge amount of effort into keeping the school running. DK commented on the communications to parents. MB agreed that, in hindsight, the wording could have been more empathetic towards childcare arrangements. MH said that there had been some anxiety over remote working, given the pandemic experience but all governmental advice had been followed.</p>
5.	<p>Impact Assessment document. Buildings and Emergency Procedure There were no further questions raised. Governors had been given the opportunity prior to the meeting to tour the school with MB for more insight into the issues.</p>
6.	<p>Chairs' Report The issue of governor training was raised. Action 5: Governor training to be added to October agenda</p>
7.	<p>SAFEGUARDING MATTERS</p> <p>7.1 Annual Safeguarding training for governors. Governors were asked to confirm that they had read KCSiE 2024 on GHub. Training via Modern Governor was recommended. This should be completed by the October FGB. Action 6: All non-staff governors to update their Safeguarding training and ensure this is recorded on their GHub profile.</p> <p>7.2 Safeguarding Report Defer to next meeting. Action 7: Safeguarding Report to be added to October agenda</p>

8.	<p>Other Key Reports / Papers / Compliance items</p> <p>8.1 Critical Incidents and the Red Book.</p> <p>MB explained the purpose of the Red Book, which provides guidance in the event of a critical incident. It is a Local Authority document that is updated annually.</p> <p>8.2 Annual LAC/PLAC report</p> <p>The schools have no LAC pupils but do have some PLACs. MB said that he had established that if a child had been in care but was subsequently returned to their birth family, they are not classed as PLAC, nor do they receive any funding.</p> <p>Q: Are you made aware of pupils in this situation?</p> <p>A: No but we still provide support as required, at a cost to the schools.</p>
9.	<p>HCF Performance, Self-Evaluation and Improvement</p>
	<p>9.1 Update on SEFs / Federation Improvement Plan</p> <p>Updates have been made to the SIDP objectives. There are a significant number of federation unified objectives. The Norwich Writing Project features large.</p> <p>Q: I see you are aligning the monitoring – what is a pupil book study?</p> <p>A: This would involve governors shadowing staff; it involves looking at the learning and seeing if the curriculum is effective.</p> <p>Q: What is a “Walk thru”?</p> <p>A: A way of looing at the pedagogy in a deeper way and then spreading good practice across the federation.</p> <p>Q: What are Zones of Regulation?</p> <p>A: It provides a common language for children to learn about and express their feelings and emotions.</p> <p>Action 8: Training for governors on Pupil Book Study to be organised.</p> <p>9.2 Year 3 to 5 data</p> <p>MH presented a clear data set for each year group for Summer 2024.</p> <p>Year 3 Maths</p> <p>All groups met or exceeded target except for Pupil Premium (PP) where one child fell short. MH cis challenging the targets as to whether they were ambitious enough. The Boy/Girl analysis showed a gap in Maths, with girls lwer.</p> <p>Q: Mid prior attainers are red?</p> <p>A: Not all children achieved their targets (96%), 2 children did not achieve, giving 89%.</p> <p>Year 3 Reading</p> <p>There was an issue matching PP to starting points.</p>

66% met expected – it is graded green but this is not high enough.

Year 3 Writing

This showed that SEN, EHC and High Prior attainers are a focus this year.

Year 4 Maths

Attainment is higher but progress not so successful.

No discernible difference between boys and girls.

Year 4 Reading

All groups made good progress.

Year 4 Writing

Achieved lower than hoped in all groups. This year will now be led by the Writing Lead. MH has questioned the accuracy of the assessments.

MB pointed out that the issue is that there is no agreed standard for the end of year expectations. The Norwich Writing Project has introduced some common standards for the end of year. KC noted that in the gender gap, girls were doing better.

Year 5 Maths

The gender gap has narrowed but the SEN/non SEN gap has widened. There needs to be ambition for SEND pupils.

Year 5 Reading.

All groups made good progress. Focus to be on SEND support.

Year 5 Writing

All groups made good progress but lower in attainment. There will be targeted support in Year 6.

Year 6

Validated data has not yet been issued.

Governors looked at trends over time. Currently AJS = 79.5% compared to Norfolk at 70.1%.

There is a positive trend of increasing over Norfolk and national results.

There is no progress data as there were no Key Stage 1 SATs for this year.

Maths results – the Question Level analysis will provide more details of areas for development.

MB observed that more children appeared to complete the paper this year, drawing on their quicker skills and tables knowledge.

The Combined reading, writing and maths results were impressive against Norfolk and national figures. AJS = 62.4%, Norfolk = 52.1% and national = 60.6%.

This is excellent and the school will continue to work on these results.

10.	Premises, Health & Safety, Finance, Staffing
	<p>9.1 Budget Control Reports JC reported that there had been an improvement in the deficit after an error had been spotted and corrected. MB advised that there was still a need to consider changes but there was now more time to reduce the deficits. The Budget Revision 2 will be held in November. The Teachers' pay award was 5%; the Core Schools Budget Grant has been provided to cover this, but it does not meet the costs. The Support Staff pay award – unions are pushing for more, so the situation is unknown. Funding for schools has not been released yet; there will be a Dedicated Schools Grant consultation.</p> <p>MG offered to work on the SFVS before leaving the board in December.</p> <p>9.2 Governors' role in Finance Governors thanked MG for the document he uploaded to GHub regarding the governor's role in finance; it was clear and useful.</p>
11.	<p>Pupil Premium and Sport Premium Feedback on Governor monitoring No new reports received.</p>
12.	<p>POLICIES TO APPROVE / REVIEW</p> <ul style="list-style-type: none"> • Acceptable Use Policy • Safeguarding Policy • Whistleblowing Policy • Low Level Safeguarding Concerns Policy <p>Low level concerns to be noted for governors in Safeguarding Report.</p> <p>All four policies approved.</p>
13	<p>POLICIES TO NOTE</p> <ul style="list-style-type: none"> • Intimate Care Policy • Physical Intervention / Touch Policy • Staff Code of Conduct <p>All three policies noted.</p>
14.	<p>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</p> <ul style="list-style-type: none"> • To approve the minutes of the meeting from 15th July 2024 • Actions

	<ul style="list-style-type: none"> • Matters arising <p>The draft minutes had been omitted from the papers for the meeting. To be agreed at the October meeting.</p> <p>Action 9: Minutes of 15th July to be approved at the October meeting.</p> <ul style="list-style-type: none"> • To approve the Confidential Minutes from 15th July 2024 <p>The Confidential Minutes from 15th July 2024 were approved as a true and accurate record.</p>
15.	<p>Governor monitoring, development and training</p> <p>15.1 Draft Governor Monitoring Plan</p> <p>Action 10: Carry over draft Monitoring Plan to October meeting.</p> <p>15.2 Governors' in School – Spring Term</p> <p>Action 11: Carry over Governors in School Day to October meeting agenda</p>
16.	<p>Date of next meeting-</p> <p>Monday 14th October 2024 at 5.30pm at RRIS</p>

Meeting finished at 19:27

Items for next agenda:

Governor Hub training session