



Heigham Community Federation

MINUTES

Full Governing Board - Virtual Meeting via Teams

Chair – Nania Poulson

28th February 2022 at 6.00pm

| GOVERNING BODY MEMBERS | | | | | |
|--|------------------|---------|---|------------------|---------|
| Mike Grimble (MG) Co-Chair of Governors | Co-opted | Present | Gary McGuinness (GMc) | Co-opted | Absent |
| Nania Poulson (NP) Co-Chair of Governors | Co-opted | Present | Jo Thompson (JT) | Co-opted | Present |
| Michael Bunting (MB) Headteacher - RRIS | HT | Present | Debbie Dismore (DD) Executive Head - AJS | HT | Present |
| Jamie Wallis (JW) | Parent | Present | Nick Thornton (NT) | Staff | Present |
| Sian Jones (SJ) | Co-opted | Absent | Deborah Ilott (DI) | Local Authority | Present |
| Farah Rehman (FR) | Co-opted | Absent | Rachel Paley (RP) Vice Chair of Governors | Co-opted | Present |
| Louise Carolan (LC) | Co-opted | Present | Victoria Younespour (VY) | Parent | Present |
| Mike Hooper (MH) Head of AJS | Associate Member | Present | Jen Carlin (JC) | Associate Member | Present |

Clerk: **Sheila Lewis-Smith**

Blue – Challenge/question

Yellow – Approval

Red – Action Point

| | | | Action Points | | |
|------|------|---------|---------------|------|--|
| Date | Item | Details | By Whom | When | |
| | | | | | |

Chair's Initials

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|-----------|------|--|--------------|-----------|
| 15/11/21 | 10.2 | Action Point 2: DD and GMc to liaise over a website review. | DD Gmc | 24/1/22 |
| 24/011/22 | 4 | Action Point 1: DD, MB and MH to consider setting a data training session, to include EYFS, KS1 and KS2, for governors. | DD, MB MH | By Easter |
| | 4 | Action Point 2: DD/MH to set a date for governors to attend a "Book Look". | DD, MH | By Easter |
| | 7 | Action Point 3: H&S to be added to February agenda. | Clerk | 28/2/22 |
| | 8 | Action Point 4: To confirm that the amendments to NCC Model Policy Part 12 have been updated in the schools' policy to meet advice in MI Sheet 233/21 to be added to February agenda | Clerk | 28/2/22 |
| | 11.1 | Action Point 5: NP to sign the Minutes digitally on Governor Hub. | NP | ASAP |
| | 12b | Action Point 6: Allergy Policy to be presented to the board by March LGB meeting. | DD/JC | 21/3/22 |

| No. | Item |
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| 1. | <p>Welcome, Introductions and Apologies <i>Welcome, receive and agree apologies / ensuring meeting is quorate.</i></p> |
| | <ul style="list-style-type: none"> NP was Chair of the meeting. Apologies were received and accepted from Sian Jones and Gary McGuiness. Farah Rehman was absent; FR remains on sabbatical leave from the Governing Board for the Spring Term, with all absences sanctioned for this period. The meeting was quorate. |
| 2. | <p>Declaration of Business & Pecuniary Interests 2.1 To declare business and pecuniary interests for items on this agenda</p> |
| | 2.1 None declared. |
| 3. | <p>Notification of Any other Business. Chair to agree if any AOB items will be considered at this meeting.</p> |
| | <ul style="list-style-type: none"> i) Governance Professional to be observed by supervisor at the March meeting. ii) Allocation of governor roles |
| 4. | <p>SDIP monitoring – Mental Health</p> <ul style="list-style-type: none"> Mental Health Leads to attend |
| 5. | <p>HEADTEACHERS' REPORTS To receive reports from both RRIS and AJS Headteachers. To include:</p> <ul style="list-style-type: none"> Attendance |

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| | <ul style="list-style-type: none"> • Safeguarding • Behaviour |
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| 6. | FINANCIAL MANAGEMENT |
| | <p>6.1 BCR Monitoring</p> <p>6.2 Budget Revision 3 – to record approval given on Governor Hub.</p> <p>6.3 SFVS Update</p> <p>6.4 Autumn Term RAG Ratings</p> <p>6.5 Contract Renewals and SLAs</p> <p>6.6 Review of Anti-Fraud Checklist</p> <p>It was noted that scam emails had been sent to schools, possibly some of it linked to the current situation in Russia and Ukraine. Staff will be undertaking anti-fraud and cyber security training.</p> <p>6.7 Transfer of Control Agreements</p> <p>6.8 Themed Audits</p> <p>All issued Themed Audits have been reviewed by the board; awaiting one on Cyber Security. Themed Audits should be a standing item on agenda.</p> <p>6.9 Bad Debt</p> <p>DD advised the board that</p> |
| 7. | PREMISES / HEALTH & SAFETY |
| | <ul style="list-style-type: none"> • Feedback / report from Governor H&S Working Party |
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| 8. | SAFEGUARDING |
| | To confirm that the amendments to NCC Model Policy Part 12 have been updated in the schools' policy to meet advice in MI Sheet 233/21 |
| | Headteachers of both schools confirmed that the schools' Safeguarding Policies had been updated in line with the MI sheet. |
| 9. | STAFF – Wellbeing and Workload |
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| 10. | GDPR |
| | Review of GDPR |
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| 11. | MINUTES OF LAST MEETING |
| | <p>11.1 Approval of the minutes of the meeting held 24th January 2022</p> <p>11.2 Review of actions</p> |

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| | <p>11.3 Approval of the Confidential Minutes One from the meeting held on 24th January 2022.</p> <p>11.4 Approval of the Confidential Minutes Two from the meeting held on 24th January 2022.</p> |
| 12. | POLICIES |
| | <p>12.1 To confirm approval of the following policies / statutory documents that had been reviewed and proposed by MG.</p> <ul style="list-style-type: none"> • Charging and Remissions Policy. Statutory and Local Authority model. Policy approved. • Lettings Policy. Updated to reflect needs of the federation. Policy approved. • Finance Policy – Postponed and will await appointment of Executive Head from September. • Governors' Allowances. A clause has been added – governors should seek authorisation for spending from one of the Co-Chairs before incurring expenses. Policy approved. |
| 13. | MONITORING |
| | <p>13.1 Website review / compliance</p> <p>This action is on-going and will be continued by GMc and DD.</p> <p>13.2 EYFS Monitoring Report</p> <p>NP had stepped in to conduct this monitoring in the absence of SJ. A report had been uploaded to Governor Hub, following the initial themes picked up by SJ. It was evident that progress was being made. It had been difficult to gain evidence for "Making Relationships", as the children gave different answers. NP requested receiving both Autumn and Spring data sets for phonics, so progress could be checked.</p> |
| 14. | Arrangements for HTPMR |
| | MG confirmed that MB's review had been conducted today and that DD's review was due on 21 st March. |
| 15. | GOVERNOR TRAINING / SKILLS AUDIT |
| | <p>15.1 Update on training undertaken</p> <p>VY has undertaken Governor Induction Training. It was noted that it was recommended to take the Curriculum Monitoring course and Safeguarding. MG asked for feedback regarding the training; VY said it was harder to engage with virtual training than face-to-face.</p> <p>15.2 Update on training identified or planned.</p> |
| 16. | Correspondence |
| | None received. |
| 17. | Any other Business |
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| 18. | REFLECT ON TODAY'S MEETING |
| 19. | Date of next meeting / items for next meeting not on Annual Planner. |

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| | Monday 28th March 2022 at 6 p.m. To be decided if this will be virtual or face-to-face. |
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Meeting finished at 19:55

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| Signed by the Chair as a true record of the meeting: | | Date: | |
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