



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**

In Attendance: **Melissa Agnew and Susanna Manrique.**

Blue – Challenge/question

Yellow – Approval

Red – Action Point

AJS – Avenue Junior School

RRIS – Recreation Road Infant School

	Action Points
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Date	Item	Details	By Whom	When
15/11/21	10.2	Action Point 2: DD and GMc to liaise over a website review.	DD Gmc	24/1/22
24/01/22	12b	Action Point 6: Allergy Policy to be presented to the board by March LGB meeting.	DD/JC	21/3/22

No.	Item
1.	<p>Welcome, Introductions and Apologies</p> <p><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 McGuinness. • Farah Rehman was absent; FR remains on sabbatical leave from the Governing Board for the Spring Term, with all absences sanctioned for this period. • Melissa Agnew - MA (RRIS) and Susanna Manrique - SM (AJS) were welcomed to the meeting for Item 4 of the agenda. • The meeting was quorate.
2.	<p>Declaration of Business & Pecuniary Interests</p> <p>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.</p> <p>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
	<p>Mental Health Action Plans had been uploaded to Governor Hub.</p> <p>MA introduced herself as a Year 5 teacher, PSHE Lead with responsibility for Mental Health Ambassadors and Young Carers at AJS.</p> <p>DI had received information from MA regarding Young Carers that had been posted on Governor Hub. The definition of a Young Carer was given; AJS is working on a whole school positive approach with the aim of reducing the stigma of being a Young Carer.</p> <p>Staff training and awareness training lessons for children had increased identification of Young Carers, with some children self-identifying. The school is applying for the Carer Friendly Tick Award. Young Carers have been consulted as to what support they need. On 16th March, there is a Young Carers Day and there will be a whole week devoted to Young Carers in Summer 2. Displays will be updated to capture Young Carer voices and lunch-time drop-in sessions are planned.</p> <p>Each class has a child nominated as Mental Health Ambassador, who is the champion for Mental Health. Meetings are held at least fortnightly. The school are creating child friendly Mental Health</p>

Policy and calm resources are being provided in each classroom, with displays and calm zones. There are plans for a video to be made for the website.

18:14 VY entered the meeting.

Q: How are The Mental health Ambassadors supported if they hear something distressing from another child?

A: Each child identifies 5 trusted adults, so they can either talk to MA or their trusted adult. We encourage them to think about how big the problem is to help them know when to seek support.

Q: Is the survey done anonymously – and if so, are you able to address issues?

A: We do it anonymously to get honest answers but we look at the results and it is sometimes possible to identify children. We can also talk to classes around issues raised. The work of the Mental Health Ambassadors is fed by the survey results.

Q: Is yoga continuing?

A: It was well attended virtually in lockdown by children and their families. We hope to get this running again.

MG said that the issue of Young Carers had been discussed at the Norfolk Governors' Network, saying that schools needed to understand and relieve the pressures for children. It was good that their peers understood the situation.

Q: Do children understand what the role of a Young Carer is and that it might mean them?

A: Yes, children understand it something above and beyond normal chores and can also include caring for a sibling.

MA confirmed that there were 27 identified Young Carers in AJS.

SM presented the information for RRIS. The school is raising awareness and letting parents and families know what support is available.

NP explained how grading children on the Leuven scale helped identify children who needed support to reach a good level of wellbeing in order to learn.

Q: How do you gain pupil voice?

A: It is very light touch, talking to identified children about how they feel about school.

Q: Will you be tracking the progress of Young Carers, as Ofsted is interested in the performance of groups?

A: We monitor via Pupil Progress meetings and all groups such as PP and EAL are analysed.

Q: Can you use Pupil Premium to support Young Carers?

A: We are working on a project regarding Disadvantaged with VNET. We are now clear that we need to know the children as individuals and target any children who need support rather than any specific group of children. The staff work to build relationships with parents and to monitor engagement at events such as Parent-Teacher consultations.

Q: Was there better parental engagement during lockdown?

A: Yes, to a certain extent e.g., when we were delivering food boxes and talked on their doorsteps. We have maintained positive relationships and subtly target some parents.

MA and SM were thanked of their presentations and left the meeting at 18:39.

Governors suggested that it would be useful to have standardised reports for governors in the future.

5.	<p>HEADTEACHERS' REPORTS</p> <p>To receive reports from both RRIS and AJS Headteachers. To include:</p> <ul style="list-style-type: none"> • Attendance • Safeguarding • Behaviour
	<p>Q: On the “current pupil” table, I spent a bit of time trying to better understand the EAL pupil numbers across the Federation – I think there may be a problem with the EAL column, I make the total 160 in this report (compared to 157 in the last report) so -3 overall, is this correct or have I misunderstood the data?</p> <p>A: This information has been updated and is now accurate. There are 44 different languages between the two schools. A Festival of Language is going to be organised, to which governors are invited.</p> <p>MG explained that the EAL funding was £19K for AJS and £29K for RRIS. The funding is to do with language acquisition, so the older the child, more acquisition is anticipated. The funding provides for training for Teaching Assistants and resources. MB advised that there are a significant number of EAL children in Reception but funding starts from Year 1 upwards.</p> <p>Q: Since the report was written, the situation with Russia and Ukraine has escalated and will inevitably cause anxiety for children of all ages, especially those who may have family in the region, how is this subject being handled within the two schools?</p> <p>A: MH advised that in Year 3 and 4, the subject is not brought up unless the children raise it. Two resources have been provided, one of which is a Newsround item. In Years 5 and 6, there a lot of pre-conceptions around war. The school has used the same resources but dealt with things differently. Information and the resources also went out to parents on DoJo. We have an approach for the school and for individuals.</p> <p>MB said that the approach was similar in RRIS, with the issue not being raised with children under 8. A newsletter has given advice to parents from sources such as the Bristol Post and the British Red Cross.</p> <p>Q: Safeguarding – very concerning that the school were not given proper notice of an Initial Child Protection Conference. Has there been a response form the Child Protection Admin team / Independent Chair as yet or an idea of likely timescale for a response?</p> <p>A: MB said that the Independent Chair had been contacted who was said to be mortified to hear tha the school had only received 3 hours' notice to prepare for a Child Protection meeting. This has been raised with Social Workers and Sharon Winterbone praised for her swift response under the circumstances.</p> <p>Q: Year 6 SEND absence figure. Can the school say something about it? It is linked to SATS anxieties, or other issues?</p> <p>A: Two pupils are on part-time timetables. This has been supported by the Educational Psychology Service. The children suffer from mental health and anxiety issues. The school is in contact with the Crisis Team, who are satisfied that school is doing all it can for the children.</p> <p>Q: Does the Staffing Structure need to be considered at this point in the year?</p> <p>A: This needs to be considered as it feeds into the budget for 2022-23.</p> <p>Q: What are the reasons for the Year 4 attendance trend?</p> <p>A: The absence rates are for a number of reasons including covid, mental health and reduced timetables. Fast Track measures are in place as required.</p>

	<p>Q: What opportunities do teachers have to help children catch up if they have been absent?</p> <p>A: At RRIS, children are monitored on a daily and weekly basis. Interventions are planned for individuals and groups of children. There are termly data drops and Pupil Progress meetings. Learning Links are sent weekly for families to access.</p> <p>At AJS, the approach is bespoke and targeted. There is Catch-Up and an academic mentor in place. There are also termly data drops. Nicky Teasdale (teacher) focuses on Pupil Premium children who are closely tracked. There is communication between the academic mentor and the teachers, and the system is working well.</p> <p>Q: How have the government's changes to covid guidance impacted on the schools?</p> <p>A: The schools are taking a careful approach. The Heads and Chairs will discuss guidance for parents; it was noted that teaching unions are pushing for some restrictions to remain in place in schools.</p> <p>Governors congratulated AJS on being awarded Schools of Sanctuary Award for the second time.</p> <p>Q: Will this success be shared with parents?</p> <p>A: Yes, it will tie in with the Festival of Language. It was suggested that this was a good opportunity to gain press coverage for the school.</p>
6.	FINANCIAL MANAGEMENT
	<p>6.1 BCR Monitoring</p> <p>AJS - Spending generally in line with expected. It was noted that there has not been enough spend in Learning Resources (29%), which is contributing to the surpluses. DD advised that she had applied for "Exceptional Circumstances" to carry forward £65K in addition to the 8%, in order to maintain staffing levels in the falling roll situation. There are also amounts of Pupil Premium (PP) and Sports Premium (SP) funding within this budget line, as it has been difficult to spend this during covid. ICT Learning budget will be spent by the end of the financial year.</p> <p>RRIS – PP and SP funding 43% spent but there are plans to spend an additional £4K to improve classroom windows and lighting by the end of the financial year.</p> <p>6.2 Budget Revision 3 – to record approval given on Governor Hub.</p> <p>A quorate number of votes had been recorded on Governor Hub.</p> <p>Governors approved Budget Revision 3.</p> <p>6.3 SFVS Update</p> <p>The SFVS had been submitted on time and has been approved.</p> <p>6.4 Autumn Term RAG Ratings</p> <p>This is at Amber 2 for both schools; it is not green as both schools have surpluses of over 8%.</p> <p>6.5 Contract Renewals and SLAs</p> <p>DD advised that AJS had extended the Catering Contract with Edwards and Blake for one year. Whilst the contract was usually for longer, this would bring the two schools into line and be able to consider a joint contract next year; RRIS currently uses Norse.</p>

	<p>The cost of school meals will increase from April by 5p to £2.35.</p> <p>Q: Is it possible to connect the new kitchen?</p> <p>A: No as the electricity supply is not big enough and the quote to upgrade was £40-50K.</p> <p>Governors approved the Catering Contract renewal with Edwards and Blake.</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>JC asked what the mechanism was for increasing the fees paid to the school by Sunflower Club; JC was proposing a 15% increase to cover energy costs. This would mean an increase from £10 to £12.20 per day.</p> <p>Q: Will this impact on the charges for parents?</p> <p>A: We are only asking for school costs to be covered. MG advised that gas and electricity process are rising by 18-21%, so 15% would not cover this.</p> <p>DD said that AJS had two TOCAs in place and that their clients could struggle to meet this increase.</p> <p>Q: Is the swimming pool an asset and would it be most cost effective for AJS to use it for lessons as opposed to going the UEA pool?</p> <p>A: The RRIS pool is too shallow for older children, we would need our own instructor and there is no availability.</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 a significant amount of debt had been revealed, amounting to £1.5K. Most of the money had been clawed back but there was an outstanding £376, which would be difficult to get back as families had left the school. DD requested that this debt was written off.</p> <p>Governors agreed to write off the bad debt of £376, being the most economical way of managing the situation.</p> <p>Other Matters</p> <p>JT highlighted the Community Sports Foundation that can offer support to schools. Rob Reynolds (AJS) is already in touch with the foundation; LC from RRIS will make contact.</p>
7.	<p>PREMISES / HEALTH & SAFETY</p> <p>Feedback / report from Governor H&S Working Party</p>
	<p>It had not been possible for the Working Party to meet before this meeting. JT to circulate dates to convene a meeting, to be held as soon as possible.</p>
8.	<p>SAFEGUARDING</p> <p>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</p>
	<p>Headteachers of both schools confirmed that the schools' Safeguarding Policies had been updated in line with the MI sheet.</p>

	DI advised that she had a Safeguarding meeting set up with RRIS and needed to confirm a meeting with AJS.
9.	STAFF – Wellbeing and Workload
	<p>Both schools confirmed it had not been felt appropriate to conduct a staff survey, with staff under so much pressure due to covid. The Mental Health trained staff are vigilant. MB said that the Wellbeing Anchor Group at RRIS had organised support for staff, some of which, e.g. Walking Group were free and other things, such as a massage therapist would be chargeable to staff. Menopause awareness is being promoted in staff newsletters.</p> <p>A governor suggested a coaching culture could be supportive. DD said that this is on the SIDP and that VNET Peer Supervision is in place for Year Leaders. At RRIS, the supervision feedback had been positive. There are less opportunities for external facilitator sessions but the in-house groups are increasing. Although MB is a trained coach, he did not feel that he was always the right person to conduct this.</p> <p>Q: Can Sharon Winterbone (RRIS) share her skills with staff who have difficult conversations with families?</p> <p>A: This is in place and there is a lot of advisory work and training with staff.</p>
10.	GDPR – Review
	Stewart Lee, Data Protection Officer, had met with DD. It had been suggested that all policies were reviewed to meet the needs of the federation. A date of 17 th May 2022 has been set for this process.
11.	MINUTES OF LAST MEETING
	<p>11.1 Approval of the minutes of the meeting held 24th January 2022 The Minutes of the meeting of 24th January 2022 were approved as a true and accurate record.</p> <p>11.2 Review of actions</p> <p>15/11/21 Action Point 2: DD and GMc to liaise over a website review. <i>On-going.</i></p> <p>24/01/22 Action Point 1: DD, MB and MH to consider setting a data training session, to include EYFS, KS1 and KS2, for governors. <i>Set for 24th March.</i></p> <p> Action Point 2: DD/MH to set a date for governors to attend a “Book Look”. <i>Set for 24th March.</i></p> <p> Action Point 3: H&S to be added to February agenda. <i>Completed.</i></p> <p> 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. <i>Completed.</i></p> <p> Action Point 5: NP to sign the Minutes digitally on Governor Hub. <i>Completed.</i></p> <p> Action Point 6: Allergy Policy to be presented to the board by March LGB meeting. <i>On -going.</i></p> <p>11.3 Approval of the Confidential Minutes One from the meeting held on 24th January 2022. The Confidential Minutes One of the meeting of 24th January 2022 were approved as a true and accurate record.</p> <p>11.4 Approval of the Confidential Minutes Two from the meeting held on 24th January 2022. The Confidential Minutes Two of the meeting of 24th January 2022 were approved as a true and accurate record.</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.	<p>MONITORING</p> <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. LC agreed to supply this information.</p>
14.	<p>Arrangements for HTPMR</p> <p>MG confirmed that MB's review had been conducted today and that DD's review was due on 21st March.</p>
15.	<p>GOVERNOR TRAINING / SKILLS AUDIT</p> <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> <p>None.</p>
16.	<p>Correspondence</p> <p>None received.</p>
17.	<p>Any other Business</p> <p>17.1 Governors were asked to look at the link to the Headteacher Report and have questions ready for next time, as governors need a good understanding of the curriculum.</p> <p>The clerk requested that these are put onto Governor Hub.</p> <p>17.2 Governor roles; it was suggested that JW shadow JT on Pupi and Sports Premium.</p> <p>NP to conduct Catch-Up and Attendance monitoring.</p> <p>DI will continue with Safeguarding and LAC.</p> <p>VY agreed to monitor SEND.</p>

18.	REFLECT ON TODAY'S MEETING
19.	Date of next meeting / items for next meeting not on Annual Planner. Monday 21st March 2022 at 6 p.m. To be decided if this will be virtual or face-to-face.

Meeting finished at 19:55

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