



Heigham Community Federation

Full Governing Board Meeting

MINUTES

Chair – Mike Grimble

27th February 2023 at 5.30 pm held at Avenue Junior School

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Rachel Paley (RP) Vice Chair of Governors	Co-opted	Present
Jen Carlin (JC)	Associate Member	Present Absent for Item 7	Nania Poulson (NP) Co-Chair of Governors	Co-opted	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Pam Reynell (PR)	Co-opted	Present Items 3 – end)
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present Absent for Item 7	Sam Rowbury (SR)	Co-opted	Present Items 3- end
Farah Rehman (FR)	Co-opted	Present Items 5,6,8 - end	Jo Thompson (JT)	Co-opted	Apologies
Denise Mattock (DM) <i>Head of RRIS</i>	Associate Member	Present Absent for Item 7	Jamie Wallis (JW)	Parent	Present
Vacancy	Co-opted		Victoria Younespour (VY)	Parent	Absent

Governance Professional: **Sheila Lewis-Smith**

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
16.01.23	4	Action point 2: Clerk to add Health & Safety to next agenda including H&S policy	SLS	27.02.23
	7	Action point 7: GDPR and Premises monitoring to be completed and fed back at the next meeting.	SLS	27.02.23
	11	Action point 9: Discussion on the development of wrap around care/creation of working party to be added to the February agenda.	SLS	27.02.23
	11	Action point 10: Parental agreement document to be added to summer term agenda	SLS	Summer term
27.02.23	3	Action 1: MG to post on GHub information from Ofsted course he attended.	MG	ASAP
	3	Action 2: Vision and Values to be added to March agenda	SLS	27.3.23
	5	Action Point 3: SLS to add H&S Monitoring to March agenda	SLS	27.3.23
	8	Action 4: SLS to create a Confirmation on GHub that governors "sign" as evidence of accepting the Acceptable Use Agreement.	SLS	Completed
	8	Action 5: SLS to add Positive Handling and Lettings Policy to March agenda	SLS	27.3.23
	9	Action 6: MB to discuss provision with Set your Sights at AJS.	MB	ASAP

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"> • MG was Chair of the meeting. • Apologies received from Jo Thompson and Victoria Younespour. Apologies accepted. • SR, PR and FR arrived after the start of the meeting. • The meeting was quorate.
2.	<p>Declarations of interest in any item on this agenda.</p> <ul style="list-style-type: none"> • Declaration of interest in this agenda
	<ul style="list-style-type: none"> • None declared.
3.	<p>Headteachers' Report</p> <ul style="list-style-type: none"> • Federation Improvement Plan – update • Industrial Action - update

MG thanked MB for his report: it gave useful information for Ofsted.

Action 1: MG to post on GHub information from Ofsted course he attended.

Questions on the Headteacher's Report.

1. Parents survey (Ofsted format) - it looks like a theme across the federation is that parents are unsure whether the schools have "high expectations for my child" -it will be good to see a joined-up federation approach to comms around this.

A: From an AJS point of view, we are now sending a mid-year report with attainment information on to be discussed at the consultation evening the following week. This should help with this but in regard to a Federation strategy, this will need to be discussed with MB and DM.

At RRIS, there had been events to show expectations e.g. phonics session for parents.

Governors considered it essential that the schools keep demonstrating the expectations to parents.

JW said it was useful to show the 3 levels – Working towards, Expected and Exceeded, as it is useful to see the next stage up.

AJS are compiling a bank of evidence for their own use and want to be secure in their judgements before sharing.

MB said that there was a balance of information to re-establish expectations with parents following the pandemic.






2. I note that AJS have already planned a response to the perceived issue of "bullying not being dealt with" to include parents' workshop on what bullying is and what it isn't- not sure if this has happened already or is the planning phase? What do the pupils think (noting data incomplete, can this be shared with governors too)?

A: Yes, the anti-bullying workshop for parents and carer meeting happened. It suggested that the definition is not well enough understood by parents and there was some discussion about whether there may be under-reporting. One factor may be that a parents' threshold for bullying is likely to be lower than the schools.

Children:

10. Is bullying a problem at your school?

[More Details](#)

 It doesn't happen here	113
 It happens and adults are really ...	88
 It happens and the adults are g...	92
 It happens and teachers are not ...	40
 It happens and teachers do not...	25



Clearly 65 children feeling bullying is not dealt with effectively is a problem but it is difficult to know what is underpinning this, as some indicators suggest that children's understanding of the definition is also poor, particularly in the lower school. This is something we have been working

on – two staff meetings have been used to look at the policy and staff roles and responsibilities. Further work is planned with the pupils.
It is possible to see that Year 5 and 6 identify more incidents; some of the disruptive children are described as bullies, when they are not necessarily bullying.

At RRIS, a lot of work has been done on the STOP acronym. There is the odd incident in Year 2 but RRIS does not see prejudice related incidents in the same way as AJS.

17:52 SR entered the meeting.

The issue is on the Improvement Plan, focussing on developing a consistent approach between the schools.

The more you discuss bullying with children, the more it is raised.

NP said that she would monitor on the playground and speak to children in order to triangulate the findings.

MH added that the School Council had been working on a Bullying Map Hotspots.

3. Great to hear that the assembly delivered by the wellbeing ambassadors to RRIS children was well received, is there more of this type of "pupil-lead" activity planned across the schools?

A: There will be, especially around transition but more opportunities will also be explored – TBC

4. RRIS snapshot data - if time allows, please could we have a run through / brief explainer of what we are looking at here please?

A: The data sheets for Year 1 and Year 2 were shared with governors. The information was explained by DM. When there are two figures, the first is the autumn data capture and the second is the Spring data capture for comparison.

PITA stands for Point in Time Assessment.

Year 2 results show the greatest impact from covid and lockdowns. The focus is on the "lower expected" children. Working Towards children have interventions. Writing is low, with 35% at Expected.

5. Policies

When can we move to have HCF policies for things like First Aid? The RRIS doesn't have a named person but the AJS one does, what is best practice? Same re Asthma policy, do we need two?

A: MB said that this would be possible when one member of staff is overseeing the area across both schools. Until that time, they would remain separate policies.

6. Wellbeing

MH, is no. 3 = disagree? If so it seems parents don't feel always well communicated with.

A: It's a Likert scale so it's neither agree or disagree

7. Can you say something about the bullying question please?

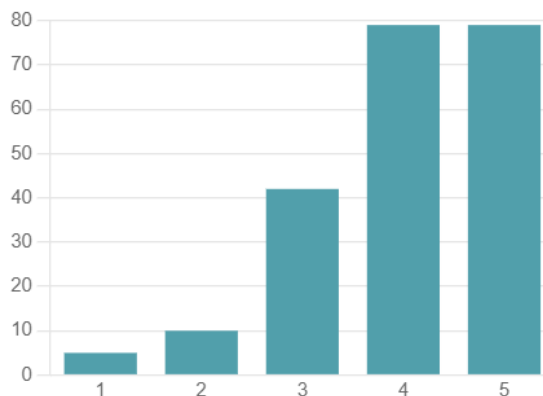
A: This answer raised more questions than answers. We had 13 cases of bullying as fitting the definition in our policy for 21-22. However, 69 parents responded to the question which should only be answered by those with children experiencing bullying. Out of those, 26 responded negatively about school's response; this is still double the number that we actually knew about or considered as bullying. Upon exploring this with the parents in the workshop, they stated that they probably have a lower threshold of what they would say is bullying. They also felt that they didn't know the school definition. They also wondered whether there was under-reporting. There is some work to do here. It is interesting to note that although 26 parents felt that school didn't respond effectively to bullying concerns, respondents felt the school handled concerns (of other nature?) well,

6. When I have raised concerns with the school they have been dealt with properly.

[More Details](#)

[Insights](#)

4.01
Average Rating



8. Nearly 10% wouldn't recommend this school. In your views, why not?

A: This number is higher than we would like. Unknown reasons. No complaints to me over the year and I am not aware of any to the executive head or governors. Therefore, it is hard to comment on things people may not be happy with.

Some parents were unhappy with the way the school manages some of the children.

Concerns raised following covid included things like, why the school were not arranging Harry Potter trips and going swimming.

Q: As a parent, I had heard that the school had not reacted quickly enough to complaints?

A: MB said that two complaints had been received: one was rejected by the DfE, the other one was solved by MH in 20 minutes.

WhatsApp is a real issue in managing parental expectations and understanding the school systems.

9. In both schools not all parents consider that high standards are set, again why do you think this is?

A: I think we need to better communicate expectations for each year group. (AJS)

10. PP overall have highest unauthorised absences (Year 6), why is that?

A: 1 child previously not attending previous school – often late and struggled at first to come in.
1 child poor attendance but narrowly missing threshold for legal intervention.
1 child frequently late after registration closed.

All have school led intervention.

MH will also look into the system, as 3 children who have left are still reflected. Another child in Year 6 is on a gradual transition into school.

11. AJS parent carer views survey, what does 1,2,3,4 and 5 mean in the bar chart? what do x axis and y axis represent on it? Need a bit more information please.

A: Y axis is frequency of response. The numerical values are a Likert scale. Anything lower than 3 is a negative response.

12. Prejudice based incidents are highest in one year group, how can we involve parents to help us solve this problem?

A: Discussed at the Anti-Racist working group today. There are some ideas about how to integrate parents and carers into our response to incidents more systematically.

13. H&S - How often do we have fire drills?

A: Once per term.

14. Teaching and learning Strand 3

Maths leads have used question level analysis to develop hypothesis to explain girls relative under achievement- can you tell use bit more about the hypothesis please.

A: Girls seem to underperform in Maths in boy-heavy cohorts. One of the Maths leads is conducting research into this this term.

Industrial Action – update

Q: What has the parental reaction been to the strike days?

A: Outwardly, there has been a lot of positive response. Some negative views have been aired and there are probably more who are not raising it.

Q: Will the 15th and 16th March cause more issues?

A: That is not known.

Action 2: Vision and Values to be added to March agenda

4.

FINANCE

- Budget Revision 3
- RAG Reports

	<p>Budget Revision 3 Budget shares are due to be notified to school very soon. Budget Revision 3 gives a good indication of where the schools are, financially. The budgets are positive for Year 1 and 2 but fall to a deficit in Year 3, which is a common picture. Staff costs and fuel costs have not been met by additional funding. Good monitoring is in place across both schools.</p> <p>MG proposed the BR3, seconded by NP and approved by all.</p> <p>RAG Reports 18:21 FR entered the meeting.</p> <p>Both schools have A2 grades. MG had challenged an incorrect grading related to governor training and this has been rectified. Governors were reminded that the grading goes Red, A1, A2 and finally Green</p> <p>Governors accepted the RAG Reports</p>
5.	<p>Health and Safety</p> <ul style="list-style-type: none"> • H&S Monitoring • Fire Risk Assessment
	<p>H&S Monitoring – deferred to the next meeting. Action Point 3: SLS to add H&S Monitoring to March agenda</p> <p>Fire Risk Assessment – The policies have been updated and the Fire Risk completed. The Risk Assessments will be updated by MB and RP. Q: Are checks recorded? A: Yes and these records can be examined; they are held for legionella and a fire log is kept. Q: Does the Fire Risk have to be submitted to the LA? A: No, this is an internal document, which is mostly unchanged. Capacity of halls were confirmed at RRIS = 240, AJS= 300 plus 75 on balcony.</p>
6.	<p>Governor Monitoring</p>
	<ul style="list-style-type: none"> • GDPR Deferred to next meeting. • Premises Deferred to next meeting • Pupil Premium JT and MB met and a report has been uploaded. There was a query as to whether tutors were included in the usual teaching observation cycle. This is to be clarified. • Opportunities to get into school Governors were reminded that they are welcome to attend all events or to visit the school. A Governors in School Day is proposed for 27th March, to be followed by the FGB meeting at 5 p.m. An itinerary will be set out and posted on GHub by MB to indicate times. Governors can attend for all or part of the day. Q: Will governors be able to hear staff voice?

	<p>A: NP offered to attend a staff meeting and to speak about the role of the staff governor.</p> <p>Q: Could we invite a group of parents to help discuss issues?</p> <p>A: There have not been so many parent helpers in school since the pandemic. It is about getting them in to school and building trust. MH said that they had devised a new Volunteers' guide, held writing cafes etc but it was hard to do more in a congested term. Governors were reminded to look back to a year ago and that it will take time to get back to where the schools were with parental relations. The Camouflage Company that had been involved prior to the pandemic had been very useful. The LA have an outreach programme but that is aimed more at PP pupils and families.</p> <p>There had been a good turnout of parents for the Anti-Racist Working Party.</p>	
7.	<p>Staffing Structure – To agree the staffing structure for 2023-2024</p>	
	<p>Governors or members who are staff left for this item. Confidential Minutes produced for this item.</p>	
8.	<p>Policies for approval or noting</p>	
	<p>Governors noted that the policies are not joint where there is not one person overseeing the policy across both schools.</p> <p>Policies for noting</p> <p><u>8a. Acceptable Use Agreements</u> NOTED</p> <p>Action 4: SLS to create a Confirmation on GHub that governors “sign” as evidence of accepting the Acceptable Use Agreement.</p> <p><u>8b. Lettings Policy</u></p> <p>More work is needed on this policy before presenting to governors.</p> <p><u>8c. Offsite Visits Policy</u> NOTED</p> <p>DM and MH were thanked for their work on this policy.</p> <p><u>8d. Asthma Policy / Policies</u> NOTED</p> <p>Policies for approval</p> <p><u>8e. Positive Handling Policy</u> C/F to next meeting.</p> <p><u>8f. First Aid Policy / Policies</u> APPROVED</p> <p><u>8g. Charging and Refunds Policy</u> APPROVED</p> <p><u>8h. Health and Safety Policy</u> APPROVED</p> <p>Ensure both logos are on the policy</p> <p>Action 5: SLS to add Positive Handling and Lettings Policy to March agenda</p>	
9.	<p>MINUTES OF PREVIOUS MEETING</p>	

	<ul style="list-style-type: none"> • To approve the minutes of the meeting held on 16th January 2023 It was noted that it was MH who left the meeting early and not MG, as in the Minutes. Governors approved the minutes of the meeting held on 16th January 2023 as a true and accurate record, subject to the amendment advised. • Matters arising None presented. <ul style="list-style-type: none"> • Review of Actions Action point 1: Parent survey to be added to next agenda. COMPLETED. Action point 2: Clerk to add Health & Safety to next agenda including H&S policy. COMPLETED Action point 3: Clerk to add staffing structure to the next agenda. COMPLETED Action point 4: MG to amend and send off SFVS. COMPLETED Action point 5: MG to send Related party Transaction's form to the LA. COMPLETED Action point 6: MB to share Public Liability/ Employers Liability documents in relation to TOCA. COMPLETED. Action point 7: GDPR and Premises monitoring to be completed and fed back at the next meeting. C/F Action point 8: C/F MB and JT to contact Sports Factory to discuss their provision and their intention for the offer. <i>MB confirmed that he had received reassurances from the schools operating arm of Sports Factory that there was no religious content in the sessions run at school.</i> Action point 9: Discussion on the development of wrap around care/creation of working party to be added to the February agenda. C/F Action point 10: Parental agreement document to be added to summer term agenda. C/F <i>DM and JC had looked into additional space for Year 2 pupils. The LA had also attended the school to look at space and had agreed that this could go ahead. Ofsted just needs to be told about the extra space. Staffing could be an issue. There is demand and this could result in a 30% increase in provision.</i> <i>At AJS, Set your Sights has been looking into increasing provision by it is complicated due to space and further conversations will be held.</i> Action 6: MB to discuss provision with Set your Sights at AJS. Action point 11: C/F MB to develop Federation-wide acceptable use agreements. COMPLETED
12.	GOVERNOR TRAINING <ul style="list-style-type: none"> • Update on training undertaken MB – Cyber Security 1/2/23 National Centre for Cyber Security <i>MB said that the course was free of charge; next step is to check office teams have been trained.</i> MG completed LA Cyber Security training by a former headteacher now working for the police. MG attended Ofsted for Governors training. MG and NP – VNET Governance by Enquiry 8/2/23

	<p>NP said that this involved thinking of a question you want answered. A small working party would be set up to look at the issues. The working party would research the query, find the information and create a document on GHub.</p> <p>NP suggested that looking at Ofsted issues at RRIS was a question she would like to pursue. NP will raise the questions, and then a few governors can find out the answers. Parental communications would be an area.</p> <p>NP had also attended a conference where the Shadow Secretary for State had spoken. The focus was what would change if Labour came to power. In the first term, nothing would change and the White paper has gone. The Shadow Secretary couldn't comment on teachers' pay increases but potentially there would be more resources put into EYFS.</p> <p>FR – Workload and Wellbeing 29/1/23 VY – Vision, Ethos and Strategic Direction 25/2/23</p> <ul style="list-style-type: none"> • Update on training identified or planned. MG- Understanding Data 27/3/23 <p>MB advised that RRIS has joined the VNET Peer Review Network. This is a chance to visit other schools and look at personal development.</p>
13.	Date of next meeting – Monday 27th March 2023 to be held at 5:00pm, in person at RRIS

Meeting finished at 19:30