



Heigham Community Federation Full Governing Board Meeting MINUTES

Chair – Nania Poulson

27th March 2023 at 5.00 pm held in person at Recreation Road Infant School

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

Governance Professional: **Sheila Lewis-Smith (SLS)**

In Attendance: **Hayley Wright, Supervisory Governance Professional**

Blue – Challenge/question Yellow – Approval Red – Action Point

AJS – Avenue Junior School

RRIS – Recreation Road Infant School

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| | Action Points |
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| Date | Item | Details | By Whom | When |
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| 16.01.23 | 11 | Action point 10: Parental agreement document to be added to summer term agenda | SLS | Summer term |
| 27.02.23 | 3 | Action 2: Vision and Values to be added to March agenda | SLS | 15.5.23 |
| | 8 | Action 5: SLS to add Positive Handling and Lettings Policy to March agenda. Lettings still to be presented. | SLS | 15.5.23 |
| | 9 | Action 6: MB to discuss provision with Set your Sights at AJS. | MB | 15.5.23 |
| 27.03.23 | 3e | Action Point 1: SLS to add Themed Audit – schools' responses – to May agenda. | SLS | 15.5.23 |
| | 4c | Action Point 2: JT to send a link for Safer Programme to JC | JT | Completed |
| | 4c | Action Point 3: MH to calculate attendance figure with PA taken out. Update at May meeting. | MH | 15.5.23 |
| | 8 | Action Point 4: MB to contact Stuart Lee to see if an annual report is feasible. | MB | 15.5.23 |
| | 8 | Action Point 5: GDPR breaches to be added to Head teacher reports. Governance Professional to add this to annual agenda planner. | MB SLS | On-going Completed |
| | 10 | Action Point 6: MG to sign off minutes of 27/02/23 on GHub. | MG | ASAP |
| | 10 | Action Point 7: SLS to provide hard copy for signature and secure storage at meeting on 15th May 2023. | SLS | 15.5.23 |
| | 11 | Action Point 8: SLS to post suggestions for governor training, having reviewed current training records. To be posted on GHub. | SLS | Completed |

| No. | Item |
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| 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 received and accepted from Jamie Wallis. • SLS introduced Hayley Wright, Supervisory Governance professional who was there as an observer, as part of the Governance Professional's performance management. • SR 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 |

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| | <ul style="list-style-type: none"> • None declared. |
| 3. | FINANCE |
| | <p>MG advised governors that the financial situation for schools was very challenging, with costs rising faster than income. The agreed and proposed increases to staff pay has no compensatory funding. It is currently not possible to account for all the SEND funding.</p> <p>The carry forward looked more than expected. MB has a meeting booked to explore the final carry forward, as the budget year ends have not been completed; there are several accruals to factor in.</p> <p>MG said that having a large surplus in the past had helped to balance the budgets. As the final deadline is 1st May, there is time to make final decisions.</p> <p>Governors had posted questions on Governor Hub (GHub) prior to the meeting, as well as raising questions during the meeting.</p> <p>3a. Approval of budget RRIS 3b. Approval of budget AJS</p> <p>RRIS BCR– E19 Learning resources, what is in this line?</p> <p>A: £27k Pupil Premium Grant to be carried forward. JC said new spreadsheet monitors and tracks the grant well.</p> <p>I11? Other insurance claims – what is this?</p> <p>A: Sickness insurance receipts due to staff being ill late in financial year.</p> <p><u>AJS BCR</u></p> <p>E16? Why only 60%</p> <p>A: No accruals have been done.</p> <p>E20? Why around 200%</p> <p>A: This is ICT when we bought in extra services to cover where staff had left.</p> <p><u>Budgets</u></p> <p>Where are the Sports Premium Grant in the budgets 23/24?</p> <p>A: RRIS In on I18D - £18350 – out in wages, and E19</p> <p>RRIS Energy line is twice the value next year than it has been this year (40K to 80K)?</p> <p>A: Yes – inflationary factors added to current financial year total. Explained by ESPO buying energy far in advance and so the effect of cost increases to us is delayed. The figures are based on Local Authority (LA) advice and reflects a worst-case scenario.</p> <p>Are we assuming no further energy price rises over. the next 3 years?</p> <p>A: Yes – we are assuming a plateau.</p> <p>Are we getting good value from NFER at AJS? £7700</p> <p>A: MH said that the assessments provide a measure for the children and also an opportunity to experience test conditions. The school now needs to look at how it uses the data. It is not known how good a gauge the assessments are at predicting how the SATS will run.</p> <p>At that cost, could we use something cheaper?</p> <p>A: There are 120 pupils in each year group, so the costs mount up.</p> |

CPOMS seems to be different prices in each setting, can we not pay for it across the federation?

A: This should be the same £950 for each school. There is now a federation invoice from 1/4/2023.

Are there savings in future federation work that could contribute to reducing the deficit in both schools and what could these be?

A: JC will continue to look for savings. Staff costs are the greatest expenditure, with the proposed support staff lump sums impacting most.

MG said there were concerns around the general picture of school funding and the predicted fall in pupil numbers. MG suggested that the government needed to provide more funding for the pay rises. A key question was how much surplus there will be – and how quickly it will be eroded.

MB advised that the cost of staffing would impact on future recruitment decisions, and this would need to be balanced with the best interests for the children. However, two or three staff changes over three years could make a big impact.

Governors observed that where there had been a deficit in the past, this had usually resolved itself over time. MG said the situation was less certain, as the deficits now appeared in Year 2 of the budgets; the surplus will be eroded rapidly, and a tight rein needs to be kept on the budget.

What are the Local Authority saying about deficits?

A:MG: A deficit in Year 1 is not tolerated and Year 3 is a concern if the funding is not there. There should be more funding for Early Help, but this cannot be put in the budget yet. The Maintained Schools Addition Grant will be given but this is not enough to cover the increased costs.

Is there a way of increasing income, such as from swimming pool lettings?

A: The cost of hiring the pool is reviewed and increased annually but there is a balance not to price it out of the market. The school (RRIS) needs Sunflower Club, so letting costs need to be reasonable although they are due a rent review in September.

SR entered the meeting.

RRIS - Reception numbers for September are currently 99 but should rise to 105-106. The key is to have the children on roll by the census day in October. There are a greater number of first choices, so the school is confident they will pick up numbers.

AJS- Roll for Year 3 in September is full at 120, with 3 on the waiting list. 115 of the 120 were first choices.

MB suggested that the federation needed to be better at securing SEND funding, especially at AJS. Sheree Brock (RRIS Assistant Head and SENDCo) is to support AJS. There is a long wait from requesting SEND funding to receiving the money.

Governors stated that they were uncomfortable with the level of deficit but had no option than to approve the budgets.

**Approval of RRIS Budget – Proposed by NP, seconded by MG and approved by all.
Approval of AJS Budget – Proposed by NP, seconded by MG and approved by all.**

3c. Budget Control Report (BCR) - monitoring report

The report is based on figures up to the end of March but does not include Months 12 and 13, as there will be two further downloads.

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| | <p>RRIS BCR – can the amount in Learning Resources be accounted for? A: This holds all the unspent Pupil Premium funding, as we still have 5/12th to spend.</p> <p>Sickness Insurance? A: An accrual has been put through, but we do not budget for it until received. MG advised that Period 13 figures were needed to finalise the review.</p> <p>Governors accepted the BCR’s for RRIS and AJS.</p> <p>3d. RRIS School Fund Audit JC confirmed that the account had been closed and had been submitted for final audit. The School Fund took 2.5 months to be audited by NCC so they waived the 3 month from year end for sign off requirement. All of it is ringfenced with £10k be allocated to the Climate Classroom and £19k as yet to be allocated.</p> <p>School fund audit. What is the balance of the RRIS school fund now or was it folded into the budget? If so which line is it please? A: The £19k left unallocated – in - in surplus B/F out – in E19 sundry 40520</p> <p>3e. Themed Audit – Paying Individuals and staff Information from the MI Sheet for this themed audit had been made available to governors prior to the meeting on Governor Hub (GHub). A full financial audit is required every 5 years. AJS will be due an audit next. MB requested that this audit be revisited at the next meeting when he will have looked at the situation regarding unauthorised purchases and the Finance Policy.</p> <p>Action Point 1: SLS to add Themed Audit – schools’ responses – to May agenda.</p> |
| <p>4.</p> | <p>HEADTEACHER SUMMARY</p> |
| | <p>4a Attendance</p> <p>Q: What was the response from the Local Authority (LA) regarding MB’s correspondence regarding their proposed audit? A: MB outlined that the LA had suggested that all schools should undertake the lengthy audit, which would demonstrate how the LA were reacting to government guidance. It was a self-evaluation format with multiple sections. MH had made a start on it, taking half a day to complete the first few sections. MB had judged that it would take 40 or more hours to complete, without any clear benefits for the schools. As a result, MB had raised his concerns with the LA, asking what they were doing with the data. The schools have not completed the audit; MB has not received a response from the LA.</p> <p>Governors said that they were satisfied with the information regarding attendance that they received.</p> <p>RRIS – DM continues to attend 1:1 meetings termly with the school’s LA attendance partner. A new Family Engagement Officer (FEO), Charlotte Tumber, has been appointed. DM reported that the FEO had found the federation policy useful in providing triggers. The FEO attends a termly network meeting. Monitoring is in place fortnightly, which DM checks and letters are issued if needed. Towards the end of Spring, the attendance picture was improving. There are still a high percentage of children off with low level illnesses. The school wants to encourage parents to send their children into school and trust the school that they will contact the parents if the child is too ill to attend. One family</p> |

have been prosecuted; two families have an early intervention plan with two more being invited. Four families are being supported for punctuality. Several Level 1 letters have been issued, reminding of good attendance. One Fixed Penalty notice has been served. One child is abroad but fortnightly phone calls are made.

Q: Is this child is not in school anywhere?

A: No. The school is in contact with the Traveller advisers, who requested the child be issued a laptop. However, DM had not convinced that this was a resource that would be returned. MG commented that he believed the LA had such resources to loan.

Q: How does it work if the child travels out of this area?

A: If they travelled and stayed there, they would need to enrol with a school. However, these are show people, always moving, so the child remains on our roll.

One child is part-time following an exclusion.

One child is ill and plans are being made, although the child is not well enough yet to attend school. Current attendance level is 93.82%.

4b Safeguarding

RRIS - Charlotte Tumber, FEO, is signposting parents. There is bereavement support in place for a child.

Training completed by new staff. There has also been multi-agency training, Step-On and Step-Up staff training. Majority of staff are Step-On trained. DM and Liz Williams at AJS are Step Up trained and able to train others.

4c Preparation for Statutory Assessment (KS1 and KS2)

RRIS: The SATs papers have arrived and will be administered week beginning 15th May. Timetables have been devised to allow for large, small and individual group administration.

Do the children have experience of the SATs papers?

A: They are doing starter questions and practising parts of papers e.g., in reading. We have told them they are training to be secret agents!

Have you received any parental comments about the SATs?

A: No.

Phonics checks will be administered week beginning 12th June.

The administration guides are due to be published this week; following this, there will be staff training.

Moderation – all Year 2 teachers attended external moderation with another infant school.

In-school moderation has also been conducted, including for maths.

Some staff have attended assessment training and fed this back to staff.

Will you be communicating to parents where their child is unlikely to pass an assessment?

A: MB and DM said that there should be no surprises, as information is constantly shared with parents. There will be the opportunity for parents to discuss the reports that will go out.

NP offered to visit the school and check the security of the SATs assessment papers.

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| | <p>AJS: Children have completed a mock SATs test. MH explained that the result the children get in the test is the final result. Writing is by Teacher Assessment.</p> <p>Teachers have a good idea of skills gaps and parents were informed at Parents’ Evening.</p> <p>No access papers have been ordered but will be done in-house, one hour before the start of a test.</p> <p>Registration was completed to the required deadline, which included children working below the level of the tests.</p> <p>The children in Year 6 will be on a residential trip from Wednesday to Friday this week, breaking the stress of preparing for the SATs.</p> <p>Interventions and tutoring sessions are in place, not just for the SATs but as preparation for high school.</p> <p>Safeguarding – The school is in the cluster Safeguarding group. This has expanded and now provides a broader range of schools and voices. It is easier to invite third party speakers etc to the larger group.</p> <p>What is the focus of the meetings?</p> <p>A: Updates from the LA’s Safeguarding team. The Threshold Document is changing in September and there will be training. It will be called a Continuum.</p> <p>CADS have been very helpful to the school, resulting in more EHAPS than Section 17 cases.</p> <p>JT asked if the schools were aware of the Safeguarding Children’s Partnership’s Safer Programme. This is where external bodies can register for a fee and all the checks are conducted by the Safeguarding Children’s Partnership. It is held up nationally as a good model.</p> <p>Action Point 2: JT to send a link for Safer Programme to JC</p> <p>AJS Attendance – 94.2% overall with Pupil Premium children at 90.4%.</p> <p>There are some acute cases of Persistent Absence (PA).</p> <p>What would the figure be if the PA were taken out?</p> <p>Action Point 3: MH to calculate attendance figure with PA taken out. Update at May meeting.</p> <p>The number of children on reduced timetables is less.</p> <p>A child in Year 4 has the medical team involved.</p> <p>There continues to be a lot of holidays, which are not authorised. Fines have been issued and two prosecutions made.</p> <p>The letters that were reviewed recently are better and the school continues to deter holiday absences. It was observed that this is a national, post pandemic picture and that overall, attendance is 3% lower than it was previously.</p> <p>Lauren Gislam (Parent Support Advisor) and Charlotte Tumber attend briefings and offer positive messages to families when there is improvement.</p> <p>Attendance is a big aspect to manage, and MH wants staff to work closely with parents.</p> <p>4d Any other vital business</p> <p>None presented.</p> |
| <p>5.</p> | <p>GOVERNORS IN SCHOOL DAY – SHARING INITIAL FEEDBACK</p> |
| | <p>RP said it had been good to spend time in school on the H&S monitoring; RP was impressed by Dan Lowe’s work on the playground. She had observed good behaviour at RRIS.</p> |

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| | <p>JT had spent time with DM and MH looking at Sport Premium funding.</p> <p>PR had observed Sports Factory in action. She had spent time looking at behaviour on the playground and in classes. PR had spoken to four MSAs and to children about their work. Governors acknowledged that the MSA role could be challenging. The behaviour observed on the playground was good and the children were polite.</p> <p>NP and JW had looked at Read Write Inc. It was clear there was development in the focussed work; they were pleased to see some commonality between the schools. RRIS writing – NP and JW felt it had been useful getting DM's view. At AJS, some of the approaches to writing have been changed – the school are asking for improved outcomes and this will not be achieved unless the input is different. Changes could be seen and this should positively affect outcomes. NP said that once a week was not enough time devoted to writing, as more practice was needed; this needed to be balanced with the enquiry and child led curriculum. Children need to develop writing stamina. Handwriting similarly needs teaching and practice put in place.</p> <p>MB said that transitions needed to be supported so that the very minimum of progress is lost. To this end, Year 1 will move to more formalised mornings to prepare them for September in Year 2.</p> <p>How did staff find having governors in school? A: There had been some concerns over whether there would be long lesson observations, but DM had reassured them that this would not be the case. MH had mentioned the visits as a triangulation activity.</p> <p>Whilst there is an open-door policy, agreed dates and foci helps the visits to be purposeful.</p> | |
| 6. | Interim HTPM - arrangements | |
| | <p>Interim meeting 1 was held on 17/1/23 with a second review due on 19/5/23. HTPM is being conducted by MG and SR.</p> | |
| 7. | <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Health and Safety monitoring | |
| | <p>RP said that the LA checklist had been used and that both schools had a clean bill of health in the main. Further actions might arise from future Risk Assessments. AJS's Risk Assessment is due for review. New outdoor equipment has been installed at AJS. There are daily tree checks and periodic checks by experts. The area outside Year 2 has been improved.</p> <p>Were there any issues, such as door stops? A: MB said no and that such things were regularly checked.</p> <p>Any issues during Fire alarm practices? A: MH said that this had been an orderly practice and that all children had been accounted for. It had been explained to the children why they needed to remain quiet during the evacuation. Not all teachers had remembered to take the medical boxes out with them. RP said her monitoring had been useful, as she had been able to see the rooms and speak to the caretaker.</p> | |

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| 8. | GOVERNOR MONITORING |
| | <ul style="list-style-type: none"> • <u>GDPR</u> SR had uploaded a report for AJS to GHub prior the meeting. As both schools follow the same policy, RRIS results should be the same. Actions include checking that the right data processes are in place to be compliant. Data Protection Education is used. Q: Can we have an annual DPE report? A: Yes, and breaches can be disclosed in the Headteacher reports. Action Point 4: MB to contact Stuart Lee, Data Protection Officer, to see if an annual report is feasible. Action Point 5: GDPR breaches to be added to Head teacher reports. Governance Professional to add this to annual agenda planner. • <u>Sports Premium (SP)</u> JT thanked the schools for their time. The current template shows clearly where expenditure is planned. JT'S questions focused on what the funds were spent on, why and the impact. What happens in RRIS impacts on AJS, e.g., cycling activities. Using the funding for a Nurture Lead was discussed. The "real PE scheme" had been purchased but DM had identified that this was not active enough, causing some behaviour issues in lessons. Sports Premium funding has been guaranteed for two years, so this will allow for more planning over time. JT raised three issues: <ul style="list-style-type: none"> i. There is an expectation that schools will deliver 2 hours of PE a week. Some of this can be classroom based. ii. There is an opportunity to apply for up to £5K from Schools Facilities Funding for smaller projects, such as girls' sports and activities run outside of the school day. This will run from September to March and can then be applied for again. iii. Schools are waiting to see what Ofsted expects to see in terms of PE. Actions – Create a federation 2-year plan. AJS will look at reducing sedentary behaviour and who gets the opportunities. They will also look at providing books to support mental health, healthy living etc. MB will look at Empathy Lab for suitable books and resources. RRIS will focus on embedding a consistent offer for PE. Can Forest School be funded by SP? No, as it is not part of the PE curriculum. SP cannot be spent on the core delivery of the curriculum but can be used to pay for support staff. JT advised that she sits on a board that is working on creating a better tool for planning SP and is also advocating that schools know in advance how much funding they will receive. |
| 9. | POLICIES FOR APPROVAL |
| | <ul style="list-style-type: none"> • Physical Intervention Policy – Approved Have all staff had the latest STEPS training? A: Most staff in both schools have been trained. |

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| | <ul style="list-style-type: none"> Supporting Pupils with Medical Needs It was noted that this policy had been updated – Approved |
| 10. | Minutes of the previous meeting |
| | <p>The minutes of the previous meeting held on 27th February 2023 were approved to be a true and accurate record.</p> <p>Action Point 6: MG to sign off minutes of 27/02/23 on GHub.</p> <p><u>Matters arising</u> – None</p> <p><u>Review of Actions</u></p> <p><u>16th January 2023</u></p> <p>Action point 2: Clerk to add Health & Safety to next agenda including H&S policy. Completed.</p> <p>Action point 7: GDPR and Premises monitoring to be completed and fed back at the next meeting. Completed.</p> <p>Action point 9: Discussion on the development of wrap around care/creation of working party to be added to the February agenda. Completed.</p> <p>Action point 10: Parental agreement document to be added to summer term agenda. C/F</p> <p><u>27th February 2023</u></p> <p>Action 1: MG to post on GHub information from Ofsted course he attended. Completed.</p> <p>Action 2: Vision and Values to be added to March agenda. C/F</p> <p>Action Point 3: SLS to add H&S Monitoring to March agenda. Completed.</p> <p>Action 4: SLS to create a Confirmation on GHub that governors “sign” as evidence of accepting the Acceptable Use Agreement. Completed.</p> <p>Action 5: SLS to add Positive Handling and Lettings Policy to March agenda. C/F Lettings Policy</p> <p>Action 6: MB to discuss provision with Set your Sights at AJS. Meeting soon, update at May meeting.</p> <p>MB advised that the Governor information page on the website had been updated. (Governance Professional provided updated Attendance register for Governing Board meetings following the meeting.)</p> <p>Minutes of Confidential Item 27th February 2023.</p> <p>The minutes, circulated via secure email to the relevant governors, was approved as a true and accurate record.</p> <p>Action Point 7: SLS to provide hard copy for signature and secure storage at meeting on 15th May 2023.</p> |
| | <p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> Update on training undertaken SR – Cyber Security MG – Understanding Primary Data DM – DSL Refresher training |

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| | <ul style="list-style-type: none">• Update on training identified or planned. None <p>Action Point 8: SLS to post suggestions for governor training, having reviewed current training records. To be posted on GHub.</p> |
| 12. | Date of next meeting – Monday 15th May 2023 to be held at 5:30pm, in person at AJS |

Meeting finished at 19:04