



Heigham Community Federation

Full Governing Board Meeting

MINUTES

Chair – Mike Grimble

17th July 2023 at 5.30 pm held in person at Avenue Junior School

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Vacancy	Co-opted	
Jen Carlin (JC)	Associate Member	Present	Pam Reynell (PR)	Co-opted	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Sam Rowbury (SR)	Co-opted	Present
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present	Jo Thompson (JT)	LA Appointed	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	Staff Governor	

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	

19.06.23	9b	Action 1: SLS to review and draft Terms of Reference for adoption at September meeting.	SLS	Sep 23
17.07.23	5a	Action 1: SLS to add Staffing Survey Outcomes to September agenda.	SLS	Sep 23
	7a	Action 2: SLS to upload new KCSI E 2023 to GHub for reference.	SLS	Completed
	7a	Action 3: JT to update the board on the guidance for hirers required to follow schools' safeguarding procedures.	JT	Sep 23
	10e	Action 4: MB to contact Ruth McGlone at VNET regarding external validation early in the autumn term. MB to advise staff of increased governor monitoring.	MB	ASAP
	12	Action 5: Minutes of 19th June 2023 to be signed off on GHub by NP.	NP	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 were received and accepted from Jamie Wallis. • Prospective governors, Laura Harris and Judith Mayne were welcomed to the meeting as proposed Co-Opted governors. • The meeting was quorate.
2.	<p>Appointment of Co-Opted Governors</p> <ul style="list-style-type: none"> • The board approved the appointment of Judith Mayne as a Co-Opted governor, noting that all recruitment and DBS checks had been completed. • The board approved the appointment of Laura Harris, subject to all the recruitment and DBS checks being successfully completed.
3.	<p>Declarations of interest in any item on this agenda.</p>
	<ul style="list-style-type: none"> • None declared for this agenda. • JT declared that she was an employee of Active Norfolk.
4.	<p>Pupil Outcomes – Update</p> <ul style="list-style-type: none"> • EYFS DM issued papers detailing results to governors. National average in 21/22 was 65.2% RRIS 21/22 – 62% RRIS 22/23 71.7%. Norfolk – 68% National as of 17.7.23 – 67%

Expected – Maths – 85%
 Expected – Reading – 77.9%
 Expected Writing – 72.6%

The Good Level of Development had been affected by word reading and writing as limiting factors. These aspects will remain as a focus.

Q: Was there a negative impact of having staff changes?

A: Both teachers who took over have EYFS and Key Stage 1 experience and provided continuous provision.

Q: Given the nature of this EYFS cohort, how does the school feel about the results?

A: We are pleased with the progress, the work of the adults and The Nest.

Q: Do staff feel the same?

A: The staff recognise the value of the strategies.

Q: Will these results help support staff morale?

A: Staff do not like the phonics programme that has been brought in, but this is what DfE require. Historically, staff have created own bespoke curriculum but the results show that Little Wandle is bringing about improved results. The Senior Leadership team are looking at next steps, with Phonics training planned for September. It is planned that the phonics programme will be introduced 3 or 4 weeks earlier than usual, to allow for a phoneme a day to be taught and time for review and practise.

- **Phonics Screening**

The result is up by 10%, showing the impact of Little Wandle. Governors suggested this success was shared with parents.

- **Key Stage 1**

The school had expected a decrease in results but not to the level it reached. It was felt that the systems had not allowed the school to predict these results, which were very disappointing. DM explained that the system takes Snapshot 4, which is “below expected”, and adds it to the top bar as “expected”. In moderation, Snapshot 4 does not exist and the evidence would be judged as “working towards”. Some staffing issues had also contributed to the lack of anticipated results.

Q: Are other schools not seeing the data they anticipated?

A: Not necessarily. This cohort had missed their nursery and reception years due to covid. The school takes from 33 settings and there needs to be coherence in Reception. This cohort has 20% persistent absence along with other factors. This is a systems failure but it has been reliable before. We are reflecting why and taking the Local Authorities advice in looking at the data. One system that would run through Key Stage 1 into Key Stage 2 might be considered.

Q: What do these results mean needs to be done as the children enter Year 3?

A: We will look at what they can do and have a vision for where we want them to get to. Transition and data exchange is better now the schools have federated. MB intends to analyse where the gaps are, as there may have been lack of evidence.

Q: How close were the children in the Working Towards Snapshot 3, to expected – and have we told parents?

A: Reports have gone out and two parents queried the result. DM has looked at the “cuspy” children with her knowledge and experience as a moderator, but although they were close, they

were not a secure fit. The Snapshot system is a Tower Hamlets model but it has not flexed enough for the changing needs of the children and the experience of the teachers.

Q: Is there the same system failure in Year 1?

A: There is a disparity; Snapshot 4 is still counted, unlike in Year 2. Year 1 still had continuous provision in the Spring term. DM can see progress but as there is no national standard for Year 1, the school needs to check that it aligns with Year 2. There is a changing demographic and there needs to be a clear definition of what independence means.

There are also an increasing number of EAL children trying to write in a second language.

Q: What are the risks regarding Ofsted given these results?

A: It could trigger a quicker inspection. N Year 1 and EYFS things are improving, so our strategies are working.

DM explained the challenges of a secure fit model across all areas to achieve Good Level of Development.

DM will deliver moderation training annually.

Q: As there is often a dip as children start in Year 3, will there be any guidance for parents to keep the children engaged over the holidays?

A: The school will think about this. JT said that holiday activities provide a good footing for the start of September, developing speaking and listening skills.

- **Multiplication Test – Year 4**

The children get a score out of 25, with the national result being a mean score of 19.8 (21/22) The school's result was 17.1.

This has been a real focus for the school but children need to have more speed of recall. The learning of tables starts in Year 2 and needs tracking and building through the years.

Q: Do parents know when and which tables are to be learnt?

A: Parents need to be told explicitly how we teach times tables and this is a piece of work that needs doing. Children also need to know number bonds and the commutability of tables; this aspect needs an earlier focus. Some volunteers come into school to support the learning of tables. The disadvantaged still require a different approach.

- **Key Stage 2**

The initial results were shared with governors on a screen at the meeting. It was noted that the attainment figure, which MH said was poor, is for the whole cohort, although some children did not sit the tests.

Maths – The estimates had been for 63%, so the result of 60.7% was not a surprise. Only 83% of the cohort had been at AJS since Year 3.

Maths will remain a priority and support will be sought from VNET or the Maths Hub. MH said that the school used to make better use of the environment to support maths.

MH said that he feels the school is well equipped to make progress in maths and not have a negative impact on writing or reading.

SPAG – this result is -14% from national. Governors considered that this is another area where children need good recall skills.

Writing - this was 57% last year and is now 1% below national. AJS = 71%, national =72%. Writing High (GD) is 5.1%. MH explained that Challenge Partner, Sheila Wright, had said how

	<p>GD is almost impossible to achieve, as so many elements must be met.</p> <p>Reading – this is pretty much in line with national.</p> <p>Science – AJS = 79%, national = 80%.</p> <p>Reading, Writing, Maths Combined – 44% last year, rising to 52% this year, which is attributed to improvements in writing.</p> <p>Q: Will staffing issues affect future results? A: The leaders are in place to support staff.</p> <p>Q: Have any CPD needs been identified? A: The Maths team will be released for a day to look closely at plans, staff and pupil voice etc. A plan will then be formed to create a TSIP.</p> <p>There is crossover with SEN and disadvantaged; staffing placements have been reviewed and the results will be monitored.</p> <p>Early Progress Data</p> <ul style="list-style-type: none"> • Reading – fairly stable. • Writing – improved. • Maths – negative -3.2 from 1.7 last year. <p>Writing support will continue with external partner. A tender has been submitted to the Inspiration Trust; awaiting confirmation of acceptance.</p> <p>Reading – needs high aspirations and a mindset change as to what children can do.</p> <p>Q: Will we see more federation plans? A: Yes, where there are common issues.</p> <p>MG commented that the school should strive to get back to the 2019 figures where combined attainment results (reading, writing & maths) were significantly above national.</p> <ul style="list-style-type: none"> • Year 4 Reading analysis for PP children (Action point) MH had worked through the data, which was shared during the meeting with governors. In summary, Year 4 were following a similar pattern to other year groups. The team are looking at different tests, with a view to move away from NFER. <p>Governors agreed that a common assessment framework needs to be developed as a matter of urgency to ensure that pupils make the best possible progress throughout the Federation.</p>
5.	<p>HEADTEACHER'S REPORT</p> <p>Questions and discussion points</p> <ul style="list-style-type: none"> • Federation Improvement Plan – Strand 4
	<p>AJS</p> <p>Safeguarding: The school is looking at the curriculum offer to ensure all aspects, particularly online safety, are incorporated.</p> <p>It was noted that some incidents of anti-social behaviour had been noted in the vicinity of the school, but this had not involved any pupils from the school.</p>

	<p>Attendance – 5.2% absence, 9.9% persistent absence (PA). The system now seems to have taken out leavers, giving a more accurate picture.</p> <p>RRIS Safeguarding – the school is working on cases, but external agencies are stretched. A Social worker is due to leave, which will have an impact on two families.</p> <p>Attendance – 6.3% absence. There are 58 children classed as PA, with a significant number in Reception, where not all are of statutory school age. Year 2 has nearly 20% PA, with lateness being an issue.</p> <p>The school has applied to funding for a Writing Project from the Wensum Hub; this will provide £8K for half a day for a year, if the bid is successful.</p> <p>Transition work; Susanna Manrique met with MH and will continue this work in September.</p> <p>JC will be in her new role as Federation Business Manager from September.</p> <p>CPD: this will be across the federation with 6 development days available. It is proposed to hold some on Fridays and in twilight sessions. Support staff will be able to attend. The federation is looking to bring in experts to lead sessions on subjects such as pedagogy.</p> <p>The Climate Classroom project is underway. The Forest School area is to be shared.</p> <p>JC said that there had been a few incidents of anti- social behaviour on the Sports Hall drive and the field. MH confirmed that some pupils had been threatened at the park and chased.</p> <p>EAL Award – governors were delighted to note that both schools had secured this award. RRIS has also achieved an Eco Schools award.</p>	
6.	STAFFING MATTERS	
	<p>a. Staffing Survey Outcomes This is awaiting completion by the end of term and will be presented at the September FGB meeting. There had been 63% uptake at RRIS and 52% at AJS.</p> <p>Action 1: SLS to add Staffing Survey Outcomes to September agenda.</p> <p>.</p> <p>b. Vacancies and appointments RRIS – three MSA's have been appointed. Two Teaching Assistants are leaving. AJS – One teacher is leaving and going to RRIS. Another teacher is leaving to join the Inspiration Trust as a Maths Mastery Adviser. Two teachers have been appointed, one of whom has worked at the school previously. There is a vacancy for a Teaching Assistant that will be advertised. The school is exploring the possibility of employing a Forest School teacher.</p> <p>c. EHT Performance Management: confirmation of final review date. This is arranged for 2nd October 2023 and will be carried out by MG and SR. It was suggested that another governor should shadow the process with a view to undertaking training when available. It was proposed the appoint Ruth from VNET as the external adviser. Governors approved the appointment of Ruth McGlone as external adviser for EHTPM.</p>	

7.	FINANCE
	<p>a. Budget Control and Monitoring Report MG queried Income from Other facilities in I07. JC said that this had been incorrectly put in the budget and would be corrected.</p> <p>b. Summer RAG Report This was not available at the time of the meeting.</p> <p>MG advised that the Government's proposed pay increase of 6.5% for teachers would only be funded to 3%, with schools having to find the other 3.5%. Currently only 3% is factored into the budget. Unions have yet to agree. The minimum national wage has also impacted on school funds through support staff pay increases. Budget Revision 2 will need to work out scenarios to make the budget viable. MG requested that governors consider shadowing his work on the finances, to ensure succession planning.</p>
8.	SAFEGUARDING
	<p>a. Keeping Children Safe in Education 2023– update on amendments / additions The new document has enhanced focus on safety in a variety of ways. JC raised the issue of lettings and the requirement for hirers to follow the school's procedures. JC is seeking guidance on the matter. JT will attend a webinar run by Child Protection in Sport on 19th July, as there could be implications for community use for schools.</p> <p>Action 2: SLS to upload new KCSiE 2023 to GHub for reference.</p> <p>Action 3: JT to update the board on the guidance for hirers required to follow schools' safeguarding procedures.</p> <p>b. Dates of school(s) training on Safeguarding This will be run on Monday 4th September at RRIS from 9 -12 and at AJS from 8.30 to 12. Governors were invited to attend the training. Governors were reminded of their duty to ensure all staff are regularly trained in safeguarding.</p>
9.	HEALTH AND SAFETY
	It was noted that Anaphylaxis training for staff will take place in September.
10.	SPORTS PREMIUM REPORTS
	<p>AJS Q: Will the swimming data for AJS be added by 31.07.2023? A: The school is chasing the University of East Anglia for the information. It was noted that some of the actions need impact statements.</p> <p>Q: Re: the aim to have more clubs; is this based on staff or the children's' needs? A: The attraction of running tutoring sessions with additional financial rewards is more attractive to staff than leading clubs. MH said that the girls 'sports had shown impact and that the clubs would be based around the needs of the school and the children.</p>

	<p>RRIS</p> <p>Q: What are the plans for REAL PE? A: We will carry on for a second year and have spent some of the funding on developing second lessons.</p> <p>Q: Who is the new P.E. lead? A: This is a second year Early Careers teacher who will work alongside DM.</p> <p>Q: The swimming instructor cost – if this is part of the curriculum why is there a cost? A: Around 50% of the activity is not curriculum and is not a lesson.</p> <p>It was agreed that the finalised reports would be emailed directly to JT to sign off.</p>
11.	<p>Governor Activity / Monitoring / Matters</p>
	<p>a. Parent Friendly Vision Statement It was agreed that this was not longer necessary, as the revised Vision Statement was more user friendly.</p> <p>b. Co-Chairs Nominations and election The clerk took the Chair for this item. Nominations were received from Mike Grimble and Pam Reynell as Co-Chairs 2023-2024. There being no other nominations, NP proposed the appointment of MG and PR as Co-Chairs; this was seconded by SR and approved by all. It was noted that MG would only serve for one more year on the board after he steps down as Co-Chair in summer 2024.</p> <p>c. Staff Governor vacancy update MB is working on this with staff across the federation.</p> <p>d. Meeting dates 2023-2024 The meeting dates for 2023 – 2024 were approved according to the suggested schedule posted on GHub. The Annual FGB Planner needs reviewing. JT gave apologies for the first meeting of the year on 25th September.</p> <p>e. Ofsted for Governors document. NP had worked on this working document and consulted DM over some areas. This will provide support for governors in the event of an Ofsted Inspection and is available in the Key Documents on GHub. NP identified a lack of governor monitoring and external validation as gaps. The curriculum intent needs more work and observing in the classrooms. It was suggested that staff should be informed that governors will be in school more from September. It was suggested that VNET could facilitate external validation. Governors in School Day will be held in the spring term.</p> <p>Action 4: MB to contact Ruth McGlone at VNET regarding external validation early in the autumn term. MB to advise staff of increased governor monitoring.</p>
12.	<p>POLICIES</p>

	<p>a. Lettings Policy – Approved.</p> <p>b. Governors’ Allowance Policy – statutory but provided for information only as not due for review.</p> <p>c. HCF Parental Agreement. It was noted that medical conditions / needs should be included in information parents should supply. Approved with this amendment.</p> <p>d. HCF Allergy Policy - Approved.</p> <p>e. Early Career Teacher Induction Policy – statutory. Approved.</p>
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13. MINUTES OF THE PREVIOUS MEETING; Matters arising and Actions

<p>The minutes of the meeting held on 19th June were approved as a true and accurate record.</p> <p>Action 5: Minutes of 19th June 2023 to be signed off on GHub by NP.</p>		
<p>Actions</p>		
16.01.23	11	Action point 10: Parental agreement document to be added to summer term agenda. Completed subject to an amendment regarding medical needs.
15.05.23	3	Action 1: JW to look at grouping the Vison statements with headings. Action deleted as not now required.
	4	Action 2: MH to analyse what is working in Year 4 reading for PP children. Completed.
	4	Action 4: SLS to add KS1 and KS2 results data to July meeting agenda. Completed.
	5a	Action 5: MG to notify Sue Harrison that governors have discussed the Themed Audit: Payments to Individuals. Completed.
	9	Action Point 10: SLS to add Lettings Policy to July meeting agenda. Completed.
19.06.23	9b	Action 1: SLS to review and draft Terms of Reference for adoption at September meeting. On-going.
	11	Action 2: MG to sign off the minutes of 15th May 2023 on GHub. Completed.
	11	Action3 : SLS to provide hard copy of the Confidential Minutes 15th May for signing by MG at July meeting. Completed.

14. Governor Training

	<p>a. Training undertaken None noted.</p> <p>b. Training planned New governors were directed to the Induction training on GHub – one course is running on 20th September. JC is to undertake a Senior Leadership Apprenticeship at the UEA.</p>
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15.	Any other Business NP stepped down from being a governor. NP thanked the governors for their support during her time on the board. She had enjoyed her time as a governor, both at AJS and for the federation. Governors thanked NP for her tremendous contribution.
16.	Date of next meeting – Monday 25th September 2023 to be held at 5:30pm, in person at RRIS

Meeting finished at 19:43

Items for next agenda:

Shadow governor for EHTPM

Shadow governor for Finance