

19h June 2023

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## Heigham Community Federation Full Governing Board Meeting MINUTES

Chair – Nania Poulson

19<sup>th</sup> June 2023 at 5.30 pm held in person at Recreation Road Infant School

GOVERNING BOARD MEMBERS					
Michael Bunting <b>(MB)</b> <i>Executive Headteacher</i>	HT	Present	Vacancy	Co-opted	
Jen Carlin <b>(JC)</b>	Associate Member	Present	Pam Reynell <b>(PR)</b>	Co-opted	Absent
Mike Grimble <b>(MG)</b> <b>Co-Chair of Governors</b>	Co-opted	Present	Sam Rowbury <b>(SR)</b>	Co-opted	Present
Mike Hooper <b>(MH)</b> <i>Head of AJS</i>	Associate Member	Present	Jo Thompson <b>(JT)</b>	LA Appointed	Absent
Denise Mattock <b>(DM)</b> <i>Head of RRIS</i>	Associate Member	Present	Jamie Wallis <b>(JW)</b>	Parent	Absent
Rachel Paley <b>(RP)</b> <b>Vice Chair of Governors</b>	Co-opted	Present	Victoria Younespour <b>(VY)</b>	Parent	Present
Nania Poulson <b>(NP)</b> <b>Co-Chair of Governors</b>	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

19h June 2023

Chair's signature

16.01.23	11	Action point 10: Parental agreement document to be added to summer term agenda	SLS	Summer term
15.05.23	3	Action 1: JW to look at grouping the Vison statements with headings.	JW	July 23
	4	Action 2: MH to analyse what is working in Year 4 reading for PP children.	MH	July 23
	4	Action 4: SLS to add KS1 and KS2 results data to July meeting agenda.	SLS	Oct 23
	5a	Action 5: MG to notify Sue Harrison that governors have discussed the Themed Audit: Payments to Individuals	MG	ASAP
	9	Action Point 10: SLS to add Lettings Policy to July meeting agenda.	SLS	July 23
19.06.23	9b	Action 1: SLS to review and draft Terms of Reference for adoption at September meeting.	SLS	Sep 23
	11	Action 2: MG to sign off the minutes of 15th May 2023 on GHub.	MG	ASAP
	11	Action3 : SLS to provide hard copy of the Confidential Minutes 15th May for signing by MG at July meeting.	SLS	July 23

Commented [HRRIS1]: it was Mike G.

No.	Item
1.	<p><b>Welcome, Introductions and Apologies</b>  <i>Welcome, receive and agree apologies / ensuring meeting is quorate.</i></p> <ul style="list-style-type: none"> <li>NP was Chair of the meeting.</li> <li>Apologies were received and accepted from Jo Thompson, Pam Reynell and Jamie Wallis.</li> <li>The meeting was quorate.</li> </ul>
2.	<p><b>Declarations of interest in any item on this agenda.</b></p> <ul style="list-style-type: none"> <li>None declared.</li> </ul>
3.	<p><b>Federation Improvement – Update on Strands 3 and 6.</b></p> <p>The revised plan had been updated and uploaded to GHub prior to the meeting. MB advised that the SEFs would be shared at the July meeting, when future priorities will be set.</p> <p><b>Q: In Strand 3, will the schools be using Fyfe Johnson from VNET?</b>  A: The Local Authority has issued PEaSS which lays out what School Support Level 1 for SEND involves. All this has to be in place before the authority will provide more help. We will use Fyfe to quality assure and when seeking funding.</p> <p><b>Q: Is there an Anti-Racist Working Party at RRIS?</b>  A: Jake Rose=Brown will embed the work at RRIS; he will work at RRIS one day a week. Ultimately, a federation-wide approach is planned. An excellent course had been offered via VNET earlier in the</p>

	<p>year and will be offered again next year. MH commented that the traditional meeting processes can be alien to the group they want to engage with.</p>	
<p>4.</p>	<p><b>HEADTEACHER'S REPORT</b></p>	
	<p>School Leaders were thanked for the full and detailed report.</p> <p>MH was congratulated on achieving his MA with Merit.</p> <p><b>Q: With a key member of the Maths team leaving, will we be short of leadership in this area?</b>  A: Nick Thornton has good knowledge of the theory of Maths Mastery and Nicky Teasdale will be joining the team, supporting data analysis. A recruitment process is in place.</p> <p><b>Q: What is the Reading Dogs programme?</b>  A: It is similar to other approaches such as Predicting Pip. Characters on the bookmark, such as Victor Vocabulary are used to teach the skills of retrieval, sequencing, predicting, inference and vocabulary. It was agreed to put the bookmarks on the website for parents to download and laminate, should they wish to do so.</p> <p><b>Q: Will you look at the impact of this as part of the TSIP?</b>  A: Summer term is too busy to make significant changes but it will be monitored.</p> <p><b>Q: Update on the pool unit?</b>  A: The pool unit has been found to be a nuisance at night by Norwich City Council. The matter has been referred to Chris Griggs at NCC, as they project managed the installation. JC advised that the unit was being turned off every evening to alleviate the situation, but this needed careful management to avoid humidity causing issues. JC had suggested new windows and doors; Greg Rowland from Norwich City Council was looking got Sport England for funding. Solutions could include a buffer panel or reorientation of the unit.</p> <p><b>Q: What impact is the huge amount of safeguarding work having on staff?</b>  A: The Family Engagement Officer is in place and whilst the workload is huge, it is being managed. There is a discrepancy between the two schools as to how incidents and interactions are recorded and this will be streamlined.</p> <p><b>Q: What is the severity of the cases?</b>  A: At AJS, there are no children on a Child Protection Plan for the first time in years.</p> <p><b>Q: Is this due to the lack of Social Workers?</b>  A: Possibly. It was noted that the incidents only relate to a small number of families and that some children have gone up to Child In Need several times.</p> <p><b>Q: At AJS, why is there a big difference in behaviour between the upper and lower parts of the school?</b>  A: Prejudice related incidents are lower in Years 3 and 4 than in Years 5 and 6. It has centred around a few individual children but has recently reduced. Children's awareness and understanding of anti-racism has improved, which has increased reporting in some cases.</p> <p>Governors discussed the implementation of the Multiplication Tests. Two children were unable to access the test due to medical needs but this cannot be reflected until the test window closes.</p> <p><b>Q: How important are these tests?</b>  A: They give an indication of gaps, having never been tested in this way before. Governors agreed the importance of knowing tables for fluency and how this relates to Maths Mastery.</p> <p><b>Q: RRIS Attendance</b>  - Reception have the lowest overall attendance at 93.9% across the federation - is this historically the case with this year group or unique to the current cohort?</p>	<p>EHT</p>

<p>A: EYFS are often 2-3% lower than the other cohorts. Overall attendance without EYFS is 94.1%, which is above national average. Enforcing attendance in EYFS is an issue, as not all children are of statutory school age during the year. DM said that some children had had reduced timetables sanctioned by the Inclusion Team and some parents chose not to send their children to school from September.</p> <p><b>- the SEND Reception attendance figure is 80.6% which is the lowest percentage across the federation - 5.4% are unauthorised absences, is it possible to provide context for this? Are there any measures in place to address this?</b></p> <p>A: DM said that some children had had reduced timetables sanctioned by the Inclusion Team and some parents chose not to send their children to school from September. Other factors were children enrolled being abroad and mental health issues.</p> <p><b>- similarly for PP students in Reception, the unauthorised figure is 5% - is there an overlap with some of these children also being in the SEND group?</b></p> <p>A: Yes there is an overlap; children with complex needs often have illness issues.</p> <p><b>- Are there any measures in place to engage with parents/carers of the PP and SEND students with low attendance? Are parents receptive?</b></p> <p>A: Attendance is promoted in the brochure for new parents. We still see the impact of covid and other issues such as Strep on parental perception of the importance of attendance. Fines cannot be issued for holidays etc until children are statutory school age.</p> <p>DM said that following the issue of Attendance Letter 1, some parents complained it was too harsh, in spite of these letters having been reviewed for tone during the last year. Governors suggested that parents may relate to information regarding the impact of absences on missed learning. MH suggested that there was a heightened awareness of when people should not go in to work following the pandemic.</p> <p><b>Q: AJS Attendance</b>  <b>- the groups with the lowest attendance were both in Year 6 with PP students at 86.1% and SEND at students at 86.5% - are the parents/carers receptive to the school?</b></p> <p>A: This relates to specific cases where Children's Services are involved. The families are well known to the Attendance Team.</p> <p><b>Q: RRIS Learning &amp; Development:</b>  <b>- is it possible to share the findings from the wellbeing assessment? Was this aimed at staff or student wellbeing?</b></p> <p>- how the wellbeing training by Molly Potter received?</p> <p>A: The Training was on assessing the Wellbeing curriculum. Molly Potter was well received.</p> <p><b>Q: Has the federation developed confidence in parents choosing AJS?</b></p> <p>A: MH had analysed where the children lived and their admission criteria; this was shared with governors. Only 50 out of 120 lived in catchment.</p>	
<p><b>5. STAFFING</b></p>	
<p><b>a. Structure Update</b>          Staff team are aware of the changes and could see the logic to the plan. There is more to be communicated over a period of time.          Parents are aware of Susanna Manrique's role across the federation, which had received positively.          Job Descriptions are being finalised for September.</p> <p><b>b. Any key issues</b>          None</p> <p><b>c. Staffing Survey Update</b>          This will be rolled out next week and the results shared at the next FGB meeting.</p>	<p>MB</p>

<p><b>6.</b></p>	<p><b>FINANCE</b></p>		
<p><b>a. Budget Control and Monitoring</b>                  It was noted that some items are spent to 100% such as contracts, where the fee is paid in one lump. Supply staff budget will be kept under review.                  The Budget Control Report was used to set Budget Revision 1.</p> <p><b>b. Budget Revision 1</b>  <b>Q: AJS shows an increase in the surplus but RRIS has decreased significantly. Was this due to SEND or teacher budget dropping?</b>                  A: Two teachers had been employed using the Pupil Premium Catch-Up funding, so the surplus was spent. There has been an increase in pupil numbers at AJS but RRIS is suffering a decrease. The deficit that was 3% is now predicted as 24% in 2024-25.  <b>Q: What will happen if pupil numbers fall?</b>                  A: The LA will ask governors to review the Planned Admission Number as this is a governor decision. The school cannot carry a deficit of this magnitude.                  A number of factors have impacted on the school's finances including energy costs, Pupil Premium numbers, teacher pay awards in addition to lower pupil numbers.                  The next budget revision in November will be critical and will need to take the census information into account.                  MG advised that further pay awards may be made and these are not funded in full.</p> <p>The LA will only approve the first year of the budget. Governors asked about the circumstances when the LA would intervene to take over the running of school budgets. It was suggested that this was not usually for a deficit but a recovery plan needs to be in place. All governors and senior leaders are aware of the situation.</p> <p><b>Governors approved Budget Revision 1.</b></p> <p><b>c. RAG Ratings</b>                  A2 grade for NAS Themed Audits on Cyber Security and GDPR. Minutes of FGB meetings to be submitted.                  MB advised that the RAG Rating expectations were to include a financial audit or health check as a traded service for schools who had not received one in the last 5 years. Schools over 10 years will be the priority. Both schools have been audited in the last 5 years. JC confirmed that she could get a deal for the federation.                  MG said that an audit booked in for a future date would meet the criteria.</p> <p><b>d. Use of RRIS School Fund (19K) for Phase 2 of Climate Classroom</b>                  JC explained that the School Fund for RRIS had been closed last year, with a balance of around £28K. £10K had been used for phase 1 of the project. JC requested that a further £20K be released for phase 2 of the Climate Classroom project.  <b>Q: Are there any other contenders for this money?</b>                  A: Given that it has been accumulated over years, it needs to be spent on something that would benefit all children over a period of years. Canopies for some classrooms would be useful but this could be got from capital funding. ICT improvements will also come from capital funding.  <b>Q: What is the lifespan of this resource?</b></p>			

	<p>A: 15-20 years with the phased approach allowing for incremental refurbishments when needed.</p> <p>NP proposed that £20K should be allocated to phase 2 of the Climate Classroom project; all governors in agreement.</p>		
7.	<b>HEALTH AND SAFETY</b>		
	<p><b>Q: Risk Assessments:</b> - would it be possible for RRIS and AJS to use the same format? The RAG rating on AJS made it easier to access which was helpful.</p> <p>A: These were done on different templates but will be brought in line.</p> <p><b>Q: General Risk Assessments - I couldn't see that the action log for AJS has been populated with responsible person and target completion date?</b></p> <p>A: The actions have been taken and now need logging.</p>		
8.	<b>Recreation Road Sports Centre Deed of Variation – Approval</b>		
	<p>MG explained the need for the Deed of Variation, which essentially readjusts the responsibilities for managing the centre.</p> <p><b>Q: How does the last user know that they are the last one?</b></p> <p>A: There is a need for Operations meetings to be set up to manage this sort of issue. There is a remote alarm system in place, with the alarm being operated by phone apps.</p> <p>Governors approved the Deed of Variation for Recreation Road Sports Centre.</p>		
9.	<b>Governor Activity / Monitoring / Matters</b>		
	<p><b>a. Parent Friendly Vision Statement</b> JW still to complete the Parent version. NP said the revised document on GHub looked good, just needing some visuals.</p> <p><b>b. Co-Chair Succession Plan</b> Pam Reynell had put herself forward as a candidate for Co-Chair. MG also agreed to stand as Co-Chair. Elections to be held at July meeting. It was suggested that the position of Chair or Co-Chair should ideally run for 2 years. This should be reflected in the Terms of Reference for the FGB. <b>Action 1: SLS to review and draft Terms of Reference for adoption at September meeting.</b></p> <p><b>c. Staff Governor Vacancy</b> This will be advertised to staff in July. It was agreed that in addition to the Staff governor, one other member of staff would be co-opted. These governors could come from either or both schools.</p> <p><b>d. Co-opted Governor vacancies</b> Governors wished to thank Farrah Rehman for her contribution to the work of the board, following her resignation last month. Two new governors are in the process of being DBS checked and trained for appointment to the board from September. They have been invited to observe the July meeting.</p> <p><b>e. Meeting Dates for 2023-2024</b> The suggested dates had been uploaded to GHub prior to the meeting. There was discussion as to why the meetings will move to being on Tuesdays. This was primarily to allow the Heads time to respond to questions, which governors tended to post over the weekend. VY expressed concerns as to her availability on Tuesdays.</p>		

The Governors Allowances Policy was in place, should childcare or other expenses be incurred by governors.

**10. POLICIES**

- a. Leave and Time Off Policy**  
This is still under review as this needs to be a federation policy as current policies differ.
- b. LAC Policy**  
There should be a report at the end of the document. NP to monitor.  
Susanna Manrique is the named teacher for LAC.  
Governors approved the policy and the named teacher.
- c. RSE Policy – RRIS**  
This will be brought to the next meeting.
- d. RSE Policy – AJS**  
This will be brought to the next meeting. It was noted that from next year, the RSE Policies will be brought together.
- e. RRIS Wellbeing Curriculum Policy.**  
Governors commented it was very long. Policy noted.

**11. MINUTES OF THE PREVIOUS MEETING; Matters arising and Actions**

**Approval of Minutes**  
The Minutes of the meeting held on 15<sup>th</sup> May 2023 were approved as a true and accurate record.  
Action 2: MG to sign off the minutes of 15<sup>th</sup> May 2023 on GHUB.

The Confidential Minutes of 15<sup>th</sup> May 2023 were approved as a true and accurate record by those concerned.  
Action 3 : SLS to provide hard copy of the Confidential Minutes 15<sup>th</sup> May for signing by MG at July meeting.

**Matters arising;** None.

**Actions**

16.01.23	11	Action point 10: Parental agreement document to be added to summer term agenda <b>On- going</b>
15.05.23	3	Action 1: JW to look at grouping the Vison statements with headings. <b>On- going</b>
	4	Action 2: MH to analyse what is working in Year 4 reading for PP children. <b>On- going. Defer until October meeting</b>
	4	Action 3: MH to look at how the NFER / Question Level analysis results compare to other schools. <b>Action discussed and removed.</b>
	4	Action 4: SLS to add KS1 and KS2 results data to July meeting agenda. <b>On- going</b>
	5a	Action 5: MG to notify Sue Harrison that governors have discussed the Themed Audit.

19h June 2023

Chair's signature

	6	Action 6: SLS to add AJS Risk Assessment to June meeting agenda. <b>Completed.</b>
	7	Action 7: MB to advertise Staff governor vacancy at a future date. <b>To be done in July.</b>
	7	Action 8: SLS to circulate draft date proposals <b>Completed.</b>
	9	Action Point 9: NP to sign off minutes of 27/03/23 on GHub. <b>Completed.</b>
	9	Action Point 10: SLS to add Lettings Policy to July meeting agenda. <b>On- going</b>
<b>12.</b>	<b>Governor Training</b>	
	<p><b>a. Training undertaken</b>            MG – VNET course on Governor Monitoring using Book Looks.            MG – Norfolk Governor Network - a conversation on disadvantage and how their needs are met. Governors discussed how to define disadvantage and the challenges posed by Universal Free School meals, getting universal credit and Pupil Premium.</p> <p><b>b. Training planned</b>            MB, MH and DM – School Leaders course on monitoring Oct 2023</p>	
<b>13.</b>	<b>Any other Business</b> HTPM - MG confirmed that Part 3 of the HTPM process had successfully taken place.	
<b>14.</b>	<b>Date of next meeting – Monday 17th July 2023 to be held at 5:30pm, in person at AJS</b>	

Items for next / future meeting agenda:

- Staff Survey Outcomes
- Co-Chair elections to be held.
- Governors' Allowance Policy for review
- Date for school staff training on Safeguarding in September.
- KCSiE on agenda for July

Meeting finished at 19:17