



## Heigham Community Federation

### Full Governing Board Meeting

### MINUTES

Chair – Mike Grimble

25<sup>th</sup> September 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	Rachel Paley <b>(RP)</b>	Co-opted	Absent
Jen Carlin <b>(JC)</b>	Associate Member	Absent	Pam Reynell <b>(PR)</b> <b>Co-Chair of Governors</b>	Co-opted	Present
Mike Grimble <b>(MG)</b> <b>Co-Chair of Governors</b>	Co-opted	Present Via Teams	Sam Rowbury <b>(SR)</b>	Co-opted	Present
Laura Harris <b>(LH)</b>	Co-opted	Present	Jo Thompson <b>(JT)</b>	LA Appointed	Absent
Mike Hooper <b>(MH)</b> <i>Head of AJS</i>	Associate Member	Present	Jamie Wallis <b>(JW)</b>	Parent	Present
Denise Mattock <b>(DM)</b> <i>Head of RRIS</i>	Associate Member	Present	Victoria Younespour <b>(VY)</b>	Parent	Absent
Judith Mayne <b>(JM)</b>	Co-opted	Present	Vacancy	Staff governor	
Vacancy	Co-opted		Vacancy	Co-opted	

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	

17.07.23	5a	Action 1: SLS to add Staffing Survey Outcomes to October agenda.	SLS	Sep 23
	7a	Action 3: JT to update the board on the guidance for hirers required to follow schools' safeguarding procedures.	JT	Sep 23
25/09/23	2.1	Action1: Governors to make confirmation of Business and pecuniary interests on GHub by 16/10/23.	All govs	16/10/23
	3.1	Action 2: MG to liaise with JT regarding position of Vice Chair.	MG	16/10/23
	3.9	Action 4: Clerk to add Agenda Planner to the October 23 meeting agenda.	SLS	16/10/23
	3.10	Action 5: KCSiE 2023 to be signed off as read on GHub by 16/10/23.	All govs	16/10/23
	7.1	Action 6: MB to place Ofsted for governors document in October GHub folder and clerk to add to agenda for October.	MB / SLS	16/10/23
		Action 7: SEF and SDIP to be added to October agenda.	SLS	16/10/23
	7.3	Action 8: TSIP update on October agenda.	SLS	16/10/23
	8.4	Action 9: MB to liaise with RP and JM regarding H&S.	MB/RP/JM	ASAP

No.	Item
1.	<b>Welcome, Introductions and Apologies</b>
	<ul style="list-style-type: none"> <li>• MG was Chair of the meeting.</li> <li>• MG welcomed Judith Mayne and Laura Harris to the board as co-opted members.</li> <li>• Apologies were received and accepted from Victoria Younespur, Jo Thompson and Rachel Paley. Jen Carlin was unable to attend.</li> <li>• The meeting was quorate.</li> </ul>
2.	<b>Declarations of Business and Pecuniary Interests</b>
	<p><b>2.1 Make annual declaration of business and pecuniary interests - confirmation on Governor Hub</b> Governors were asked to confirm / renew their confirmations on GHub.</p> <p>Action1: Governors to make confirmation of Business and pecuniary interests on GHub by 16/10/23.</p> <p><b>2.2 Declare business and pecuniary interests for items on this agenda</b> LH confirmed her association with VNET.</p>
3.	<b>GOVERNANCE MATTERS</b>
	<b>3.1 Agree term of office and election of Co-Chairs / Vice Chair</b>

MG and PR had been elected as Co-Chairs at the FGB meeting in July.  
The term of office is for two years; MG is in the 2<sup>nd</sup> year of his term of office and PR is in the 1<sup>st</sup> year of her term of office.

**Vice Chair** – JT to be asked to consider this position.

**Action 2: MG to liaise with JT regarding position of Vice Chair.**

### **3.2 Appointment of clerk**

Sheila Lewis-Smith was appointed as clerk.

### **3.3 Governing Board vacancies**

Currently 1 staff governor and 2 co-opted governor roles vacant.

MB has worked on promoting the staff governor vacancy without success. This was thought possibly connected with workload concerns.

### **3.4 Co-opting of Governors**

Co-opted governors; It was agreed that the board would benefit from a governor with finance experience. It was thought possible to initially approach the school community for any nominations.

### **3.5 Agree voting rights for Associate members**

It was agreed that Associate members did not have a vote. Governors noted that all current Associate members were school staff, which would lead to an inappropriate balance on the board when voting.

### **3.6 Review Terms of Reference**

Approved.

### **3.7 Adopt Code of Conduct**

Approved. Governors to sign off on GHub.

### **3.8 Review Instrument of Government**

The Instrument of Government requires updating, as it is still the initial structure for the federation. The two positions for Headteacher to be reduced to one Headteacher.

**Action 3: Clerk to refer the Instrument of Government to the Governance Service for approval and updating.**

### **3.9 Review agenda planner / meetings calendar / meeting structure**

MB is working on the planner and adding policies. This will be ready for the next meeting.

**Action 4: Clerk to add Agenda Planner to the October 23 meeting agenda.**

### **3.10 KCSiE 2023 - register to be signed on GovHub**

**Action 5: KCSiE 2023 to be signed off as read on GHub by 16/10/23.**

### **3.11 Confirmation of panel / arrangements for EHT Performance Management**

MG and SR will form the EHTPM panel with PR as an observer / shadow governor.

External adviser from VNET, Ruth McGlone, has been appointed. Review will take place on 2 October 2023.

4.	<p><b>HEAD TEACHERS' REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>To receive a verbal report, to include:</b></li> <li>- <b>Confirmation that plans are in place to complete EYFS baseline to schedule</b></li> </ul> <p><b>AJS</b></p> <p><b>Staffing</b> - MB confirmed that Steve Leek, caretaker, had left the school for a new job. OA, who was on a temporary TA job has left, as has LB, Teaching Assistant. Recruitment for SL and LB is underway.</p> <p><b>Pupil numbers:</b> 774. Year 3 = 118, Year 4 = 119, Year 5 = 117 (spaces available) and Year 6 = 120. Three children have left on relocations/ house moves.</p> <p><b>School priorities:</b> High expectations, active engagement across the curriculum. Staff CPD is in place, with presentations and tasks set by the subject leads. There is a TSIP in place across the federation for Maths. An audit has been booked with Wensum Trust for phonics. The school is engaging with the Norwich Priority Area writing project. MG commented that there is a lot of pressure to improve writing from the regional DfE. MG added that it was regrettable that the funding was only for KS2, when efforts needed to be in place earlier. MB agreed and said that plans were in place, especially for transcriptional skills.</p> <p><b>Q: Is there any other funding in place to support development?</b></p> <p>A: No More Marking is funded; this makes a comparative judgement with termly visits from external advisers.</p> <p>MH reported that the school felt settled and calm. Susanna Manrique, who now works across both schools had provided positive feedback on the atmosphere in the school.</p> <p><b>Attendance:</b> Currently 96.4%.</p> <p><b>RRIS</b></p> <p>The start of term has been positive, with the Reception children settling exceptionally well. This had also been noted during the VNET visit. EYFS have held one-to-one meetings with parents and the feedback logged. EYFS Baseline – school has been registered. KS1 – Meet the Teacher meetings for parents were well received. ELSA assessments completed.</p> <p>The staffing changes have been effective and were the right decision. One member of staff is on a phased return; another is off awaiting an operation. The Non-negotiables have been created and are having an impact on consistency. DM praised the staff for their work and efforts in creating the learning environments. Behaviour is good with a few exceptions. There is zero tolerance in place for rough play. Manner of the Week has been introduced which is having an impact. Safeguarding – all staff trained except one, who is booked in.</p> <p>There is an increase in health needs this year. EHCP's are being sought as required. MB said that there were short term funding issues as some of the needs were late diagnoses. An advert is being drafted for staff to support one-to-one needs.</p> <p><b>Attendance</b> – target 96%. DM has identified a need to challenge and support attendance quicker. The Family Engagement Officer supports this process. MB added that Susanna Manrique is leading on this and will work with those who need proactive work. There are still issues caused by EYFS not being of statutory school age. There have been some requests for reduced timetables but the school is working to keep children in school full time. Only one SEND child in Reception and one child in Year 1 are on reduced timetables. There have been some success stories in improved attendance from individual children. Leave of Absence form now includes siblings, so cross-school liaison is in place.</p>
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	<p>Termly attendance meetings are booked in with the LA.</p> <p><b>Curriculum</b> – The federation TSIP is on Maths. At RRIS, there are foci on fluency, embedding Little Wandles, music, phonic, reading and phonics.</p> <p><b>Family Engagement</b> – RRIS are to hold a Reading and Phonics workshop for Reception and a Harvest celebration is planned; Autumn 2 activities to be arranged.</p> <p>The Open Evening for prospective parents is on the website, with enquiries already being received for next year.</p> <p>AJS held a Parents' Maths session when parents could look at their children's books and attempt a maths task together.</p> <p><b>Q: Both schools staff handbooks refer to extra-curricular clubs. Can governors see the timetable of what's available for this term please? This helps us understand the whole school offer and the work to support the 60 active minutes agenda.</b></p> <p><b>A:</b> RRIS offer Ukulele, Multi Skills (Sports Factory), Yoga, Tennis (Tennis Association), Art We are also hoping to offer musical theatre – awaiting confirmation from provider.</p>	
5.	<p><b>CHAIRS' REPORT</b></p> <p><b>Verbal update to FGB on any urgent actions they've had to take on the board's behalf since the last meeting.</b></p> <p>None presented.</p>	
6.	<p><b>SAFEGUARDING MATTERS</b></p> <p><b>6.1 Update on staff Safeguarding training.</b> RRIS confirmed that all staff except one have been trained. At AJS, all staff except one have been trained; arrangements are in place to complete this training for the two members of staff.</p> <p><b>6.2 Update on governor Safeguarding training.</b> The clerk suggested governors look at Modern Governor or the Governance Service for a course appropriate for their need. All non-staff governors should undertake this training as a matter of urgency. (See Item 14c)</p> <p><b>6.3 Verbal report from Heads on safeguarding matters</b> <b>CPOMS – the categories in the schools have been aligned, which will create data that can be compared.</b> The first Cluster Safeguarding meeting is due to be held on 26<sup>th</sup> September. DSLs – no real changes. Susanna Manrique is now based at AJS for 3 days a week. This has left a gap at RRIS, which is under consideration. Susanna Manrique has completed her refresher course. MB, MH and DM are due to take refresher courses and Prevent training. Acorn Class at AJS needs some locks and catches for safeguarding purposes; this may come out of revenue funding as the cost does not meet the capital threshold.</p>	
7.	<p><b>HCF PERFORMANCE, SELF-EVALUATION AND IMPROVEMENT</b></p>	
	<p><b>7.1 Feedback from VNET School Review at RRIS</b></p> <p>MB reported that this had been a brilliant experience, as a lot of staff had not been through an Ofsted or were familiar with the new framework. Subject leaders were required to answer questions, providing experience of what would be required. There was also training on re-phrasing answers to</p>	

be concise. DM felt her knowledge of the school had been demonstrated. Subject leaders had been positive about the deep dives. In all, it had been a positive experience. Strengths were identified – ethos of working together, positivity, teams open and welcoming, Teaching and Learning a clear priority. There was a clear fidelity to the phonics scheme. Maths – confident with models and manipulatives.

Some lessons needed a better pace.

In one Science lesson, the continuous provision was seen to be excellent. Writing and talking was encouraged. In EYFS, strong back and forth conversations were observed.

Teaching assistants were asked a lot of questions, and this is an area for training.

In EYFS there was clear work on learning behaviours.

Pupil voice was confident and positive. This was a random group; they wanted more maths, reading and phonics from the school. One child said what he liked best was that it was a school of sanctuary. Next step – improve pace of curriculum delivery, explaining subjects and more explicit talk about books.

Longer term – vocabulary tiers, training for support staff, tightening up foundation curriculum to create measurable criteria.

**Q: How will governors know these improvements have been made?**

A: From monitoring activities.

MB said that the outcomes of the VNET School Review were a credit to DM and the staff.

**Q: Will this information be fed into the document created by Nania Poulson.**

A: MB said this document, Ofsted for Governors would be placed in the October meeting folder on GHub.

**Action 6: MB to place the Ofsted for Governors document in October GHub folder and clerk to add to agenda for October.**

**Q: Are AJS planning a VNET review?**

A: We are planning for late Spring term as we wish to embed maths and have a focus on this. Ofsted – this was thought to be by July 2024 for RRIS and by July 2025 for AJS.

**SEF:** This needs to be cut down to a third of what it is and be very focussed.

**Action 7: SEF and SDIP to be added to October agenda.**

## 7.2 Federation Improvement Plan - Review of Outcomes

This is more focussed, and progress has been made in many areas.

**Q: When will you consult with stakeholders regarding the school day hours?**

A: Late July, as the school need to have 32.5 hours in place by September 2024.

There is no funding for this requirement and will have an impact due to Teaching Assistants' hours and contracts. Liaison between the two school is needed.

## 7.3 This term's TSIP (Targeted School Improvement Plan): Maths

Senior Leadership team and staff had met to shape the vision. The foci are active engagement, fluency and number facts. It was noted that the staff are enthusiastic and growing in collegiality.

The Calculations Policy is to be reviewed to ensure consistent approaches.

MH described the reward put in place for weekly Times Tables tests and the excitement of the children. The school uses Rock Stars.

Different maths lesson structures are being developed to include opportunities for talk, silent

	<p>activities, concrete and abstract approaches. DM said that the focus is on active and engaging starters, retrieval of number facts and fluency. Support staff will be trained. <b>Action 8: TSIP update on October agenda.</b></p>
<b>8.</b>	<b>PREMISES, HEALTH &amp; SAFETY, FINANCE, STAFFING</b>
	<p><b>8.1 Budget Control Reports</b> The Budget Revision 1 figures were noted included in the AJS report, so actual figures were slightly different. Budget Revision 2 is set for November. The main aim is to avoid a deficit. Governors were advised that close monitoring was needed and financial plans created as required. MG added that there was universal financial suffering in all maintained schools. The Fair Funding Consultation due to be issued; MB and MG will work on this. MG is working on the Schools Financial Value Statement, ready for presentation.</p> <p><b>8.2 Any Sports Centre updates</b> With the departure of Steve Leek, the Sports Centre requires caretaker duties for around 3-6 hours per week. Parkside and the federation are working together, with Parkside providing caretaking and the federation providing cleaning. This will be a key discussion point at the forthcoming meeting.</p> <p><b>8.3 Plans for teacher Performance Management</b> The arrangements for Performance Management are in place. Teaching staff will have one federation level objective, one school objective and on more personal objective.</p> <p><b>8.4 H&amp;S Update</b> MB to liaise with RP. It was noted that JC is taking more of a H&amp;S role across the federation. JM to shadow RP in her H&amp;S role. <b>Action 9: MB to liaise with RP and JM regarding H&amp;S.</b></p>
<b>9.</b>	<b>PUPIL PREMIUM AND SPORTS PREMIUM</b>
	<ul style="list-style-type: none"> <li><b>Confirmation of Sport Premium reports on websites</b></li> </ul>
	It was confirmed that both schools' Sports Premium was now uploaded to the websites.
<b>10.</b>	<b>POLICIES - GENERAL</b> <b>Agree schedule of policy review (updated Annual Agenda Planner)</b>
	MB is in the process of creating the Policy review schedule and adding this to the Annual Planner.
<b>11.</b>	<p><b>POLICIES TO APPROVE / REVIEW</b> <b>HCF Safeguarding Policy</b> <b>HCF Staff Code of Conduct</b></p> <p><b>Q: How do staff sign off the Code of Conduct?</b></p> <p>A: At RRIS it is via School Bus; at AJS, this is a paper-based record. The process is conducted annually. It is anticipated that AJS will also move to using School Bus.</p> <p><b>HCF Whistleblowing Policy</b></p> <p><b>MG proposed that the three policies be approved; seconded by SR.</b></p>

12.	<p><b>POLICIES TO NOTE</b></p> <p><b>HCF Reporting Low Level Concerns Policy</b> Policy was noted and MB reported that it was being effective.</p> <p><b>HCF Touch Policy</b> This policy has gone to staff consultation and now needs reviewing in light of feedback.</p> <p><b>HCF Intimate Care Policy</b> The two schools have different policies so more work will be done to mesh them.</p>																										
13.	<b>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</b>																										
	<p>The minutes of the meeting held on 17<sup>th</sup> July were approved as a true and accurate record.</p> <p><b>Matters Arising</b></p> <p>Staff Survey results will be shared at the next meeting and an action plan created.</p> <table border="1" data-bbox="212 705 1546 1520"> <tr> <td data-bbox="212 705 363 810">19.06.23</td> <td data-bbox="363 705 444 810">9b</td> <td data-bbox="444 705 1175 810">Action 1: SLS to review and draft Terms of Reference for adoption at September meeting.</td> <td data-bbox="1175 705 1546 810">Completed</td> </tr> <tr> <td data-bbox="212 810 363 915">17.07.23</td> <td data-bbox="363 810 444 915">5a</td> <td data-bbox="444 810 1175 915">Action 1: SLS to add Staffing Survey Outcomes to September agenda.</td> <td data-bbox="1175 810 1546 915">C/F Clerk to add to October agenda</td> </tr> <tr> <td data-bbox="212 915 363 1020"></td> <td data-bbox="363 915 444 1020">7a</td> <td data-bbox="444 915 1175 1020">Action 2: SLS to upload new KCSiE 2023 to GHub for reference.</td> <td data-bbox="1175 915 1546 1020">Completed</td> </tr> <tr> <td data-bbox="212 1020 363 1167"></td> <td data-bbox="363 1020 444 1167">7a</td> <td data-bbox="444 1020 1175 1167">Action 3: JT to update the board on the guidance for hirers required to follow schools' safeguarding procedures.</td> <td data-bbox="1175 1020 1546 1167">C/F</td> </tr> <tr> <td data-bbox="212 1167 363 1346"></td> <td data-bbox="363 1167 444 1346">10e</td> <td data-bbox="444 1167 1175 1346">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.</td> <td data-bbox="1175 1167 1546 1346">Ruth McGlone has not visited AJS yet.</td> </tr> <tr> <td data-bbox="212 1346 363 1520"></td> <td data-bbox="363 1346 444 1520">12</td> <td data-bbox="444 1346 1175 1520">Action 5: Minutes of 19th June 2023 to be signed off on GHub by NP.</td> <td data-bbox="1175 1346 1546 1520">This had not been completed. Clerk requested MG sign off the minutes.</td> </tr> </table>			19.06.23	9b	Action 1: SLS to review and draft Terms of Reference for adoption at September meeting.	Completed	17.07.23	5a	Action 1: SLS to add Staffing Survey Outcomes to September agenda.	C/F Clerk to add to October agenda		7a	Action 2: SLS to upload new KCSiE 2023 to GHub for reference.	Completed		7a	Action 3: JT to update the board on the guidance for hirers required to follow schools' safeguarding procedures.	C/F		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.	Ruth McGlone has not visited AJS yet.		12	Action 5: Minutes of 19th June 2023 to be signed off on GHub by NP.	This had not been completed. Clerk requested MG sign off the minutes.
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14.	<b>Governor monitoring, development and training</b>																										
	<p><b>14.1 Review governor delegated responsibilities and monitoring strategy / schedule</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding – PR</b></li> <li>• <b>SEND - VY</b></li> <li>• <b>Sports Premium / Pupil Premium – JT</b></li> <li>• <b>Finance – MG</b></li> <li>• <b>GDPR / Website – SR</b></li> <li>• <b>Health and Safety – RP and JM</b></li> <li>• <b>EYFS – LH</b></li> <li>• <b>Stakeholder governor – JW</b></li> <li>• <b>Attendance – PR</b></li> </ul>																										



	<ul style="list-style-type: none"> <li>• <b>LAC /post LAC - PR</b></li> </ul> <p><b>14.2 Flag monitoring to be completed before next meeting</b> Monitoring plans will be discussed at the next meeting. JT intends to meet with Susanna Manrique and DM regarding Pupil Premium.</p> <p><b>14.3 Training</b> Governors were reminded to check or add their training to GHub. JM and LH have undertaken Governor Induction course. Safeguarding update training should be undertaken by 16/10/23 as a matter of urgency. <b>Action 9: All non-staff governors to have completed a Safeguarding course by 16/10/23</b></p>
15.	<b>Date of next meeting – Monday 16<sup>th</sup> October 2023 to be held at 5:30pm, in person at AJS</b>

Meeting finished at 19:10

Items for next agenda: