



Heigham Community Federation

Full Governing Board Meeting

MINUTES

Chair – Mike Grimble Items 1 – 4

Pam Reynell Items 5 - 18

16th October 2023 at 5.30 pm held via Teams

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Rachel Paley (RP)	Co-opted	Present
Jen Carlin (JC)	Associate Member	Present	Pam Reynell (PR) Co-Chair of Governors	Co-opted	Present Items 4-18
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Sam Rowbury (SR)	Co-opted	Present
Laura Harris (LH)	Co-opted	Present	Jo Thompson (JT) Vice Chair	LA Appointed	Present
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present	Jamie Wallis (JW)	Parent	Present
Denise Mattock (DM) <i>Head of RRIS</i>	Associate Member	Present	Victoria Younespour (VY)	Parent	Absent
Judith Mayne (JM)	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
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Date	Item	Details	By Whom	When
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
	3.10	Action 5: KCSiE 2023 to be signed off as read on GHub by 16/10/23.	All govs	27/10/23 - by end of Aut 1 term
	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	27/11/23
	7.3	Action 8: TSIP update on November agenda.	SLS	27/11/23
16/10/23	4.3	ACTION 1: SR to update Ofsted for Governors document.	SR	27/11/23
	4.3	ACTION 2: MG to contact Helen Wardale for support in training governors for Ofsted questions.	MG	27/11/23
	7.2	ACTION 3: All governors to read and complete the confirmation that they have read and understood KCSiE 2023 on GHub by Friday 27th October.	All govs	27/10/23
	8	ACTION 4: Verbal update on GDPR training at November meeting. Add to agenda	MB/SLS	27/11/23
	9.1	ACTION 5: SEF to be added to November agenda.	SLS	27/11/23
	9.2	ACTION 6; Any governor questions relating to the data should be uploaded to GHub ready for the next meeting.	All govs	27/11/23
	9.3	ACTION 7; TSIP to be added to November agenda	SLS	27/11/23
	10.5	ACTION 8: Heads of School to provide an update on fire drills carried out at the sports centre at November meeting.	DM/MH	27/11/23
	11.1	ACTION 9: MB and JW to report on Communications Plan at November meeting.	MB/JW	27/11/23
	17.3	ACTION 10: MG to source a Skills Audit.	MG	ASAP

No.	Item
1.	Welcome, Introductions and Apologies
	<ul style="list-style-type: none"> • MG was Chair of the meeting for Items 1-4 in the absence of PR. • PR chaired the meeting from Item 5 – 18. • Apologies were received and accepted from Victoria Younespour. • The meeting was quorate.
2.	Declarations of Business and Pecuniary Interests

	<p>2.1 Declare business and pecuniary interests for items on this agenda. None presented.</p>
3.	<p>WELLBEING AND WORKLOAD</p>
	<p>3.1 Staff Wellbeing Survey: provisional analysis and priorities.</p> <p>The outcomes of the survey had been uploaded to GHub. The results were similar in both schools. One positive area was staff breaks, which was due to effective school structures. Other areas that were not so positive had already been identified, including that of roles. The differing responses to staff appraisals could possibly be accounted for by the length of time staff ha worked at the schools. Longer serving members of staff were less sure of their wellbeing.</p> <p>The survey will be done again in June / July 2024. There is a useful toolkit and the programme uses artificial intelligence for staff wellbeing.</p> <p>Q: How was the survey delivered and could participation be improved? A: It was mostly completed on-line, and staff were given time to complete this. Subsequently, MB learnt that there was a facility to have anonymous confidential conversations with staff, which would have been useful to explore with certain groups.</p> <p>Q: What is on the Action Plan? A: The survey raised questions as well as answers, including the perception of longer serving members of staff and the leader / manager role. DM commented that the most relevant for the federation needed to be identified.</p> <p>Q: Would you consider that the response from longer serving members of staff might have indicated that their experience made them feel their views would not inform change? A: MB considered this a fair comment; it is a diverse team and perceptions vary. The Action Plan needs to hit the main themes. Roles and jobs have changed significantly over recent years, so that is a challenge. We will respond with the, "You said, we did" approach.</p> <p>Q: Has this document been shared with staff? A: Yes, but in a more digestible form, with an explanation of the deciles. Some aspects, such as job descriptions, can be done quickly through the appraisal process.</p> <p>Q: Were there any surprises? A: No. Management support will often come up. Workload scored well but when compared the other industries, it highlighted the teacher workload expectations. DM commented that the survey was carried out at the end of a term when teachers were tired.</p> <p><i>17:51 PR joined the meeting.</i></p>
4.	<p>GOVERNANCE MATTERS</p>
	<p>4.1 Update on EHT Performance Management process</p>

	<p>The EHT Performance Management process is now completed. The help received from VNET was positive.</p> <p>4.2 Annual Governance Statement - timeline for publication (no longer statutory requirement) It was agreed that the Annual Governance Statement would no longer be produced.</p> <p>4.3 Ofsted for Governors document</p> <p>This needs to be updated in light of the VNET visit to RRIS.</p> <p>MB said that the SEF on Quality of Education that had been uploaded to GHub was a source of evidence for the SEF. SR agreed to update the Ofsted for Governors document. ACTION 1: SR to update Ofsted for Governors document.</p> <p>Q: Would it be possible for 2-3 governors to have a practice run through questions that Ofsted may ask? A: MG to contact Helen Wardale for support. PR and JT offered to be on the panel. ACTION 2: MG to contact Helen Wardale for support in training governors for Ofsted questions.</p> <p><i>PR took over the Chair of the meeting.</i></p>
5.	<p>HEAD TEACHERS' REPORT</p> <p>Verbal HT Report, to include:</p> <ul style="list-style-type: none"> • LA Categorisation – if received. It appears that the LA have not gone down this route this year. • Confirmation of census numbers AJS – 476 (4 under PAN) RRIS – 337 A better outcome than predicted. Year 2 is full at 120, which will feed into Year 3 in 2024. <p>The census raised some trends: EAL has risen significantly. In 20-21 at RRIS it was 14%. Current figure is 26.4%. At AJS this is 19%. MB said that working towards the EAL Award was the right thing to be doing. SEND is above average in both schools. Pupil Premium (PP) in RRIS is low at 10%. AJS it is 19.7%- 19.8% (94 children). There is still an issue with Key Stage 1 children having Universal Free School Meals and therefore parents not claiming and qualifying for PP. DM has tried a number of incentives. JT suggested approaching the NCC networks that have been set up, to act as advocates. MB agreed to contact the relevant team to ask for support in promoting signing up for benefits and PP. <ul style="list-style-type: none"> • Cyber Security update MB had met with Data Protection Education representative who had identified a couple of things to address. MB is looking at courses for staff CPD. JC confirmed that she had been looking at the DfE Cyber Security framework and is </p>

	<p>awaiting a report. Governors were informed of the areas needing attention but these will be addressed by switching to Classroom Connect.</p> <p>MG said that the governor Safeguarding he had undertaken stressed filtering and monitoring systems and asked how the school were tackling this. To be discussed in Item 9 of this meeting.</p>
6.	<p>CHAIRS' REPORT</p>
	<p>6.1 Verbal update to FGB on any urgent actions they've had to take on the board's behalf since the last meeting.</p> <p>No actions to record</p>
7.	<p>SAFEGUARDING MATTERS</p>
	<p>7.1 Annual Behaviour and Safeguarding reports</p> <p>The Heads of School had uploaded the reports onto GHub prior to the meeting.</p> <p>Q: AJS Safeguarding report - racist incidents - is there any more evidence that it is not a peak?</p> <p>A: There is certainly more reporting more due to a raised awareness across the school. It relates to 5 or 6 incidents. Near the end of the year, the older children had more incidents. Children now have the vocabulary to speak about and report these incidents.</p> <p>MH has discussed this at Local Authority level and it appears there is a county and national increase. Much of this is racist behaviour rather than language.</p> <p>Q: Do you anticipate it dropping off in time?</p> <p>A: MH has spoken to those who have lived experience of racism; it is entrenched in society and he could not predict when it would drop.</p> <p>Q: There is reference to a small number of pupils – how many is this?</p> <p>A: One child in Year 6 accounted for at least a quarter of the incidents. Much of this is ignorance rather than specifically targeting others.</p> <p>Q: Thank you for the report – on the last page it addresses allegations against staff. Can governors be satisfied that these incidents have been addressed.</p> <p>MH assured governors that they had been dealt with appropriately.</p> <p>7.2 Follow-up on training: staff and governors</p> <p>MB confirmed that all staff have now been trained or received a refresher course in Safeguarding. It was noted that not all governors had confirmed that they had read KCSiE 2023.</p> <p>ACTION 3: All governors to read and complete the confirmation that they have read and understood KCSiE 2023 on GHub by Friday 27th October.</p> <p>Governors checked which Safeguarding course would be most appropriate to complete – MG and MB guided them to The Governance Service or Modern Governor.</p> <p>7.3 Verbal report on safeguarding matters</p> <p>MH reported that the schools' broadband provider had a robust system for filtering and monitoring. There are videos available for the DSLs to view.</p> <p>AJS have Netsweeper which is a well known and popular tool for restricting access to sites. MG commented that governors need to be reassured that schools are comfortable and confident in the measures they have in place.</p>

	<p>JC said that RRIS is in the process of moving to Schools Broadband by 31/10/23, which has a most robust system in place. This will allow the school to see what has been searched for and filtered.</p> <p>DM said that the LGfL has videos on its website. This will require the school to swap to the new internet provider before it can be in place.</p>
8.	<p>Other Key Reports / Papers / Compliance items</p>
	<p>8.1 Annual GDPR Report from Data Protection Education</p> <p>A copy of this was uploaded to GHub which was self-explanatory. Most of the items related to policies, which JC has now updated. The training recommendations have been taken up.</p> <p>The visit went well and Stuart Lee will attend a site walk with SR on 27/11/23 to align views.</p> <p>ACTION 4: Verbal update on GDPR training at November meeting.</p> <p>8.2 Attendance Targets</p> <p>The current attendance levels are at just below 96%.</p> <p>MB proposed a target of 96% to maintain the improvements seen.</p> <p>MH referred to the National figure of 95.4%, Norfolk figure of 95.5% and the Norwich figure of 94.6% as comparisons.</p> <p>RP commented that the target needs to be realistic and to consider the balance of where attendance is affected.</p> <p>MB suggested that the target would be shared in under attendance discussions with parents. It could be reviewed in-year if circumstances arose.</p> <p>Governors approved the Attendance target of 96% for both schools.</p>
9.	<p>HCF Performance, Self-Evaluation and Improvement</p>
	<p>9.1 Update on SEFs / Federation Improvement Plan</p> <p>This will be added to the November meeting agenda.</p> <p>Q: Will the SEF be shared with VNET adviser?</p> <p>A: Yes, on 18th October with Emma Adcock.</p> <p>Q: Will an evaluation grade be added?</p> <p>A: This will be Good at least.</p> <p>ACTION 5: SEF to be added to November agenda.</p> <p>9.2 Pupil data: Executive summary of analysis</p> <p>Q: Data shows girls maths attainment lower than boys across the years – was this previously the case?</p> <p>A: We have found that where year groups are boy-heavy, the girls gain lower results but it is not seen consistently.</p> <p>Where the gender mix is more equal, there is less difference in the results.</p> <p>Governors were shown the data charts on-screen, which was graded green, amber, red.</p> <p><u>Year 3 Maths</u> – Caution should be taken as the results are comparing SATs to NFER tests. Pupil Premium achieved well.</p> <p>SEN Support for higher need pupils showed little progress.</p> <p><u>Year 3 Reading</u> – EAL were graded red and it was suggested that the EHCP data was incorrect.</p> <p><u>Year 3 Writing</u> – The journey through school is more positive. Bearing in mind that the judgement has been made against the end of year expectations, there are some good result.</p>

	<p><u>Year 4 Maths</u> – This is a snapshot of where we are based on our own judgements, as this cohort did not undertake any Key Stage 1 assessments due to covid. SEND Support should read as red; we are looking at ways to judge progress in slow moving lower attainers.</p> <p><u>Year4 Reading</u> – Red for EAL pupils.</p> <p><u>Year 4 Writing</u> – attainment is low but the school has added a lot of value.</p> <p><u>Year 5 Maths</u> – SEND is red.</p> <p><u>Year 5 Reading</u> – A positive picture across the board.</p> <p><u>Year 5 Writing</u> – Here we are comparing our own measure to our own measure.</p> <p><u>Year 6</u> This information had been shared previously on the dashboard. The school has applied for 5 pupils to be disapplied for various reasons. If so, the results will rise to 2% above national, although the results are already at the national level. Maths will still be below national results. The progress measures for reading and writing are generally satisfactory. The focus needs to be on the disadvantaged, girls' maths and lower attainers.</p> <p>A set of graphs were displayed, showing all subjects rising or at national levels. MB asked governors if the format of the data worked for them; governors confirmed this.</p> <p>ACTION 6; Any governor questions relating to the data should be uploaded to GHub ready for the next meeting.</p> <p>9.3 TSIP Update MB is awaiting copies of the TSIPs from the schools, which will be uploaded to GHub for the next meeting.</p> <p>ACTION 7; TSIP to be added to November agenda.</p>
10.	Premises, Health & Safety, Finance, Staffing
	<p>10.1 Financial RAG reports The schools have fallen from their usual Amber 2 grading to Amber 1. This is due to longer term budget issues and will need close monitoring. Governor training – this has been completed by MG. There is an opportunity for governor attendance at the forthcoming Budget Revision 2, which counts as training. JC is trying to bring the BR2 forward for RRIS, as the Year 2 predictions have changed due to SEND and pupil numbers funding but this looks unlikely to happen. Q: Have you run all these amendments through? A: Yes but it needs checking. MG suggested that the school could go ahead with the recruitment of one Teaching Assistant, based on these figures. JC will present this revised budget to governors but advised that Year 3 is still very challenging.</p> <p>10.2 BCR and Monitoring No papers submitted for this item.</p>

10.3 Themed Audit – Payroll

Governors commented that a lot of the suggestions were irrelevant.

The key is to have separation of duties.

Governors had scrutinised the themed audit and noted the discrepancies and issues with payroll, especially as the LA's spreadsheet system used by many schools was not included. The audit recommendations are causing more issues and angst for all.

It was felt that the system was the best it could be at present and that it was beginning to be streamlined in both schools.

10.4 Fair Funding Consultation

There had been a significant error in funding notifications by the DfE. This means the Norfolk Schools Block will receive £5.6 million less. The impact for the schools is -£11K for RRIS and -£16K for AJS. Fortunately, AJS will be propped up by the minimum funding guarantee. RRIS will be supported by other factors.

MB will complete the consultation on behalf of the federation schools.

10.5 Any Sports Centre updates – confirmation of fire drills

An issue had been identified in the locking of the building and an operational meeting to discuss cleaning and caretaking was needed. Staff had left and the role was only for a few hours a week, creating recruitment issues.

Heads of School will check the situation regarding fire drills for their schools held at the Sports Centre.

ACTION 8: Heads of School to provide an update on fire drills carried out at the sports centre at November meeting.

10.6 Update on Teacher Performance Management

Objectives have been agreed and the performance management meetings will be concluded by 31/10/23.

An anonymised report will be provided to governors at the next meeting.

There is the same approach in both schools; there is a federation objective (subject leadership), a school objective (RRIS = Reading, AJS = Maths) and a personal / individual objective.

10.7 H&S Update

Fire drills have been completed this term; some points were identified and are now in place.

Part of the external wall at AJS has been damaged by a scaffolding lorry. The company has taken full responsibility and is in the hands of the insurers. There is no security breach to the school.

RP and JM are to set a date with MB to conduct a H&S audit.

11.

STAKEHOLDER ENGAGEMENT**11.1 Communications Plan**

MB and JW are due to meet on 18/10/23 and will report back at the November meeting.

ACTION 9: MB and JW to report on Communications Plan at November meeting.

	<p>11.2 Prospective parents' meetings The dates for these are on the schools' websites. RRIS is offering an Open Day on 8/11/23 which is nearly full. There is an evening event when DM will address parents on 21/11/23. Families are also offered private tours by appointment. MB has reached out to Peapods and will attend a question-and-answer session. AJS is running an evening event on 14/11/23 which includes group / family activities.</p> <p>11.3 Opportunities for Gov involvement Governors were invited to attend the Open events.</p>
12.	<p>Pupil Premium and Sport Premium 12.1 Feedback on Governor monitoring JT is to arrange a date for this monitoring. Q: Has there been an impact of staff changes on the delivery of sports? A: Not much impact on the Sports Premium offer.</p>
13.	<p>POLICIES - GENERAL</p>
	<p>13.1 Agree schedule of policy review (updated Annual Agenda Planner) The planner has been updated to the end of Autumn term.</p>
14.	<p>POLICIES TO APPROVE / REVIEW</p> <ul style="list-style-type: none"> • HCF Attendance Policy • HCF Data Protection Policy • HCF Statement of Behaviour Principles • HCF Capability Procedure - Teachers • HCF Capability Procedure - Support Staff • HCF Suspension and Exclusion Policy <p>Governors noted that these policies were based on Norfolk County Council Model policies. Governors approved the policies listed above.</p> <p><i>SR left the meeting.</i></p>
15.	<p>POLICIES TO NOTE</p> <ul style="list-style-type: none"> • HCF Managing Serial and Unreasonable Complaints Policy It was noted that this policy is not due for review. • HCF Privacy Notices It was noted that these were standard models. Governors noted the HCF Privacy Notices. • HCF FoI Policy / Publication Schemes This is a work in progress.
16.	<p>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</p>

- **To approve the minutes of the meeting from 25th September 2023**

The Minutes of the meeting held on 25th September 2023 were approved as a true and accurate record.

- **Actions**

It was noted that JT had agreed to stand as Vice Chair; approved by all.

17.07.23	5a	Action 1: SLS to add Staffing Survey Outcomes to October agenda.	Completed
	7a	Action 3: JT to update the board on the guidance for hirers required to follow schools' safeguarding procedures.	There is no more clarification. This is having an impact on schools, who are advised to follow their own policies. JC will look at School Bus for a policy template. JT commented that this is impacting on the local agenda to get facilities used. Completed.
25/09/23	2.1	Action1: Governors to make confirmation of Business and pecuniary interests on GHub by 16/10/23.	Date extended to 27/10/23
	3.1	Action 2: MG to liaise with JT regarding position of Vice Chair.	JT accepted the role and was voted in by the board.
	3.9	Action 4: Clerk to add Agenda Planner to the October 23 meeting agenda.	Completed.
	3.10	Action 5: KCSiE 2023 to be signed off as read on GHub by 16/10/23.	Outstanding for some governors.
	7.1	Action 6: MB to place Ofsted for governors document in October GHub folder and clerk to add to agenda for October.	Outstanding.
		Action 7: SEF and SDIP to be added to October agenda.	Completed.
	7.3	Action 8: TSIP update on October agenda.	Ongoing – to be added to November agenda
	8.4	Action 9: MB to liaise with RP and JM regarding H&S.	Ongoing but in hand. Remove.

- **Matters arising**
None presented.

17.	<p>Governor monitoring, development and training</p> <p>17.1 Receive Governor monitoring reports. None presented.</p> <p>17.2 Flag monitoring to be completed before next meeting. Social Media – JW Sports Premium – JT Budget Revision 2 – MG Annual Report for LAC / PLAC – PR Singel Central Record – PR Health and Safety – RP and JM</p> <p>17.3 Skills Matrix This is required to ascertain what skills the board needs to consider when recruiting co-opted members. ACTION 10: MG to source a Skills Audit.</p>
18.	<p>Date of next meeting – Monday 27th November 2023 at 5.30pm at RRIS</p>

Meeting finished at 19:55

Items for next agenda: