



Heigham Community Federation

Full Governing Board Meeting

MINUTES

Chair – Mike Grimble

22nd January 2024 at 5.30 pm held virtually via Teams.

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Sam Rowbury (SR)	Co-opted	Present
Jen Carlin (JC)	Associate Member	Absent	Jo Thompson (JT) Vice Chair	LA Appointed	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Jamie Wallis (JW)	Parent	Resigned
Laura Harris (LH)	Co-opted	Present	Victoria Younespour (VY)	Parent	Absent
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present from Item 3	Vacancy	Staff governor	
Denise Mattock (DM) <i>Head of RRIS</i>	Associate Member	Present	Vacancy	Co-opted	
Judith Mayne (JM)	Co-opted	Present	Vacancy	Co-opted	
Pam Reynell (PR) Co-Chair of Governors	Co-opted	Present	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
22/1/24	1	AP 1: MB to start Parent Governor election process.	MB	ASAP
	3	AP 2: Vision Reflection update to be added to February agenda.	SLS	26/2/24
	4.4	AP 3: Fire Risk Assessments to be added to the next agenda for 26/2/24	SLS	26/2/24
	6.2	AP 4: Governors to let MB know their availability for the Governors in School Day 18th March 2024.	All	ASAP
	6.4	AP 5: All governors to have completed the Skills Audit by 26/02/24	All	26/2/24

No.	Item	
1.	Welcome, Introductions and Apologies	
	<ul style="list-style-type: none"> • MG was Chair of the meeting. • Apologies were received and accepted from VY and JC. • MH gave notice that he would be late in joining the meeting due to work commitments. • Governors noted and accepted the resignation of Jamie Wallis. <p>AP 1: MB to start Parent Governor election process.</p> <ul style="list-style-type: none"> • 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.	HEADTEACHER'S VERBAL REPORT	
	<p><u>RRIS by DM</u> Number on roll = 338. 11 have joined since September, some from London and 6 from outside of UK – Asia, India and South America. Two of these children have SEND. The predicted numbers for September are looking healthier. Monitoring and Training – The SLT are having weekly Book Looks; children bring their books, talk about what they have enjoyed, remembered, which provides retrieval practice. The feedback is shared with staff. Reading and Phonics – Practical training on Little Wandle and a refresher. Learning walks conducted in the autumn by the Phonics Lead will be checked to see if actions have been completed. TSIP is complete. The staff held “bring and share a resource” sessions and a booklet has now been made to show how these resources can be used. Retrieval practices have been looked at; DM has put a pack together, more for foundation subjects.</p>	

Dr Niki Kaiser, Director of Norfolk Research Schools, led INSET across the federation on retrieval skills. The school is using 10 minutes of staff meeting time to check retrieval skills and zones of regulation.

Subject reflection days have started, this term covering Art, D&T and science. The time has been useful and subject leads are more confident and clearer on where their subject is at. MB said that this had involved a massive amount of work and was pupil-led.

Q: What consideration is taken on these days to the Ofsted deep dives?

A: There are some similarities. DM met with the teachers before to put together a focus document. This then generates questions for the day.

MB said that it does follow the format of the deep dives and establishes how well the subject lead knows their subject. (This is a model shared by St Nicholas's Priory, Great Yarmouth.)

Q: Is it done regularly?

A: Ideally annually. DM and Sheree Brock have been mentoring and it is a very good model.

The support staff appraisals this term are not pay linked but help the staff to feel valued.

Q: Who is doing the appraisals?

A: DM said that the staff had wanted their line manager teachers but this was to be agreed.

CPD – There has been EAL CPD, working on recording vocabulary acquisition. The school is working on conversation.

Insight Tracker is up and running and is a game changer. Eventually, all subjects will be added to the system.

Attendance – 94.99%, dropped below target but is above the national figure. There have been medical appointments and also breaks for family events. One child is on a reduced timetable. There have been high levels of illness.

First warning letters issued = 29, only 5 needing follow up. One family is pre-Fast Track.

Six punctuality letters have been sent and are having an impact.

Safeguarding – 25 children regularly discussed at DSL meetings. There have been 173 safeguarding logs since September. Operation Encompass notifications still come in. There had been one instance when Operation Encompass should have notified the school but they were unaware of the situation until well after the event.

CPOMS is a fantastic tool for logging information, but it is very time consuming.

MB thanked DM, saying that the school was doing all it could in all areas.

18:12 MH joined the meeting

AJS by MH

Attendance 94.9%, national 94.7%.

Two children under the medical team deemed not fit for school.
 A log of holiday requests is being kept, which seem to be more than pre-pandemic.
 MH has authorised some leave, e.g., bereavement at a distance. Fining is not a deterrent.
 Absence is 5.1%, with 0.8% unauthorised.
 Fast Track is in place as required.

Number on roll – the school was full and now has one space. An Admissions appeal last month failed due to the high numbers.

Key Monitoring – Maths TSIP; there have been a lot of gains in fluency and multiplication facts. Now need to see if the gains can be applied more broadly.
 Pupi voice activities – some good practice but there is a need for consistency.
 This term's focus is reviewing the curriculum.

Safeguarding and behaviour - overall school is serene but there is a core of about 4 pupils who are dysregulated, and this is having a big impact. Two had got onto the mezzanine, quotes have been obtained to prevent pupils from getting up there again. Their behaviour is impacting on staff time to manage; the school is working with the Inclusion Team.

Q: Do they have EHCP's?

A: No but possibly there is a need as the behaviour has been escalating. With one child, there is environmental factors. MH is in discussion with the SENDCo.

Staff – a few MSA's have been recruited. There is a vacancy for a Sports Classroom Assistant, with 3 candidates to interview on 24/01/24.

Data Protection – there have been a couple of requests under Freedom of Information, including one about the RSHE Policy and provision.

Year 6 Breakfast Club – this is part of the Pupil premium offer. It is run by teachers and will be rolled out to include other year groups.

Q: Does the club help with pupil premium attendance?

A: Most of those invited will be disadvantaged. Set Your Sights offers 12 places to improve attendance. There are also football sessions before school to attract pupils to attend.

MB added that the impact on the leadership team at AJS from the behaviour meant that focussing on strategic plans was impossible. MH said that distributive leadership helped the situation.

Federation-wide report by MB

MB has completed a Vision Reflection Day. 24 out of 28 classes were visited. MB will present a report on this at the next meeting. Some pockets of excellence were seen; there is more work to be done on consistence and inclusivity. Transitions and how they are managed, especially for SEND is an area to consider further.

AP 2: Vision Reflection update to be added to February agenda.

	<p>Premises – Cyber Security audit showed that the hardware needed to be upgraded. JC bid for a DfE grant and the work is now completed at RRIS. There is a bid in for AJS – awaiting the outcome.</p> <p>A wall outside AJS that had been damaged is due to be repaired over February half term, with the company who caused the damage paying for the repairs.</p> <p>RRIS currently has no site team as they are all off with covid. JC is picking up some of the work.</p> <p>Health and Safety. MB is on the board of Educate Norfolk. He had noted that only 2 incidents of harm against staff had been logged. MB said that this was nonsense and that such incidents are logged on OSHENS in a certain category.</p> <p>MB is going to establish the facts and flag this with other schools.</p> <p>There have been refreshers for the Heads of School.</p> <p>Data Protection = an audit walk has been conducted with some actions for AJS; refresher training has been offered to staff.</p> <p>Complaints – none have been escalated to MB.</p> <p>Training – the focus has been on widening leadership capacity. Congratulations were offered to MH who has completed his MSc and Level 7 Apprenticeship in Educational Leadership. MB is due to start the NPQEL Executive Leadership course in February. Melissa Agnew at AJS is studying the Level 6 Apprenticeship (Educational Leadership) DM is completing an NPQH (Headship) Lily Engall at RRIS is completing an NPQLT (Leading Teaching)</p>	
<p>4.</p>	<p>FINANCE, PREMISES, HEALTH & SAFETY, STAFFING MATTERS</p>	
	<p>4.1 Feedback from H&S monitoring JM had visited the schools and met with JC. It had been a useful and positive meeting, including meeting the Site Manager. Q: Are regular H&S walks planned? A: Yes. JC to liaise with JM about next H&S walk.</p> <p>4.2 SFVS for AJS – approval</p> <p>4.3 SFVS for RRIS – approval MG said that he had added to Part 27 regarding separation of duties and the systems controls. The only business connection was with VNET. (See Declarations of Interest). It was noted that both SFVSs were the same. Q: Both SFVS look good, my only question was on the related party transactions attachments and why we need to pay for VNET support for both schools - or is that just how we split spend across the Federation?</p>	<p>4.8</p>

	<p>A: Basis subscription is split across the federation and school specific services are allocated to each school. Governors approved the SFVS and RPT for RRIS and AJS.</p> <p>4.4 Risk Assessments – Fire MB said that this had proved more controversial than thought. The format has changed and need to be a Fire Risk Assessor to complete. It lasts 5 years and MB confirmed that both schools were therefore in date. Awaiting some information form Jonathan Looker. JM suggested that Fire Safety officers were seen as standard in other settings, so perhaps schools were being brought into line. AP 3: Fire Risk Assessments to be added to the next agenda for 26/2/24</p> <p>4.5 Staffing structure Awaiting Budget Revision 3 on 2/2/24.</p> <p>4.6 BCR and monitoring No questions raised.</p> <p>4.7 Next year's budget priorities These will be driven by the SIDP priorities. Additional funding is coming in from the Writing Project, which is also due to be rolled out in RRIS as well as AJS. If the bid to the Wensum Hub for phonics is successful, this will bring in £9K.</p>	
--	--	--

5.	HCF Performance, Self-Evaluation and Improvement	
----	---	--

	<p>5.1 Autumn TSIP: outcomes and next steps AJS – the focus on Maths has been successful. The Spring term will be used to reflect on the outcomes and next steps.</p> <p>5.2 Spring TSIP focus RRIS = writing, with intention to embed skills. AJS = The lived experience of disadvantaged and SEND pupils; to achieve a consistent approach. MH said that the teachers were looking at the data and the best outcomes are when staff work together.</p> <p>5.3 AJS SEF Q: Quality of Education ‘design of curriculum’ - could this section say a bit more about how the it will maintain high aspirations/progress? A: This will be in the curriculum implementation section when it’s finalised.</p> <p>MG commented that a focus needs to be kept on all subjects. MH added that the Subject Leaders are doing a better job now. The wider we can distribute leadership, the better view we have. There has already been a day for History Leads and half a day for Computing.</p>	
--	--	--

	<p>5.4 RRIS SIDP</p> <p>Q; It all looks very good but I do worry there are too many success criteria/actions. Are you confident you can deliver all this? I would much rather you focussed on a smaller number of activities and had real impact with those rather than spread yourselves too thin.</p> <p>A: The advice from VNET is that there should be that all development points identified in the SEF should come through in the SIDP. MB believes this can be delivered over a 2-year period.</p> <p>Q: Strand 1 - what is the 'Federation Calculations Policy'?</p> <p>A: Prior to federation, the maths leads worked to develop a document which set out the progression in calculation methods across the federation. This is important, because teachers should be able to see where the learning is coming from and where it's going, in order to meet the needs of all pupils. Staffing has changed considerably since this policy was created. It now needs reviewing and re-publicising to ensure that it's being enacted.</p> <p>Q: Strand 3 - what is the 'new Insight Tracker-based assessment framework'?</p> <p>A: You'll have noticed that the data presented to Governors has been in a more consistent format of late. This is a result of us adopting a increasingly similar approach to assessment, using the Insight Tracker cloud-based assessment tool.</p>
--	--

6.	GOVERNANCE MATTERS
-----------	---------------------------

	<p>6.1 Agreement of PAN</p> <p>Following discussion with the LA, the PAN set for 2025-26 for RRIS is to remain at 120. This followed information regarding the applications made to the school for September 2024; First choice places = 116, Second choice places = 35. The staffing structure will be reviewed following the Budget Revision 3. MB thanked DM for her efforts to have visits and open events.</p> <p>Q: When do parents get the offer of places?</p> <p>A: April. There will still be some movement until September but the school should hold the First choice places in any instance. MB is now planning teacher recruitment.</p> <p>6.2 Governors in School Day – agreement / planning</p> <p>This was agreed for Monday 18th March, followed by the FGB meeting, which will be held at the revised time of 5 pm.</p> <p>It is hoped that Emma Adcock from VNET will be able to deliver a session on the Book Study Model in the morning and that governors would then spend the day using the approach in school. MB requested that governors let him know their availability, so he can plan the day.</p> <p>AP 4: Governors to let MB know their availability for the Governors in School Day 18th March 2024.</p>
--	--

	<p>6.3 Instrument of Government – confirmation of receipt of update document</p> <p>All governors have been sent the updated Instrument of Government.</p> <p>6.4 Governors' Skills Audit Update</p> <p>MG requested that governors complete the audit by the next meeting on 26th February.</p> <p>Whilst there is no clear directive as to who should complete the audit, it was agreed that all who contributed to the board, including Associate Members, should be invited to complete the audit.</p> <p>AP 5: All governors to have completed the Skills Audit by 26/02/24</p>	
7.	<p>Other Key Reports / Papers / Compliance items</p>	
	<p>7.1 Pupil Premium Plans / Monitoring</p> <p>JT reported that 50% of PP were persistently absent. There is a survey to understand the barriers to attendance.</p> <p>MB said that of the 32 PP pupils at RRIS, half have siblings at AJS. Susanna Manrique (SM) is now working across both schools and can investigate the reasons and issues that are in common. SM's role is to do with understanding the context of the families and is getting to know the individual case studies. Her overarching role is to develop strategy across the federation.</p> <p>JT said that it was hard to understand which PP pupils are accessing the provision to the maximum when it is delivered to all pupils.</p> <p>It was agreed that JT should liaise with MH to gain more information about AJS PP pupils.</p> <p>7.2 Sport Premium Plans / Monitoring</p> <p>JT had met with SM and DM from RRIS.</p> <p>The statement is on the website and was uploaded by the deadline before Christmas, which addresses whether decisions and funding are being maximised.</p> <p>Subject Leader days have happened.</p> <p>The curriculum content of Real PE is being reviewed. It is not so embedded as was hoped but the new subject lead is getting to grips with it. JT said, that if this scheme is not for RRIS in its current format, what else is out there?</p> <p>Preparation for a deep dive was discussed.</p> <p>Things to be developed: Sports Factory to do more lunchtime clubs and to see who accesses this provision. DM said that Sports Factory is due to provide 3 lunchtime clubs, which are still to start; the budget is in place.</p> <p>DM said that it was clear who attended clubs, as there are registers. However, lunchtime activities are harder to gauge, as pupils can dip in and out.</p> <p>Q: Is training for the MSA's planned?</p> <p>A: All MSA's have had training with Sports Factory and a folder has been created for activities for each year group.</p> <p>JT said that there was possibly a need for staff CPD in P.E.</p>	

8.	<p>CO-CHAIRS' REPORT</p> <p>Verbal update to FGB on any urgent actions undertaken on the board's behalf since the last meeting</p>	
	<p>Co-chairs had met with the Headteachers to discuss the PAN, as the deadline was before this meeting due to the postponement of the meeting due to be held on 15th January 2024.</p> <p>Behaviour will be picked up for discussion at the Executive Headteacher meetings.</p>	
9.	<p>Wellbeing and Workload</p>	
	<p>Staff Wellbeing Action Plan</p> <p>Senior Staff meetings have been implemented. The key focus is on staff wellbeing. Wellbe have assisted in creating an action plan. The aim is to narrow the large action plan to two or three actions. The first is to introduce Support staff appraisals. The second is to consider the workload of writing reports. MH is leading a working party to look into using Insight program to create the reports.</p> <p>Susanna Manrique is to speak to MH about having a weekly slot on the daily communications. Susanna has also sent round an article for the Senior team to read, regarding walking around the school and catching good things happening.</p>	
10.	<p>Stakeholder Engagement</p>	
	<p>Parent Survey – planning / outcomes</p> <p>This is an action for this half term and Heads of School have it in hand.</p>	
11.	<p>POLICIES TO APPROVE / REVIEW</p> <p>MB informed governors that where policies had a choice element, the federation's preferred choice was highlighted in yellow.</p> <ul style="list-style-type: none"> • HCF Teachers' Performance Development Policy (Appraisal) <i>Noted and approved as a LA model policy.</i> • HCF Pupils With Additional Health Needs Attendance Policy <i>Approved.</i> • (Newly-federated) Equalities and Accessibility Plans <i>To be presented at a later meeting.</i> • HCF Finance Policy <i>LA model. Approved.</i> • HCF Pay Policy It was noted that there are proposals that may abolish performance related pay from September 2024. <i>Approved.</i> 	
12.	<p>POLICIES TO NOTE</p> <ul style="list-style-type: none"> • Newly-federated) Social Media Policy To be presented at a later meeting. 	

	<ul style="list-style-type: none"> • HCF Safe Use of Images Policy - Noted • Privacy Notices – Not due to be presented as done in October 2023. 																										
13.	MINUTES OF PREVIOUS MEETING, Matters arising and Actions																										
	<ul style="list-style-type: none"> • To approve the minutes of the meeting from 27th November 2023 The Minutes of the meeting held on 27th November 2023 were approved as a true and accurate record. • Actions <table border="1"> <tr> <td>25/09/23</td> <td>7.1</td> <td>Action 6: MB to place Ofsted for governors document in October GHub folder and clerk to add to agenda for October.</td> <td>MB / SLS</td> <td>Completed</td> </tr> <tr> <td>16/10/23</td> <td>4.3</td> <td>ACTION 1: SR to update Ofsted for Governors document.</td> <td>SR</td> <td>27/11/23</td> </tr> <tr> <td>27/11/23</td> <td>6</td> <td>Action 1: Agreement of PAN to be added to January FGB agenda.</td> <td>SLS</td> <td>Completed</td> </tr> <tr> <td></td> <td>8</td> <td>Action 2: AJS SEF to be added to January 2024 meeting agenda.</td> <td>SLS</td> <td>Completed</td> </tr> <tr> <td></td> <td>10</td> <td>Action 3: MB to finalise a date for Governors in School and to request Emma Adcock's input on a Book Look.</td> <td>MB</td> <td>Completed</td> </tr> </table> <ul style="list-style-type: none"> • Matters arising None presented. 	25/09/23	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	Completed	16/10/23	4.3	ACTION 1: SR to update Ofsted for Governors document.	SR	27/11/23	27/11/23	6	Action 1: Agreement of PAN to be added to January FGB agenda.	SLS	Completed		8	Action 2: AJS SEF to be added to January 2024 meeting agenda.	SLS	Completed		10	Action 3: MB to finalise a date for Governors in School and to request Emma Adcock's input on a Book Look.	MB	Completed	•
25/09/23	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	Completed																							
16/10/23	4.3	ACTION 1: SR to update Ofsted for Governors document.	SR	27/11/23																							
27/11/23	6	Action 1: Agreement of PAN to be added to January FGB agenda.	SLS	Completed																							
	8	Action 2: AJS SEF to be added to January 2024 meeting agenda.	SLS	Completed																							
	10	Action 3: MB to finalise a date for Governors in School and to request Emma Adcock's input on a Book Look.	MB	Completed																							
14.	Governor monitoring, development and training 14.1 Receive Governor monitoring reports 14.2 Flag monitoring to be completed before next meeting 14.3 Notification of training planned or undertaken <ul style="list-style-type: none"> - MG had attended Fair Funding meeting on 9/10/23 - MG completed Finance Refresher 15/1/24 - PR agreed to look at Safer Recruitment training by the end of the summer term 2024. 																										
15.	Approval of Confidential Minutes 27th November 2023. The Confidential Minutes from the 27th November were agreed as a true and accurate record by those present for that item. AP: SLS to provide hard copy to sign and keep in school at the next meeting on 26 th February 24.																										

16.	<p>Any Other Business.</p> <p>MB requested that staff member at AJS, Melissa Agnew, be permitted to attend the next meeting as an observer. This request has been made as Melissa is following the Level 6 Apprenticeship.</p> <p>MB has advised her of the confidentiality of meetings until minutes are approved and requested that she provides a short statement about her reason for wishing to attend at the start of the meeting.</p> <p>Governors agreed to Mellissa Agnew attending as observer.</p>	
17.	<p>Date of next meeting –</p> <p>Monday 26th February 2024 at 5.30pm at RRIS</p>	

Meeting finished at 19:30

Items for next agenda: