



Heigham Community Federation

Full Governing Board Meeting

MINUTES

Chair – Pam Reynell

26th February 2024 at 5.30 pm held at Recreation Road Infant School

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) <i>Executive Headteacher</i>	HT	Present	Sam Rowbury (SR)	Co-opted	Present Items 3 to end.
Jen Carlin (JC)	Associate Member	Present	Jo Thompson (JT) Vice Chair	LA Appointed	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Victoria Younespour (VY)	Parent	Absent
Laura Harris (LH)	Co-opted	Present	Vacancy	Parent	
Mike Hooper (MH) <i>Head of AJS</i>	Associate Member	Present	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
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Date	Item	Details	By Whom	When
	6	Action 1: AJS SEF to be added to March agenda.	SLS	18/3/24
	6	Action 2: RRIS data to be added to March agenda.	SLS	18/3/24
	6	Action 3: AJS data to be added to May agenda.	SLS	13/5/24
	9	Action 4: JT to upload monitoring form for Pupil Premium and Sports Premium monitoring.	JT	18/3/24
	12	Action 5: Parent Questionnaire outcomes to be added to March agenda.	SLS	18/3/24
	13	Action 6: Confidential Item to be added to March agenda.	SLS	18/3/24
	14	Action 7: HCF Acceptable Use Agreements to be added to March agenda	SLS	18/3/24
	16	Action 8: PR to upload November and February monitoring reports to GHub.	PR	18/3/24
	16.3	Action 9: PR to forward Safer Recruitment training certificate to MB.	PR	ASAP

No.	Item
1.	Welcome, Introductions and Apologies
	<ul style="list-style-type: none"> • PR was Chair of the meeting. • Apologies were received and accepted from VY. • Melissa Agnew, Year 6 teacher at AJS in attendance as observer. Melissa is studying for Senior Leaders Apprenticeship Level 6 and is shadowing the meeting to understand governance. Melissa was welcomed to the meeting. • The meeting was quorate.
2.	Declarations of Business and Pecuniary Interests
	2.1 Declare business and pecuniary interests for items on this agenda. None presented.
3.	HEADTEACHER'S VERBAL REPORT
	<u>AJS – MH</u> On roll = 479 Year 3 = 120, Year 4=121, Year 5 = 120, Year 6 118. There is one pupil over number in Year 4 due to the school being named on an EHCP. Year 6 football team has been very successful, winning at county level. The team is now entering regional level games which could result in getting to national level.

Girls' football team in Year 3 has also won Norwich Premier Division cup.

Monitoring – focus is on maths planning and resourcing, aiming for consistency. Writing is a focus in the Lower school. Monitoring is conducted by Subject Leads and Head of School. Non-negotiables are being considered.

Attendance – 94.7%. Negative impact of illness and holidays. Two children do not often attend school due to medical needs or needing careful reintegration. Local Authority support is in place.

Q: Are the absentees repeat offenders?

A: In some instances, yes. MH is working to get Laura Gislam, Family Engagement Officer, in front of parents rather than letting paperwork dominate. MH meets with Laura to examine absences.

MB said that the schools are working well together and that persistent absence is lower than national average which is 15.5%.

Some parents can be over-anxious about their child being ill and therefore keep them off school.

Safety – adaptations have been made to make the balcony staircase inaccessible by the addition of a door.

Referrals to LA – MH said that the school had been unhappy with the response to a concern regarding a child by the LA. This had been taken to Claire Farrelly, Safeguarding officer NCC, whose action had included taking it back to the team for reflection; much of this was to do with a lack of communication.

Behaviour – the school is calm but 3 or 4 children continue to be dysregulated at times. Management of these pupils can be time consuming for the senior leadership team. The Inclusion team has been consulted. One child is in directed off-site provision for 6 weeks, with a reintegration programme starting from week 3. A managed move has been considered. There have been no permanent exclusions since 2018 but there have been higher levels of suspension.

17:50 SR entered the meeting.

RRIS – DM

Roll = 337.

Year 1 has some tricky complex needs.

A Reception class teaching assistant has passed a Level 3 apprenticeship course

Learning walks have shown consistency in displays and class environments and the non-negotiables in place are having positive impact.

Recreation Road Radio has been restarted with huge success.

Monitoring and Training – weekly book shares by the SLT continue. It has been good in getting children to talk about their learning.

The focus is on foundation subjects, updating the plans and looking at end points.

History is the first priority, looking at 4 or 5 concepts that are revisited as they are woven through the curriculum across the years groups.

Long term the school will have all goals on Insight Tracker.

Q: Do the 50 Things to do before you leave RRIS link into this?

A: Most fit or fit into our cultural capital.

Subject reflection days are going well, all the foundation subjects will have been done by the end of the year.

Next term the priority will be writing and a TSIP has been created. The focus varies by year, as the VNET adviser found that different things were needed in the year groups.

DM said that the report had backed and supported her view of what needed to be done to improve writing. This is now feeding into the SIDP.

MH said that EYFS has changed and now needs a huge focus on language and phonics.

Q: Will the improvements be evident by the end of the year?

A: Yes. Sally Rundell works in both schools; a shift in culture is needed.

A summary of the report has been shared with staff.

Young Carers training has been completed by all staff. More children have been identified – 15 are known at present. The school is striving to achieve the Young Carers Tick award.

Performance reviews have been held for all teachers.

Support staff appraisals have been conducted and DM is looking for opportunities for development.

Q: How often will these appraisals be held?

A: There will be a review in July and held annually. A training session once every half term for 30 minutes has been launched.

Attendance = 94.86% below school target but above national figure.

Requests for holidays still come in. One child is on reduced timetable awaiting specialist provision.

Attendance letters are sent out and have an impact on the children at low 90% attendance; these letters are also sent to children under statutory school age to encourage good attendance habits.

One family has been overseas for 3 months, with safeguarding measures in place.

Safeguarding – 22 cases discussed at fortnightly meetings; most are at school support.

CAD referrals = 5.

Q: Are 5 CAD referrals high?

A: CADS want schools to discuss cases with them, so we contact them. MH confirmed that AJS had also referred 3 cases to CADS.

Behaviour – this is logged onto CPOMS. DM holds 2 meetings a term to check incidents, manage support etc. There have been 591 logs since September, with 85% of cases at low level behaviour.

The most prevalent category logged is risky and physical behaviour.

There has been one suspension this term.

Bullying incidents have been investigated. Two prejudice-based cases have been logged.

Q: Are any of the figures you have quoted above what you expect?

A: DM is not worried about any specific case. Additional measures are put in place as needed e.g. behaviour plans. Staff have been reallocated at lunchtime to be able to support children for 20-40 minutes a day.

	<p>Staffing – a new TA and two MSAs started today. There is an advert out for an ECT and one for maternity cover for 2 days a week for the summer term. All staff have completed GDPR and on-line safety training.</p> <p><u>Executive Head Report</u></p> <p>There has been significant monitoring activity across the federation. The outcomes from the Vision Reflection Day are coming through into the schools, including onto the SIDP and TSIP. AJS TSIP is looking at SEND support. Q: Could this work result in some children being deemed non-SEND? A: Yes, due to the concept of early intervention.</p> <p>Next steps – AJS, on 4th March there will be external moderation in a mock Ofsted style curriculum review. there will be a deep dive into early reading, maths, history and PSHE.</p> <p>The schools are due to receive their categorisation visit from the LA on 22/3/24. AJS is more of a concern due to attendance data. Governors noted, however, that this data is historic for 2021-2022. Attendance nationally is 94.7% and both schools are currently above this figure.</p>
4.	VISION REFLECTION UPDATE
	See answer in Item 3.
5.	FINANCE, PREMISES, HEALTH& SAFETY, STAFFING MATTERS
	<p>5.1 SFVS for AJS – confirmation of submission Confirmed by MG.</p> <p>5.2 SFVS for RRIS – confirmation of submission Confirmed by MG.</p> <p>5.3 Related Party Transactions – confirmation of submission. Confirmed by MG.</p> <p>5.4 Budget Control Reports – both schools The relevance of these had been superseded by Budget Revision 3.</p> <p>5.5 Budget Revision 3 – approval MG said that the board were not comfortable with the deficit in Year 3. Costs are rising and income is unknown. The LA have allowed a 2% increase in income in future budgets but the money is not guaranteed. The budget funding is due on 28/2/24. Governors approved Budget Revision 3 for both schools.</p> <p>5.6 Financial RAG Reports The deficit budget in Year 3 has a negative impact on the RAG. Q: Why was AJS graded A2 for the themed audits? A: It is unknown, as the same information was sent for both schools!</p> <p>5.7 Themed Audit – Payroll</p>

	<p>This is a revisit by the LA of the initial themed audit on payroll. MG has discussed the findings / recommendations and is satisfied that the schools are meeting all the items raised in the audit.</p>
6.	<p>HCF Performance, Self-Evaluation and Improvement</p>
	<p>6.1 AJS SEF This is now in the same format as RRIS. It is still to be completed. Action 1: AJS SEF to be added to March agenda.</p> <p>Q: AJS SEF Do all staff read the SEF and each understand what they need to do to implement the listed priority actions? A: The SEF is summarised for staff and is actioned through the SIDP. The Ofsted Handbook is complex, so the priorities for improvement filter through into CPD plans and meetings. External validation provides feedback and prevents complacency.</p> <p>Q: p4 - "Following a recent assessment of the Autumn term curriculum (Dec '23), adjustments were identified and will be implemented in the upcoming academic year" - can you briefly set out these adjustments? A: MH has had discussions with staff and has carried out a research project has been completed. There is a plan for curriculum review.</p> <p>Q: p4 - What are your objectives for the upcoming VNET School Review (Mar '24)? A: This will mirror the Ofsted process.</p> <p>6.2 RRIS SIDP progress update Q: p4 - refers to "14.2.24 – Federation Maths", what was this? A sentence seemed unfinished. A; A new copy of the document has been uploaded to include the part that was missing in the initial uploaded version.</p> <p>6.3 Available Spring term pupil data MH shared some highlights from the Autumn data with governors. However, this data will be superseded by the Spring term data in a few weeks. It was agreed to look at the data sets at the Summer 1 FGB meeting.</p> <p>Q: How are teacher assessments moderated? A: This is done as a staff team.</p> <p>Q: How is readiness for the next stage of education judged by the receiving schools? A: Only CNS have reached out; we would need to approach the other schools for this information.</p> <p>It was agreed that RRIS will present data at the March meeting. AJS will present data, to include autumn and spring data at the May meeting.</p>

	<p>Action 2: RRIS data to be added to March agenda.</p> <p>Action 3: AJS data to be added to May agenda.</p>
7.	<p>GOVERNANCE MATTERS</p> <p>7.1 Parent-Governor Election</p> <p>The Parent Governor election has been held, with two nominations. There will now be a 10-day window for voting to take place, which will be done electronically with a paper option available.</p> <p>JT offered to hold an introductory meeting with the new governor, when elected. A DBS check will be conducted by the federation.</p> <p>7.1.1 Potential Co-opted governor</p> <p>MG said that the Governance Service had suggested Dr Kate Campbell as a co-opted governor. A curriculum vitae had been uploaded to GHub.</p> <p>MG recommended co-opting Dr Kate Campbell. All in agreement.</p> <p>7.2 Governors in School Day – arrangements</p> <p>MB now has governor responses regarding their availability on 18th March. There will be VNET training 9 – 10.30 a.m. on Book Looks. PR asked if she could join this session on-line. MB agreed to look into this option.</p> <p>7.3 Governors' Skills Audit Update -confirmation of completion</p> <p>MH to complete the audit. MG will then analyse and present the results.</p>
8.	<p>Other Key Reports / Papers / Compliance items</p> <p>8.1 DfE Sustainability leadership and climate action plans in education</p> <p>This document suggests that a lead should be identified. JC put herself forward for this role and was thanked by governors.</p> <p>8.2 Fire Risk Assessment</p> <p>Schools are no longer expected to carry out the Fire Risk Assessments; they should commission and external party to undertake every 5 years unless something changes in the premises. The next Fire Risk assessment is due in 2027.</p> <p>Q: Is the Risk Assessment only in relation to the school?</p> <p>A: It covers the schools and other buildings, facilities on the sites. Each facility, such as Sunflowers, have their own procedures in place.</p>
9.	<p>PUPIL PREMIUM AND SPORTS PREMIUM</p> <p>Action 4: JT to upload monitoring form for Pupil Premium and Sports Premium monitoring.</p> <p>JT had met with MH.</p> <p>Pupil Premium - They had looked at the Maths sessions held twice a week in Breakfast Club. The club had been extended to all AJS year groups and was successful. Other matters discussed include supervision for DSL's and the challenges their work presents, parental engagement and understanding the context of the families.</p> <p>MB said it was a great credit to the staff how many had wished to be involved with the Breakfast</p>

	<p>Club.</p> <p>JT said that MH had restructured the staffing to build capacity in the club. A reflective process is in place; the plan now feels like a 3-year plan that is tweaked.</p> <p>Sports Premium – JT had looked at expectation, spend and impact. There was a subsidy for the year 6 residential trip. Clubs being offered, provision, understanding what was going well and participation all discussed.</p> <p>Actions include working with RRIS, developing swimming and forest school.</p>
10.	Co-Chairs' Report
	No actions to report. Weekly Head and Chairs' meetings take place.
11.	Wellbeing and Workload
	<p>Government Workforce Reduction Taskforce: Initial Recommendations (paper)</p> <p>Governors noted that this paper did not really provide much information. It is an interim report. Performance related pay is likely to be stopped from September 2024.</p>
12.	Stakeholder Engagement
	<p>Parent Questionnaire update</p> <p>Completed and data to be presented at the next meeting on 18th March.</p> <p>Action 5: Parent Questionnaire outcomes to be added to March agenda.</p>
13.	<p>POLICIES TO APPROVE / REVIEW</p> <ul style="list-style-type: none"> • HCF Health and Safety Commitments Approved. • AJS Health and Safety Responsibilities and Arrangements • RRIS Health and Safety Responsibilities and Arrangements The two policies listed above require more consideration – approval deferred. <p>Action 6: Confidential Item to be added to March agenda.</p> <ul style="list-style-type: none"> • First Aid Policies Q: Why are the two schools' policies different – could they be a federation policy? A: Ideally they should be merged but First Aid is led differently in each school. There are staff time pressures to allow this to be reviewed in this way. JM raised some differences that should be resolved. <ul style="list-style-type: none"> - RRIS policy sets out a greater number of governor responsibilities. - The checking of First Aid kits is not defined in RRIS but it is in AJS. - It is not stated in RRIS policy how and where staff accidents are reported. • HCF Governor Expenses Policy – Approved but needs costs added. Governors agreed not to set financial limits but to allow reasonable costs for things such as childminding. Travel to be set at Local Government rates.
14.	POLICIES TO NOTE

	<ul style="list-style-type: none"> HCF Acceptable Use Agreements <p>Action 7: HCF Acceptable Use Agreements to be added to March agenda</p> <ul style="list-style-type: none"> HCF Offsite Visits Policy – Unchanged, noted. The Risk Assessments are done on Evolve. Residential trips are approved by the Local Authority. <p>Q: If the trip is walking to the library with volunteers, how are they briefed on safety issues?</p> <p>A: The teacher is responsible for briefing volunteers. If a child has an individual risk assessment, they would be with a member of staff.</p> <ul style="list-style-type: none"> Asthma Policies - Noted Anti-Fraud and Corruption Policy – some changes made in light of new template. Noted. 																									
<p>15.</p>	<p>MINUTES OF PREVIOUS MEETING, Matters arising and Actions</p>																									
	<ul style="list-style-type: none"> To approve the minutes of the meeting from 22nd January 2024 The Minutes of the meeting held on 22nd January 2024 were approved as a true and accurate record. Actions <table border="1" data-bbox="212 898 1479 1444"> <tr> <td>22/1/24</td> <td>1</td> <td>AP 1: MB to start Parent Governor election process. Completed</td> <td>MB</td> <td>ASAP</td> </tr> <tr> <td></td> <td>3</td> <td>AP 2: Vision Reflection update to be added to February agenda. Completed</td> <td>SLS</td> <td>26/2/24</td> </tr> <tr> <td></td> <td>4.4</td> <td>AP 3: Fire Risk Assessments to be added to the next agenda for 26/2/24 Completed</td> <td>SLS</td> <td>26/2/24</td> </tr> <tr> <td></td> <td>6.2</td> <td>AP 4: Governors to let MB know their availability for the Governors in School Day 18th March 2024. Completed</td> <td>All</td> <td>ASAP</td> </tr> <tr> <td></td> <td>6.4</td> <td>AP 5: All governors to have completed the Skills Audit by 26/02/24 MH to complete asap.</td> <td>All</td> <td>26/2/24</td> </tr> </table> <ul style="list-style-type: none"> Matters arising None presented. 	22/1/24	1	AP 1: MB to start Parent Governor election process. Completed	MB	ASAP		3	AP 2: Vision Reflection update to be added to February agenda. Completed	SLS	26/2/24		4.4	AP 3: Fire Risk Assessments to be added to the next agenda for 26/2/24 Completed	SLS	26/2/24		6.2	AP 4: Governors to let MB know their availability for the Governors in School Day 18th March 2024. Completed	All	ASAP		6.4	AP 5: All governors to have completed the Skills Audit by 26/02/24 MH to complete asap.	All	26/2/24
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<p>16.</p>	<p>Governor monitoring, development and training</p> <p>16.1 Receive Governor monitoring reports PR had monitored the SCR 26/2/24.</p> <p>Action 8: PR to upload November and February monitoring reports to GHub.</p> <p>MG agreed to cover SEND monitoring in the temporary absence of VY.</p>																									

	<p>16.2 Flag monitoring to be completed before next meeting. It was agreed that as it is such a short half term, H&S and EYFS monitoring would be deferred until the Summer term. Governors will be monitoring on 18th March for Governors in School Day.</p> <p>16.3 Notification of training planned or undertaken PR – Safer Recruitment NSPCC training completed. Action 9: PR to forward Safer Recruitment training certificate to MB. DM, MH and MB – Prevent Risk Assessment training. JC – Finance training MG and JT – VNET forum attendance VNET Book scrutiny for all governors due 18/3/24 MG – Permanent Exclusion and Independent Review Panel training completed.</p>
17.	<p>Any Other Business. None presented.</p>
18.	<p>Date of next meeting – Monday 18th March 2024 at 5.00pm at AJS (Note earlier time)</p>

Meeting finished at 19:30

Items for next agenda: