Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Pam Reynell

20th October 2025 at 5.30 pm held virtually via TEAMS

GOVERNING BODY MEMBERS					
Melissa Agnew **(MA)**	Staff governor	Present	Daddy Kabuiku **(DK)**	Parent	Present
Helen Behrens **(HB)**	Co-opted	Present	Judith Mayne **(JM)**	Co-opted	Present
Michael Bunting **(MB)** *Executive Headteacher*	HT	Present	Pam Reynell **(PR)**	Co-opted	Present
Kate Campbell **(KC)**	Co-opted	Present	Vijay Surianarayna **(VS)**	Co-opted	Present
Maria Conti **(MC)**	LA Appointed*	Present	Anish Varkey **(AS)**	Co-opted	Present from Item 4 to end
Laura Harris **(LH)**	Co-opted	Present	Vacancy	Parent	
Andy Innes **(AI)**	Co-opted	Present from Item 3 to end			

Quorum = 6

Governance Professional: **Sheila Lewis-Smith (SLS)**

*Awaiting approval from the LA.

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**

27.09.2025	4.	Action 1: November meeting to include updated SIDP.	SLT	24/11/25
20.10.2025	6	Action1 :MB to look into a "governor friendly" version of CPOMS.	MB	
	7	Action 2: MB to post a link to the Steering group meeting on 5/11/2025.	MB	Completed
	7	Action 3: Governors to respond via GHub to the Steering group proposals by the end of October.	All	
	8	Action 4 : SEF to be added to November agenda	SLS	24/11/2025
	9	Action 5 : Accessibility Plan, Equality objectives to be added to January agenda.	SLS	12/1/2025
	9	Action 6: Cyber security update to be added to November agenda.	SLS	24/11/25
	10	Action 7: MB to notify governors of the dates of Budget Revisions	MB	ASAP
	10	Action 8: JM to arrange to monitor via a Health and Safety Walk.	JM	By end of term
	11	Action 9: Staff poll to be added to November agenda.	SLS/MB	24/11/2025

No.	Item
1.	**Welcome, Introductions and Apologies**
	PR welcomed everyone to the meeting. Helen Behrens and Maria Conti were welcomed as new co-opted governors. Anish Varkey joined the meeting at Item 4 and was also welcomed to the board. As there were two co-opted vacancies and one LA vacancies, the allocation of these roles was confirmed later in the meeting. • Mike Hooper, Head of School AJS and Jen Carlin, Business Manager, Heigham Community Federation, gave their apologies although not governors. • In attendance – Denise Mattock, Head of School RRIS. • The meeting was quorate.
2.	**Declarations of Business and Pecuniary Interests**
	2.1 Declare business and pecuniary interests for items on this agenda None declared for this agenda.

3.	**Governance Matters**
	• **To approve external adviser for HTPM** This was proposed and approved as Ruth McGlone from VNET. The initial HTPM has been conducted with reviews built in for February and June. • **Induction arrangements for new governors.** PR suggested a buddy system to support the new governors. PR, KC and DK offered to support. DK will support Anish, PR will support Helen and Kate will support Maria. *AI entered the meeting.* • **Confirmation of second Finance link governor, and link governors for SEND, Pupil Premium and Sports Premium.** Finance; Anish Varkey agreed to this link role when he entered the meeting. SEND; Maria Conti. MB provided some background and said it was a good way to get to know both the schools. Pupil Premium; Helen Brehens expressed an interest. MB outlined the role. Sports Premium; Andy Innes *Anish Varkey entered the meeting.* PR welcomed Anish and introduced him to the board. There was discussion as to who would be willing to be nominated as the Local Authority governor. Maria Conti agreed to be nominated as the Local Authority governor. Governors in agreement. Parent governor election will be launched after half term. • **Confirmation from Governance Professional that all governors have completed safeguarding training and compliance required.** Governors were reminded to undertake the safeguarding training and the required compliance checks as soon as possible. The Governance Professional offered to assist with any Governor Hub technical issues.
4.	**Headteachers' Verbal Reports** <u>AJS</u> In his absence, a report had been posted on Governor Hub by MH and presented by MB. <u>On roll, Behaviour, Safeguarding, SEND, Stakeholder Engagement, Staffing</u> • 463 on roll. 17 spaces. 12 of these are in Year 3. In July 2025, Rec Road had 109 on roll in Year 2. Our Year 3 has 108 so we have attracted virtually all the pupils from Recreation Road although some have gone elsewhere, and we have gained children from outside of catchment.

• Relentless Routine around Wonderful Walking being reinforced by staff having involved the children in what Wonderful Walking should look like, as it was the subject of a Smart School Council. We have continued to embed Think, Pair, Share as maintaining the momentum of this strategy is important in supporting pupil engagement. Interestingly, on MH's visit to CNS earlier in the term, it was clear that Think Pair, Share helps to prepare children for the 'turn and talk' strategies MH saw being used in the lessons he went into.

• Behaviour – Generally excellent. Children working more directly with 1:1 support have settled well although one child has been suspended on 4 separate occasions, each time for assault on staff.

• Safeguarding – DSL Local Authority Network attended, and feedback due to be shared in the next AJS DSL meeting on 17th October.

• Attendance – 95.9% (national = 95.8%). One child not attending as accessing EOTAS but remains on our roll as only one provider is in place. Meetings scheduled with other poor attenders or those in danger of being persistently absent. FEO and Head of School have met to discuss, plan and agree actions around each case.

• Reflection days complete so far are Maths and PE. Maths identified the need to ensure that children are consistently stretched and ensure that there is a strong Maths culture in school. PE identified the need to further refine planning and assessment.

• Maths workshops for parents have been held. Lots of parents signed up but only some parents attended. MH had asked the organiser if this was unusual and they said it is quite common.

• Parent drop-in sessions have been underway for Year 5 and 6 with Year 3 and 4 parents/cares invited in November.

• We have appointed a new MSA full time. There is long term staff absence impacting both the MSA team and the cover team.

Q: Is it one staff member attacked on four occasions or four separate staff– and what support is in place for staff?
A: It is more than one member of staff. There is a debrief following any incidents. The school is liaising with LA and parents to address issues.

AI commented that it was interesting that parents were not turning up for parent sessions.AI sees same situation at his school in the secondary sector. MB said that it was frustrating and will try to unpick how to address this issue.

RRIS

	There are 329 on roll. Three more children will be joining after half term. Think, Pair, Share continues, as in AJS. Staff and pupils have embraced the approach. Behaviour is generally good. Children getting to know their classmates following mixing them up at the start of term. Safeguarding – DM has attended the DSL network and fed back to Deputy DSLs. DM reported that the workload is heavy. Attendance – The Family Support Officer has conducted an analysis to target pupils and families. Letters have been sent to parents whose children have missed sessions or where there have been three or more lates. Attendance is at 96.66% One child in Reception not in school at all. The school are encouraging a "Play and Stay" approach. There has been lots of time off for medical appointments; some children have been off for 2-3 days with illness. Two reflection days have been held, looking at reading, phonics and history. The focus was on consistency across year groups, which was seen. The History day demonstrated some lovely development of vocabulary. EYFS evening was quite well attended. This year it was held at 4.30 p.m., which proved more successful in attracting parents. New staff – a cover supervisor and MSA have been appointed. Safeguarding training completed for these staff. The maternity cover due to start in December has been appointed. Students have been approaching the school for workplace experience, which is welcomed. Staff absence is causing a strain but the team are supporting each other. PR thanked DM for her report. There were no further questions.
5.	**Chairs' Reports** HTPM has been successfully completed. MB was thanked for his work in his role.
6.	**SAFEGUARDING MATTERS** • Update from the schools • Annual Safeguarding / Prejudice-Based Incident Reports (2024-25) DK said that he found the Prejudice Bassed Incident Report report confusing when the comments were compared with the figures. DK did not feel there was enough clarity in the report. MB suggested that it had been agreed previously that the detail would be addressed in the Headteacher termly reports. DK referred to the governor access to CPOMS and this data. Previously, it had been suggested that governors would be able to receive a redacted version of the records. **Action1 :MB to look into a "governor friendly" version of CPOMS.**

	CPOMS would need to be redacted correctly before this information can be provided to governors. DK commented that in RRIS, a school of 300, only 11 incidents did not seem to be enough. **Q: Suspension In Reception were 2. There are more in Year 2 and the number goes up with each age group. . Is this correct? The same thing happens in AJS.** MB said his experience is that the levels do go up as children become more aware as they progress through the school. Prejudice in earlier years are often based on commenting on physical differences. It becomes more sophisticated as they grow, and the cyber elements also start. Generally, there are few incidents noted in Infant schools. Often the earlier reports are from staff. Children also self-police as they get older. **Q: Has there been any follow up regarding the two siblings home schooled after incidents?** A: DM reported this to Home Education team, at which point they are taken off the school roll, Parents have a right to home educate. MB said that there is a large form to complete for home schooling but there is also a black hole for home schooling. AI commented that parents will often withdraw their child if a school puts pressure on them for any reason. This means that the matter is taken out of the schools' remit. In some cases, it is an escape route to avoid schools, leaving children vulnerable.
7.	**FEDERATION MATTERS** • **Federation Vision – Update from the Steering group** The Minutes had been posted on GHub from the steering group, with a few options to give feedback on. There are three options to consider. Governor said they would value time to look at them and consider. The next steering group will meet on 5/11/2025, as agreed at the last meeting. DK gave his apologies for this meeting. **Action 2: MB to post a link to the Steering group meeting on 5/11/2025.** **Action 3: Governors to respond via GHub to the Steering group proposals by the end of October.** • **Recreation Road Sports Centre TOCA** Transfer of Control Agreement. This is in place when the facility is being used by someone other than the schools, outside of school hours. MB explained the set up of the Recreation Road Sports Centre Management Committee. Heigham Park Rangers (HPR) have become a Community Interest Organisation. Up until now, it has been an individual to sign, as HPR did not have a legal entity. The TOCA has now been updated to reflect change of status. The only change is the signatory being HPR as a CIO. The sum they pay to the Management Committee has also increased by 5%. The TOCA was approved.
8.	**HCF Performance, Self-Evaluation and Improvement**

	The LA Categorisation letter for AJS has been received and uploaded to GHub. MB advised that the LA has a new way of grouping schools. AJS is in Group 3. The purpose of the categorisation is for school leaders to be able to learn from other schools in the grouping. However, no other schools are named and or within our locality. Only LA schools are grouped. MB will inform governors when he has more information. **PR: Does this increase workload on senior leaders?** A: It will depend on what they mean about sharing and learning from each other. It will be a case of what we choose to do for the best outcomes for our pupils. SEF will be presented at the November meeting – under the new Ofsted headings. **Action 4 : SEF to be added to November agenda**
9.	**Other Key Reports / Papers / Compliance items** • **Accessibility Plan – Y1 review** To be presented at a later date. • **Equality Objectives – Y1 review** To be presented at a later date. • **Cyber security – robustness of school systems** Item deferred due to the absence of JC. **Action 5 : Accessibility Plan, Equality objectives to be added to January agenda.** **Action 6: Cyber security update to be added to November agenda.**
10.	**Premises, Health & Safety, Finance, Staffing**
	• **Budget Updates** • **Confirmation of which governors will undertake Finance training (To meet requirements of RAG)** Govs were reminded to undertake some finance training and that attendance at BR's counts as training. **Action 7: MB to notify governors of the dates of Budget Revisions** LH will confirm the date of the SFVS meeting with Jen; AV to be invited.

	MB explained the RAG ratings; an A1 grading has been provided. Both schools are similar . MB said that there were difficult issues ahead regarding finances. **PR asked about the coding issues on VAT**. A: MB said that this should not be appearing as the matter had been dealt with. **DK asked about the overdue issues. What is it?** A: We were asked to organise a Health Check ourselves and were then told we had to pay to have a Health Check - but the LA have not been able to offer this – nothing has emerged. Either we have to organise this or the LA need to pick this up. MB to raise with Finance Offer at LA. • **Catering and MIS updates** • **Health and Safety walk by governor** This will be arranged to happen by the end of term. **Action 8: JM to arrange to monitor via a Health and Safety Walk.**
11.	**Stakeholder Involvement** RRIS – A Phonics evening had been held for Reception parents. Prior to that, a Meet the Team session had been held. The school had changed the format of the event, with parents invited to look around the classroom and ask questions of the team. Reception team have also held 1:1 meetings with families. Harvest events are planned, such as soup and bread and singing. After half term there will be a Show and Share session at 2.30 p.m. Parents are invited to come in to school and the children will be able to show their work to the parents. This will be held before parents' evenings. Christmas events are being planned. MB reported on the most recent staff poll, which related to staff / governor involvement. This will be an agenda item for November. 25 /26% was the average response. **Action 9: Staff poll to be added to November agenda.**
12.	**POLICIES TO APPROVE / REVIEW** • **Physical Intervention Policy** • **Attendance Policy LA** • **Grievance Policy / Procedure LA** **DK – would the incidents reported in Item 4 of this meeting have been avoided if physical intervention had been used?**

A: There are various grounds that can be used as a last resort and they need to be defensible in law. Some behaviours come out of the blue but the grounds are very limited. Staff need to be trained. AI confirmed this view; it has to be proportionate and a last resort. A lot of staff are very nervous of having a lawsuit against them.

DK: How do we protect our staff?

A: Try to predict and mitigate risk. There is proactive planning, de-escalation processes, reviews after incidents. The Behaviour Policy supports any interventions. The LA captures this information.

MB said that the incidence in a population of over 800 is actually low. Some children have SEN and suspensions can only be issued for behaviour policy breaches.

- **Suspension and Exclusion Policy** – revised to give more guidance to staff and parents.
- PR observed that most of the policies were updated rather than radically altered.

Policies approved.

13. POLICIES TO NOTE

None presented.

14. MINUTES OF PREVIOUS MEETING, Matters arising and Actions

14.1 To approve the minutes of the meeting from FGB held on 22nd September 2025.

Governors approved the minutes of 22nd September as a true and accurate record.

14.2 Actions

Date	Item	Details	By Whom	When
	8.2/3	Action 2: Accessibility Plan and Equality Objectives to be added to October agenda.	Clerk	20/10/25 Completed
	14.1	Action 3: MB to upload Governor Monitoring Plan.	MB	Completed

14.3 Matters arising.

None presented.

15. Governor monitoring, development and training

15.1 Training completed or planned

PR – Safer Recruitment 19/10/25

	PR – Safeguarding 19/10/2025 HB – Safeguarding for Governance 19/10/2025 LH - " " " " " 7/10/2025 AI - " " " " " 30/9/2025 JM - " " " " " 19/9/2025 VS - " " " " " 20/10/2025 **15.1.1 Update of whole governing body training session** The Governance Service no longer provides an annual training session within the package but they can be purchased as required. Governors were advised that David Amis from Governance Service will be attending a meeting to observe the board and provide support and advice as required. **15.2 Monitoring reports from governors** PR confirmed that the SCR had been checked and all found to be in order. .
16.	**Confidential Items** MB advised that he would be setting up a confidential folder on GHub, where the relevant governors could consider the papers that will be uploaded.
17.	**Date of next meeting – Monday 24th November 2025 at 5.30pm at RRIS.** **With no further business, the meeting closed at 19:30**