Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Kate Campbell

24th November 2025 at 5.30 pm held at Recreation Road Infant School

GOVERNING BODY MEMBERS					
Melissa Agnew **(MA)**	Staff governor	Absent	Daddy Kabuiku **(DK)**	Parent	Present
Helen Behrens **(HB)**	Co-opted	Present	Judith Mayne **(JM)**	Co-opted	Absent
Michael Bunting **(MB)** *Executive Headteacher*	HT	Present	Pam Reynell **(PR)**	Co-opted	Present
Kate Campbell **(KC)**	Co-opted	Present	Vijay Surianarayna **(VS)**	Co-opted	Absent
Maria Conti **(MC)**	LA Appointed*	Absent	Anish Varkey **(AS)**	Co-opted	Present from Item 8 to end
Laura Harris **(LH)**	Co-opted	Present	Vacancy	Parent	
Andy Innes **(AI)**	Co-opted	Present			

Quorum = 6

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**
C/F	9	Action 5 : Accessibility Plan, Equality objectives to be added to January agenda.	SLS	12/1/2026

C/F	10	Action 8: JM to arrange to monitor via a Health and Safety Walk.	JM	By end of term
24/11/25	9	Action 1: Reconsider the Vision and Mission Statement at the January meeting.	SLS / MB	12/01/26
	9	Action 2: Staff Poll Feedback to be added to January agenda	SLS/MB	12/01/26
	10.2	Action 3: AV to liaise with JC and look into the feasibility of the schools having their own kitchen over a 3-5 year timescale.	On-going	
	10.3	Action 4: AI Policy to be added to January agenda.	SLS/ MB	12/01/26
	12	Action 5: Complaints Procedure and Capability Procedures (Support Staff) to be added to January agenda.	SLS / MB	12/01/26

No.	Item
1.	**Welcome, Introductions and Apologies**
	KC welcomed everyone to the meeting. • VS, MA, JM and MC gave apologies that were accepted. The Governance Professional reminded governors that reasons for non attendance should be given, or at least shared with the Chair. • Mike Hooper, Head of School AJS and gave his apologies although not a governor. • In attendance – Denise Mattock, Head of School RRIS and Jen Carlin, Business Manager Heigham Community Federation. • 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**
	• **Update on date for visit from Governance Service to attend a board meeting.** There was no update on the date for the visit. Governors suggested that the February or March FGB meeting would be appropriate for the Governor Services representative to attend the meeting. The Governance Professional advised that other schools submitted all their meeting dates, so that there was a choice for Governor Service. • **Succession Planning** KC informed governors about the termly sessions that had been introduced for Chairs of Governors (CoG) by the Local Authority. It is requested that CoG's attend all three meetings. KC invited any governor who were considering the Co-Chair role to attend the next meeting in the Spring Term.

	KC suggested that the board may need a R.E. Link governor; this was to be checked by KC.
4.	**HEAD TEACHERS' REPORTS** The written report had been uploaded to GHub in advance of the meeting. Current challenges included the new Ofsted framework, wellbeing and a rise in complaints. Ofsted – MB is going through the statements. The SIDP focusses on 2 or 3 strategic goals and other elements are moving to "Expected standard". Neither school is in the Ofsted window but SLT meetings have been held to consider the implications for the schools. Wellbeing and workload – MB advised that he can move his workload if needed. Complaints – these take up a considerable timescale as things progress from Heads of School, to MB and then onto governors in some instances. **Q How many complaints do the schools receive in a year?** A: They are largely resolved at Stage 1 or Stage 2. This year there is an increase going to Stage 3, a governors' panel. **Q: Is there any therapeutic support for staff?** A: There is supervision available by booking it directly with the proviser, which is available for all staff. DK went on to describe an incident he had become aware of through hearsay but had not been treated as a complaint by the schools. MB responded, saying that the schools can only react when matters are directly reported or raised with them. The numbers for bullying incidents provided in the report are the actual numbers that have been received by the school. MB said that Ofsted will ask the pupils about bullying and triangulate the evidence with school data. KC said that the school's need a way to gather parental views and to support better communication when things need reporting. **Q: How sustainable is the situation of using class TA's to support pupils with complex needs?** A: This will have an impact. MB has spoken to other schools, whilst the schools have a level of teaching assistant support in class, they are being diverted to support the higher needs children. Pupil Premium children can be affected, as there is an impact on TA's availability to run intervention groups.
5.	**CHAIRS' REPORT**

	Verbal update to FGB on any urgent actions they've had to take on the board's behalf since the last meeting KC said that three complaints had been received within a short space of time. An update email had been sent to governors today, as some information had been circulated in error. KC and PR are seeking advice and guidance from Governor Services regarding procedural correctness in handling these complaints. Governors were reminded about confidentiality.
6.	**Inclusion, Safeguarding and Pupil Welfare**
	• **SEND Information Reports (both schools):** *For annual review and publication.* The reports for both schools had been uploaded to GHub prior to the meeting. The reports detail the schools' offer alongside what is offered by the LA. The reports address the criteria set by the LA, which is based on an audit identifying best practice. MB referred to Gateway Assessment, which provides access to an Educational Psychologist, but the team is very small and more schools are tapping into it. The report for AJS requires a small number of references to websites to be updated. • **Planned Admission Number (PAN) Consultation:** *Discussion and decision ahead of submission deadline (16th January).* **Governors approved the PANs for 2027-28 as follows:** **RRIS = 90** **AJS = 120.** It was noted that pupils come in from a wide area, and not all are in catchment. *(AV entered the meeting.)*
7.	**Strategic Leadership and Vision**
	• **Vision and Strategy Steering Group 2:** *Feedback and proposals for the next stage of development (MB)* The second strategy meeting had been held and papers uploaded to GHub prior to the meeting. Four vision pillars have been suggested; Belong, Grow, Learn and Achieve. The scope and definition of these pillars was expanded in the documents. The next stage is to put the Vision out for consultation. Governors went on the discuss the Mission options. HB suggested that it could be useful to use the language of Ofsted. Governors discussed the work "Excellence", whether it related to outcomes and process. A number of governors were unclear of the definition of excellence in this context; others did not like the word Ambition. It was agreed that the term, "Striving for Excellence" was preferable.

	Q: Will there be parental input? A: Yes, there will be QR codes in the schools' Reception areas and in newsletters. Action 1: Reconsider the Vision and Mission Statement at the January meeting. • **SEF and SIDP:** *Draft SEF for each school and a summary of key SIDP headings and priorities (MB)* MB thanked VNET for their support. The process of creating the SEF had been onerous, as every judgement requires a secure fit, backed by evidence. Some of the SIDP priorities that were outstanding have now moved to "expected standard". MB has identified areas that are not solidly in the "expected" category and these have been added to the SIDP. Governors noted that the new framework now included children who are or were previously in social care within the groups for Pupil Premium. EHCP children are also specifically named in the framework. • **Staff Poll Feedback:** This will be made available at the next meeting. **Q: Is there a reason why this has not been conducted?** A: It just hasn't happened yet and MB has been checking a few things on the website. Action 2: Staff Poll Feedback to be added to January agenda
18.	**Premises, Health & Safety, Finance, Staffing**
	8.1 Budget Revision Updates - **RRIS** - **AJS** LH and JC had met with the LA Finance Officer, Heads of School and MB to review the budgets. It had taken into account all the changes since the last revision in June. AJS's budget has changed favourably due to SEND funding. RRIS has altered slightly due to employing supply teachers. There are significant deficits in the next two years and benchmarking will need to be examined. The budget revisions have been accepted on a one-year basis for RRIS and a two-year basis for AJS. **Governors approved the Budget Revisions for AJS and RRIS.** *(Confidential minutes were made for the remainder of this item.)*

8.2 Catering and Management Information System: *Papers and recommendations to be tabled.*

AJS currently uses Edwards and Blake, with contract running to 2026.
RRIS currently uses Norse with contract running to April 2027.
JC advised that both companies have increased their costs. Both schools operate a "dining room" only arrangement.
Ideally, JC would recommend one provider and one contract.
JC has consulted the Heads of School, received some training and contacted ESPO.

The proposal is to extend AJS's contract for 11 months, which has been raised with Edwards and Blake.

Q: Are there any challenges to this?

A: JC did not feel that the situation would be any worse than it is now. Norse is more expensive.

Q: How much would we need for a cooking kitchen?

A: A six-figure sum. We do not have enough electricity supply to run a kitchen. There are also elements of the kitchen equipment that are the schools' responsibility. The meals are sold for the price of the meal.

Q: AV said that having their own kitchen could be cost effective over the years. Has this been researched, what space is available?

A: MB said that the schools could not raise the necessary funding.
It was suggested that donations can be accepted.

Action 3: AV to liaise with JC and look into the feasibility of the schools having their own kitchen over a 3-5 year timescale.

8.3 Cyber Security Update: *Progress report and any recommended actions.*

JC confirmed that the digital requirements in both schools had been met, although some were not easy to meet and some were not a risk. Both schools have had upgraded wi-fi points. JC has researched how many schools have backup broadband lines, but not many do.
Some of the elements are too expensive to consider.
All staff need to undertake cyber security training, or this may affect insurance claims.
JC suggested that the schools needed to adopt and Artificial Intelligence policy.

Action 4: AI Policy to be added to January agenda.

MIS System – it is likely that RRIS will move onto Bromcom, which is already in place in AJS. This is anticipated to be from early next year.
RRIS needs a digital phone system and possibly a Tanoy system.

	8.4 Termly Premises / H&S update JC informed governors that the Site Manager had been off ill and that relief site support was in place. This has caused a lag in some regular monitoring. The OSHENS report has been examined with the majority of the reports relating to involuntary harm caused by pupil dysregulation. The Big Acorns Project at AJS has been a challenge. MB thanked JC for her exceptional work over the last few months. It was noted that Martin's Law, which involves having measures in place to manage a terrorist attack will become law in aa year.
9.	**Governor monitoring, development and training** **9.1** *Training completed or planned* KC said that the uptake of training had lapsed significantly across the county. It was noted that the schools' websites contained out of date governor information. JC agreed to mention this to the appropriate person. **9.2** *Monitoring reports from governors* Governors were asked to look at the monitoring plan, which can be found in Key documents folder on GHub, along with a protocol for visits.
10.	**POLICIES TO APPROVE / REVIEW** • **Parent and Visitor Conduct and Respect Policy: Approved** • **Complaints Procedure:** Deferred until January. • **Capability Procedures (Support Staff and Teachers):** Deferred until January. • **Bullying and Harassment Policy (Staff): Approved** Action 5: Complaints Procedure and Capability Procedures (Support Staff) to be added to January agenda.
11.	**MINUTES OF PREVIOUS MEETING, Matters arising and Actions**
	11.1 To approve the minutes of the meeting from FGB held on 20th October 2025 **The minutes of the meeting held on 20th October was approved as a true and accurate record.** **11.2** Actions 27.09.2025 Action 1: November meeting to include updated SIDP. **Completed.** 20.10.2025 Action1 :MB to look into a "governor friendly" version of CPOMS. **Completed.** Action 2: MB to post a link to the Steering group meeting on 5/11/2025. **Completed.**

	Action 3: Governors to respond via GHub to the Steering group proposals by the end of October. **Completed.** Action 4 : SEF to be added to November agenda **Completed.** Action 5 : Accessibility Plan, Equality objectives to be added to January agenda. **On-going** Action 6: Cyber security update to be added to November agenda. **Completed** Action 7: MB to notify governors of the dates of Budget Revisions **Completed.** Action 8: JM to arrange to monitor via a Health and Safety Walk. **On-going** Action 9: Staff poll to be added to November agenda. **Deferred to January.** **11.3** Matters arising
12	**Confidential Item** Confidential minutes were produced for this item.
13	**AOB** **13.1** A social gathering was suggested for after the January FGB meeting. A Bring and Share with tea and coffee was agreed. **13.2** School Christmas Events / Staff meetings – governors are very welcome to attend any event but DM requested that governors indicate to the schools when they would like to attend.
14.	**Date of next meeting – Monday 12th January 2025 at 5.30pm at AJS.** **With no further business, the meeting closed at 19:27**