23rd February 2026 Chair's signature

Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Kate Campbell

23rd February 2026 at 5.30 pm held at Recreation Road Infant School

GOVERNING BODY MEMBERS					
Melissa Agnew **(MA)**	Staff governor	Absent	Daddy Kabuiku **(DK)**	Parent	Present Item 4 to end
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 **(AV)**	Co-opted	Present Item 3 to 8.3
Laura Harris **(LH)**	Co-opted	Present	Vacancy	Parent	
Andy Innes **(AI)**	Co-opted	Present via Teams			

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**
12.01.26	6	Action 2: MB to get the feedback from the Mission and Vision	MB	ASAP

		consultation out the parents and other stakeholders.		
	10	Action 6: Complaints Procedure to be considered at the May FGB meeting.	SLS /MB	18/05/26
	13.2	Action 7: Add Accessibility Plan to 18th May agenda	SLS/ MB	18/05/26
	13.2	Action 8: Put update on kitchen feasibility as a standing item under premises.	SLS	On-going
23.02.26	3	Action 1: MB to check dates for a Governors in School day.	MB	23/03/26
	3	Action 2: ALL: Governors to check on GHub Governance Service for training courses on Complaints and Exclusions and Suspensions training.	ALL	ASAP
	10	Action 3: MB to add reference to data protection and where information is stored to the Administration of Medicines Policy.	MB	23/03/26

No.	Item
1.	**Welcome, Introductions and Apologies**
	KC welcomed everyone to the meeting. • MA gave apologies that were accepted. • In attendance – Mike Hooper, Head of School AJS, 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 feedback form visit from Governance Service in January The report from David Amis had been posted on GHub. The board has a green rating. Challenging was a strength but monitoring and training could do with some improvement. **Analysis of Effectiveness tool** KC led the board through an analysis of the outcomes. Strong areas included aspirations, keenness to evaluate, lead and contribute. More difficult areas included analysing and time commitment for some governors. *AV entered the meeting.* Training needed to be taken up by more governors.

	The weakest aspect was being visible and engaged with the school community. Attending monitoring activities and school events helps raise governor presence in school. AV said he would like to meet up with members of staff. Several governors had said that they did not feel confident making school visits. The annual Governors in School helps with this. **Action 1: MB to check dates for a Governors in School day.** Governors were advised that a blank monitoring form was available on GHub. SLS to provide governors with a link on GHub. **Action 2: ALL: Governors to check on GHub Governance Service for training courses on Complaints and Exclusions and Suspensions training.**
4.	**Headteachers' Reports** **AJS** On roll = 465, one less than previously but another application has been received. Most of the spaces are in Year 3, with two spaces in Year 6. One child was off rolled as they are EOTAS. "Cold Calling" is still being used. This is where children are selected by the teachers to answer questions rather than a hands up approach. This approach is becoming embedded in culture. MH is also using it in assemblies. MH is monitoring the use of cold calling in the classrooms. MB said that the gender balance is better using this system. **Q: Do you keep a record of who is cold called?** We sometimes choose specific children, as an intentional process. Behaviour is good overall but there are always some individuals who need support. Safeguarding – the DSL's continue to meet more regularly, as previously advised. *DK entered the meeting* The Family Engagement Officer has resigned and the recruitment process is underway. MH said that there was still enough DSL coverage across the school. Attendance is 95.2% with national being 94.83%. One child has been off school with a long-term illness. Staff absence has been challenging this term, with some MSA's able to provide TA cover. MH wished to thank every member of staff who ran a club. The Year 6 boys' football club have been very successful. They have won through to the EFL Schools Cup Southern Section Final, where they will represent Norwich City. They attended the last Norwich City home match as guests, courtesy of the club, and paraded around the pitch at halftime. There is a Year 6 residential to Norfolk Lakes the week before Easter; governors were invited to visit.

RRIS

On roll = 325. Two children have left on a house move and one child removed from the school.
Work has continued on Relentless Routines with a focus on Mealtime Manners. The staff are supportive of the initiative, which includes 5 things children need to do to be successful. Feedback from staff indicate that the focus is having a positive impact.

Behaviour has generally been good; a few concerns over rough play have been managed.
Safeguarding – 38 children are being monitored at DSL level. Training for Family Engagement Officer in Multi-Agency Risk Assessment Conferences (MARAC) has been completed. DM thanked Charlotte Tumber, FEO at Recreation Road for stepping in to support AJS while recruitment of their new school FEO is underway

Attendance is 95.45% with national being 94.99%.
There is not a huge difference between the year groups. Some absences are explained by hospital stays, home-school reintegration programmes etc.

SEND – Sheree Brock has been attending the PINS training and feeding back to staff. The quality of the training has been variable.
Q: Can governors attend staff meetings on PINS?
A: Yes, the staff meeting is on 25th March.
Inclusion – staff have been moved to support need. Staff are following the PINS advice and stepping back from children to allow them to develop independence.
The parental perception of the Nest is sometimes seen as negative and a place of removal. This is not the purpose; it allows a smaller safe place for children to practice social skills.

Reflection days have been held for P.E and D&T. P.E. showed strong retrieval of vocabulary. D&T's focus on real life experiences is positive.
Writing - using a visualiser for modelling has been positive and adults are becoming more confident scaffolding.

Staff training – subject leads are feeding back on training. SEND and Speech and Language has been supported by the Virtual School. DM said that one Teaching Assistant had given a brilliant presentation on Brain Breaks.
Staff have shared the Floor Books and all staff have received STEP UP training.
The Pupil Premium document has been shared.

DM provided governors with a list of events that have taken place. Particular thanks were given to the parent who organised the disco and for JC for the associated risk assessment.

Staff absence has been tricky to manage, with Teaching Assistants being used flexibly. Some non-essential activities have been cancelled to save costs.

The Smart School Council has been established and are supported by the Wellbeing lead.

	DM said that she had identified the need for the school to engage more with parents, according to the latest Ofsted criteria.
5.	**CHAIRS' REPORT** KC reported that she and PM continued to work on progressing complaints that had come into the school. A grievance has been received from a member of staff.
6.	**Inclusion, Safeguarding and Pupil Welfare**
	This was covered in the Headteacher reports.
7.	**Strategic Leadership and Vision**
	7.1 Mission and Vision Update The amendments had been shared with the staff. This will now go out to parents. **7.2 SEF – Inclusion Sections** Th inclusions sections have now been completed in draft. The judgement is "Needs Improvement", as it has to be a secure fit. **Q: In the AJS SEF it states that 'pupils individual SEND plans are reviewed regularly': how often are these reviewed, and are parents involved in each review?** The plans are monitored termly. The INDES are reviewed by the teacher and the SENDCo. Parents are involved in reviews and the plans are then quality assured. Parents sign the documents. **7.3 SIDP – Finalised version** This had been uploaded to GHub. The next step is to look at the education landscape to get an idea of future developments that would be needed. It will be reviewed to identify strengths and areas for improvement. The aim is to develop the five key structural plans by 27th March. AV expressed his interest in being involved in this work. The budget share for the next financial year will be notified on 27th March. It will then be possible to devise plans for key priorities and key performance indicators for the first year.
8.	**Premises, Health & Safety, Finance, Staffing**
	8.1 Budget Updates The papers for Budget revisions, Budget Revision 3, Capital funds and the RAG rating had all been uploaded to GHub in advance of the meeting. No questions raised. **8.2 Approval of SFVS** LH and JC were thanked for their work on the SFVS, which had been uploaded to GHub. Some judgements were amended to read "partly" in place. Changes were highlighted in yellow. Governors advised that the Pay Progression and Terms of Reference should have dates in 2025 added. JC to amend and update.

	The schools are due an audit and are on the list. They will be contacted by NCC. There is no charge for this service. **Governors approved the SFVS** **8.3 Pupil Premium update** HB had met with DM and Susanna Manrique. The Pupil Premium plan is a working document with named staff for the various strands. HB looked at Literacy and Numeracy, where the outcomes are lower than expected. Staff training on moderation had led to increased confidence in making judgements. There are wider strategies to encourage attendance, with the support of the Family Engagement Officer. HB suggested that one of the letters regarding attendance sent to parents was harsh. DM said that there needed to be a hard line with attendance. HB plans to visit AJS for PP monitoring and to revisit RRIS in the future. **8.4 Premises / H&S update** JC and JM had met with the temporary site manager earlier in February. Staff absences and pressure of work was evident but the staff are working hard to cover this. The Health and Safety document will be collated in Summer 1. Boilers at AJS had failed in one wing. A temporary solution has been found but there will be significant boiler work needed over the summer holidays. The sports hall had been shut for three weeks, as the cages over the lights had come loose. The lighting will be changed to LED over the summer holidays. *AV left the meeting* <u>Kitchen feasibility</u> The electricity draw is being monitored.
9.	**Governor Monitoring, development and training** **9.1 Monitoring Schedule** MB requested that governors inform him over any monitoring that has taken place, in order for him to update the Monitoring Schedule. **9.2 Monitoring reports from governors** See 8.3 for HB's monitoring report on Pupil Premium **9.3 Training completed or planned**
10.	**POLICIES TO APPROVE / REVIEW**
	- **Governor Expenses** **Policy approved**

- **Alcohol and Substance Misuse**
  Policy approved

- **Photography and Images**
  Policy approved

- **Anti-fraud and Corruption**
  Policy approved

- **Administration of Medicines**
  Q: Who decides the staff who will administer medicines?
  We cannot dictate who administers medicines. We discuss this with staff and hope that someone will agree to do this.
  Q: Should there be a reference to data protection, for example, where this information is stored?
  MB agreed to action this.

Action 3: MB to add reference to data protection and where information is stored to the Administration of Medicines Policy.

11. MINUTES OF PREVIOUS MEETING, Matters arising and Actions

11.1 To approve the minutes of the meeting from FGB held on 12th January 2026

The minutes of the meeting held on 12th January 2026 was approved as a true and accurate record.

11.2 Actions

12/1/26	3	Action 1; All governors to have completed the Effectiveness tool by 23rd February meeting.	All	**Completed**
	6	Action 2: MB to get the feedback from the Mission and Vision consultation out the parents and other stakeholders.	MB	On-going – needs to go out to parents
	9.2	Action 3: Approve the SFVS at the February FGB meeting.	SLS	**Completed**
	9.5	Action 4: MB to send out staff meeting schedule to governors.	MB	**Completed**
	9.5	Action 5: Governors to provide the school with a photo for staffroom.	All	Action deleted
	10	Action 6: Complaints Procedure to be considered at the March FGB meeting.	SLS /MB	Due 18th May meeting
	13.2	Action 7: Add Accessibility Plan to 18th May agenda	SLS/ MB	On-going

		13.2	Action 8: Put update on kitchen feasibility as a standing item under premises.	SLS	On-going

11.3 Matters arising

There were no matters arising.

11.4 To approve the confidential minutes of the meeting from FGB held on 12th January 2026

The confidential minutes of the meeting held on 12th January 2026 was approved as a true and accurate record.

There were no matters arising.

12. Confidential Item

Confidential minutes were produced for this item.

13. Date of next meeting – Monday 23rd March 2026 at 5.30pm at AJS.

With no further business, the meeting closed at 19:11