18th May 2026 Chair's signature

Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Pam Reynell

23rd March 2026 at 5.30 pm held at Avenue Junior School

GOVERNING BODY MEMBERS					
Melissa Agnew **(MA)**	Staff governor	Present	Daddy Kabuiku **(DK)**	Parent	Absent
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	Absent
Maria Conti **(MC)**	LA Appointed*	Absent	Anish Varkey **(AV)**	Co-opted	Absent
Laura Harris **(LH)**	Co-opted	Present	Vacancy	Parent	
Andy Innes **(AI)**	Co-opted	Present via Teams Item 9 to end.			

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. **Working Party to be established at June FGB to review policy.**	SLS /MB	15/06/26
	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	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
23/03/26	6	Action 1: MB to put out date to look at the key themes and further actions.	MB	ASAP
	6	Action 2: SEF Curriculum and Teaching strands to be presented at May meeting.	MB/SLS	18/05/26

No.	Item
1.	**Welcome, Introductions and Apologies**
	PR welcomed everyone to the meeting. • VS gave apologies, AV was absent with a late apology. DK was absent and subsequently gave a reason. Governors consented to these absences. MC was absent. • AI notified that he would be late joining the meeting. • In attendance –Denise Mattock, Head of School RRIS and Jen Carlin, Business Manager Heigham Community Federation. Sheila Lewis-Smith, Governance Professional. • The meeting was quorate.
2.	**Declarations of Business and Pecuniary Interests**
	Declare business and pecuniary interests for items on this agenda None declared for this agenda.
3.	**Governance Matters**
	• Succession planning PR said that she would be stepping down as Co-Chair and a governor at the end of the summer term. PR said that she felt that a governor should have a presence in the school, which she was unable to fulfil, living so far from the school. MB thanked PR for all she did, remotely. MB said that he had a potential co-opted governor in mind.

	• Governors in School Day – date This was agreed as Monday 15th June. Details to follow.
4.	**Headteachers' Reports** PR thanked MB, DM and MH for their reports. **Q: Can you tell us about the autumn and spring variances in RRIS report?** A: This is possibly a confidence issue in making assessments. We assess just before the autumn half term, as we do not do a baseline. MB said that a baseline in Reception is essential and it could be worth introducing this into other classes. **Q: How have the arrangements for the support staff in Reception working out? Has this been a contributory factor?** A: More in Year 1, they have more focussed groups. It feels more like teachers do not want to over set expectations. **Q: There have been a lot of conversations with the CADS team.** A: There are high levels of need in the families. Parents work with the Family Engagement Officer but when we reach the end of what we can offer the CADS team is consulted. There is more severity but it is less frequent. DM pointed out that all CADs contacts are consent based. The highpoint of the term at RRIS was the disco, which had been superbly organised. At AJS, the highlight was seeing the Year 6 football team win the regional finals. This took them forward to representing Norwich City Football club at Coventry. They will be wearing the Norwich kit. It was requested that governors monitor SEN support at AJS during the period of staff absence. There is consultancy in place to ensure compliance.
5.	**CHAIRS' REPORT** KC asked that the training date for governors on Complaints be circulated to the board. KC thanked JC and SLS for their work on the grievance and complaint that had been received by the schools.
6.	• **Mission and Vision** - update • **SEF –** Curriculum and Teaching strands for both schools**.** • **Horizon Scanning** Education White Paper – brief summary of key points and possible implications for schools such as ours**.** **Strategy Update**

	MB had met with the Heads of School and AV looking at the educational landscape and key themes that will have an impact on the schools in the next 5 years. Ten themes have been found. These included consistencies and systems; teaching, estates, curriculum including the new Ofsted and the leadership of the curriculum. MB said that less data needs to be given to governors and the data streamlined to allow for comparisons. The White Paper points to more partnership and collaboration around SEND; this could have an impact on the leadership structure. **Q: What is the role of the LA?** A: To provide top up funding, EHCPs etc. WE used to work in clusters but it requires capacity. **Q: Will the EHCP process be outsourced?** A: The information is very vague, with more of a focus on trust and partnership systems. **Q: It seems that there will be more demands with less resources?** A: This has been the challenge and the trend in recent years. The schools are open to being collaborative. The LA could form its own Trust, but this is unlikely. The proposed date for implementation is 2025. MA said that VNET had done fantastic training for Humanities and would now do Citizenship. PR referred to the list of themes and suggested that some could be drawn together, Governors discussed how the themes could be grouped, to reduce them to 3 to 5. MB requested governor support to help organise the next steps. **Action 1: MB to put out date to look at the key themes and further actions.** **Action 2: SEF Curriculum and Teaching strands to be presented at May meeting.**
7.	**Premises, Health & Safety, Finance, Staffing**
	7.1 Budget Approval for both schools It was noted that a governor was present for Budget Revision 3 but not for the budget setting. Papers had been circulated prior to the meeting. The budget took into account changes discussed in confidential items. MB had had preliminary meetings with the staff prior to meeting with the LA Finance Officer. **Q: Why is the first line of income so much lower than before?** A: This is due to a reduction in pupil numbers predicted over the next three years. A 3.5% pay rise is factored in. In AJS budget, the overspends stop for one year but then open up again in Year 2. RRIS has a very small reserve and little contingency. Governors approved the budgets for both AJS and RRIS.

	SFVS – governors noted that these had been submitted and approved for both schools. **7.2 Pupil Premium update – report submitted by HB** The report had been noted at the previous meeting and subsequently uploaded to GHub. **7.3 Premises / H&S update** No update provided. **- Kitchen feasibility** Not discussed.
8.	**Governor monitoring, development and training** **8.1 Monitoring Schedule** Not discussed. **8.2 Monitoring reports from governors** Safeguarding – HB had attended an outing themed on Percy the Park Keeper. Parents and helpers were briefed in the supervision and behaviour expectations. HB reported that the outing was very well managed. DM added that there is a Code of Conduct for parent helpers. A report had been uploaded to GHub. **Q: Did the children take on the expectations?** A: Yes, very well. Pupil Premium – HB will visit AJS on 17th April. Safeguarding – PR and DK will conduct monitoring. Questions will be issued prior to meeting to staff. **8.3 Training completed or planned** None notified. *AI entered the meeting.*
9.	**POLICIES TO APPROVE / REVIEW**
	• Physical Intervention Policy – rewritten to reflect updated DfE guidance. Governors noted the changes in terminology and some expectations on reporting. The schools are not touch free. **Q: Is staff training bought in?** A: There is a lead professional in school. One person is a STEP ON trainer and two people are STEP UP trainers. Refreshers are in place and new staff do the training. The initial approach is always on de-escalation. Side hugs are used if appropriate. There is differing advice from STEPS and the DfE.

Governors approved the Physical Intervention Policy.

- **Pupils with Additional Health Needs Attendance Policy.**

  Postponed awaiting new guidance.

- **Appraisal Policy – Teachers.**
  Postponed awaiting new guidance.

10. POLICIES TO NOTE

- **Offsite Visits Policy.**

Governors approved the Offsite Visits Policy, noting it was a LA model and the school used the OSHENS platform.

Supporting Pupils with Medical Conditions Policy.

Postponed awaiting new guidance

11. MINUTES OF PREVIOUS MEETING, Matters arising and Actions

11.1 To approve the minutes of the meeting for FGB held on 23rd February 2026

The minutes of the meeting held on 23rd February 2026 were approved as a true and accurate record.

11.2 Actions

12.01.26	6	Action 2: MB to get the feedback from the Mission and Vision consultation out the parents and other stakeholders. **Outstanding**	MB	ASAP
	10	Action 6: Complaints Procedure to be considered at the May FGB meeting**. A working party will be formed at the June meeting to review the policy.**	SLS /MB	18/05/26
	13.2	Action 7: Add Accessibility Plan to 18th May agenda **On-going**	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. **Completed.**	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. **Reminder issued following the meeting.**	ALL	ASAP
	10	Action 3: MB to add reference to data protection and where information is stored to the Administration of	MB	23/03/26

			Medicines Policy. **Outstanding.**		

11.3 Matters arising

There were no matters arising.

11.4 To approve the confidential minutes of the meeting from FGB held on 23rd February 2026

The confidential minutes of the meeting held on 23rd February 2026 were approved as a true and accurate record.

There were no matters arising.

MB thanked Melissa for her service on the board as staff governor and for her excellent work in the school. Melissa was congratulated on her new job and wished all the best for the future.

18:25 MA, DM, and JC left the meeting.

12.	**Confidential Item** Confidential minutes were produced for this item.
13.	**Date of next meeting – Monday 18th May 2026 at 5.30pm at RRIS.** **With no further business, the meeting closed at 18:39**