Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Pam Reynell

15th June 2026 at 5.30 pm held at Avenue Junior School

GOVERNING BODY MEMBERS					
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*	Present	Anish Varkey **(AV)**	Co-opted	Present
Laura Harris **(LH)**	Co-opted	Present	Vacancy	Co-opted	
Daddy Kabuiku **(DK)**	Parent	Present	Vacancy	Parent	
			Vacancy	Staff	

Quorum = 5

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**
18/05/26	3	Action 3: Approval of HTPM Adviser to be added to July FGB meeting agenda.	SLS	13/07/26
	9	Action 5: Add updated Accessibility Plan to July FGB agenda.	SLS	13/07/26
15/06/26	3	Action 1: MB to conduct a calendar poll to set dates for the	MB	From September

		Complaint Procedures review meetings.		
	7.3	Action 2: JC to post link to tender details on Gov Hub.	JC	ASAP
	9	Action 3: Suspensions and Exclusions Policy to be added to July meeting agenda	SLS	13/07/26

No.	Item
1.	**Welcome, Introductions and Apologies**
	PR welcomed everyone to the meeting. • VS gave apologies that were accepted. • In attendance –Denise Mattock, Head of School RRIS, Mike Hooper, Head of School AJS and Jen Carlin, Business Manager Heigham Community Federation. Sheila Lewis-Smith, Governance Professional. • The meeting was quorate.
2.	**Declarations of Business and Pecuniary Interests** There were no new declarations.
3.	**Governance Matters**
	3.1 Succession planning It was noted that JM had agreed to stand as Acting Co-Chair from September, when PR steps down from the board. Governors need to consider who will take the post of Vice Chair. **3.2 Governor Drop-In Day – Verbal Feedback** **DK – Curriculum** DK reported that the curriculum for reading, writing and maths was very detailed. The school is clear in what it wants to achieve as outcomes. Ofsted will ask how governor know the school is delivering the curriculum and meeting many end points. Overall, DK commented that the curriculum and the assessment of it was very complex. **MC – SEND** MC had visited both schools to look at SEND in practice. She had visited both the Nest and Acorns class. MC reported that she was overawed by how much the Teaching Assistants and teachers do to integrate children. **HB- Pupil Premium** HB's focus had been on Maths data for the disadvantaged, as the results are lower for this group. Strategies are in place, such as Rock Stars and Year 6 buddying up with Year 3.

	Staff meetings are held and maths workshops introduced by NCC. An audit of resources is due. HB reported a lovely rapport between staff and pupils and there is involvement of pupils in reviews. **KC - Writing** KC had looked at writing at AJS as this was a weaker area. KC had learnt how writing was taught across the year groups. KC had found the visit interesting. Consistency in teaching has already been identified by the school and strategies are in place. **LH – Visiting RRIS** LH had spent time with 5-year-olds in one class. She observed some of the Refugee Week activities, including teachers using Paddington Bear as an example. There were associated activities such as experiencing different languages and building shelters. Parallel classes did the same activities. When asked, the teachers had felt supported and trained in delivering on the issues around refugees. LH said she had had a lovely time during her visit. **JM- Health and Safety** JM is due to visit the school on 24th June. PR thanked governors for their verbal reports, which will be recorded and added to Gov Hub. PR said that the real heroes were the staff who delivered such great teaching. MB thanked governors for their time in coming into school. **Complaints Procedure – establish a Working Party to review the procedure.** This will be KC, DK and AV. PR offered to help even after September. **Action 1: MB to conduct a calendar poll to set dates for the Complaint Procedures review meetings.** **3.3 Governor Vacancies** Governors discussed potential people to approach for a co-opted governor role. There will be an additional co-opted vacancy in September when PR steps down. AV suggested he may have some contacts. MB will arrange to run the staff and parent nominations at a suitable time.
4.	**HEADTEACHERS' REPORTS** **<u>RRIS</u>** Number of roll – 320 with 21 spaces.

There are two or three possible admissions in the pipeline. Requests for part-time and deferred places have been received. DM has made it clear to parents that deferred places cannot be guaranteed at the point when parents want them.

Behaviour - Two children have received half day internal suspensions, both for harming others. The strategy has worked for one child.

Safeguarding – 38 pupils are being monitored.

Attendance – 95%, with National being 94.2%

SEND – The school are planning for next year. The Nest is being used for three groups a day on a rotating basis. They integrate into their mainstream classes for the remainder of the day.

Reflection Days - Computing. Children were confident with how to stay safe.
Computing and Wellbeing curriculum leads are meeting to look at the curriculum as there are interconnecting aspects.

Staff training – The focus has been on data drops and pupil progress.

Phonics screening for Year 1 – the predicted results look to be good at 90%. Phonics were started earlier in Reception and Year 1 have received good interventions. The school is looking how to keep the momentum going next year.
MB said that a check on the Phonics screening had been conducted by the LA. The school were complimented on their process. Recommendations included getting a quiet space for the screening.
MB congratulated DM on her persistence and work to improve the phonic knowledge.

The school has held a Day of Welcome, had an author visit and run Refugee Week.

Staffing – A temporary MSA role is in place for the summer term.
Year 1 leadership now needs covering due to other staff movements. A member of staff has now volunteered to cover both Reception and Year 1 leadership.

Pupil Welfare – Transition activities have been happening with SEND pupils receiving an additional offer.
There is a Nursery Tea Party and an Open Evening planned. Open Evening is 8th July 6.30-7.30 p.m.

Stakeholders – Governors were invited to the Fete to be held on 3rd July.

AJS

Number on roll = 469. There are 11 spaces, with 9 being in Year 3.

	Staffing – MH expressed thanks to Beccy Parke, who has left the school. A new Family Engagement Officer has been appointed – Gemma Howes - who will also be a DSL. The role for September for the Assistant Head/SENDCo has been appointed. The school are recruiting for permanent hours within the support staff. The School Secretary has been appointed from an internal candidate. A teacher for 2 days a week has been appointed for Wednesdays and Fridays to fit in with other staff. The Day of Welcome was very good. The children had been shown a powerful film featuring a Norwich City footballer, that captured their interest. MB commented that staff member Jake Rose-Brown was a key person and had taught over 30,000 children on-line that day and created much of the content. He is a real asset to the school. The SATs and Year 4 Multiplication check have been completed. Writing moderation, which happens every 4 years, has been completed. The school has a trained moderator in school, although this moderation was held externally. The judgements were agreed for Just Below and Expected. Most Greater Depth samples were agreed but there was level of challenge. MH would like to see the data for moderated and non-moderated school to see the differences in Greater Depth results. Year 4 will be attending the Norfolk Show and performing a song. Safeguarding – one pupil on Section 47. CPD – Inset time has been spent on writing and transition. A Transition meeting for Year 2 into Year 3 has been held. Parents asked about the move to three classes and the increased numbers in classes. Parents have attended class assemblies for Year 3 and 4. Years 5 and 6 will have a production later in the term. The Leavers BBQ will be held on 26th June. The Heads were thanked for their reports.
5.	**CHAIRS' REPORT** There were no updates to be given.
6.	**Strategic Leadership and Vision**
	6.1 Mission and Vision – Feedback to parents and stakeholders. This information will go to parents with the new website information.

	Q: Who writes the content for the website? A: The schools write the content but we have a web manager who manages the IT side of things. **6.2 SEF – Attendance and Behaviour strands for both schools.** MB said that the focus was to keep a track of the vulnerable groups and persistently absent pupils. MB will look for a better benchmark for these pupils, particularly for those in Acorn class, as they are more likely to be compared to special school data, which is currently 87.1% for national figures. **6.3 Strategy Update** AV and MB will arrange to work on this further.
7.	**Premises, Health & Safety, Finance, Staffing**
	7.1 Budget Control Reports The April budget control report had been uploaded to GovHub. JC advised that the May budget control report will form the basis for Budget Revision 1. There will be changes, with some additional funding but also a loss of £18K Sports Premium. There is potentially a hub that can be accessed for supporting P.E. The loss of the Sports Premium will cause an issue, as the schools historically used the funding to support the Sports Centre and this cost has not been budgeted. Governors noted that the information regarding the withdrawal of the Sports Premium came very late in June. RRIS Budget Control Report shows that the school is getting back on track. **7.2 Budget Revision 1** This will take place on 2nd July. KC and LH agreed to attend the meeting, possibly for one school each. **7.3 Premises / H&S update** Isobel Horner has put both schools forward for the re-build programme. If accepted, this is likely to take a few years to complete. **- Kitchen feasibility** It has now been established that there is not enough electricity supply at AJS and the site would present logistical issues. RRIS has electrical capacity but does not have site space to accommodate a kitchen.

JC is currently looking at catering contract tenders. It was suggested that YPO was preferred over ESPO, being more dynamic during the tender process, with the contract being very detailed.

Action 2: JC to post link to tender details on Gov Hub.

8. **Governor monitoring, development and training**

8.1 Monitoring Schedule

No updates available.

8.2 Monitoring reports from governors, other than from Governors in School Day

DK, JM, PR and HB had all submitted monitoring reports.

LH agreed to add links on Gov Hub for three training sessions for governors being run by VNET.

8.3 Training completed or planned

None notified.

9. POLICIES TO APPROVE / REVIEW

- **Finance Policy**
  There was one change – the budget will now be split according to pupil numbers.

- **Charging and Refunds Policy**
  Unchanged.
  Q: What percentage of voluntary contributions typically received?
  A: Activity accounts are set up for each trip or event. There is always a deficit, so we use Pupil Premium funding or take it from the budget share, where we keep a small contingency for such events.
  RRIS only have one trip a year and they are less expensive.
  At AJS the recovery rate is less but can draw down from Pupil Premium. There is generally a 10-20% shortfall. The PTA contributions are factored in prior to requesting the voluntary payments from parents.

  Q: What about the trips for AJS?
  A: There are two residential trips but we may stop the one in Year 4. Some trips are quite cheap. MB said that the schools were considering a more strategic approach to trips; they need to have value and staffing visits etc is difficult and costly. It is sometimes cost effective to have visitors into school.
  The main point of trips is the cultural capital they add. Some children do not have what others would consider basic experiences.

	Supporting trips with voluntary parent helpers can also be tricky, as DBS checks could be needed. • **Teacher Appraisal Policy** **Q: It says we need to review the policy taking into account the Executive Headteacher report – what is this?** A: A report is provided to governors at the end of the appraisal cycle, which governors can analyse. This is usually provided in November. Governors suggested that the Teacher Appraisal Policy be reviewed in January, to tie in with the Executive Headteachers' report to governors for teacher appraisals. **Q: In 6.3 it says that two governors should be nominated to check that the Executive Headteacher's appraisal report is consistent with the schools' improvement priorities and complies with the schools' appraisal policy and the Regulations. What does this mean?** A: After discussion, the board agreed that they all looked at the consistency of the report when it was presented at a meeting. It was therefore not thought necessary to specifically appoint two governors. Staff have up to three objectives, with less for part-time staff. These are often on federation based, one for a school objective and then one individual objective. **Governors approved the three polices listed above.** **Action 3: Suspensions and Exclusions Policy 2026 to be added to July meeting agenda**
10.	**POLICIES TO NOTE**
	• **Asthma Policy** • **First Aid Policy** • **Allergy / Anaphylaxis Policy** It was noted that the schools are awaiting some statutory updates from September and will be added to the policy. The policies duly listed above were duly noted.
11.	**MINUTES OF PREVIOUS MEETING, Matters arising and Actions** **11.1 To approve the minutes of the meeting for FGB held on 18th May 2026** The Minutes of the meeting held on 18th May 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. **This will be updated and added to the new website.** **Action removed.**	MB	ASAP
	10	Action 6: Complaints Procedure to be considered at the May FGB meeting. **Working Party to be established at June FGB to review policy.** **Completed.**	SLS /MB	15/06/26
23.02.26	10	Action 3: MB to add reference to data protection and where information is stored to the Administration of Medicines Policy. **Completed**	MB	15/06/26
18.05.25	3	Action 1: LH to circulate information about HTPM training from VNET. **Completed**	LH	Completed.
	3	Action 2: MB to circulate dates for the HTPM review meeting this term. **Completed**	MB	ASAP
	3	Action 3: Approval of HTPM Adviser to be added to July FGB meeting agenda. **Completed**	SLS	13/07/26
	3	Action 4: Governors to send their availability to MB regarding monitoring on 15th June. **Completed**		ASAP
	9	Action 5: Add updated Accessibility Plan to July FGB agenda.	SLS	13/07/26

11.3 Matters arising

None

11.4 To approve the Confidential minutes of the meeting from FGB held on 18th May 2026

The Confidential minutes of the meeting held on 18th May 2026 were approved as a true and accurate record.

11.5 To consider the actions and matters arising

	None raised. **11.6 To approve the minutes of the FGB meeting held on 23rd March 2026** The minutes of the meeting held on 23rd March 2026 were approved as a true and accurate record. **11.7 Actions** Addressed by reviewing the actions from May meeting. **11.8 Matters arising** None. **11.9 To approve the Confidential minutes from the meeting held on 23rd March 2026** The Confidential minutes from the meeting held on 23rd March 2026 were approved as a true and accurate record. **11.10 To consider any actions or matters arising** None.
12.	**Confidential Item** Confidential minutes were produced for this item.
13.	**AOB** Governors thanked Pam Reynell for her services to the school and the board, as this was her last meeting taking the Chair. Pam will leave the board following the last meeting of the year in July.
14.	**Date of next meeting – Monday 13th July 2026 at 5.30pm at RRIS.** **With no further business, the meeting closed at 19:25**