



## Heigham Community Federation MINUTES

### Full Governing Board - Virtual Meeting via Teams

Chair – Mike Grimble

20<sup>th</sup> September 2021 at 6.00pm

GOVERNING BODY MEMBERS					
Mike Grimble <b>(MG)</b> <b>Co-Chair of Governors</b>	Co-opted	Present	Gary McGuinness <b>(GMc)</b>	Co-opted	Present
Nania Poulson <b>(NP)</b> <b>Co-Chair of Governors</b>	Co-opted	Present	Jo Thompson <b>(JT)</b>	Co-opted	Present
Michael Bunting <b>(MB)</b> Headteacher - RRIS	HT	Present	Debbie Dismore <b>(DD)</b> Executive Head - AJS	HT	Present
Avidan Kent <b>(AK)</b>	Co-opted	Absent	Nick Thornton <b>(NT)</b>	Staff	Present
Sian Jones <b>(SJ)</b>	Co-opted	Present	Deborah Illott <b>(DI)</b>	Local Authority	Absent
Farah Rehman <b>(FR)</b>	Co-opted	Present	Rachel Paley <b>(RP)</b> <b>Vice Chair of Governors</b>	Co-opted	Present
Louise Carolan <b>(LC)</b>	Co-opted	Present	VACANCY	Parent	
Mike Hooper <b>(MH)</b> Head of AJS	Associate Member	Present	Jen Carlin <b>(JC)</b>	Associate Member	Absent

Clerk: **Sheila Lewis-Smith**

**Blue – Challenge/question**

**Yellow – Approval**

**Red – Action Point**

			Action Points	
Date	Item	Details	By Whom	When
20/9/21	4.7	Action Point 1: MB to check with JC if it is a requirement to have a governor as a signatory on RRIS Fund Account.	MB	11/10/21

## Chair's Initials

	4.10	Action Point 2: Governors to sign off that they have read and understood KCSiE 2021 on Governor Hub.	All govts	11/10/21
	4.10	Action Point 3: Clerk to check training records and advise on Safer Recruitment trained governors.	Clerk	Completed
	6.2	Action Point 4: Clerk to add Data to the January 2022 meeting.	Clerk	TBC
	8.1	Action Point 5: NP to allocate responsibilities and role descriptions via email by 11/10/21.	NP	11/10/21
	8.2	Action Point 6: Governors to ensure that they have undertaken some financial training by 15/11/21.	All govts	15/11/21
	12	Action Point 7: DD to liaise with JC regarding GIAS information.	DD/JC	11/10/21
	12	Action Point 8: JC to check / arrange for RRIS governors to have school email addresses.	JC	11/10/21
	12	Action Point 9: Clerk to work on either allowing governor access to both accounts or to merge the accounts into one.	Clerk	11/10/21

No.	Item
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p><i>To welcome governors to the new board, receive and agree apologies / ensuring meeting is quorate.</i></p>
	<ul style="list-style-type: none"> <li>• MG was Chair of the meeting until Item 4.1.</li> <li>• Governors introduced themselves to the board.</li> <li>• Apologies were received and accepted from Avidan Kent and Deborah Ilott. Jen Carlin was not expected to attend.</li> <li>• The meeting was quorate.</li> </ul>
2.	<p><b>Declaration of Business &amp; Pecuniary Interests</b></p> <p><b>2.1 To make annual declaration of business and pecuniary interests – confirmation on Governor Hub.</b></p> <p><b>2.2 To declare business and pecuniary interests for items on this agenda</b></p>
	<p>2.1 The clerk had previously advised governors on how to do this on Governor Hub and offered support in completing the process, if required.</p> <p>2.2 None declared.</p>
3.	<p><b>Notification of Any other Business.</b></p> <ul style="list-style-type: none"> <li>• <b>Chair to agree if any AOB items will be considered at this meeting.</b></li> </ul> <p>3.1 Fencing decision - DD</p>
	<p>The Chair agreed to discuss this matter under Item 12 – AOB.</p>
	<p><b>GOVERNANCE MATTERS</b></p>

4.	<p><b>4.1 Agree term of office and election of Co-chairs and Vice chair</b></p> <p><b>The term of office for Co-Chairs and Vice Chair was agreed to be one year.</b></p> <p>It was suggested that a succession plan should be in place to allow regular changes to the Co-Chair and Vice Chair positions.</p> <p><u>Election of Co-Chairs</u> - The clerk had previously invited nominations for the position of Co-Chair; nominations and brief pen portraits had been received from Mike Grimble and Nania Poulson.</p> <p>The clerk took the Chair for the vote and the two nominees left the meeting.</p> <p><b>MG and NP were unanimously voted as Co-Chairs for 2021-2022.</b></p> <p>MG took over as Chair of the meeting.</p> <p><u>Election of Vice Chair</u> – Rachel Paley put herself forward at the meeting and left the proceedings for the vote.</p> <p><b>RP was unanimously voted as Vice Chair for 2021-2022.</b></p> <p><b>4.2 Appointment of clerk</b></p> <p>Sheila Lewis-Smith was appointed as clerk.</p> <p><b>4.3 Agree voting rights for Associate members</b></p> <p><b>After discussion regarding the valuable contribution that Associate members made to the board, it was agreed that Associate members would not have voting rights.</b> Given that the current two Associate members are school staff, this could have led to an over-representation from this group on the board.</p> <p><b>4.4 Review Terms of reference</b></p> <p>MG raised issues regarding the responsibilities that would have been held by a Finance Committee, under that model of governance. It was suggested that the governor with responsibility for Finance should advise the board on deciding virement and Headteacher spend limits.</p> <p><b>Terms of Reference adopted.</b></p> <p><b>4.5 Adopt Code of Conduct (NGA model) - Confirmation on Governor Hub.</b></p> <p><b>Code of Conduct adopted.</b> Governors to sign off on Governor Hub.</p> <p><b>4.6 Review Instrument of Government</b></p> <p>The Instrument of Government had been emailed to all governors by the clerk.</p> <p><b>Approved.</b></p> <p><b>4.7 Appoint governor signatory for RRIS Fund Account</b></p> <p>Governors queried whether this was a requirement. The RRIS Finance Policy will require a review if this is not needed.</p> <p><b>Action Point 1: MB to check with JC if it is a requirement to have a governor as a signatory on RRIS Fund Account.</b></p>
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#### 4.8 Governor vacancies – one parent governor

DD confirmed that notification of the vacancy had been sent out to both schools. The date for nominations is 27<sup>th</sup> September. Voting forms will be issued on 28<sup>th</sup> September.

**Q: Has the form / information been reviewed to encourage the school demography to apply?**

A: Yes, NP wrote a piece about being a governor to encourage applications; the actual forms are quite formal.

#### 4.9 Meeting schedule / dates

The meeting dates for October, November and December are on Governor Hub.

Meetings will continue to be virtual but it is hoped to run face-to-face meetings as the term progresses.

MG raised the issue that Finance needed to be a clear agenda item, as this was key function of governance.

#### 4.10 KCSiE – register to be signed on Governor Hub

DD stressed that governors should read the entire document to ensure they understood their duties.

**Action Point 2: Governors to sign off that they have read and understood KCSiE 2021 on Governor Hub.**

**Q: Where are the Child Protection records held?**

A: On the CPOMS system.

**Q: Does CPOMS work across both schools?**

A: Information is transferred on transition, but a member of staff works across both schools and is able to access both school's systems. MH added that the information on CPOMS was much more accessible for e.g. Social workers, than paper records.

**Q: How many governors have attended Safer Recruitment training?**

**Action Point 3: Clerk to check training records and advise on Safer Recruitment trained governors.**

NP said she had access to the National College and could update her training there.

**Q: On-line safety - is there something in place for the children?**

A: MB said that it was within the curriculum for Recreation Road Infants School (RRIS) – in one coherent Wellbeing curriculum. Safer Internet days were held.

MH confirmed that Avenue Junior School (AJS) had a similar approach.

MH and MB agreed to meet and look at Internet Safety across the federation. It was suggested that a joint audit be completed.

Governors stressed the importance of staff being up-to-date in a fast changing area. MH confirmed that a staff survey done last year had allowed staff to raise issues where they wanted training.

Governors pointed out that the children know more than their parents; it would be useful for the schools to produce something to support parents. DD said that the best form of regular contact with AJS parents was via DoJo, as practical sessions had been poorly attended. MB agreed.

**Q: Who are the Looked After Children (LAC) teachers?**

A: Mike Hooper at AJS and Suzanna Manrique at RRIS.

**Q: Do the schools subscribe to the update DBS service?**

A: It is individuals that need to subscribe. Employees with continuity of service are not required to update their DBS. DD advised that AJS had a rolling programme to update the former CRB checks to DBS checks. The schools would be notified of any serious incidents involving staff holding a DBS.

**Q: Are DBS checked for new staff?**

A: Yes

**Q: It is presumably difficult to pick up peer-on peer abuse. How do you determine when to be concerned?**

A: MH We build a picture over time and have a culture of hypervigilance. MB said that strong Anti-Bullying Policies are in place and staff are trained to observe behaviours. RRIS were moving to add behaviour to the CPOMS, as AJS do.

**4.11 Arrangements for Headteacher Performance Management**

Educator Solutions has been chosen as the supplier of the professional advice for this round for MB's HT PMR. It was suggested that alternative suppliers could be considered for next year.

Governors trained to conduct HT Performance Management are MG, SJ and GMc. This is in line with the Terms of Reference.

It was proposed that two governors should form the panel. It was agreed that MG and GMc would conduct DD's Performance Management, which is arranged for 11<sup>th</sup> October at 9.30 a.m with a VNET associate as the external adviser.

MB's Performance Management date to be agreed. MG and GMc will carry out this HT PMR. SJ will act as the review governor in both cases.

**5. HEADTEACHERS' REPORTS**

- **To agree format of HT reports**

It had been agreed between Heads and Co-Chairs that this report would be verbal but that subsequent reports would be written. One report would be created by DD, MB and MH. This was to give governors the opportunity to raise questions against the reports prior to the meetings.

It had been identified that some aspects were not relevant at every meeting; it was suggested that attendance was done on a half termly basis – November and January meetings for this year.

- **Safeguarding, SEND, Behaviour, Exclusions, Prejudicial incidents/accessibility**
- **Critical Incidents review**
- **Number of Roll /Attendance**
- **Staff and HT wellbeing**
- **Staff vacancies**

- **Federation progress update**
- **Good news story!**

RRIS Report by MB.

The children are settling well and a full cohort of 120 Reception children have been admitted. Three children have an EHCP – with two already in school. One child additional child has joined the school with an EHCP and it is proving challenging to meet the needs. The funding is not sufficient to meet the resource or support needs.

MB had noticed that the children have returned to school being very passive; the school is working on play, collaboration, speech & language, attention, concentration and stamina.

EYFS had their first full day in school today and parental coffee mornings are due to be held this week.

Year group assemblies have been reinstated, which the children appear to enjoy. Current Number on Roll = 339/360, which is up by 8 pupils. Year 1 is the lowest cohort, with 103 pupils, having been impacted EAL pupils moving out of the school due to both Brexit and covid.

Attendance is 97.5% and EYFS is 95.7% - which is brilliant, but it is early days into the term.

MB advised the board that the school are due to admit a Gypsy-Roma-Traveller family, which is the first time for the school.

**Q: Will this family have access to a NCC laptop?**

A: Potentially but it is a different designation as they are economic migrants; MB is in contact with the LA Gypsy-Roma-Traveller team for support and advice.

Critical incident – there has been one case of a mother dying following long term health issues. MB is working with the Critical Incident Team at the LA for advice.

Safeguarding – 1 pupil on Section 47, no pupils on Section 17; 2 pupils at Early Help and numerous at Family Nurture level. There had been a great handover from Sunflower Club who had run a holiday club, which had meant the school were able to provide a rapid response.

Staff – all new staff have received the core package of training and all refreshers will be done by half term.

Kick Start scheme – the school is intending on appointing an Assistant Caretaker role but the DfE process is proving very lengthy.

Exclusions – none.

MB said that the weekly contact with DD and MH was proving supportive, as were the Heads and Chairs meetings.

Good news story – Kalib Leeu had volunteered and mended the seating in the Butterfly Garden as well as other volunteers clearing the Forest School and other areas.

**Q: Have there been any issues of covid?**

A: Some cases in the community. Under 5's do not get swabbed. Two staff members have been affected and they taught remotely. The level of cases have not met the threshold for further action. MH added that AJS had had one case in school. One member of staff has been affected; they had symptoms but tested negative and returned to school after missing a day. Staff have been asked to get a PCR test and work from home if a family member tests positive.

MB was thanked for his report.

AJS Report by DD

DD reported that it had been good to have staff training together again, run in the two halls. The Anti-Racism training had been a good day, with two parents taking part, powerfully describing their experience of racism. The training was delivered by Equaliteach and would be followed up by a working party, including parents.

Step On training had been delivered to Support staff. MH had run staff training on behaviour expectations.

Safeguarding training will be conducted over the next few weeks.

Year 3 have settled well and demonstrated the importance of the last term in infant school, as they were prepared to learn. DD noted that last year's Year 3 (now Year 4) still needed support. Some Year 3 and 4 parents had wanted to come into the school but the school were now establishing routines with parents and children.

School routines are different but the school has moved on and it feels more normal now.

Covid still presents challenges; although no longer in bubbles, staff waiting for results are absent, meaning staff have to be reallocated across the school.

Number on roll – 457/480, which creates £100,000 down on potential funding.

**Q: What does this mean for the school if we are £100,000 short?**

A: DD When we budget, we must look carefully at staffing as it is a significant percentage of the budget. When the budget was prepared, the schools were aware of these pupil numbers, therefore new staff are on temporary contracts.

DD said that 30% of the Reception children entering RRIS were out of catchment. MB suggested this was to do with more affordable housing being built in outlying areas and the school promoting an attractive enquiry-based curriculum.

Governors went on to discuss the marketing of the schools and historic perceptions that the schools were full. It appeared that RRIS's efforts in reaching out to a wider community was paying dividends and something AJS could also capitalise on. MB commented that parents need to have the message that current Reception children that AJS will take out-of-catchment pupils but whilst there is no automatic guarantee that those who go to RRIS will automatically get a place at Avenues, this is high likely and has been so for many years.

It was agreed to return to the issue of marketing the schools via social media and other platforms.

Safeguarding – AJS has 6 Designated Safeguarding Leads. One child on Section 47, one child on Section 17, two Family Support Plan and more children on the register.

Exclusions – one exclusion of one week. The Inclusion Team are involved and it is hoped that an SRB place will be available in October.

Prejudicial Incidents – none.

Attendance – 97.8%. One pupil has not attended and MH is in touch with the Attendance Team. Lauren Gislam (member of staff) works for 3 days a week and devotes one of these days to attendance and punctuality.

Staff vacancies – one MSA did not start the role and one has given notice due to a change of circumstance. DD briefly mentioned issues of caretaking.

	<p>Federation – DD and MH are working closely with MB on the federation and are working on the School Development Plan.</p> <p>Assemblies have been wonderful; the focus has been on building the teams again.</p> <p><b>Q: Can governors come into school?</b></p> <p>A: DD Yes when there is a role and/or reason to come into school. If the outcome can be achieved remotely, then governors should not come in. All Risk Assessments are in place.</p> <p>DD was thanked for her report.</p>
<b>6.</b>	<b>SEF and SDIP</b>
	<p><b>6.1 SDIP objectives shared by the federation</b></p> <p>NP advised that rather than monitor the SDIPs for the two schools, that governors should focus on the shared objectives for the federation.</p> <p>Disadvantaged pupils - school leaders stated that the gap between the groups was startling. Everything that could be done had been done during lockdown. MH advised that the Pupil Premium leads in school have a clear direction to follow. Cases studies are being conducted to assess what was successful and what was less successful, pointing to where things needed to be done differently.</p> <p>MB said that the Assistant Heads at RRIS were working on plans for individual children. The combined federation policies and procedures would make more sense for children and parents.</p> <p>Mathematics is a joint focus for both school and a joint policy is being developed. Much of the plans are around staff development, so common ground can be found, where applicable.</p> <p>The wider curriculum will be worked on for progression of skills and knowledge.</p> <p>Other common objectives include inclusion, Schools of Sanctuary, equalities, alternative provision on-site, mental health and wellbeing, peer supervision, mental health champions and pupil voice.</p> <p>There professional development opportunities across the federation, especially to support the Early Careers teachers.</p> <p>Governors observed that there is a lot to do but there is also a lot in common between the two school.</p> <p><b>Q: Does this SDIP replace the individual schools' plans – and how do we monitor them?</b></p> <p>A: MB Most of the schools' individual priorities are reflected in the federation plan.</p> <p><b>6.2 Update on SEF for each school</b></p> <p>Governors observed that the SEFs contained interesting data; the gaps looked similar in both schools.</p> <p>The data figures for PP pupils were described by governors as very concerning and highlighted the need for a joint approach. The data provided by NFER assessments at AJS is a useful way of mentoring; governors questioned how they could do this across the federation. RRIS has an in-house system of checking that pupils are on the right trajectory. At RRIS, there are 3 points in the year for data collection and pupil progress meetings held around each half term, which identifies the needs of the pupils.</p>

	<p>Governors said that the funding for Catch-Up programmes should be carefully monitored. DD advised that Nicky Teasdale is over-seeing Catch-Up delivery at AJS.</p> <p>MB and DD raised the point that PP pupils may also be SEND pupils; DD said that the number on the SEND register who are also PP is disproportionate, as they have slipped so far.</p> <p><b>Action Point 4: Clerk to add Data to the January 2022 meeting.</b></p>
<b>7.</b>	<b>POLICIES</b>
	<p>7.1 To agree schedule of policy review</p> <p>7.2 To confirm approval of the following policies:</p> <ul style="list-style-type: none"> <li>➤ HCF Reporting Low-Level Safeguarding Concerns Policy</li> <li>➤ AJS Touch Policy</li> <li>➤ Domestic Abuse</li> <li>➤ RR Behaviour</li> <li>➤ HCF Staff Code of Conduct (Confirmation of approval via Governor Hub)</li> <li>➤ AJS Safeguarding Policy 2021-22 (Confirmation of approval via Governor Hub)</li> <li>➤ RRIS Safeguarding Policy 2021-22 (Confirmation of approval via Governor Hub)</li> <li>➤ Whistleblowing (NCC model)</li> </ul> <p>DD confirmed that the Staff Code of Conduct had been signed by all AJS staff.</p> <p><b>Governors voted unanimously to adopt all the policies listed above.</b></p> <p>NP advised that the most efficient way to manage policy review was to have the policies posted on Governor Hub and all questions posted ahead of the meeting. Meetings were not the forum to raise questions.</p> <p>It was also suggested that policies are grouped for review; MB and DD to work on grouping policies.</p> <p>It was also suggested that the federation only had one policy wherever possible e.g. Safeguarding.</p>
<b>8.</b>	<b>MONITORING</b>
	<p><b>8.1 Review governor responsibilities and monitoring schedule</b></p> <p>Some of the responsibilities have been grouped together. English, Phonics and Maths have been removed from the list, as this could be addressed by inviting key staff leads to present to the whole board.</p> <p><b>Action Point 5: NP to allocate responsibilities and role descriptions via email by 11/10/21.</b></p> <p><b>8.2 Introduction to the Budget Control Reports (BCR)</b></p> <p>MG outlined governor responsibilities for the finances and budget revisions of the schools. It was suggested that all governors should undertake some financial training.</p> <p><b>Action Point 6: Governors to ensure that they have undertaken some financial training by 15/11/21.</b></p>
<b>9.</b>	<b>GOVERNOR TRAINING</b>

	<p><b>9.1 Update on training undertaken.</b></p> <p>FR - Safeguarding Children in Education – the governors' role 8 Jul 2021</p> <p>FR - Governor and Trustee Induction 24 Jun 2021</p> <p>FR - Understanding Data - Primary 14 Jun 2021</p> <p><b>9.2 Update on training identified or planned.</b></p> <p>FR - Pupil Premium 21 Oct 2021</p> <p>FR - Preparing for Ofsted 12 Oct 2021</p> <p>NP urged new governors to attend induction training. LC said that although she had experience being a governor, she would undertake induction training by way of a refresher.</p> <p>Action Point: New governors to undertake induction training.</p> <p>MG invited feedback from any training undertaken, as he can feed this back to Governor Services at the Liaison Meeting with Norfolk Governance Network.</p> <p><i>20.05 SJ left the meeting.</i></p>
10.	<p><b>Minutes of the previous meetings</b></p> <p>To approve the minutes from:</p> <ul style="list-style-type: none"> <li>➤ RRIS FGB meeting held 7<sup>th</sup> July 2021 <b>Approved.</b></li> <li>➤ AJS FGB meeting held 12<sup>th</sup> July 2021 <b>Approved.</b></li> </ul>
11.	<p><b>Correspondence</b></p> <p>None presented.</p>
12.	<p><b>Any other Business</b></p>
	<ul style="list-style-type: none"> <li>i) AJS Fencing – DD informed governors that the fencing on Swansea Road presented a safeguarding issue. The LA have been consulted and will contribute 50% of the re-fencing, which does not conform to safety requirements. The fencing and gates will be replaced; it will be unobtrusive with parts in metal railings in keeping with the Victorian building. Vegetation will also be cut back. The total estimated cost is £15K. <b>Governors approved 50% of the estimated costs, to be paid from capital budget.</b></li> <li>ii) DD queried what should be put on the GIAS site. Some governor details may need to be shared. <b>Action Point 7: DD to liaise with JC regarding GIAS information.</b></li> <li>iii) E-mail addresses - it was suggested that for GDPR and safeguarding reasons, governors should be allocated and use school email addresses. <b>Action Point 8: JC to check / arrange for RRIS governors to have school email</b></li> </ul>

	<p><b>addresses.</b></p> <p>iv) Recreation Road Sports Centre Management Committee. GMc queried whether as a federated board there should only be one representative on the board. To be referred to that committee.</p> <p>v) MG raised the issue that the Governor Hub accounts for the two schools are still to be merged, allowing governors to access all the information they need.</p> <p><b>Action Point 9: Clerk to work on either allowing governor access to both accounts or to merge the accounts into one.</b></p>
<p><b>13.</b></p>	<p><b>Date of next meeting</b>  <b>Monday 11<sup>th</sup> October at 6 p.m. via Teams</b></p>

Meeting finished at 20.15

<p>Signed by the Chair as a true record of the meeting:</p>		<p>Date:</p>	
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