



Heigham Community Federation MINUTES

Full Governing Board Meeting held at Avenue Junior School and virtually

Chair – Mike Grimble

27th June 2022 at 6.00pm via Teams

GOVERNING BOARD MEMBERS					
Michael Bunting (MB) Headteacher - RRIS	HT	Present	Farah Rehman (FR)	Co-opted	Present
Jen Carlin (JC)	Associate Member	Present	Gary McGuiness (GMc)	Co-opted	Present
Louise Carolan (LC)	Co-opted	Present	Rachel Paley (RP) Vice Chair of Governors	Co-opted	Absent
Debbie Dismore (DD) Executive Head - AJS	HT	Present for Items 1 -	Nania Poulson (NP) Co-Chair of Governors	Co-opted	Present
Mike Grimble (MG) Co-Chair of Governors	Co-opted	Present	Jo Thompson (JT)	Co-opted	Present
Mike Hooper (MH) Head of AJS	Associate Member	Present	Nick Thornton (NT)	Staff	Absent
Deborah Ilott (DI)	Local Authority	Absent	Jamie Wallis (JW)	Parent	Present
Sian Jones (SJ)	Co-opted	Absent	Victoria Younespour (VY)	Parent	Present

Governance Professional: **Sheila Lewis-Smith (SLS)**

Blue – Challenge/question

Yellow – Approval

Red – Action Point

			Action Points	
Date	Item	Details	By Whom	When
21/03/2022	5	Action Point 1: DD, MB and MH to comment back to governors following their review of the Attendance letters. SLS to add it to May agenda.	DD/MB/MH/Clerk	18/7/22
25/04/2022	5.1	Action Point 1: MB to detail all SEND funding and spending for future governor scrutiny.	MB	
	10	Action Point 3: SLS to add Accessibility Plan to agenda for 23rd May.	SLS	Deferred 18/07/2022
	14	Action Point 4: SLS to add Review of Circle Model of Governance to June agenda.	SLS	27/06/2022
23/5/2022	6	Action Point 1: MB/MH to find out LA attendance figure.	MB/MH	27/06/2022
	8.1	Action Point 2: MG to sign the Minutes of 25th April 2022 on Governor Hub.	MG	ASAP
	10	Action Point 3: All governors to read the White Paper before September.	All	By September
	11.1	Action Point 4: NP to look at Modern Governor for training in monitoring RSHE.	NP	27/6/2022

No	Item
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1.	<p>Welcome, Introductions and Apologies</p> <p><i>Welcome, receive and agree apologies / ensuring meeting is quorate.</i></p>
	<ul style="list-style-type: none"> • MG was Chair of the meeting. • Apologies were received and accepted from Deborah Ilott, Sian Jones, Rachel Paley and Nick Thornton. • SJ attended virtually. • The meeting was quorate.
2.	<p>Declaration of Business & Pecuniary Interests</p> <p><i>2.1 To declare business and pecuniary interests for items on this agenda</i></p>
	2.1 Jo Thompson said that she had been working with RRIS in her professional capacity, employed by Active Norfolk.
3.	<p>Notification of Any other Business.</p> <p><i>Chair to agree if any AOB items will be considered at this meeting.</i></p>
	None presented at this point.

4.	<p>SDIP monitoring – Data</p> <ul style="list-style-type: none"> Questions from governors
	<p>Detailed data reports from both schools had been uploaded to Governor Hub prior to the meeting.</p> <p><u>Phonics</u></p> <p>The children have been assessed using past papers. It is anticipated that the result in June will be nearer to 70%. From September 2021, progress has been significant.</p> <p>Q: Is this due to Little Wandles programme?</p> <p>A: It is also due to committed parents and high-quality teaching with standards consistently rising. Parental feedback has been positive.</p> <p>It was noted that in Year 2, the focus has been on getting children to expected levels.</p> <p>Q: There were 28 children below a score of 19 and this has reduced to 21 children – what has happened?</p> <p>A: There has been a continuous focus on the lowest 20% and a re-mapping for children who cannot keep up with the programme. There are a small group of 7 children who just do not understand phonics. Discussions with the SENDCo suggest that other strategies will be used.</p> <p>Q: Are the SEND pupils also Pupil Premium (PP)?</p> <p>A: MB can provide this data.</p> <p>Governors observed that the PP figure was much lower than other categories but rate of progress is the key measure. Speech and Language issues impact on phonics learning. The Wensum Hub consider the rate of progress of PP to be good.</p> <p><u>Year 3</u></p> <p>There is a decline in reading and maths results in all groups. If current Year 6 is looked at when in Year 3, they show a similar picture. The White Rose and NFER assessments are at odds with each other. Next year, there are plans to granularly describe progress in writing. There are also issues with the age of the children and the context of the class. The teacher has been absent and different adults administered some of the tests.</p> <p>Q: Were this cohort lower attaining on entry?</p> <p>A: They have suffered two years of complete disruption to their learning and we consider covid has had significant impact on their development and educational milestones. The work in their books is not a match to the assessment results. MH confirmed that another NFER test would be conducted in the summer. DD added that specific children were being identified for interventions and support.</p> <p><u>Year 4</u></p> <p>Reading is strong with good rapid progress in all groups. This is judged by comparing starting and ending data. There is a faster rate of progress in writing than in other groups. MH clarified that if children were in the orange bar on the charts, this meant they were just below but should achieve expected.</p> <p>Q: The Pupil Premium writing is lower with only 11% currently at expected or higher – are there plans to support them over the summer holiday?</p> <p>A: This is being considered, involving the last two weeks of the holiday but it is dependent on whether staff are available. The context of 11% is important, as it represents 2 pupils; MH outlined the particular needs of these pupils for governors. Interventions will be put in place.</p> <p>JT mentioned the Holiday Activity Fund (HAF) aimed at Pupil Premium pupils. This is a national</p>

programme for 4 weeks for 4 hours a day to support pastoral needs, providing a hot meal and physical activity. JT will circulate the information when available. MH said that the final assessments in June would identify PP pupils in need of signposting the HAF.

In Maths, the girls are less strong. PP rose but fell again due to illness and children being on the cusp of levels.

SEND pupils who are also PP saw a dip; this will be tracked by the SENDCo.

Year 5

This cohort has their Year 2 data in the first column. The data is encouraging. Reading – 71% at expected. Writing is similar to Year 3, with 44% well below (red). No PP pupils are at expected or above. This cohort has had a lot of turbulence since Year 3.

Q: Are these pupils being supported on the mentoring programme?

A: Yes, they are being targeted and this will continue.

Q: Do you take children out of other lessons to support English skills?

A: There are interventions around spelling and reading interventions. However, every child is entitled to a broad and balanced curriculum and not be taken out of other lessons, so quality first teaching is used to scaffold learning. MH added that children can become upset if they are taken out of class.

Q: How do you manage communications with parents as they are less visible and engaged following the lockdowns?

A: The school worked hard on communications during the lockdowns, especially with PP parents.

Q: Are we looking closely enough at the middle attainers?

A: The school looks at individuals, so no child should be missed.

Moderation is due to take place on 16th June. This will involve 5 books from each class; 53% of children are at expected now and we will need to target for further evidence.

DD said that whilst the results looked low, it was the school's ethos to support mental health first and not to just teach to the test.

Year 6

50% of PP children at at expected or higher in reading. MH said that the Year 5 summer test will not be used again, as this did not provide accurate information regarding gaps and led to a high data spike.

It was noted that some of the Year 2 data had not come from RRIS; there are EAL pupils and 5 pupils have behavioural needs.

Q: What plans are there for transition into Year 6?

A: The Norwich Opportunity Fund supports a bridging project. The children's writing has been shown to the secondary schools and data and notes on specific children shared. The secondary school staff are coming into school to talk to the children.

Impact of Tutoring

Year 6 PP children have made good progress. Between Autumn and Spring, the children made 1.4 points of progress. MH clarified that on the chart provided, any positive figure is a positive result.

DD said that the tutoring had made overall progress of 4.4 points of progress.

	<p>Q: Why aren't all the PP children receiving tutoring support?</p> <p>A: They may not all need it, as they are at expected levels.</p> <p>Q: How much longer will the tutoring carry on?</p> <p>A: The academic mentor will continue to be funded and there is still PP funding available.</p> <p>Q: Is the carried forward PP funding allowed to be used for salaries?</p> <p>A: Yes, and some is already used for that purpose. MB said that the PP spend needs to be reviewed under a 3-year strategy. The schools need to spend all of last year's allocation but this will not stretch to supporting every child, as suggested by the Secretary of State for Education.</p> <p>Governors wished to record their thanks to Nicky Teasdale for excellent work and results in the tutoring project.</p>
5.	FINANCE
	<p>5.1 BCR Monitoring Report</p> <p>DD advised that there were anomalies caused by the move over to the new LA system, Oracle.</p> <p>5.2 RAG Rating</p> <p>MG said he had attended the RAG Review Working Party who are looking to streamline the process. Currently "Green" is good, "Amber 2" is for small issues, "Amber 1" is for some concerns and "Red" is for more serious concerns. A large surplus running to a deficit in Year 3 will trigger an Amber 2 response.</p> <p>There have been issues in the past where the LA has failed to note that governing boards have reviewed and discussed themed audits.</p> <p>Schools are required to have an audit every 5 years, which schools pay for. RRIS last had an audit 2 years ago.</p> <p>Q: How does the current RAG compare to those in the past?</p> <p>A: About the same but the criteria has changed. Training courses are available both from LA and elsewhere.</p> <p>The Finance Consultative Group are due to consider the new proposals for the RAG next month.</p> <p>5.3 Themed Audits</p> <p>Governors agreed to minute discussions on Themed Audits.</p> <p>5.4 Analysis of Revenue Balances</p> <p>Q: Can you say something about why the Covid Catch up wasn't spent this year please c £9K Both schools seem to be carrying forward approximately what was not spent from PP in 20/21. What is the intention to spend this next year? Any additional plans? Will we be able to carry it forward again?</p> <p>A: We had enough in budget share to fund additional tangible resources needed to expand stocks post covid. The spend on Speech and Language Therapy is proving hugely beneficial and we hope to continue it a bit longer. There is no deadline on spending this ringfenced income which is just as well as the effects of covid look set to continue.</p>

Governors approved the Analysis of Revenue Balances.

6. Headteachers' Report

To receive the report from both RRIS and AJS Headteachers.

➤ **Review of Attendance letters as per action point from March FGB meeting.**

This action is still to be completed. DD stressed that the letters were not the first communication parents would have had regarding their child's attendance and that letters are only sent when there is a regular pattern of poor attendance. Governors felt that parental attitude to attendance had altered with the pandemic and lockdowns.

Q: The DfE has published guidance on Working Together to Improve School Attendance. The LA is running webinars tomorrow and Wednesday, is anyone planning to attend? See MI Sheet 104/22

A: RRIS Pupil Administrator and Family Nurture Practitioner will attend the webinar.

Q: What period do the stats cover?

Is covid and actual illness skewing these figures down?

Is there anything other than the threat of fines that you think might encourage better attendance?

A: The data covers the period from September and includes all illness and unauthorised holidays. Fines do not seem to make a difference to parents as families seem to have re-evaluated how they feel about school attendance.

Q: What is the LA attendance figure?

A: Not known but could find out.

Action Point 1: MB/MH to find out LA attendance figure.

Safeguarding – It was noted that the RRIS Safeguarding SEF had been submitted to the LA and a link was provided within the Headteachers' Report. The SEF contains an Action Plan.

White Paper – the requirement to have 32.5 hours in school from September 2023 will have implications for parents transitioning between the two schools to collect children. The hours are from the time of registration, so this will need planning. There are issues of affordability and working within the teachers' directed hours of 1265 hours per year. MB recommended a timeline and plan to consult be devised. It was hoped that the LA Briefing may provide more information.

Q: There are 5 additional pupils receiving SEND School Support. As these are in Years 1,2, & 3 presumably this is successful early identification which can provide appropriate interventions. Are they likely to result in Education Health & Care Plans at a later date?

A: MB confirmed that the pupils were mostly in Year 1 and not making the trajectory in progress that would be expected.

Q: Has the school taken in any refugees and do they have any English?

A: Yes, one Ukrainian and Afghanistan children. One mother speaks English but the children do not. Support has been received from the LA.

Q: How do the children access the lessons?

A: There are loads of visuals to support, there is some Ukrainian resources and talk partners. The class have been phenomenal supporting the children.

	19:20 JW left the meeting.	
7.	SEND Report	
	<p>VY reported that she had met with AJS SENDCo, Rosie Aimes, who had been inspiring, passionate and enthusiastic. VY is due to meet with the RRIS SENDCo on 22/6/22.</p> <p>DD suggested that VY access the SEND courses on Modern Governor.</p>	
8.	MINUTES OF LAST MEETING	
	8.1 Approval of the minutes of the meeting held 25th April 2022	
	8.2 Review of actions / Matters Arising	
	8.1 Approval of the minutes of the meeting held 25th April 2022	
	<p>Governors approved the minutes of the meeting held on 25th April 2022 as a true and accurate record. MG to mark as signed on Governor Hub.</p> <p>Action Point 2: MG to sign the Minutes of 25th April 2022 on Governor Hub.</p>	
	8.2 Review of actions	
	21/03/2022	5
	Action Point 1: DD, MB and MH to comment back to governors following their review of the Attendance letters. SLS to add it to May agenda. On-going	
	25/04/2022	15c
	Action Point 7: Governors to check and add mobile numbers, training records and email addresses on Governor Hub. Clerk to remind governors on Governor Hub. Completed	
		5.1
	Action Point 1: MB to detail all SEND funding and spending for future governor scrutiny.	
		9.1
	Action Point 2: MG to sign the Minutes of 21st March 2022 on Governor Hub. Completed.	
		10
	Action Point 3: SLS to add Accessibility Plan to agenda for 23rd May. Deferred.	
		14
	Action Point 4: SLS to add Review of Circle Model of Governance to June agenda. On-going	
9.	Update on the recruitment of Head of School for RRIS	
	<p>Denise Mattock, current Head of School at Spixworth Infant School has been appointed as Head of School at RRIS.</p> <p>Senior Leaders had met to shortlist for teaching vacancies at RRIS.</p> <p>MB advised that he has supported the unsuccessful internal candidate to define a career path for the future.</p>	
10.	White Paper MAT discussion	
	Governors briefly discussed the implications of the White Paper; all schools need to be in or joining a Multi Academy Trust by 2030. NP suggested that the federation needed to have a plan and to decide	

	<p>options. It was agreed to add discussions around the White Paper to the agenda cycle. It was proposed that a Working Party could be set up to work on specific issues impacting on the schools.</p> <p>Action Point 3: All governors to read the White Paper before September.</p> <p>Q: How obliged are we to consider approaches from MATs? A: If either school fell into "Requiring Improvement", the LA might push for the federation to join particular trusts. It was noted that schools could also be asked to leave MATs. DD agreed to look for previous information regarding MATs</p>
11.	POLICIES
	<p>11.1 To confirm approval of the following policies / statutory documents:</p> <p>a) RSHE – RRIS and AJS DD advised that AJS RSHE Policy will have an amendment. Q: What was the turnout for the RSHE meeting with parents? A: This was held virtually and a few parents attended. NP said that parents need to know that this education happens at home and at school. Q: How will this policy be monitored? Action Point 4: NP to look at Modern Governor for training in monitoring RSHE. Policies approved.</p> <p>b) RRIS Anti-bullying Q: Is there a plan to have a federation wide policy on Anti-bullying? A: It will be a challenging task but could be worked on. Policy approved.</p> <p>c) HCF Drugs Education and Drug Related Incident Policy. There is no LA model for this policy and child exploitation and county lines are not explicitly mentioned but they are in the Safeguarding Policy. Q: Has the school had any drug related incidents? A: No. Policy approved.</p> <p>d) HCF Collective Worship Q: Would children recognise collective worship as an act of worship? A: Probably not. Nicky Teasdale is attending a conference and will report back. The children engage and understand that it is a time of reflection. Policy approved.</p> <p>e) Accessibility Plan Not presented as still being worked on.</p>
12.	MONITORING
	<p>To receive monitoring reports from governors.</p> <ul style="list-style-type: none"> ➤ Safeguarding Governor Report including Single Central Record (SCR)

	<p>DI confirmed that her report had been uploaded to Governor Hub. DI confirmed that the SCR for both schools had been checked; DI to confirm the check on the electronic log – JC to set this up. DI to send JC her notes to be added to the file.</p> <p>DI said she was gradually getting to grips with the requirements of the Safeguarding governor role; MB suggested finding a “buddy” governor from another school to provide support. It was suggested that VNET might have some support. DD offered to provide voluntary support in the Autumn term, which was appreciated by governors.</p> <p>➤ SEND Monitoring The Annual SEND Report is due to be completed by July.</p>
13.	<p>GOVERNOR TRAINING / SKILLS AUDIT</p> <p>12.1 Update on training undertaken</p> <p>Health and Safety (Modern Governor) – LC Safeguarding Children in Education – Governor's Role 23/5/22 - RP</p> <p>12.2 Update on training identified or planned.</p> <p>All governors were invited to attend the whole staff training on Safeguarding that will be run in September. Details to follow.</p>
14.	<p>Correspondence</p> <p>None presented.</p>
15.	<p>Any other business</p> <p>a) DD referred governors to the AJS Premises Plan. This contains several projects that need addressing. There are plans to renovate a caretaker's shed to provide space for interventions, a cleaners' cupboard to be gutted and improved. The Fire Inspector has also approved the use of the balcony in the hall and this will require Perspex screens etc to be installed. DD requested that £25K plus fees be authorised to be spent on these projects from the Capital Budget Governors approved the premises improvements as detailed above.</p> <p>b) SLS (Governance Professional) advised the board that she had successfully completed The Accredited Clerk award and thanked the board for all their support and assistance.</p>
16.	<p>REFLECT ON TODAY'S MEETING</p> <p>NP said that the quality of the monitoring of Pupil Premium (PP) and the assessment data provided governors with a good picture of the impact of the PP spend.</p>
17.	<p>Date of next meeting / items for next meeting not on Annual Planner.</p> <p>Monday 27th June 2022 at 6 p.m. To be held virtually via Teams</p>

Meeting finished at 20:02

Signed by the Chair as a true record of the meeting:		Date:	
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