



**Full Governing Board Meeting of the Hive Federation**  
**5<sup>th</sup> December 2022 at 6pm**  
**Venue – Brundall Primary School**

**PRESENT:**

Clare Perkins (CP) (Vice Chair)	Sarah Shirras (SS) (Executive Head teacher)
Jackie Cole (JC)	Gemma King (GK) (Governance Professional)
Bronwyn Coleman (BCN)	Mark Bloomfield (MB)
Lisa Taylor (LT)	Sophie Mitchell (SM)
Gerlinde Diehl (GD)	Roxanne Rouse (RR)
Debbie Leahy (DL) (NCC)– Visiting	

*Key: Green text = Governor challenge/support; Blue text = School response to challenge.  
Red text – Governor decision/recommendation*

**1. Welcome and apologies**

CP welcomed Governors to the meeting.

Apologies were received from Hilary Anderson (HA), Lauren Mayhew, Kim Chambers and Ben Clemmett, which were accepted by Governors.

In the absence of HA, CP agreed to Chair the meeting.

**2. Declaration of business interests/conflicts of interest**

None

**3. Minutes of last meeting (7<sup>th</sup> of November 2022) and matters arising**

All Governors present approved the minutes of the last meeting dated 7<sup>th</sup> November 2022. **Action point** - CP to sign the minutes of this meeting.

Action log

- Carry forward - Send Skills audits to all Governors, except ex Brundall Governors
- HA to send the NGA learning links for preparation for Ofsted to GK to be circulate to Governors. In HA's absence DL advised that she will share 'pod bean' pod cast. **Action point** – DL to share the pod cast.
- Safeguarding is on the agenda
- MB has chased the outstanding Safeguarding training.
- Carry forward - Investigate single equality schemes
- Carry forward - Ensure the website includes everything needed for equality
- Link visit pro formas were sent.
- St Williams school fund was signed.

C/F

DL

C/F

C/F

**4. School on a page (Soap)**

MB advised that the documents for both schools are on GovernorHub.

SS advised that Michelle has met with the new Attendance Officer, and they have looked at predicting which children may become persistent absentees in the future.

They spent this morning doing this and also looking at the fast-track process.

SM asked if the Soap could show SEN support and the link between it and suspensions.

**Action point** – MB to update Soap to include this going forward.

MB

LT asked if the figures on the attendance table are instances of nonattendance or number of pupils non attending. MB clarified it is the number of pupils who have been a persistent absentee.

SS advised that Michelle is also trying to look at lateness, and some template letters have been drafted today.

GD asked if children who are late will be marked as absent. SS advised that there is a window between the register closing and arriving, where a child will be marked as late. However, if they miss this window and arrive after it, then it is put down as an unauthorised absence.

GD had a discussion with Michelle and would like to look at attendance percentages, including the split between authorised and unauthorised. SS advised that for a meeting she had today, a table was created to show this. The process being looked at is around the context behind the absence. All Information has been completed by Sue and is at hand. **Action point** - MB will discuss further with Michelle.

MB

## 5. Finance

### Budget revisions

Governors expressed thanks to LT for her work on the budget.

St Williams – The revision was done at the same time as the LA review. MB advised that the budget is looking quite positive.

It was highlighted that St Williams have reviewed their contracts and have been challenging the money being spent over a long period of time.

Governors were made aware that support staff pay increases are unfunded. They should be paid in people's December pay. However, concerns were raised that people who are on universal credit, may lose more of their back pay.

SS has asked if payroll can be run on Friday 16<sup>th</sup> December. The response received was that it cannot be done, however they will ensure that payslips are available on the Friday to try to help identify any potential errors before schools closes. A free sup run on the 21<sup>st</sup> has also been agreed in the event of any errors.

Energy rises have been difficult. Two rises to the energy budget have already been made and the advice now is to make a further 170% increase.

MB highlighted that the school are using a lot less energy, as they are being careful with the usage. It is hard to predict this into the new financial year as nobody is sure what it will look like at this stage. The estimate is £106,000 next year for energy. This is based on there not being a cap in April. Therefore, should the Government decide to put a cap in, it will be lower, however it has to be worst case scenario for now.

Due to the Federation process, the SLT have not been able to spend as they may have wanted to. The finance notes to accompany the revisions have been shared on GovernorHub and GVO.

### Brundall

SS advised that there have been lots of one off spends on things such as furniture and decorating.

It was noted that from next term, the school will be paying a proportion of SS's time and the salary for the new head of school.

Next year, without any one-off costs the budget doesn't look too strong. A staffing restructure had been discussed and movement of staff if needed. Approximately £70,000 could be offset.

SS advised that this is a picture that is in line with many other school's

MB advised that a small amount of additional money will come in, in April from Fair Funding.

DL highlighted that this year lots has been spent on children and staff, making the best environment, with good resources. This was perhaps not the case a few years ago and may not have been the best environment. This year, it has been spent on the right things.

The budget has gone from a surplus to a small deficit.

SS advised that there will be so income coming in from the Head Teacher Association, as they have decided to pay SS for her time. It will create approximately £10,000 extra income.

LT commented that both meetings were really productive. They went through the budgets line by line, and everything was looked at and challenged.

MB advised that Brundall will look at their contracts (in the same way St Williams has) as and when they come up. They will look to get a better deal where possible.

MB added that the catering contract expires next year. Both schools own catering companies have been asked to look at both schools to consider quoting for a Federation price.

### Brundall - Audit

SS advised that this came through as acceptable (the only option is unacceptable or acceptable).

Two issues were raised. One was around signing in accounts, and one was around expenditures needing to be put through as negative income.

SS advised that both the areas raised are easily fixed.

The Friends audit was submitted and came back completely fine.

### SFVS

MB explained that the SFVS is due at the end of February.

**Action point** - HA and LT to discuss with MB.

MB advised that one SFVS is required per board, not for individual schools.

MB / LT /  
HA

## 6. Head of school verbal update

### St Williams

SS advised that VB has been away from school for a month.

St Williams is in a trickier place than Brundall. There are some challenging behaviours and VB has not been in school. Jo has been trying to cover, however unfortunately tested positive for Covid on Friday.

There have been some staff leave St Williams recently, however several appointments have been made in the last week.

An HLTA has started in year 4 and one HLTA in KS1 and one TA have been appointed, starting in January. Both are very experienced.

Dave Morton is leaving at Christmas. Matt has also been taken out of class. TA's have appointed

VB should be back in January, which will be good. Until the end of term will be tricky. There is also lots of staff illnesses to try and juggle.

There were lots of positive things taking place, including discos, parent mornings in school and the Christmas fayre at the weekend.

### Brundall

Have been doing lots of school improvement work and are now in a good place regarding things like pupil behaviours, parents interactions, etc.

An announcement has been made regarding the start of before and after school clubs starting in January 2023. Sasha has been appointed and will be running it.

Lots of Christmas events going on in school, including Christmas dinners.

CP asked how the writing moderation went. SS advised that it was a little tricky due to the St Williams staff absence and therefore St Williams did not attend. Brundall did it within their phases, alongside someone from SLT. SS commented that there was some lovely writing in years 5 and 6.

CP asked SS to give details around the LA review. SS advised that they had two people visit school; one was someone commissioned by the LA and the other a serving Head teacher. They met with individual teachers and staff teams, as well as visiting classrooms. They spoke to a wide range of children. Sometimes behaviour has not been great, however for years 1 – 6 their behaviour was exemplary during the visit. DL added that when she was first involved with the school, the SENCo was consumed with behaviour management, which is no longer the case.

DL advised that their focus was on relationships and the unity of staff as well as the progress that had been made. In the feedback received, they commented that the school was a 'transformed school'.

SS advised that the feedback was really strong around progress and the attitude of adults to each other was noted. There were some areas to look at too, however lots of positives.

DL commented that in her short time working with the school it was clear to see the positive effect the executive head has had. Staff are working together, there are collective high expectations which are communicated well. Staff are embracing the changes being made.

DL commented that she has not had a school move so fast to make progress. There are still areas to improve, however it is going in the right direction.  
SS added that the cynical voices are much smaller and there is much more positivity. There is also lots of subject specialisms in school and it is still emerging.

SS discussed the challenges and explained them to Governors.

**Action point** - SS to share the report with Governors.

SS

It was noted that the website needs to be updated.

In January the leadership team should be in place and up and running, giving more time to focus on things like this.

SS advised that the report should be available by the end of this week, which will be shared with Governors. SS wants to read it and consider if anything needs sharing with staff. DL added that usually a summary would be given to staff. SS agreed and highlighted that they don't want to lose the positivity that is there around some of the areas to improve.

## 7. Staff Wellbeing

Brundall - SS advised that there is lots of positivity around school. There have been positive interactions with parents, lots of teamwork, clarity around some areas and appreciation.

St Williams – SS advised that staff wellbeing has been trickier. Through no fault of anybody's it hasn't always been easy.

The school have not always had the experience of support staff and haven't been there to assist with challenging behaviour. In January there will be more capacity to move people around and support more where needed.

## 8. Policies

- Assessment and evaluation policy (Brundall)

SS advised that assessment is not a standalone policy and is imbedded in the curriculum. It will be one of Julie's (new Brundall HoS) priorities.

- Bullying policy (Brundall)

It was noted that this is the Anti bullying policy which is part of the behaviour policy.

SS is confident that things are dealt with well.

The policy is being worked on, however not yet available.

**Action point** – Bring policies back to FGB in the Spring.

GK

## 9. Pupil Premium

SS advised that the Government standard format has been used and slightly adapted. SS highlighted the use of 'Quality first teaching' and noted that it is harder to evaluate previous years for Brundall.

SS shared the Brundall document with Governors and talked through the contents.

SS highlighted that on page 2 there is a statement of intent, which is based on the national one.

Within the challenges section, SS has included data and what they want to see at the end of it. Questions to be asked include 'are we giving best quality first teaching'. SS highlighted that the school have engaged with the Maths Hub and English hub.

SS advised that another half day will be needed to write the outcomes and then replicate it for St Williams.

**Action point** - SS to share on GovernorHub and GVO for Governors to approve.

SS

**10. Cyber Security**

Themed Audits

Governors discussed the Cyber Security themed audit. It was noted that 80% of the audit are things that are covered by ICT solutions. It has been discussed and reviewed at a meeting.

SS advised that it is linked to GDPR and Brundall pay Blofield for a shared service. It is the same person as St Williams, and they are coming for a visit on Wednesday. SS advised that lots of changes have been made. The GDPR report will come to Governors to discuss in the future. It was agreed that Governors will review a summary once a term.

GK advised that it is recommended to have a Cyber Security Governor. DL advised that there is a Governor Services training course available.

**Action point** - Governors to review and look at the course and see who can go on it. Governors agreed to put it on the Soap.

All

**11. Safeguarding**

GD advised that she had a meeting with Hannah and the notes have already shared with Governors. They will meet once a term to discuss updates / changes. It was agreed that LAC and Post LAC pupils will be discussed at the last meeting of the term. Thanks were expressed to GD for her work on this.

Attendance

SS advised that the documents had been shared and invited questions.

Governance compliance checklist

Hannah added information around Emma Maze completing her DSL training in November.

The plan is to update the actions and move forward at the next meeting.

GD advised that Michelle is extremely diligent and thorough.

GD and Michelle are meeting again next term to review the actions from the self-review and compliance checklist.

They also looked through Lucy Canning's Safeguarding report and reviewed the actions. GD highlighted that lots has already been done or is being worked on.

LT noted that on the compliance checklist under item 15 it mentioned safer recruitment, LT and SS completed their training in January 22 so this can be added. CP added that she has also completed hers.

Thanks were expressed to GD for the work on this.

JC will do the same thing with VB at St Williams in the new year.

**12. Chairs report**

CP expressed thanks to everyone involved in the Christmas Fayre and all the work that into it. Thanks were also expressed to those who made the Derbyshire residential possible and to FoB's for the school disco.

SS adding that they are look likely to get sign off for the development of the play areas at Brundall at the FoB's meeting tonight.

CP suggested that when Julie starts in the new year trying to organise an event in Brundall and invite the community to welcome Julie and rebuild links. It was suggested that they could invite the church, parish council, Men's shed, etc. As well as people from St Williams, so there is HIVE representation, not just Brundall.

LT asked if there are any quotes to bring to Governors regarding the play areas. SS advised that she doesn't believe it needs approval as it is FoB's money not in the budget.

**13. Governors Catch up**

CP noted that all reports are on GovernorHub / GVO and have been read by Governors. Thanks were expressed to KC for her EYFS report.

LT will write up her visit to the Fayre and JC for her trip to Derbyshire. **Action point** – reports to be completed.

MB advised that a conversation would need to be had with Governors around the cost of residentials going forward and the contributions received.

GD asked if there are lots of parents who will be unable to pay. SS advised that there is likely to be a number. St Williams has a charity that can be asked to contribute. There isn't anything known for Brundall.

It was noted that some schools have fund raising events set up to help with everyone's costs.

LT / JC

**14. Getting ready for Ofsted**

As above.

The working party meetings have gone well. LT and GD have completed the Ofsted webinar.

**15. AOB**

None

**Meeting ended at 19.50.**

<b>Agenda Item</b>	<b>Agreed Action</b>	<b>Action Owner</b>	<b>Target Date</b>
C/F.	Send Skills audits to all Governors, except ex Brundall Governors	GK	December 2022
C/F.	Investigate single equality schemes	MB	January 2023
C/F.	Ensure the website includes everything needed for equality	MB	January 2023
3.	Share 'pod bean' pod cast	DL	December 2022
4.	Update Soap to include information on SEN support and the link between suspensions.	MB	January 2023
4.	Speak with Michelle about date around attendance percentages, including the split between authorised and unauthorised.	MB	January 2023
5.	HA and LT to discuss the SFVS with MB	LT / HA	January 2023
6.	Circulate School improvement review	SS	December 2022
8.	Assessment and evaluation policy and Anti bullying policy to be reviewed in the Spring term	GK	Spring term 2023
10.	Consider attending the Cyber security course	All	Spring term 2023
13.	Write up reports around Derbyshire trip / School Fayre	JC / LT	January 2023