



Full Governing Board Meeting of the Hive Federation
7th November 2022 at 6pm
Venue – St Williams Primary School

PRESENT:	Hilary Anderson (HA) (Chair)	Sarah Shirras (SS) (Executive Head teacher)
	Kim Chambers (KC)	Gemma King (GK) (Governance Professional)
	Bronwyn Coleman (BCN)	Mark Bloomfield (MB)
	Clare Perkins (CP)	Lisa Taylor (LT)
	Sophie Mitchell (SM)	Gerlinde Diehl (GD)
	Roxanne Rouse (RR)	Ben Clemmett (BCT)
	Jo Smith (JS) – visiting	

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

1. Welcome, Introductions and apologies

HA welcomed Governors to the meeting.
Apologies were received from Jackie Cole, Lauren Mayhew and Debbie Leahy which were accepted by Governors.

2. Declaration of business interests/conflicts of interest

None

HA reminded Governors that they need to complete their declarations and declare that they have read KCSiE, if not done so already.

3. Minutes of last meeting (10th October 2022) and matters arising

All Governors present approved the minutes of the last meeting dated 10th October 2022. HA to sign the minutes of this meeting.

Action log

- Instructions on how to complete declarations have been sent
- NGA logins have been sent.
- C/f – Skills audit. **Action** –Send skills audit to all Governors to complete. GK has a meeting with GVO to discuss functionality and will cover the skills audit.
- Information on confirming KCSiE reading has been completed, has been shared with Governors.
- All Governors have been added to GVO.
- All pictures for badges have been sent. Badges will be issued in due course.
- Data for persistent absence is on the 'school on a page' document.
- The school development plan for St Williams will be discussed later.
- HA has signed the code of conduct.
- C/f - NGA learning link

GK

HA

LT asked if there was any progress on the BMP termination. MB advised that there has not been any yet, however they have been e-mailed and will chase up. It will not be before March, even if it is approved.

4. **School on a page**

The school on a page document (copy on GovernorHub) was discussed. SS highlighted that the level of persistent absence was very high, however looking into it further, a lot are just below 90%, with lots sitting at 89% or 88%. Therefore, SS will look to break this down further to display those that are at 90, 89,88%, etc. SS has looked at some specific families where there are very low levels of attendance.

High volumes of holiday requests have been received, and as there have not been many days of the term yet it will look worse on the overall numbers. It will look better as we go further into the term and academic year. Over the course of the year, it will work out to a very small number of families who have ongoing issues.

LT asked if staff structures could be shared to show the brief roles and responsibilities, as this will allow Governors to picture the structure and see where the gaps are.

5. **Head of School updates**

St Williams

SS advised that there continues to be some issues around staffing and some behaviours. This term there is a job share in year 4, however one teacher has resigned, and the other teacher is the SENCo and Assistant Head teacher. An appointment was made last week, and they will start full time in January. They also have the SENCo qualification which although they won't need initially, it shows their understanding of needs, etc.

One person who was interviewed for a teacher position during the summer, has been offered an HLTA role and seems to have said yes, although awaiting official confirmation.

There continues to be some challenges in year 6, there are great teachers dealing, however both are finding it tricky. SS advised that they are looking at different options to provide something different to ensure children have a positive outcome and try and help the staff. They will continue to work with year 6 teachers to see what can be done.

Brundall

Reception has been experiencing some staffing challenges as a teacher and TA have been absent for a significant period of time. To try and assist, there has been a switch of TA's to ensure there is a good level of experience in both classes. Some great support from MSA's has been very well received.

ECT's are being really well supported by their mentor and continue to do well.

SS has been completing lesson observations and has observed all classes (except for KC's) and have had meetings with staff to discuss.

St Williams had two really positive sessions for perspective parents of new reception intakes for September 2023. Brundall has also undertaken two sessions, with two more to follow.

An appointment has been made for someone to run the after school and breakfast club at Brundall. Details of the successful applicant will follow.

6. School development place for St Williams

SS shared a copy of the 'what are we doing to develop and improve our school in 2022 – 2023' and talked through the content.

- 'The way teaching supports children to learn – how do we know all children are engaging and learning'. SS advised that it has been observed in lessons and is the same across both schools.

- 'Ensuring our curriculum is consistent and progressive' – St Williams were further ahead than Brundall on this point. Some parts are exactly where they need to be, some need to be refreshed, due to staffing challenges.

Some of the subject teams that were previously in place, need to be restarted. It was highlighted that 'inspirational maths week' was great.

- 'Breadth of opportunity to support personal development and explicit teaching to support children's personal development' – JS advised that they are looking at running consistent clubs again. The residentials are up and running again, and sporting events and extra curricula activities are taking place.

A conversation was had around how 'no children's barrier will be on their household incomes'. JS advised that as a school they are looking at ensuring everything is open to everyone.

JS explained that in RSHE it is very explicit teaching, which is up and running. Children are able to name emotions and the impact can be seen.

Previously St Williams have used a charity called 'Tender' and they will be coming in to work with year 6 soon. SS added that in the summer term, 'Tender' came in to do some work around positive relationships.

JS highlighted that there is lots interweaving throughout the curriculum.

- 'Our culture and ethos' – It was explained that this how the school supports inclusion for all children. This area overlaps with Brundall. Both schools need to ensure behaviour policies are in line also.

- All training links back to Safeguarding – It was highlighted that school are a listening school and treat each other with kindness. There are needs in both schools. This works alongside the ethos and culture.

- 'Our physical environment' – MB explained that the work on the windows continues. It costs approximately £7,500 per classroom. There are about another ten to do.

The roof is also an issue. The school have been chosen as part of a decarbonisation trial. It will involve, heating for nursery and installation, solar panels, and possibly new boilers. HA asked when the work will start? MB advised that they don't have a definite date yet, however, will be this financial year.

- 'The standards children achieve' – It was acknowledged that there is a problem with writing across both schools. The cohorts are very similar within both schools.

There is a meeting on Wednesday to look at the process of writing moderation, and there are plans to work in phases across the school regularly. The plan is to move towards the 'write' stuff

- 'Phonics data – move to new scheme'. FFT- success for all is being used. This is used for guiding reading alongside the phonics.

Children in reception and year 1 are making very good progress.

BCN and JS are off to London for a FFT phonics workshop soon.

Children who didn't pass the phonics check in year 1, are using the new pathway to retake the check.

- 'Leadership team' – There have been lots of changes.

- 'Working with families' – There is lots being done on this, and interactions are generally very positive. Meet the staff meetings, progress meetings, etc. have all been taken place. SS would like to reignite the links that were in place from before Covid, as well as revisit the community links which were put in and rebuild.

KS2 are now using Seesaw. Year 3 are using it as a trial currently.

7. **Safeguarding**

GD met with Sue Forder and has talked through what she does. GD will discuss further with Michelle next week.

It was noted that all Governors will be put onto the SCR for both schools.

While Amy Gould is no longer a Governor, she is still involved with school, and it was agreed that she be moved to the volunteer section.

The annual compliance checklist for Governors is currently being worked on and will be ready for the next meeting. **Action** – Ensure it is on the next agenda.

HA asked if all Governors have completed the safeguarding training. MB advised that there are a couple remaining, and he will chase. **Action** – Chase outstanding training.

SS asked if Michelle needs to come to talk to Governors about Safeguarding or does she need to provide something for meetings and if so, how often. Governors agreed that they would like her input, however some items are covered within the heads of school reports. It was agreed that senior leaders will have a conversation with Michelle to confirm.

The Self-evaluation was completed in the summer term, and the three actions that were highlighted (listed below), have been completed.

- Share examples of good practice using cpoms.

- Information for parents regarding safeguarding to be on the website.

- New members of staff to be DSL trained. It was noted that two new members have training booked for next week.

8. **Equality**

BCT passed a handout round and talked through the document prepared.

BCT explained the protected characteristics to Governors.

SS asked if there is an age that it applies to? BCT advised that it applies to any age.

It was highlighted that one of the big changes that came in was the discrimination by associations or by perception.

GK / HA

MB

It applies to everybody and BCT highlighted ensuring robust equal opportunity policies in place ensuring that reasonable adjustments can be made.

The single equality schemes were discussed. **Action** - MB will investigate.
It was noted that at St Williams there is a teachers capability policy, which is not necessary to be on the website. MB to review policies.

MB

Public sector equality was previously around dealing with events, now it is more around preventing and awareness.

BCT invited questions.

HA asked what Governors need to have on the website. BCT advised that the single equality statement needs to be shown.

SS noted that with the introduction of the new RSHE guidance, the protected characteristics had to be discussed with staff, parents, and children.

HA asked that we ensure everything necessary is on the website. **Action** – Ensure the website includes everything needed for equality. HA asked that once it is on the website, can it come to the attention of Governors.

MB

SS advised that at the upcoming inset days, they can ensure this is raised and have something explicit for the staff.

9. **Policies**

It was noted that Safeguarding for St Williams and the Attendance policy are both completed and on the website.

10. **Chairs report**

HA advised that she has had a couple of visits to both schools since the last meeting. HA met with VB. A member of the inclusion team was in on the same day, and he was meeting with various classrooms, which was good to see.

HA visited Brundall to take part in the Executive Head appraisal process. DL led the process. It was positive and gave an opportunity for thanks to be expressed to SS for all the work she has done over the last 12 months. A review date is to be set for the midyear process.

A 'readiness for Ofsted' working party meeting has taken place. The core item which came from it, was knowing the school well and understanding what is being done and why. The next meeting is scheduled for the 9th of November.

It was highlighted that there is an Ofsted Webinar tomorrow.

The following dates were highlighted to Governors;

8th November – Audit by Wensum English hub.

14th November – Debbie Leahy meeting

23rd November – External review to look at the quality of education.

11. **Governor catch up**

SM spoke with Hannah at Brundall around SEN, no concerns were raised.

SM also Spoke with Matt at St Williams, one concern was raised around time, which has since been resolved.

It was noted that there are higher numbers of needs.
Communication with families was discussed and ensuring having open communication
Hannah has started her SENCo course.

SS advised that both schools have invested in Educational Psychology. Both schools have committed to this investment, however it isn't bottomless and therefore not available to all.

Action - HA to send link visit pro forma round which has the Safeguarding part on it.
SS highlighted recording some really positive interactions as well.

HA

12. Getting ready for Ofsted

HA advised that the working party is in place and will be reporting back on improvement plans.

SS feels more confident about Ofsted, having been into lessons and seeing the quality of teaching within school.

13. AOB

SS advised that the school fund document has come back with no significant issues raised. Thanks were expressed to Louise for her hard work regarding this.

Action - HA to sign a copy.

HA

14. Date and time of next meeting

Monday 5th December at 6pm at Brundall.

Meeting Closed at 19.40

Agenda Item	Agreed Action	Action Owner	Target Date
C/F.	Send Skills audits to all Governors, except ex Brundall Governors	GK	December 2022
C/F.	HA to send the NGA learning links for preparation for Ofsted to GK to be circulated to Governors.	HA / GK	December 2022
7.	Ensure Safeguarding is on the next agenda	GK / HA	December 2022
7.	Chase outstanding Safeguarding training.	MB	December 2022
8.	Investigate single equality schemes	MB	December 2022
8.	Ensure the website includes everything needed for equality	MB	December 2022
11.	Send link visit pro forma round which has the Safeguarding part on it.	HA	December 2022
13.	Sign a copy of the school fund	HA	December 2022