



Full Governing Board Meeting of the Hive Federation
10th October 2022 at 6pm
Venue – Brundall Primary School

PRESENT:	Hilary Anderson (HA) (Chair)	Sarah Shirras (SS) Executive Head teacher
	Vicky Buxton (VB)	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)	Lauren Mayhew (LM)
	Kim Chambers (KC)	Ben Clemmett (BCT)
	Jo Smith (JS)	

*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 and introductions were made around the table. Apologies were received from Jackie Cole which were accepted by Governors.

2. Declaration of business interests/conflicts of interest

None

GK reminded Governors that Annual declarations are required. As GVO and GovernorHub are running alongside one another until April, Governors were asked to complete both. **Action** – GK to send instructions on how to complete on GovernorHub and CP to send instructions for how to complete on GVO.

GK / CP

3. Minutes of last meeting and matters arising

All Governors present approved the minutes of the last meeting dated 12th September 2022. HA to sign the minutes of this meeting

Action log

- Instrument of Government was shared with Governors
- Code of conduct was shared with Governors
- C/f - Send new Governors the NGA log in
- C/f - Send Skills audits to all Governors, except ex Brundall Governors
- Lots of Governors have confirmed they have read KCSiE. **Action** - GK to follow up with those who haven't
- Link contacts have been shared. HA advised that previously there has been a two-week window for Governor visits and suggested this should be after half term. Questions have been put together for the visits previously and HA will look to do this.

**CP
GK
GK**

It was agreed that HA and VB will meet to discuss a list of questions and share these with Governors. The questions won't be suitable for all, however, will cover most.

- All members have been added to GovernorHub
- C/f - CP advised that GVO is happening now.
- C/f - Send a picture to MB so he can arrange Governor badges

CP
All

4. Safeguarding Overview

JS gave Governors a comprehensive overview and update on Safeguarding across the Federation.

Governor training was discussed, and JS will send the link for the Safeguarding online training to Governors and asked them to complete within the next 2 weeks.

It was discussed that at St Williams there are 5 safeguarding members of staff - JS, VB, SS (safeguarding lead), plus two of the pastoral workers.

JS talked through the safeguarding update and explained the tiers which exist within school.

At Brundall the Safeguarding members of staff are Michelle Glover, SS plus one pastoral worker. KC is also a qualified DSL. The other assistant head and SENCo will also be trained shortly.

It was highlighted that both schools use CPOMS to record safeguarding, behaviours, etc. and there are both children and staff sections.

JS highlighted to Governors the importance of speaking to a member of staff initially if they have any Safeguarding concerns, rather than send an e-mail. This will ensure it can be followed up in a timely manner.

Governors were also asked to be mindful and vigilant when in school and at events, with JS raising domestic abuse as an issue to be vigilant of.

JS explained the Local Authority Designated Officer (LADO) and advised that it is for allegations against staff or regular visitors. It must not be discussed with anyone apart from the Head of School (HoS) (VB) for St Williams and SS for Brundall.

If the HoS is unavailable it goes to SS and if it is regarding SS it would need to go to HA.

Governors were reminded not to use mobile phones in school where possible and not to post anything about the schools that could be misinterpreted or have a negative impact on social media. It is however fine to share job advertisements and PTA events.

Safeguarding policies – Brundall's has been updated and is due to be discussed later. St Williams will follow at the next meeting.

It was raised that premises safety is also part of safeguarding and JS asked Governors to be mindful when in both schools.

Everyone was reminded to keep themselves safe when working with children.

JS invited questions.

5. **Head of School report including staffing**

6. Brundall

Attendance – 3 families have a low level of attendance and things are being put in place with all of them to support.

There was an issue with the attendance reporting of children in reception when they were on their part time starting hours.

Lots of holiday requests have been received already. At the time of the meeting 18 holiday requests had already been received for this academic year. SS advised that anything holiday related is not being authorised.

Staffing update

Julie Cornish has been appointed as HoS at Brundall from January 2023.

SS to contact her current school to see if there is any flexibility with her start date, even if just for a few days a week. DL added that she felt Julie will be an asset to the school and is very child centred.

Brundall currently has three ECT's. Two are in their second year and one is part way through the first year. SS felt they were not supported as much last year, however much more support is on offer this year and a more robust system is in place.

There are still outstanding vacancies for a Caretaker and Pastoral worker. Concerns around funding were discussed and SS advised they have some unknown variables regarding staff pay rises and fuel bills and therefore they are being cautious with budgets.

The next budget revision for Brundall is scheduled for 28th November.

The costs associated with BMP are part of the budget still. St Williams is not a part of it now. SS has been trying to get out of it for Brundall, however has been told that exemptions are only for when a school becomes part of an Academy, not a Federation. SS will continue to push back on this and will feedback to Governors.

The Executive Head appraisal will be taking place on Friday. Teacher appraisals need to be completed by the end of October.

SS has been doing hour long observations alongside an hour meeting to accompany it.

Training – The school has joined VNET and the English and Maths hubs. Appropriate and relevant training is being selected from the different sources.

Hannah has started her SENCo accredited qualification which will be a real asset to the school. 3 TA's are also working on qualifications. KC has started her NPQ for early years leadership too. SS has recently completed her Safer recruitment training.

SS will keep a staff training log.

Parents meeting and progress meetings are all taking place and staff will pick up on the parents who missed it.

St Williams

MB talked through the school on a page document and asked Governors if there was anything else that they would like to see in this document going forward.

HA asked to change the language of FEX (Fixed term exclusion) to Sus (Suspension).

It was noted that attendance has been good overall.

Exclusions – It was highlighted that stating really clear expectations with the children who display challenging behaviours has helped. All children now have individual plans. There has been one short exclusion, which was just a half day to reset after an incident.

Staffing – There are several new members of staff within school. There are new members of staff in the before and after school team. Lisa who manages it, is really pleased with the enthusiasm and how staff are supporting the children's play.

Two new teaching staff joined in year 3 this year. Sara Bailey and Ant Hill are both working really well together. In addition to year 3, two new support staff have also been introduced and have settled in well.

HA asked if it would be possible to have an up-to-date staffing list. MB advised that the website is up to date and a list can be found on there.

VB advised that there is one vacancy to fill for an HLTA in KS1, as the previous one has resigned. It was noted that this was nothing to do with the school and an advertisement to fill the position is out now.

SS highlighted the problem of support staff leaving and said it could be an ongoing problem which Governors needed to be aware of and asked if we should consider setting up an apprenticeship scheme within school.

BCN suggested those who have an undergraduate could be put through their teacher training if it is an aspiration. SS advised that she had considered an apprentice caretaker for Brundall.

BCN asked if it is money related. SS confirmed that it is mostly and that they could look at job descriptions and pay grades to see if anything can be done.

VB noted that the school have previously engaged with Kickstart, although it has not worked overly well.

The school has one ECT in year 3 and one in year 5. Both are part of the team, and they understand the school culture and values.

VB talked about the capacity within school and advised that it is challenging for the leadership team and will continue to be until Julie starts at Brundall in January.

The Pastoral team is also facing challenges as one is supporting a child in school and two others have moved to a part time working model.

One member of the team has started her counselling course which will be an asset.

Inclusion needs are very high in school at the moment and additional staff are needed in years 4, 5 and 6, with a possibility for a year 1 child also.

Curriculum – Brundall and St Williams shared inset days and training was completed on emotional coaching and Thrive.

Phonics – FFT success for all is the agreed program going forward. Staff spent a long time looking at all the options. BCN advised that it is being trialled in reception and year 1 and will then be rolled out to all staff.

One support assistant is taking on more of a mentor role this year and will be working with individual children around attitudes to learning and also some targeted interventions.

Year 5 went to How Hill – It was noted that school are struggling to get adults to come on residentials and therefore VB has considered offering support staff additional pay to come along. The challenge with this, is the level of first aid training of the adults attending.

VB talked about parent interaction and advised that the welcome meetings did not have a huge take up, however those who attended found it beneficial. The Parent meetings currently have an approximate 85% up take, however the aim is for all parents to sign up.

7. Agree attendance target

A discussion was had around the attendance target and Governors agreed to set the attendance target for both schools at 97%.

Look into persistent absence target – **Action** – MB to provide data regarding this.

MB

8. SDP update

SS shared the plan for Brundall and advised that behind the subject will be a subject development plan. This is a base and will be expanded upon.

Governors were happy with this document.

Something similar will follow for St Williams, which will follow the same model as Brundall. **Action** – St Williams plan to be presented at the next meeting.

HA asked if the subject plans on the way to Governors. SS advised that she has received a draft of Maths today. All will be following soon.

SS / VB

9. Policies - Safeguarding

All Governors present approved the Safeguarding policy.

GD to send a clean copy to MB.

It was highlighted that all policies contained within the policy state 'under review'. SS advised that once they are approved the dates will be included.

10. Chairs report

Code of conduct

HA talked through section 13 and highlighted how it talked about the equality act.

Ofsted talked about being mindful of the equality act and therefore HA suggested that at the next meeting the board would have a discussion around equality. Action - BCT to prepare something around what it means and the objectives for the school. All

Governors present agreed to the new code of conduct as per GovernorHub. **Action** - HA to sign a copy. It was noted that CP is the Equality Governor.

HA

HA advised that she had been on several visits into the schools recently and talked though her report. A copy of the report is on GovernorHub / GVO.

HA urged people to join the schools Facebook pages to show support and keep up to date with what is going on.

11. Getting ready for Ofsted

It was discussed that in preparation for an imminent inspection at Brundall, some Governors may want to consider a 'Getting ready for Ofsted working party group'.

It was agreed that a working party for Getting ready for Ofsted would be formed. The working party will consist of SS and those people who already know Brundall Governance well (CP, GD, LT and BCT).

GD advised that there are two courses regarding Governor preparation for Ofsted on the NGA website. **Action** - HA to send the NGA learning links to GK to be circulated to Governors.

HA / GK

12. Governor Catch up

GK suggested an agenda item of 'items for the next agenda' to be added to agendas going forward. All Governors agreed and HA added that she is mindful that it is a busy time and wants to be considerate of people's workloads.

SM advised that she has visits booked to meet SENCo and will feedback at the next meeting.

HA proposed that the next link Governor weeks will be the w/c 7th and 14th November

All Governors were reminded to let GK know of any Governor training they complete.

13. AOB

Items for the next agenda will now be a standard agenda item going forward.

Items for the next meeting were agreed as follows;

- St Williams – SIDP
- St Williams – Safeguarding policy

Head of School report – it was agreed that one written per term and just a verbal update in-between would be sufficient. With both schools to be discussed at all meetings.

School on a page at every meeting. Governors requested that MB add in safeguarding information to the school on a page document.

Assessments are to be looked at, at the start of each term.

SS suggested making a writing plan across both schools.

Date and time of next meeting

Monday 7th November 2022 – 6pm at St Williams Primary

Meeting Closed at 19.40

Agenda Item	Agreed Action	Action Owner	Target Date
2.	Send instructions on how to complete declarations on GovernorHub and GVO	GK / CP	October 2022
C/F.	Send new Governors the NGA log in.	CP	November 2022
C/F.	Send Skills audits to all Governors, except ex Brundall Governors	GK	November 2022
C/F.	Share how to confirm KCSIE has been read on GovernorHub.	GK	November 2022
C/F.	Add all members of the board to GVO.	CP	November 2022
CF.	Send a picture to MB so he can arrange Governor badges	All	November 2022
7.	Provide data regarding persistent absence	MB	November 2022
8.	St Williams SDP to be presented	SS / VB	November 2022
10.	Sign a copy of code of conduct	HA	November 2022
11.	HA to send the NGA learning links for preparation for Ofsted to GK to be circulated to Governors.	HA / GK	November 2022