



**Full Governing Board Meeting of the Hive Federation  
12<sup>th</sup> September 2022 at 6pm  
Venue – St Williams Primary School**

<b>PRESENT:</b>	Hilary Anderson (HA) (Chair)	Sarah Shirras (SS) Executive Head teacher
	Jackie Cole (JC)	Gemma King (GK) – Governance Professional
	Bronwyn Coleman (BC)	Mark Bloomfield (MB)
	Clare Perkins (CP)	Lisa Taylor (LT)
	Sophie Mitchell (SM)	Gerlinde Diehl (GD)
	Roxanne Rouse (RR)	Lauren Mayhew (LM)
	Kim Chambers (KC)	Vicky Buxton (VB)

*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.  
Ben Clemmett was absent.

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

None

**3. Elect Chair and Vice Chair**

GK asked for any additional expressions of interest for the role of Chair of Governors.  
CP proposed HA as Chair of Governors and LT seconded the proposal. All Governors present agreed to HA being Chair of Governors.

GK asked for any additional expressions of interest for the role of Vice Chair  
GD proposed CP as Vice Chair of Governors and LM seconded the proposal. All Governors present agreed to CP being Vice Chair of Governors.

**4. Agree the Governing board constitution, review instrument of Governance and discuss a code of conduct.**

It was agreed that the expectation going forward would be that the Heads of school and the Federation Business Manager will attend all FGB meetings.

The constitution of the board was agreed as follows.

7 x Co-opted Governors

2 x Parent Governors

1 x Staff Governor

1 x Executive Head

1 x LA Governor

**Action** – GK to share Instrument of Governance and store on the agreed platform. It was agreed that the board’s intention is to have one member of staff as a co-opted Governor to allow representation from both schools and two additional parents as co-opted Governors, again to allow representation from both schools.

GK

Code of Conduct

HA shared a copy of the 2016 NGA code of conduct with Governors.

**Action** – DL to send 2022 version to GK. GK to send round to the board.

Once everyone has reviewed and is happy, this can be approved. GK to bring a signing sheet to the next meeting to confirm everyone’s agreement.

HA and CP to discuss specifics. HA asked Governors to review the document 2022 and advise what isn’t clear, for a future discussion.

DL / GK

**5. Outline core functions of the Governors and overview of what will be required, e.g., monitoring SDIP, Governor training, HTPM role etc, what school specific committees may be needed. Ensure each Governor has an area(s) of responsibility**

It was noted that the Governing board’s core functions are contained within the code of conduct, as above.

HA highlighted that Governors should be involved in the SIDP and Governors should report back to the board on whether it is on track or not. HA invited SS to give an update on the SIDP.

SS advised that Brundall is due an Ofsted inspection soon. Wednesday is the deadline set for subject leads to have completed their parts. It was highlighted that CP previously raised, ensuring we highlight what have we done and what are we doing even if it is not complete yet. This will all be put together into one document and SS will send out more detail to Governors as soon as it is available.

SS highlighted that although there are currently two different documents (one for each school), there are areas in common, for example, writing outcomes, where SS wants the leads to work together, so the teams can learn from each other.

SS and VB will look at what St Williams will look like, as they haven’t had a conversation about how it will look like yet.

Governor training

A conversation was had around Governor training and what is available for Governors. GK highlighted that there is a lot of training with Governor services which comes as part of the full package. This which would be very good, particularly for the new Governors and includes teacher led courses for things such as Governor induction, Safeguarding, Safer recruitment to name a few.

The NGA training offer was also discussed. **Action** - CP will send new Governors the NGA log in.

CP

SS asked about Executive Head appraisal process. GK advised that another federation has their relevant Governors complete the Executive Head’s appraisal and then the Executive Head will complete the Heads of School appraisals. DL also agreed with this

GK highlighted the skills audit. It was noted that Brundall Governors responses are on GVO. **Action** - GK to send a skills audit template to all other Governors.

GK

It was highlighted that all Governor need to read Keeping children safe in education (KCSIE). SS offered hard copies of KCSIE, and it was also noted that it is available on Spotify if listening to it, is more suitable for some. **Action** - GK will share how to confirm it has been read on GovernorHub.

GK

#### Committees –

A discussion was had around the use of committees within the new Governing board structure. SS expressed a desire to not have committees, due to the amount of time involved and the amount of repetition it creates.

HA highlighted that there had previously been a steering group. GK added that working parties can be added at any time, as and when a need arose.

The following Governor roles and responsibilities were agreed:

**Safeguarding and Attendance** – JC and RR – St Williams

– GD – Brundall

**SEND** – SM

**Finance and Sport Premium** – HA and LT

**Equality and Diversity** – CP

**Health and Safety** – BC (**Action** - GK to liaise with BC on this)

**Inclusion Governor** (including SEND and Pupil Premium) – SM

**English** – LM

**EYFS** – KC

**Maths** – Jade will present to Governors.

**Community and Parents** – JC and BC

SS highlighted that there are two ECT's at Brundall and 2 ECT's at St Williams. VB to report back to Governors on this.

HA discussed that St Williams had previously had a two-week window for Governors to go into school to complete their link visits.

A list of questions that could be asked or considered was suggested.

All Governors were encouraged to look at training in relation to their roles and to speak to GK if anyone needed any assistance.

SS suggested Governors arrange a 15 minute catch up and coffee with their link person.

**Action** - SS / MB to provide list of Link contacts.

SS / MB

#### 6. **Decide how best to communicate / share & store info etc.**

It was discussed that the St Williams Governing board had been using GovernorHub and Brundall had been using GVO.

A discussion was had around which platform would be most suitable and the benefits of using each one.

It was agreed that the board will run both systems until April, when a decision will be made on which one will be used going forward.

**Action** - GK will add all members of the board to GovernorHub.

**Action** - CP will add all members of the board to GVO.

GK  
CP

## 7. **Staffing update**

SS discussed that there are significant financial pressures on people at the moment, and two high quality TA's have left due to this reason.

There are two vacancies at Brundall Primary; one is for a pastoral worker and the other is for a caretaker.

Head of School (HoS) – The closing date for the HoS at Brundall is the 15<sup>th</sup> of September. SS has shown four people round, with two more to follow. Three applications have been received.

SS advised that she would like Governors to be involved in the short listing and interview process. The interview dates have been agreed as the 27<sup>th</sup> and 28<sup>th</sup> of September.

As this is not a head teacher post, it does not need full Governor ratification and can be delegated to a panel.

It was agreed that the short listing will take place on Friday morning at 11am. DL, CP (dial in or fill in forms in advance), LM and LT will participate.

SS confirmed that references will be requested.

SS will send interview requests out if needed.

Covid 19 – SS advised that Covid 19 has been challenging with staff, as two have tested positive and both are off school.

SS highlighted that there is still some underlying anxiety around it.

## 8. **Diary dates for Autumn term meetings (and beyond if possible) and how the FGB meetings will run (paperwork needed for distribution prior to the meetings etc.)**

Monday 10th October – 6 o'clock at Brundall.

(Agenda item – update on practice on the ground).

7th November – St Williams

5th December – Brundall

16th January – St Williams

6th February – Brundall

6th March – St Williams

24th April – Brundall

22nd May – St Williams

10th July – Brundall

## 9. **AOB**

New Governor badges – HA discussed New Governor badges to reflect the Hive Federation. HA suggested yellow lanyards.

**Action** - All Governors to send a picture to MB so he can arrange the badges.

Website – It was noted that the website will be updated. The individual school websites will still exist, and the HIVE element will sit above it.

Policies – GD advised that she has got as far as she can with the Safeguarding policy and highlighted that there are approximately 12 policies that come under the umbrella, most of which are out of date. MB will investigate it.

SS advised that all policies are currently under review.

**Action** - GK to send a note of everyone's e-mail addresses round.

**Date and time of next meeting**

Monday 10<sup>th</sup> October – 6pm at Brundall Primary

Meeting Closed at 19.40

**Summary of agreed actions:**

<b>Agenda Item</b>	<b>Agreed Action</b>	<b>Action Owner</b>	<b>Target Date</b>
4.	Share Instrument of Governance and store on the agreed platform.	GK	September 2022
4.	DL to send 2022 code of conduct to GK. GK to send round to the board.	DL GK	September 2022
5.	Send new Governors the NGA log in.	CP	September 2022
5.	Send Skills audits to all Governors, except ex Brundall Governors	GK	September 2022
5.	Share how to confirm KCSIE has been read on GovernorHub.	GK	September 2022
5.	Provide list of Link contacts for Governors.	SS / MB	October 2022
6.	Add all members of the board to GovernorHub.	GK	September 2022
6.	Add all members of the board to GVO.	CP	September 2022
9.	Send a picture to MB so he can arrange Governor badges	All	October 2022