



Full Governing Board Meeting of the Hive Federation
6th February 2023 at 6pm
Venue – Brundall Primary School

PRESENT:	Clare Perkins (CP) (Vice Chair)	Sarah Shirras (SS)
	Jackie Cole (JC)	Bronwyn Coleman (BCN)
	Mark Bloomfield (MB)	Kim Chambers (KC)
	Lisa Taylor (LT)	Sophie Mitchell (SM)
	Gerlinde Diehl (GD)	Roxanne Rouse (RR)
	Vicky Buxton (VB)	Julie Cornish (JCH)

1. Welcome and apologies

CP welcomed Governors to the meeting.
Apologies were received from Roxanne Rouse, Lauren Mayhew, Ben Clemmett and Gemma King, which were accepted by Governors.
In the absence of GK, MB offered to take the minutes.

2. Declaration of business interests/conflicts of interest

None

3. Minutes of last meeting (5th of December 2022) and matters arising

All Governors present approved the minutes of the last meeting dated 5th December 2022. **Action point** - CP to sign the minutes of this meeting.

4. School on a page (Soap)

MB advised that the documents for both schools are on GovernorHub. SEN Exclusion information added as requested at last meeting.

GD pointed out that those children who are shown as persistently absent (PA) could be from the same family.

GD also queried how the 97% attendance target had been calculated. It was agreed that this should be recorded.

JCN informed governors on the work she has been doing on attendance at Brundall primary school, including the Attendance Team which has been created.

5. Finance

SFVS update

MB met with HA to complete the SFVS. No Issues raised by governors.
HA signed ready for submission.

CP

Grounds Contracts

MB shared all three quotes with Governors. It was agreed that both schools would move supplier to GreenScape. MB has received positive references from other schools as well as being the best value.

Catering Contracts

MB shared all three quotes with Governors. It was agreed that both schools would move supplier to Edwards and Blake. St Williams currently have Edwards and Blake as their supplier and are happy with the service provided.

LT commented on how much more variety was on the Edwards and Blake menu in comparison to Norse.

CP queried why in year three of the Edwards and Blake contract the cost went up significantly more. **Action point - MB to contact Edwards and Blake for an answer before we sign a contract.**

MB

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

6. **Head of school update**

St Williams

VB shared the HOS report.

St William's held an internal review on 24th January 2023, this included SS, VB, JCN and Teresa (Blofield Headteacher). **There were 6 main outcomes of the report, the outcomes will be shared at the next governors meeting.**

SS

HA mentioned about SEN and in particular INDES. MW/HM to come along to next meeting to inform governors.

MB

Circle time continues both sites. HA wondered if in the summer term some year 6s could provide some feedback.

Brundall

JCN shared the HOS report.

JCN discussed what she has been implementing around reading and writing at Brundall Primary.

7. **Assessment Update**

JC presented what Brundall are doing with MARK system. The system is designed to show parents what age their child is able to read at. This reporting function also indicates what particular areas class teacher need to focus on.

Writing - Internal moderations across both schools. St William's likely to be moderated this year. As there were issues with Norfolk data last year there are 3 levels of moderation which both schools are partaking in.

Next meeting HOS will show Governors a timeline.

- 8. Staff Wellbeing**
MB to make sure both staff rooms have adequate signposting to help/support. SS talked about the importance that Middle Leaders have during their meetings with staff. **MB**
- 9. Policies**
MB acknowledged there are policy which need reviewing. These have been shared with the appropriate members of staff and will be brought to the next meeting. **MB**
- 10. Sport Premium**
MB shared both the Brundall and St William's Sport Premium spend for the 201/22 year and the plan for the 2022/23 years. No further comments.
- 11. Safeguarding**
HOSs shared the safeguarding reports with governors.

Both schools have many DSLs, JCN training to follow. It's a role which can be quite isolating. All teachers have high-level access to Cpoms so they can look back in time.
- 12. Cyber Security**
MB to go on training and report back to Governors
- 13. Chairs report** **MB**
- 14. AOB**
SS discussed how both schools made decision. Brundall has a large number of staff in the NEU, no class could have opened. St William's only 1 class could have opened. Not able to prioritise children as this could be classes as cover. This was discussed with COG. SS suggest that the following strike days could be tricky (1st March, 15th and 16th March). No real push back from parents. SM happy the correspondence came out early.

Meeting ended at 20.15.

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.	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 data 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