



**Full Governing Board Meeting of the Hive Federation
10th July 2023 at 6pm
Venue – Brundall Primary School**

PRESENT:	Clare Perkins (CP) (Vice Chair)	Sarah Shirras (SS) (Executive Head teacher)
	Hilary Anderson (HA) (Chair)	Gemma King (GK) (Governance Professional)
	Bronwyn Coleman (BCN)	Mark Bloomfield (MB)
	Lisa Taylor (LT)	Sophie Mitchell (SM)
	Gerlinde Diehl (GD)	Roxanne Rouse (RR)
	Kim Chambers (KC)	Vicky Buxton (VB)
	Julie Cornish (JCN)	

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

- 1. Welcome and apologies**
HA welcomed Governors to the meeting.
Apologies were received from Ben Clemmett and Lauren Mayhew which were accepted by Governors.
- 2. Declaration of business interests/conflicts of interest**
None
- 3. Minutes of last meeting (22nd of May 2023) and matters arising**
All Governors present approved the minutes of the last meeting dated 22nd of May 2023. **Action point - HA to sign the minutes of this meeting.**
- 4. SOAP and Executive Head update**
MB advised that the SOAP is on GovernorHub and invited questions.

LT asked why the attendance in reception at Brundall is lower than the rest of the school. KC advised that they have had a variety of illnesses / infections, including chicken pox, tummy bugs, ear infections, etc.

SS advised that there has been lots going on in both schools.

There were two more strike days last week. Brundall was fully closed. St Williams was partially closed, however both Nursery and reception were open, and all children attended.

SS explained that all four teachers' unions are currently reviewing balloting against the backdrop around the school pay review body. Rumours are suggesting that a recommended 6.5% increase will be offered. However, this has not been announced yet (last year it was announced during the first week of the holidays). It was noted that 3% has been built into budgets. Therefore, if something is announced without funding, it would be unaffordable for many schools.

HA

SS advised that there is a meeting on Tuesday 5th of September, for a briefing with HR on the new term.

MB advised that for the support staff who are in Unison, their ballot has just closed.

It was noted that there has not been much pushback from parents against the strike at both schools.

SS talked about some tricky behaviours being experienced in some year groups. There has also been some parental challenge and pushback, with parents going straight to Ofsted to raise a complaint, rather than following the complaints process. It was noted that even if a complaint goes directly to Ofsted, the LA still has to investigate.

It was noted that the changes NCC are making (with the community and zone work) has been tricky for some schools. Schools have lost lots of FSP and experienced workers to this new team.

SS advised that the KS2 SAT's results come out tomorrow. It was noted that staff will not just look at who got what scores but will also review the questions and look at what can be done for future year groups. SS will report on this to Governors in due course.

SS advised that two half day sessions with James Heel have taken place. Lots was covered at the last session about being ready for September, which was a good way to map out the new academic year. VB and SS also attended the festival of education which was particularly useful.

SS advised that the staff restructure is underway. The written submission has been completed, although it was more complicated than first thought.

It was noted that there are some significant challenges in the new reception cohort at Brundall, and JC and SS are looking at the support staff to ensure the most suitable people are put into the right places.

CP asked if the year 6 SAT's results can be shared with families. JC advised that English, reading, writing and maths are shared as part of the report. It doesn't give the actual results, however, will show at 'expected,' 'greater depth,' etc.

SS advised that there have been tests in all year groups, apart from year 3 and 5 who don't have anything statutory. VB added that parents will be told about how their child has done in the statutory tests.

JC advised that she will put together a timetable for maths workshops. They will also look to relaunch the website and show what children should be able to do and how parents can help them. 'Timetables rockstar' has also been purchased.

SS advised that meetings have been booked in for 'meet the teacher' sessions and setting out expectations. JC added that new reading records will be sent home in September, which will give more information around supporting families.

5. **Head of school update**

VB advised that both reports are on GovernorHub.

VB asked Governors if they could give a clear idea for next year, around how they would like the reports to be, and the content required. It was suggested that the reports can be ongoing documents rather than looking back at what has happened. SS added that if Governors want a chronology of events and activities that have taken place, this will be on the website.

It was agreed that SS, MB and GK will have a meeting to work on an overview plan for the next academic year and a proposed schedule.

RR commented that the sanctuary school sounds great, and is a positive step, but asked how we positively engage the parents in this. JC advised that it is on the newsletter. It is in the early stages, Michelle and JC have spoken about more school events. SS suggested that a group of children could do an assembly or presentation to introduce it more and give more details.

JC added that Michelle is working with other schools who use it; one that is very imbedded and another that is similar to Brundall (just started).

6. Update on SRB

SS advised that a site visit has taken place. They have found one area that was stronger, which is the library end area of the playground. SS highlighted that this would have no detrimental impact on the current children.

A further meeting has taken place with Caroline Money. St Williams will be one of the last SRB's to be built. The scheduled opening date at the minute is September 2025. The statutory notices went up about 3 weeks ago. Any feedback received will go straight back to the council.

There has been an announcement on the school gates, and it has also been sent to Parents.

Positive feedback has been received from John Fisher, who is pleased with the proposal. One parent has complained around the stretch that it will have on the school leadership team.

It was noted that the build would not start until the next calendar year.

7. Finance

Budget revision 1

MB advised that copies of the budget revisions are on GovernorHub, and that both budgets are looking similar.

The big impact is for SEND funding on both sites. At Brundall it is mostly for the new reception cohort and at St Williams it is more spread across the school. MB highlighted that there could be more funding coming through.

Expenditure – MB advised that there is a bigger surplus at St Williams, and some 1-year contracts for 3 additional posts have been created, which will carry from the surplus. MB highlighted that at St Williams, if there are pay rises and no funding is provided, they may need to look at fixed term contracts.

MB advised that the cleaning staff are going through the TUPE process, which will save around half of the current costs. It was also noted that Brundall now has a Caretaker in post.

VB advised that at St Williams they are looking at adding another layer of Pastoral staff. Phase / Inclusion leaders would be introduced to support across phases. VB highlighted the importance in this area and therefore why they want to invest in it.

<p>8. Policies MB advised that there are lots of policies that need to be looked at across the school. MB added that they will look to include more policies across the federation, and possibly have appendices to differentiate. There will likely still be some separate policies. VB added that the DSL's at both schools, will be meeting to look at the safeguarding training and including a joint policy.</p> <p>HA advised that there have been some concerns raised about the complaints policy. Action point – MB will share a copy on GovernorHub, ahead of the next meeting for people to review.</p>	MB
<p>9. Chairs report HA talked through her Chair's report. A copy will be added to this meetings folder in GovernorHub.</p> <p>10. Annual Governance Statement HA asked for volunteers to assist with the drafting of the statement. CP suggested stating what Governors have done, however also, what Governors are planning for in 23/24. Lots of ideas were discussed, including having some pupil voice, around what they see is being done. GK advised that it can go out in the new academic year.</p> <p>Action point - HA asked people to e-mail her if they are happy to assist and with any ideas regarding the content.</p>	All
<p>11. Training HA advised that she has signed up for training around monitoring. HA has recently attended the workload and wellbeing course by Governor Services and noted about being mindful of the workload of staff and not creating additional work for them. HA suggested having a board in the staffroom, for ideas around wellbeing. Action point - HA to send training notes to GK to share with the board.</p> <p>RR advised that she has been on the Cyber Security course which contained lots of information. SS advised that lots of the areas covered will be addressed by the ICT solutions package, which is purchased. MB advised that he has answers for the questions RR sent him following her training and will respond.</p> <p>SM advised that she has been on Pupil Premium training, and the biggest takeaway from the session, was to ensure schools are claiming everything they can. The course also gave ideas of ways to publicise it to families. It was also noted that the funding can be shared across the schools to maximise the impact of it.</p> <p>12. Visits LT and HA have been into school to discuss finance at the budget revision meeting.</p>	HA

SM has been into review SEND and highlighted concerns around capacity and monitoring wellbeing of staff. SM advised that she was looking at facilities for pupils was discussed and ensuring intimate care policies are in place.

SM highlighted that both schools have an increase in SEND coming in from September, particularly reception at Brundall. SM added that it needs to be actively monitored going forward, and she will continue to support.

It was noted that staff need to ensure they are pushing back on section 42 issues.

GD has met with Michelle and worked on the annual Safeguarding report. A copy is on GovernorHub. GD met with Michelle about attendance. GD has also met with Hannah Michael about the LAC termly update.

13. Wellbeing and workload

HA asked if there is anything governors can do to alleviate staff feeling overwhelmed. SS advised that it is always a hard part of the year. SS added praise for both school teams, for their hard work and support with extra events / activities like, discos, fetes, trips, etc.

SS highlighted that there are some additional pressures for some people, who are dealing with the staffing restructure. RR added that understanding individuals and what people's capacities are will help to understand wellbeing.

SS advised that they want to make the job doable and make sure people's jobs are achievable. This will look very different for each person.

HA suggested that people could have a buddy or someone that they can go to, to discuss issues.

JC commented that people will have different expectations around what a day at work would look like, therefore setting expectations could help, as it can be tricky to see the balance.

SS advised that the process of the restructure makes expectations very clear. One of the questions asked is around what people want from it.

HA asked what Governors can do to support. JC advised that reviewing the complaints policy will help and ensuring there are systems in place to support staff.

It was noted that staff need to be spoken to with respect, as this is not always happening at the moment. SS commented that they could look to reaffirm this, with a message at the bottom of an e-mail signature.

LT asked if the office staff would value a proforma. JC commented that they would. Some work is being done around the office staff triaging calls, to ensure a consistent approach.

SS advised that the workload of some of the leaders is tough. They are trying to protect staff from what is going on; however, it falls heavy on the leaders at times.

14. Safeguarding

It was noted that all documents are on GovernorHub, and questions were invited.

LT asked if there are enough DSL's at St Williams, as there are only two listed.

VB advised that there are others, however they don't look at CADS or look at higher level case work.

15. AOB

GD advised that she will be resigning at the end of the academic year, and therefore this is her last meeting.

GD added that she is happy to have a hand over of her Safeguarding role.

Thanks were expressed to GD for all her work.

2023 / 2024 meeting dates

These are to be confirmed in September 2023.

Meeting ended at 19.50.

Agenda Item	Agreed Action	Action Owner	Target Date
1.	Sign off the previous minutes	HA	October 2023
2.	Share a copy of complaints policy, ahead of the next meeting for people to review.	MB	September 2023
3.	E-mail HA if anyone is happy to assist and with any ideas regarding the content of the Annual statement.	All	October 2023
4.	HA to send training notes to GK to share with Governors.	HA	October 2023