



Full Governing Board Meeting of the Hive Federation
9th October 2023 at 6pm
Venue – St William’s 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)	Jackie Cole (JCL)
Lisa Taylor (LT)	Sophie Mitchell (SM)
Roxanne Rouse (RR)	Kim Chambers (KC)
Vicky Buxton (VB)	Lauren Mayhew (LM)
Julie Cornish (JCN)	Jo Smith (JS) – Visiting

*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 Mark Bloomfield and Ben Clemmett which were accepted by Governors.

2. Declaration of business interests/conflicts of interest

None. GK reminded Governors about annual declarations on GovernorHub.

3. Election of Chair / Vice Chair

HA advised that she was happy to remain as the Chair of Governors. No further nominations had been received. GK gave a final opportunity for any further nominations.

LT proposed HA to be Chair of Governors, CP seconded, and all Governors voted in favour.

CP advised that she was happy to remain as the Vice Chair of Governors. No further nominations had been received. GK gave a final opportunity for any further nominations.

SM proposed CP to be the Vice Chair of Governors, HA seconded, and all Governors voted in favour.

4. Minutes of last meeting (10th of July 2023) and matters arising

All Governors present approved the minutes of the last meeting dated 10th of July 2023. GK to add JCL attendance. **Action point - HA to sign the minutes of this meeting.**

HA

Action log

Complete - Minutes of the previous meeting have been signed.

Complete – Complaints policy has been shared.
Complete – Annual statement has been completed.
C/f Wellbeing – HA to investigate and send to GK.

HA

5. School Safeguarding training for Governors

JS shared the presentation with Governors and talked through the content.

It was noted that at St Williams, JS is the Safeguarding lead (DSL), with SS, VB, and Linda Battigan as deputy DSL's.

At Brundall Michelle Glover is the Safeguarding lead (DSL), with JCN, SS and Hannah Michael as deputy DSL's.

JS talked about how there is more working together across the federation, and that she had worked with Michelle (Glover) to create a Federation Safeguarding policy. They have also had some valuable peer to peer support. It was noted that there is supervision and JS will talk to VB and Michelle will talk to JCN and Hannah (Michael).

Impact – JS advised that they have continuity and clarity of messages. Safeguarding can be fast paced; therefore, they have started changing the triage triangle to a linear, which has been shared.

DBS checks, inductions, and safeguarding – JS explained that DBS checks are required for all, including students over 16, volunteers, governors, and members of both SWA and FOB's (Friends of the school groups).

HA asked if those Governors who go on residential trips have enhanced checks. SS advised that she believes they do but will check. **Action point – SS to confirm at the next meeting.**

SS

JS advised that each school holds its own DBS records, and that nobody is allowed to start work at either school until it has been completed.

An induction for students, volunteers and all staff is completed by a DSL. JS highlighted that there is mandatory annual training across the federation for ALL staff. This year they have used NCC's pre-recorded slides.

Information for visitors and volunteers is given in the form of a leaflet being provided. It will also be put online.

It was noted that both schools have electronic signing in and out systems, which helps in lots of ways, particularly with fire drills.

Health and safety site checks are carried out at both schools.

Curriculum and parental education – JS advised that children are educated during their RSHE lessons, online safety lessons, and NSPCC pants initiative. As well as this, parents also need support with safeguarding, and therefore online safety is shared with parents. At St Williams they are trialling a newsletter. They have already had some positive feedback around it.

JS highlighted that CPOMS is used in both schools.

JCN and VB have given some clarification to staff on how to word things on CPOMS. It was noted that information can be redacted where needed, and therefore full names are to be used.

JS advised that staff have been told to go and alert a DSL that an entry is being made on CPOMS, this gives an opportunity for any action to be taken in a timely manner.

Actions can be added to entries on CPOMS, some are one off entries, so are closed. Others may be ongoing and referrals and follow ups may be needed.

JS highlighted that Governors should always speak to a DSL if there is a worry or concern spotted. If on a trip, they can always discuss it with a teacher.

Whistleblowing – If an allegation is made against a member of staff, it should be raised with head of school. If it is against a head of school, it should be raised with the Executive head. If against the Executive head, it should be raised with the Chair of Governors.

Questions were invited.

HA asked if it is worth ensuring that staff have an awareness that they may be asked questions by Governors around Safeguarding. JCN advised that they could send some examples to staff. JS suggested keeping it general, it can be specific, but not ensuring you are not getting any personal information.

Thanks were expressed to JS for her presentation.

JS left the meeting

6. Our Governing Board 2023-24

TOR – This has been shared on GovernorHub.

It was noted that the principals in school sit alongside this document.

Code of Conduct – HA advised that as per last year, the board will be using the NGA standard version. **Action – HA to send to MB to put onto the HIVE website.**

HA

Roles and responsibilities

Proposal – SS advised that there are some real challenges around the data. It is a similar picture in both schools, but for very different reasons.

SS advised that she would like to propose that she works with two Governors to scrutinise why the data is what it is and what is being done to ensure it is the best it can be.

SS added that she has met with Sonia from VNET, and they agreed that they (Ofsted) wouldn't scrutinize the data if the teaching observed is good enough. The data is challenging enough to make them possibly question it.

SS advised that she would like the small group to meet during the school day, and Governors would feedback to the FGB. JCN commented that it would be good for staff to have challenge.

It was agreed that HA and LM will be part of the school improvement committee.

SS advised that she wanted to do this not because of external input, but to look at if the quality of education is good enough.

Responsibilities were agreed as follows:

HA – Finance, Sport premium, EYFS and school improvement group.
SM – Inclusion, SEND and Pupil Premium
KC – Equality and diversity
JCL – Safeguarding and LAC, Attendance
BCN – Community and Parents
LM – School improvement group – Covering English and maths and community.
CP – Cyber security and equality and diversity
RR – Safeguarding to include LAC, Attendance
LT – Finance and Sport premium

Appointments, resignations, and vacancies

It was noted that there is 1 x co-opted Governor vacancy.
SS advised that there are lots of people keen to know how the public sector work in the cabinet branch. SS to e-mail to ask if there was anyone keen to join the board.

Key dates and meeting spreadsheets

HA advised that a copy of the spreadsheet is on GovernorHub.

Training

HA advised that she has signed up for complaints, finance, and safer recruitment training.

Action point – HA to check with MB if GVO is still working.

Head teacher appraisal

SS advised that before the federation the school had to pay VNET to provide support for this, however in more recent years has had Debbie Leahy to support.

SS to contact VNET to look to arrange support.

It was agreed that HA, LT, and JCL will take part in the appraisal process.

GK advised about head teacher appraisal training.

Chair of Governors update

Action point - HA to e-mail her update to GK to accompany the minutes.

7. Staffing overview

SS advised that both websites are up to date with the staffing names and photos to be uploaded in the future. It was noted that it doesn't say their roles and responsibilities currently.

SS advised that there had been lots of sickness in both schools, however particularly at Brundall, which has been hard to backfill.

SS explained that the Staffing restructure has taken place at Brundall and hasn't created as much change as they first thought.

St Williams has experienced changes within their Pastoral team, it was a well-established pastoral team prior to the changes. They have taken on a new member of staff in the team now.

Leanne (Miles) has got a job with the LA, and therefore they will now lose the mentor of the person appointed in the summer.

It was noted that all teacher appraisals will have taken place by the end of next week. All support staff will have their appraisals by the end of next half term.

8. Finance

SS advised that the school fund for St Williams has been audited and there were no comments to discuss.

Thanks were expressed to Louise (Carver) for her diligent work and dedication on this.

9. SS update

SS advised that there had been an error in the Government calculations of around £15,000 at Brundall and around £20,000 at St Williams. Therefore, any documents talking about the next financial year are all wrong currently.

It was noted that Brundall having a 45-child intake will have an impact on the budget. The total number at Brundall is 301 children, which is 14 below being full. By having half a class (of around 15) will see the budget be down by around £120,000 a year.

SS explained that Blofield Primary school are taking their numbers from 30 up to 60. No discussions have been had around this change. SS has now visited Teresa (Head teacher) at Blofield. SS found out that that the change to 60 pupils is due to begin during 2025. Blofield were 17 children oversubscribed this year and Brundall were 7 children oversubscribed.

SS advised that it is part of a much bigger picture. Local Head teachers are going to meet, including Hemblington, Blofield, Lingwood, Brundall, etc.

SS explained that the Nursery and parish council in Brundall have approached the school to take on the Nursery. SS advised that the school could run it, once it is up and running, however cannot afford to get it off the ground initially.

LT asked if the owner of Snowy's is aware. SS advised that they are aware that they only have a rolling contract, with 6 months in place.

SS advised that she has been acting as the chair of 'Educate Norfolk'. The funds received for her time, pays for a day and a half of SS' time at Brundall.

Nobody else has stood for the post, so SS may remain in this post. Financially, it won't have the cost benefit it will have, but will still bring in some income.

10. Head of School updates

St Williams – It was noted that the SOAP was shared on GovernorHub, and questions were invited.

JC asked if the persistent absence relates to this term or last. VB confirmed that it is this term.

It was noted that there were no suspensions and exclusions for last term. There have been challenges, however staff have managed to keep children safe in their care and control.

Staffing – VB advised that the new staff have settled in well. The new staff in the shining stars team are all really positive and working well together.

Some staff have moved year groups and some staff have started job shares that are new this year but has gone well so far.

VB advised that they have restructured the pastoral team, and they are now building relationships with the children. Sadly, a resignation has come in which will change this team significantly.

The ECT's are in their second year and are making good progress.
VB explained that all teachers have had a 20-minute visit, which will form part of the performance management process.

There has been a big push in writing, which has come out from the data. It was noted that the children aren't coming up with the key skills they need to succeed with writing at this level.

Teachers are deciding their own classroom practices, there are no new initiatives, just good high-quality teaching. This is to get people to review their own practices and what they would like to develop. All staff have an area of development in their personal development work. Key people running the subject leads have additional areas to consider.

VB advised that the Assistant Head teacher (Matt) is not class based, so will have a project base. Jo (Smith) will be focused on items relating to Safeguarding.

INSET days – Staff looked at Safeguarding and how they teach each of the subjects. They have been working on rigger. They have given people time to establish working relationships, particularly between Teachers and TA's.

BCL is taking the lead on reading and phonics and will be engaging with the reading hub. All Subject leaders have release time to review and develop their subjects. The school have signed up to subject leader briefings from NCC.

External links – VB advised that school trips are still taking place. There are some great sporting events being attended, in football matches, korfbal tournaments, etc. VB added that they are reviewing procedures to ensure the best team and equality is considered.

Over 300 places have been taken up at school clubs. VB is trying to space them out, so they still have staff to run clubs in the spring and summer terms.

Annual trip contributions have been raised from £20 to £25. They haven't pushed reminders, however, have had 211 families already paid. Office staff will issue some reminders shortly.

Parent interactions – VB advised that they have reduced the number of interactions, so they have a key focus.

Children on SEN pathways have been taken out of the morning meetings, they still have a full meeting, but at a different part of the school day.

Facebook – Staff try to ensure there are regular posts and they have good interactions.

SWA – The SWA is in a period of transition, as the previous chair had to step down due to personal reasons. There are some prospects, however nothing confirmed to date.

A successful fire drill has recently taken place.

Brundall - JCN advised that there is lots happening.

Staffing, changing attitudes and the impact of the restructuring has affected Brundall the most.

They are currently in a transition period and are showing that Brundall is a different school. JCN is trying to express clearly to staff about their roles and responsibilities. Everybody impacted by the restructure applied for their jobs, however some staff members are finding it tricky.

JCN collects 2 / 3 books a week on Maths and English, written feedback is then collected. Some staff have found it tricky and JCN have had some challenging conversations.

They are looking at an approach to writing. JCN has been into every class to look at modelling and the direct teaching of children.

Some additional staff have been put into reception as a number of children require additional support.

Dawn who was in year 6 in a 1-1 support role, has stepped into the Pastoral role beautifully.

They are focusing on reading, as Brundall is a reading school and are dedicated to reading. Parents came in and read with the children.

Rowan (York-Smith) has worked really hard to get reading into the position it is in.

Harvest festival assembly has taken place and parents contributed well to it.

JCN is working hard on having a sense of behaviour across the school. Behaviour is generally good. There are some challenges in reception. Some in year 1 also, however, have settled better in year 1, so not as much as previously.

JCN is currently going through the performance management with teachers.

The school are trying to get parents involved in the school more in a positive way.

Sue has a Facebook log in for the school and is relentlessly putting things on and sharing what is going on.

JC added that they are working hard on the website and to have clear homework expectations.

JCN highlighted that there has been lots of illness at Brundall.

CP commented that it is good that they are being really clear in ensuring that everyone is expected to work in a certain way. JCN advised that they are trying to set things out now. Not everyone is happy, but hopefully everyone is in a better place from where they were a few months ago.

JCN added that an approach to teaching Maths has been created. There will be uniqueness to each class, but themes will run throughout the school.

11. Safeguarding, Attendance and Complaints Policies

Complaints Policy

HA commented that the behaviour procedure and policy needs to be in alignment. The language of suspension needs to be used instead of Fixed term exclusion.

HA added that any application of the complaints policy needs to be consistent in language. Look at the language ensure it is consistent and relevant, make sure it is clear who is dealing or who to contact, e.g., Head teacher, Executive Head, Head of School, etc.

It was noted that the St Williams Policy is dated 2018 on the website. It was agreed that there needs to be a tighter scrutiny.

Action point - HA to send some text to JCN and VB around making a complaint around the application of the complaint's procedure.

HA

All other policies were agreed.

Attendance Target

It was agreed that the Attendance target for the academic year will be set at 97%

12. AOB

None

Meeting ended at 19.50.

Action Item	Agreed Action	Action Owner	Target Date
1.	Sign off the previous minutes	HA	December 2023
2. C/F	HA to send wellbeing training notes to GK to share with Governors.	HA	December 2023
3.	Confirm if Governors who go on residential trips have enhanced checks	SS	December 2023
4.	Send Code of Conduct to MB to put onto the HIVE website	HA	December 2023
5.	Confirm if GVO is still accessible.	HA	December 2023
6.	Send Chair of Governors report to GK	HA	December 2023
7.	Send some text to JCN and VB around complaints	HA	December 2023