



**Full Governing Board Meeting of the Hive Federation
24th April 2023 at 6pm
Venue – Brundall Primary School**

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

*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 Jackie Cole and Ben Clemmett which were accepted by Governors.

2. Declaration of business interests/conflicts of interest

None

3. Minutes of last meeting (6th of February 2023) and matters arising

All Governors present approved the minutes of the last meeting dated 6th February 2023 subject to the revisions below. **Action point - HA to sign the minutes of this meeting.**

HA

It was noted that on the previous minutes, HA should be marked as present, and RR should be marked as absent.

Action point - For item 13 – Chairs report – HA to e-mail report to accompany minutes.

HA

Action log

It was agreed that all December actions can be closed.

4. Executive Head update

SS advised that there are planned strikes again this week and next week.

SS added that the NAHT are reviewing their position and are now balloting.

The issue is more than just pay. SS advised that Head teacher's want their staff to be paid well, however budgets can't be substantive if there is no support given.

Thanks were expressed to LT for her work on the budget.

SS talked about issues around recruitments and retention, however it was noted that there have been some recruitment wins at St Williams recently.

There are more pressures in schools, some secondary pressures around behaviors, attitudes, etc. are also present. The social impacts of lockdowns are showing.

VB commented that finding good support staff and SEN support staff is tricky. There are some high needs coming through the school which will require additional support.

SS talked about the pressures around the first half of the year.

SS attended a meeting this morning with the Regional school's commissioners. They have undertaken a survey around what people think about Ofsted. Feedback is being obtained across four counties.

Ofsted feedback

SS expressed thanks to the Governors who were involved in the recent Ofsted visit at Brundall Primary School, in particular CP, GD and LT who have been with Brundall for a while.

SS advised that the report reads nicely, and it remains a good school.

The agenda going forward will be set by what JCN and the team know need doing.

GD commented that the staff deserve high praise for their part in the inspection.

SS added that the whole staff team's attitude was very positive across the two days.

Once the confirmed version of the report is received, this will be shared with Governors.

Finance Audit

SS explained that LA schools are subject to an audit every 5 years. This had been delayed by Brundall to try and make changes that were needed. The auditor didn't know any of Brundall's history when they arrived and was in school for 4 days.

SS commented that Louise, Kate, and MB had worked very hard on the extensive paperwork that was needed for the audit.

It was noted that there was lots of positives from the audit and there were no high priority issues raised.

A copy of the draft audit has been shared to GovernorHub.

Themed Audit - Payments to individuals and members of staff

A copy of the MI sheet had been shared on GovernorHub and SS talked through the content.

There was little need for action as most things are covered.

There were some exceptions and SS talked about one example where she spent money on a St Williams trip to London. It was a hot day and the A11 had been closed. SS made the decision to purchase water and ice creams. SS discussed with HA, and they agreed it was the right decision based on the circumstances.

At Brundall there were 8 examples identified.

The main reminder was that everything has to be pre-approved.

MB commented that of the main points, none were surprises.

MB advised that the orange points were the ones which were challenged.

- Ordering Goods and Services
- Capital Expenditure - spending capital has to go to County with a form.
- Payments to Individuals

- Asset Management (asset register, security marking assets and annual asset check)
- Income (receipt, recording, accounting for and banking of income received)

SS commented that one point raised that was disagreed with, was around residential trips. It states that three quotes need to be obtained, even if going back to a familiar place. SS commented that when a place has been visited previously, has the right facilities, and has worked well, the school may choose to return and would not want to look at alternative venues.

It was noted that overall, it was very positive. MB advised that the full report is on GovernorHub.

SS added that an action plan is to be created and signed off by HA.

Budget setting

MB advised that the budget setting meetings took place last week.

St Williams went into the meeting looking better, however despite being in a good place financially, the surplus was wiped out over a two-year period.

Brundall has a high level of need coming into reception in September 2023. This will need to be looked at going forward.

SS advised that the support staff increase is included in the budgets. However, the teacher pay rises are still an unknown area. If they were to get a 4% increase with no financial support, it could mean redundancies would be needed to help the budgets.

MB advised that the budget summary documents are on GovernorHub.

HA commented that there is a squeeze on budget, at a time when there is a transforming Norfolk proposal, to help pupils with higher levels of need. This is tricky for schools with the budget constraints they face. SS commented that the paperwork makes schools more inclusive, however met with broader children services, don't necessarily understand how budgets work, etc.

It was noted that exclusions are very high and SRB's are selective with who they take. VB advised that they have had people from an ASD and SEMH base come out together to discuss a pupil.

SS advised that as part of the changing landscape, St Williams has put in a bid for an SEMH SRB. It would be a separate unit to the main school and would be fully funded. SS has shared the bid with HA and is waiting to hear back.

Flexi School

Flexi schooling was discussed, and it was noted that it is not a part timetable. (Two children at St Williams have part-time timetables). Flexi school is when a child is not in school all the time, and there is a blend of home schooling and being in school. The school is responsible for what the home schooling looks like. There is an agreed plan that states when children are to be in school and when they should be at home.

It was noted that a parent at Brundall has requested this. SS does not feel it is something that they can offer.

VB commented that parents often want to home school their child but want the social interaction to come from the school environment.

It was noted and agreed that the Hive Federation does not offer a Flexi school provision.

Alternative Provision

VB explained to Governors that she had been to visit an unregulated alternative provision today.

The provision had been recommended by the Inclusion team at NCC. A list of places is provided by NCC, however are non-regulated.

The provision visited is a forest school type approach, something similar to what the school offers, it is based in Aylsham and called Dandelion Patch. VB added that it is a great set up and she went through the checks with them.

SS commented that they can't afford to do this approach lots, however it is needed for some pupils, particularly as SRB's haven't been successful.

The pupil will go twice a week from next week. The parents are in agreement and teachers can attend the setting. There is an online portal to share observations.

GK advised that an alternative provision policy will be needed. VB advised that she is working on it and will bring it back to Governors.

September 2023 Intake - SS advised that both schools are oversubscribed for reception 2023 places. Brundall is oversubscribed by 8, and St Williams by 2.

SS added that at Brundall they have 2 children with EHCP's, with a further 2 pending and another 1 recommended. JC and Hannah have met with the SEN team, and they were advised to write a risk assessment.

Hannah went to Snowy's to meet 3 of the children coming in and to do initial assessments. Hannah is also in contact with the parents.

SS advised that she is still pushing for more help and support.

After half term, welcome meetings will be held for the new reception parents. Both St Williams and Brundall will be looking to carry out home visits for the children joining.

At St Williams all the nursery children got a place in reception, apart from 1 who leaves out of the catchment area.

Inset days - SS advised that this can sometimes cause issues around what days staff usually work if someone is part time.

For teachers it is agreed that where there are 5 inset days, if staff work 3 days, then they will work 3 inset days.

All TA's work 2 inset days, and if part time they will work 1 day.

SS will type up a formal policy and try and tell people as early as possible, by Easter for the September, which ones they will be expected to work.

5. Staffing

SS advised that Jane has now left the school.

Alicia who was a play worker has decided to leave to peruse a full-time job.

Lucy Dingle is on maternity leave and will be covered temporarily by Cat Downs.

Justin Elliot has been appointed as the new caretaker at Brundall.

Grace who is a play worker at Shining Stars has a new role.

Teresa who has been at St Williams for 27 years will be retiring in September.

A new member of support staff has been appointed. Their previous school has let her come early and she has just finished her Thrive training.

Kerry has been appointed as another support staff in year 4. It was noted that year 4 have had a turbulent time with the staffing, however it has settled now.

6. **SOAP**

MB advised that the SOAP documents for both schools are on GovernorHub. It was agreed that attendance figures for unauthorised and authorised will be on the SOAP going forward.

CP asked about the physical harm caused in the exclusion section, and asked if it was peer to peer, and would it be distinguished if it was a staff member. MB confirmed that it would. RR advised that there is a bit more detail on the St Williams one.

CP noted that the total leavers is 9 and asked if it is for this year. MB advised that it is for a rolling year.

CP asked if there was leavers context for children. SS advised that for Ofsted they had to go through each child and complete a journey. CP asked why are there children leaving? Is it home schooling, moving away? JC advised that there are some unique circumstances with some families and can be part of a bigger story.

MB advised that there is a document showing leaver / joiner details. It was agreed that this would be reviewed at the last meeting of the year. CP suggested looking at trends with other school.

SS commented that they could task VB to make a list of all the agencies that have been used to help families.

VB commented that part-time timetables are having a positive impact and there have been no exclusions since they have been in place.

7. **Heads of school update**

Covered above.

It was discussed that Brundall need a four-term development plan. St Williams will be working at getting ready for September.

SS advised that they will look at what is common across the Hive, for example, mission statement, ethos, values, and key policies. They will also look at what good teaching looks like and checking on the learning to ensure children are fully engaged. Going forward they can look more at contracts and economies of scale. Then it can be looked at to see what is individual to each school.

It was noted that Brundall have just had their Ofsted visit, however St Williams could have an Ofsted inspection in January 2024.

The plan will come to Governors once it has been drafted.

VB advised that year 3 had a very successful residential last week and all that went embraced the experience.

SS advised that the number of NEU members is nearly 100%. The last offer has made things worse and highlighted that they didn't understand the issues.

The next few weeks are tricky, as there is a strike day this week, bank holiday and strike day the next week, and then another bank holiday the next week.

8. **Policies-**
MB advised that there is a new behavior policy to be agreed. **Action point - MB to share behavior policy to be approved.** MB
9. **Chairs report**
HA read her Chair's report to Governors. A copy will be added to GovernorHub to accompany these minutes.
Previous Brundall Governors were praised for staying with the school during a difficult period by the Ofsted inspectors and thanks were expressed for their work.
VB advised that she would know about any possible moderation at the end of SAT's week.
VB explained about a coaching session taking place next week. They will work with 8 people in the leadership team. Two sessions are currently booked.
10. **Governor Catch up**
Skills audit
Action point - GK to share the skills audit results with the board. Any questions or comments to be picked up at the next meeting. GK
Governor Training
RR advised that she has attended a course around helping children to regulate their emotions which was with the mental health support team. It was quite basic and didn't come away with lots of strategies, but it was good to meet with other parents.
Cyber security training was discussed. **Action point - GK to share the link to the NCC Cyber Security training.** GK
CP confirmed that NGA logins have been set up and passwords have been issued.
Governor visits
SM has completed an SEN link visit and attended the reception trip.
GD has completed a finance course
11. **AOB**
MB advised that the cadets have been using St Williams two nights a week. They have asked if a gun can be brought in to show the cadets.
RR asked if shining stars are in school at the same time. MB advised that they are not. Governors agreed that this is not allowed to happen on the premises.
It was agreed that at the July meeting the next Head of school written report will be shared.
GK advised about changes to what needs be published around equalities on the school website. It was noted that the information isn't completely clear at the moment. GK will bring more to Governors on this when it is available.
SS asked for volunteers for a working party and advised that a briefing will be given to Governors at the next meeting.
Meeting ended at 19.50.

Agenda Item	Agreed Action	Action Owner	Target Date
1.	Sign off the previous minutes	HA	May 2023
2.	HA to e-mail Chair's report to accompany minutes.	HA	May 2023
3.	Share behavior policy to be approved.	MB	May 2023
4.	Share the skills audit results with the board.	GK	May 2023
5.	Share the link to the NCC Cyber Security training.	GK	May 2023

DRAFT