



## Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

### Full Governing Board Meeting

Monday 13 September 2021 at 6.30pm, [via Microsoft Teams](#)

#### Minutes

Diane Perry-Yates DPY (Chair of Governors)  
 Julie Bennett JB (Vice-Chair of Governors)  
 Stuart Purling SP  
 Claire Smith CS  
 Rebecca Orford RO  
 Alan Gall AG  
 Will Clements WC  
 Will Defoe WD  
 Claire Crawshay CC  
 Sarah Norman SN  
 Lesley Allgood LA

**Apologies:**

Lesley Payne LP (Headteacher)  
 Marie Francis MF

**In Attendance:**

Christopher Perry-Yates CPY (Governance Professional)  
 Georgina Rich GR (Deputy Headteacher)  
 Laura Knight LK (Assistant Headteacher)

Item No.	Item and discussion	Owner	Target Date
1.	<p><b>Register of attendance and apologies:</b></p> <p>The register of attendance was signed.</p> <p>Apologies had been received from Marie Francis and Lesley Payne. All agreed to accept these apologies.</p> <p>It was noted that the meeting was quorate.</p>		
2.	<p><b>Declarations of pecuniary interests:</b></p> <p>There were no pecuniary interests declared for items on the agenda.</p>		
3.	<p><b>Election of officers:</b></p> <p>The Governance Professional advised that there had been no nominations received for the role of Chair of Governors. Governors received a proposal for Diane Perry-Yates (DPY) to become a co-opted governor with a view to being elected as Chair of Governors. Governors considered the profile of DPY and noted that she was an experienced governor and Chair of Governors, having previously been a National Leader of Governance.</p> <p>After discussion it was formally proposed that Diane Perry-Yates be co-opted onto the governing board.</p>		

	<p><b>Proposed: JB    Seconded: SP</b>  <b>All governors voted in favour with no abstentions.</b></p> <p><b>a) Election of Chair of Governors</b>  The Governance Professional presided over the election of Chair of Governors.</p> <p>DPY was nominated for the role of Chair of Governors and a vote was held. DPY was formally proposed for the role of Chair of Governors.</p> <p><b>Proposed: RO    Seconded: SN</b>  <b>All governors voted in favour with no abstentions.</b></p> <p>DPY joined the meeting and the Governance Professional informed her that she had been elected to serve as Chair of Governors for the next academic year.</p> <p>The governing board thanked Julie Bennett for her hard work as Chair of Governors over the past two years under challenging circumstances.</p> <p><b>b) Vice-Chair of Governors</b>  The Chair presided over the election of Vice-Chair of Governors.</p> <p>JB was nominated for the role of Vice-Chair of Governors and a vote was held. JB was formally proposed for the role of Vice-Chair of Governors.</p> <p><b>Proposed: CC    Seconded: RW</b>  <b>All governors voted in favour with no abstentions.</b></p> <p><b>c) Appointment of Governance Professional.</b>  Christopher Perry-Yates was appointed as Governance Professional for the next academic year.</p> <p><b>Proposed: JB    Seconded: SN</b>  <b>All governors voted in favour with no abstentions.</b></p>		
4.	<p><b>Minutes of the previous meeting on 19 July 2021:</b></p> <p>The minutes of the meeting on 19 July 2021 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>The confidential minutes of the meeting on 19 July 2021 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p>		
5.	<p><b>Matters arising:</b></p> <p>The action list from the previous meeting was reviewed.</p> <p>All actions were noted as completed.</p>		

6.	<p><b>Governor declarations:</b></p> <p>The governing board confirmed that they had made the following declarations on GovernorHub:</p> <p>a) Declarations of business interests on GovernorHub.  b) Agreeing to abide by the governing board code of conduct.  c) Had read and understood at least Part 2 of Keeping Children Safe in Education (KCSiE) 2021</p> <p>The Clerk confirmed that all but two governors had completed these declarations.</p> <p><b>ACTION: Complete declarations on GovernorHub.</b></p>	LA, SN	17/09/21
7.	<p><b>Committees</b></p> <p><b>Committee structure</b>  The following committee structure was adopted:</p> <p>Resources Committee  School Effectiveness Committee  Ethos Committee</p> <p><b>Membership</b>  Committee membership was agreed as follows:</p> <p>Resources: DPY, SP, WD (Chair), LP, JB, MW  School Effectiveness: DPY, RO (Chair), LP, GR, LK, MF, WC  Ethos: DPY, SN, LA, AG, CS, LP, CC (Chair)</p> <p>The governing board unanimously voted to elect Matt Williams as an Associate Member of the governing board.</p> <p><b>Proposed: JB    Seconded: WD</b>  <b>All voted in favour with no abstentions.</b></p> <p>It was agreed that all committees would be clerked by the Governance Professional if finances allowed. This would be discussed at the next Resources Committee meeting.</p> <p><b>ACTION: Add Clerking Costs to the next Resources Committee agenda.</b></p> <p><b>Terms of Reference</b>  The Terms of Reference had been circulated prior to the meeting and were approved.</p> <p><b>Proposed: WD    Seconded: WC</b>  <b>All voted in favour with no abstentions.</b></p>	CPY	01/11/21

8.	<p><b>Link governors:</b></p> <p>The link governors were agreed as follows: -</p> <p>PE and Sports: WC  Safeguarding: LA  Training: RO  SEND: CC  LAC: AG  Pupil Premium: DPY  Maths: SP  English: RO  EYFS: JB  Health &amp; Safety: CS  GDPR: LA  Website compliance: CS  Wellbeing: CC  RE Governor: SN  Curriculum: RO</p>		
9.	<p><b>Acting Headteacher’s verbal report:</b></p> <p>The governing board were given a verbal report by the Deputy Headteacher.</p> <p>Governors were advised that there were 123 on roll at Preston and 65 on roll at Saxlingham.</p> <p>The Deputy Headteacher advised governors of the staffing changes which were highlighted in the report. It was highlighted that there were no changes at Saxlingham.</p> <p><b>Q(WD): Was there sufficient staffing at the current time or were there gaps that needed filling?</b></p> <p><b>A: The schools were managing at the moment.</b></p> <p>The Deputy Headteacher advised that additional support was being provided by a member of teaching staff to assist with her additional duties during the absence of the headteacher. Governors noted the plans for the Deputy Headteacher to take on the SENDCo role and pastoral support across the Federation.</p> <p>The Chair of Governors expressed concern at the workload of the Deputy Headteacher and agreed to meet with her to discuss how governors could provide support.</p> <p><b>ACTION: Chair of Governors to arrange a meeting with the Deputy Headteacher.</b></p> <p><b>Q (RO): Was the Bumblebee Class teacher able to support with the SEND duties?</b></p>	DPY	24/09/21

	<p><b>A: Not at this time.</b></p> <p>It was noted that funding was required for a Teaching Assistant in Owl class at Saxlingham for the entire academic year to support a child with an Education Health and Care Plan (EHCP).</p>		
<p><b>10.</b></p>	<p><b>Safeguarding report:</b></p> <p>The Deputy Headteacher advised that a total of 25 staff had received First Aid training. MSAs had also undertaken online First Aid training.</p> <p>Governors were advised that at an Inset day on 2 September 2021 all staff across the Federation undertook safeguarding training. There were two members of staff who had not been able to attend the training who had joined staff training at other schools and provided evidence of their training.</p> <p>There had been no safeguarding incidents at either school. There was one family on a Family Support Plan (FSP).</p> <p><b>Q(DPY): When was the Single Central Record (SCR) last checked?</b></p> <p><b>A: At the end of last term.</b></p> <p><b>Q(DPY): Had the Safeguarding Audit Checklist been completed?</b></p> <p><b>A: This was due in the autumn term.</b></p> <p><b>Q (WC): Had there been any safeguarding incidents regarding young males selling drugs in the local area?</b></p> <p><b>A: There had been no reports of this at this time.</b></p> <p>It was noted that Lesley Allgood had completed Designated Safeguarding Lead (DSL) training and Claire Smith would be undertaking DSL training in December 2021.</p>		
<p><b>11.</b></p>	<p><b>School Improvement and Development Plan (SIDP) 2021-22:</b></p> <p>The governing board were presented with the recommended SIDP priorities for 2021-22. These were:</p> <p><b>Staff Development</b></p> <ul style="list-style-type: none"> <li>• Federation SENDCo</li> <li>• Deputy Headteacher taking on pastoral lead across the Federation</li> <li>• Induction of the new headteacher</li> <li>• Development of the Early Careers Teacher (ECT)</li> </ul> <p><b>Closing the Gap – Pupil Attainment</b></p> <ul style="list-style-type: none"> <li>• Rapid Acceleration Programme - Focus on writing standards across the Federation</li> </ul>		

**SEND Provision**

- Ensuring that staff are training in specific needs across the school
- Ensuring that staff cascade their training across the Federation
- Ensure that provision for SEN does not undermine provision for other children.

**Phonics**

- Investigate a replacement for Letters and Sounds.

**EYFS New Curriculum**

- Ensure that EYFS staff are adopting the new guidance.
- Ensure that attainment and progress is in line with new objectives.
- Identify and record children’s next steps.

**Curriculum**

- Embed the new curriculum.
- Ensure that project plans are in place across the Federation.
- Complete vocabulary sheets.
- Embed Maths Mastery.

**Assessment**

- Develop a robust assessment system through use of NFER assessment papers.
- Design an assessment proforma to track children’s progress in Foundation Subjects.

**SIAMS**

- Preparation for SIAMS through a Health Check.

Q(WD): Were costs for all priorities included in the current budget?

A: This could be discussed at the next Resources Committee. The Phonics would have a financial impact. All SEND was included in the budget.

Q (RO): Would it be useful to have a governor assigned to curriculum?

A: This would be very useful.

It was agreed that RO would become the Curriculum Link Governor. *[This has been added to item 8 above]*

Q (RO): Was any governor support required for induction of the new headteacher?

A: There were already induction and transition activities organised.

Q(DPY): Had release time been organised for the new headteacher to provide transition opportunities?

	<p><b>A:</b> This was something that could be discussed. There was a day set aside in October for the new headteacher to meet with the Deputy Headteacher and Assistant Headteacher.</p> <p>The governing board reviewed the map of the development of the Deputy Headteacher role as SENDCo and Pastoral Lead across the Federation.</p>		
<b>12.</b>	<p><b>Pupil Premium and Sports Premium impact statements and strategies</b></p> <p>The Deputy Headteacher advised that spending of Pupil Premium had been on provision of Teams meetings that had been arranged with families, Free School Meals (FSM), technology for home learning and additional support in class.</p> <p>Sports Premium had been spent on additional MSAs to ensure that each bubble had an MSA so that children could go outside at lunchtimes. Funding was also spent on outdoor activities at Saxlingham, including Forest Schools. Outdoor learning had also been a major focus. Premier Sports had been commissioned for in-school and after school clubs to provide a broader experience of a range of sports. Year 6 would be continuing the GOALS scheme with Premier Sports. Volleyball had also been introduced as well as an Olympic Session at both schools. In addition, there had been virtual cross-country activities. Trugs had also been set up for children to be active during breaktimes. All of this had contributed to physical and mental wellbeing.</p> <p><b>Q(DPY): Was there any carry-forward in the premiums?</b></p> <p><b>A:</b> The Federation had spent all funding.</p> <p>The Deputy Headteacher advised that an impact statement was being produced for both Premiums.</p>		
<b>13.</b>	<p><b>Governor training:</b></p> <p>SN advised that she was booked to attend the Church Schools conference.</p> <p>The Chair of Governors encouraged governors to attend safeguarding training.</p>		
<b>14.</b>	<p><b>Governor monitoring plans:</b></p> <p>CC and SN advised that they had met with children online to speak to them about their experiences during lockdown and since returning to school. Some notes had been written and would be uploaded to GovernorHub.</p> <p><b>ACTION: CC and SN to upload their monitoring report to GovernorHub.</b></p> <p>It was agreed that governors would arrange meetings with key personnel to monitor their link areas.</p>	CC, SN	30/09/21

15.	<p><b>Governing Board membership:</b></p> <p>The Vice-Chair of Governors advised that Marie Francis had tendered her resignation as a governor.</p> <p>The Governance Professional advised that there was one co-opted governor vacancy, one Bishops Appointed vacancy and a parent governor vacancy. It was agreed that a parent governor election would take place.</p> <p>It was agreed to advertise the co-opted vacancy on the school websites and the parish magazines.</p>		
16.	<p><b>Governing board correspondence:</b></p> <p>There had been no correspondence since the previous meeting.</p>		
17.	<p><b>Policy review:</b></p> <p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policies for each school</li> </ul> <p><b>Proposed: RO Secoded: CS</b> <b>All voted in favour with no abstentions.</b></p>		
18.	<p><b>Any other business:</b></p> <p>There was no other business.</p>		
19.	<p><b>Items deemed confidential:</b></p> <p>There was one item discussed as a Part 2 Confidential Minute.</p> <p><b>ACTION: Governance Professional to submit Part 2 Confidential Minutes for approval.</b></p> <p><b>ACTION: Chair of Governors to investigate the contractual arrangements for the Headteacher and Deputy Headteacher.</b></p>	<p>CPY</p> <p>DPY</p>	<p>15/11/21</p> <p>24/09/21</p>
20.	<p><b>Date of next meeting:</b></p> <p>15 November 2021 at 6.30pm via Microsoft Teams.</p>		

Meeting closed at 8.20pm

**Actions:**

Item No.	Action Description	Owner	Target Date
6	Complete declarations on GovernorHub.	LA, SN	17/09/21
7	Add Clerking Costs to the next Resources Committee agenda.	CPY	01/11/21
9	Arrange a meeting with the Deputy Headteacher.	DPY	24/09/21



14	Upload SIAMS monitoring report to GovernorHub.	CC, SN	30/09/21
19	Submit Part 2 Confidential Minutes for approval.	CPY	15/11/21
19	Investigate the contractual arrangements for the Headteacher and Deputy Headteacher.	DPY	24/09/21