



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting

Monday 15 November 2021 at 6.30pm, [via Microsoft Teams](#)

Minutes

Diane Perry-Yates DPY (Chair of Governors)
 Julie Bennett JB (Vice-Chair of Governors)
 Lesley Payne LP (Executive Headteacher)
 Stuart Purling SP
 Claire Smith CS
 Rebecca Orford RO
 Will Clements WC
 Marie Francis MF
 Will Defoe WD
 Claire Crawshay CC
 Sarah Norman SN

Apologies:
 Alan Gall AG
 Lesley Allgood LA

In Attendance:
 Christopher Perry-Yates CPY (Governance Professional)
 Georgina Rich GR (Deputy Headteacher)
 Laura Knight LK (Assistant Headteacher)
 Matthew Walker MW (Observer)

Item No.	Item and discussion	Owner	Target Date
1.	<p>Register of attendance and apologies:</p> <p>The register of attendance was signed.</p> <p>Apologies had been received from Alan Gall and Lesley Allgood. All agreed to accept these apologies.</p> <p>It was noted that the meeting was quorate.</p>		
2.	<p>Declarations of pecuniary interests:</p> <p>There were no pecuniary interests declared for items on the agenda.</p>		
3.	<p>Minutes of the previous meeting on 13 September 2021:</p> <p>The minutes of the meeting on 13 September 2021 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>Proposed: DPY Seconded: MF</p> <p>The confidential minutes of the meeting on 13 September 2021 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>Proposed: JB Seconded: WC</p>		

4.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p> <p>ACTION: Complete declarations on GovernorHub.</p> <p>All actions were noted as completed.</p>	SN, LA	22/11/21
5.	<p>Items for Any Other Business:</p> <p>The Chair of Governors advised that there were two items for discussion under AOB.</p>		
6.	<p>Headteacher's report:</p> <p>The governing board were given a verbal report by the Executive Headteacher.</p> <p>The headteacher advised that at Saxlingham class numbers stood at 10 in Reception, 10 in Year 1, 9 in Year 2, 5 in Year 3, 8 in Year 4, 14 in Year 5 and 8 in Year 6. The school was operating with those classes containing children with SEND were being taken from class for particular intervention.</p> <p>At Preston Primary the numbers in classes were 15, 18, 17, 19, 16, 17, 20. It was noted that there would be a drop off in the budget if Reception numbers did not improve. Governors noted that the PAN remained at 17 and it was hoped that all 17 spaces would be filled. Conversations would be held with nurseries and playgroups after the Christmas holidays to gain an idea of likely number. It was confirmed that there had been some parents making arrangements to visit the schools and there had been some very favourable comments.</p> <p>Governors noted that there had been one parent who had reported the school to Ofsted while visiting the school.</p> <p>Q (CC): What would be the outcome of a complaint to Ofsted?</p> <p>A: If Ofsted felt that there was any issue then they would ask the LA to investigate.</p> <p>The headteacher advised that attendance at Saxlingham stood at 94.91% against 96.08% and 95.86% for the same period in the previous two years respectively. At Preston attendance stood at 95.17% against 97.2% and 97.37% for the same period in the previous two years respectively.</p> <p>Staff absence at Preston during summer term was lost 37 days of teaching and 32.5 days of support. Covid days were 13. For Autumn term this was 81 days of teaching and 21 days of support staff. Days lost related to Covid were 21. It was noted that this demonstrated the pressures on the school.</p> <p>At Saxlingham the staff in summer term days lost to teachers were 4 and 46 in support staff. In autumn term teachers 6.5% and support 26.5 days</p>		

	<p>with 7 days lost to Covid. Days lost to support staff also included the HLTA staff who were relied on to run support programmes.</p> <p>The governing board passed on their thanks to the staff at both schools for keeping both schools open and delivering learning to the children.</p> <p>The headteacher advised that the Year 3&4 teacher at Saxlingham had resigned her post and an advertisement had been placed for a replacement. Interviews would be held on 8 December 2021.</p> <p>The governing board reviewed the progress against the School Improvement and Development Programme (SIDP). A copy was presented on screen and can be found filed with these minutes.</p> <p>Governors noted the high number of children with SEND needs at Saxlingham Primary and the increased number of children attracting Pupil Premium at Preston Primary.</p> <p>Q (CC): Are governors able to join Collective Worship for monitoring purposes or is that still not possible?</p> <p>A: We are happy to have individual visitors, but we ask that Lateral Flow Tests are taken prior to a visit and face masks are worn.</p> <p>Governors noted the progress made in assessment however, it was highlighted that baseline data across both schools was erratic due to the lockdown disruption.</p> <p>The headteacher advised that Reading was not a major issue in the schools except for early readers whose development had been disrupted by the lockdowns. Writing remain a key focus, particularly on technical accuracy. In Maths there was a focus on reasoning and problem solving.</p> <p>It was noted that a new teaching and learning priority had been added to focus on ensuring that children were supported in extending their learning to reach exceeding.</p> <p>Q(WD): Does the Federation have the resources and staff to deliver the objectives in the SIDP?</p> <p>A: We have the staff to deliver this, but they will need some training, much of which has already been undertaken. We will be investigating matched funding opportunities and additional support via VNET. We have tried to keep the spend as low as possible. There will be funds to kickstart the projects, but further financial support will be needed.</p>		
7.	<p>Safeguarding report:</p> <p>The Headteacher advised that there had been some problems within families that had been identified that had not yet been addressed which would require the assistance of the Early Help Hub.</p>		

	<p>A case of harmful sexual behaviour had also been identified at one of the schools and was being addressed with external agencies. It was noted that this was impinging on the feeling of safety of some of the children and the school was having to restrict a child's movements to keep other children safe from harmful words.</p>		
8.	<p>Committee reports:</p> <p>School Effectiveness Committee</p> <p>The governing board reviewed the minutes from the School Effectiveness Committee on 18 October 2021. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that monitoring visits for Maths and EYFS were in the process of being arranged.</p>		
9.	<p>Circle Model of Governance:</p> <p>The governing board reviewed the presentation on the Circle Model of Governance. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>ACTION: Governance Professional to add Circle Model of Governance to the next FGB meeting.</p>	CPY	10/01/22
10.	<p>Headteacher's Performance Management:</p> <p>The governing board discussed making arrangements for the headteacher Performance Management. It was agreed that in light of the recent disruptions due to Covid that as a governing board there would not be a performance management process.</p> <p>Q (RO): Is there an exit procedure for staff leaving the school?</p> <p>A: There is no formal policy in place.</p> <p>The Chair of Governors agreed to undertake an exit interview with the headteacher.</p> <p>It was agreed that VNET would be contacted to arrange support for objective setting for the new headteacher.</p> <p>ACTION:</p>		
11.	<p>Performance Management Summary:</p> <p>The headteacher agreed to circulate a summary of the performance management results. It was noted that for a large number of the teaching staff the objectives were not able to be met. Achievements had been recognised along with those that</p>		

	<p>It was recommended that two members of staff on the Main Pay Range should be awarded a one-point progression for the level of service they had provided during a difficult year.</p> <p>Proposed: DPY Seconded: JB All voted in favour with no abstentions</p>		
12.	<p>Request for removal / coppicing of tree at Preston Primary:</p> <p>The governing board reviewed a request from a neighbour to have a tree coppiced or removed. A copy of the associated correspondence and an example quote had been circulated prior to the meeting.</p> <p>It was noted that the indicated costs for the work stood at £1,392. The headteacher explained that advice had been sought and it was felt that the tree was growing in an area of 'no mans land'.</p> <p>Q (CC): Did the tree create any danger to the children?</p> <p>A: There was no danger to the children, but the tree was damaging the fence.</p> <p>It was agreed for the governing board to visit the site and take further photographs. Discussion was held about offering to share costs with the neighbour concerned.</p>		
13.	<p>Governor CPD:</p> <p>The Chair of Governors advised that she was attending training in Exclusions and Admissions Appeals.</p>		
14.	<p>Governor monitoring plans:</p> <p>The governing board reviewed the monitoring reports relating to RE, SIAMS and lockdown learning. Copies of all reports had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q (CS): Would governors be talking to children at Saxlingham Primary about their experiences of lockdown learning.</p> <p>A: This had been planned in summer term but had not been possible. A further visit would be arranged to speak to the children at Saxlingham.</p> <p>ACTION: CC and SN to arrange a monitoring visit at Saxlingham to capture the pupil voice about lockdown learning.</p>	CC, SN	15/12/21
15.	<p>Governing board correspondence:</p> <p>There had been no correspondence since the previous meeting.</p>		

16.	<p>Policy review:</p> <p>The following policies were reviewed:</p> <p>Pay Policy</p> <p>The Pay Policy was reviewed. A copy had been circulated prior to the meeting. The headteacher confirmed that the policy was based on previous years.</p> <p>Proposed: DPY Seconded: WC All voted in favour with no abstentions.</p> <p>Performance Management Policy</p> <p>The Performance Management Policy was reviewed. A copy had been circulated prior to the meeting. The headteacher confirmed that the policy was based on previous years.</p> <p>Proposed: CC Seconded: RO All voted in favour with no abstentions.</p>		
17.	<p>Any other business:</p> <p>TikTok</p> <p>The governing board discussed the recent press coverage regarding the malicious use of TikTok against school staff.</p> <p>Q(DPY): Was this covered in the behaviour policy?</p> <p>A: This was covered in the parent behaviour contracts but could be strengthened.</p> <p>ACTION: Headteacher to strengthen the parent behaviour contracts to protect against malicious use of social media platforms.</p> <p>The governing board formally thanked the Executive Headteacher for her years of service as Headteacher of both schools within the Federation. Her commitment to the children and staff was highly valued.</p>	LP	30/11/21
18.	<p>Items deemed confidential:</p> <p>There was one item discussed that has been recorded as a Part 2 Confidential Minute.</p> <p>ACTION: Governance Professional to circulate Part 2 Confidential Minutes for approval.</p>	CPY	17/01/22
19.	<p>Reflection:</p> <ul style="list-style-type: none"> • The governing board agreed that they recognised the hard work of the staff and leadership. • Agreed the pay and performance management policy in recognition of their efforts. 		

	<ul style="list-style-type: none"> Heard the pupils' voices through the monitoring reports. 		
20.	Date of next meeting: 17 January 2022 at 6.30pm via Microsoft Teams.		

Meeting closed at 8.20pm

Actions:

Item No.	Action Description	Owner	Target Date
4	Complete declarations on GovernorHub.	SN, LA	22/11/21
5	Add Circle Model of Governance to the next FGB meeting.	CPY	10/01/22
14	CC and SN to arrange a monitoring visit at Saxlingham to capture the pupil voice about lockdown learning.	CC, SN	15/12/21
17	Strengthen the parent behaviour contracts to protect against malicious use of social media platforms.	LP	30/11/21
18	Circulate Part 2 Confidential Minutes for approval.	CPY	17/01/22