



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting

Monday 17 January 2022 at 6.30pm, via [Microsoft Teams](#)

Minutes

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

Apologies:

Alan Gall AG

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>Register of attendance and apologies:</p> <p>The register of attendance was signed.</p> <p>Apologies had been received from Alan Gall. All agreed to accept these apologies.</p> <p>The Governance Professional advised 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 15 November 2021:</p> <p>The minutes of the meeting on 15 November 2021 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>Proposed: CS Seconded: WD</p>		

4.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p> <p>SN advised that she had no Business Interests to declare.</p> <p>It was agreed to carry forward the following actions:</p> <p>ACTION: Arrange a monitoring visit at Saxlingham to capture the pupil voice about lockdown learning and monitor Collective Worship.</p> <p>ACTION: Strengthen the parent behaviour contracts to protect against malicious use of social media platforms.</p> <p>All other actions were noted as completed.</p>	CC, SN MW	28/02/22 28/02/22
5.	<p>Items for Any Other Business:</p> <p>There were no items of other business declared.</p>		
6.	<p>Headteacher's report:</p> <p>The governing board reviewed the headteacher's report. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q(WD): Saxlingham has a percentage of SEND / EHCP children significantly above the national average – are they concentrated in particular year groups and is the school able to provide the right level of support or is more resource required?</p> <p>A: There are 3 children on the SEND register in Year 1, 1 in Year 2, 2 in Year 3, 4 in Year 4, 3 in Year 5 and 4 in Year 6. There are 2 EHCPs in Year 4, 1 in Year 5 and 1 in Year 6. There is one child on Free School Meals (FSM) out of the 64 on roll.</p> <p>Q(WD): What is driving the very high level of “late mins” at Saxlingham? What action is being taken to tackle this?</p> <p>A: This issue relates to 1 family. Action is being taken to support an improvement in punctuality and attendance. I am already scheduled to speak with this parent.</p> <p>Q(WD): How do the Year 2 Phonics checks results compare to national average / previous years? They feel low but perhaps indicative of Covid impact?</p> <p>A: The 2019 Y1 phonics results were 79% (Norfolk average) and 82% (national average). The recent recheck was not conducted in ideal circumstances as Miss Smith was unwell at the time of the check. The children did not perform as well as expected. Miss Smith rechecked these children in January 2022, and 11/17 achieved the required standard (65%). Two other children are currently on track</p>		

	<p>to achieve by the summer term.</p> <p>Q(WD): Section 10 refers to designing a new curriculum for Saxlingham by Sept 2022, does that indicate we have concerns with the current curriculum?</p> <p>A: This action was on the previous Development Plan, so not a new action. Preston have introduced their new concept-based curriculum, with a 2-year rolling program of topics to allow for teaching in mixed-aged groups. The starting point for the planning is the school vision: cohesion is created across the school with the learning being bound together with key values and concepts. The Assistant Headteacher’s work on the Saxlingham curriculum is about a term behind, as she only started in post in January 2021, at the time of the second lockdown. Our intention is to adjust the curriculum at Saxlingham so that it is organised in a similar way, with greater cohesion across the school. MW, LP, LK and GR agreed that it was realistic for Saxlingham to have this in place by September 2022. Curriculum and subject leadership is going to be an important focus because of the current Ofsted inspection framework.</p> <p>Q(WD): Covid Update – what are the schools current stock levels like for lateral flow tests? Self-isolation rules are now down to day 5.</p> <p>A: New deliveries of LFD Tests were ordered before term started. JJ and DH will work with the headteacher to ensure that we have an adequate supply of tests.</p> <p>Q(WD): Site Update – has the Saxlingham boiler valve been replaced now? What is / will be the cost?</p> <p>A: An invoice has not been received. Although this was an emergency call out, only a valve needed repair.</p> <p>Q(DPY): Saxlingham Year 3 is 50% of PAN is this likely to change? It would be useful to know the year group numbers at the start of the year and at the start of each term.</p> <p>A: I can provide this information moving forward.</p> <p>Q(DPY): Saxlingham Hedgehogs has the smallest class size; it would be useful to know how the children are progressing Against the other classes. It would be interesting to know if the small class size is a benefit. Similarly, the same applies Grasshopper at Preston.</p> <p>A: We can provide information regarding these classes when Spring Data is shared at the School Effectiveness Committee.</p> <p>Q(DPY): Both Preston and Saxlingham have higher than average SEND what support is in place for these children.</p>		
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	<p>A: It is KS2 as a whole that is particularly heavy with SEND needs including all EHCPs in this cohort. Two of the children with EHCPs named the school as we have a reputation for good levels of support. An audit has been carried out and training needs have been identified across the federation. We have looked at the different needs across the Federation. We have a rise in the number of children needing support with SEMH and we have commissioned training in early trauma and attachment issues. We have quite a few children in lower years presenting with ASD (Autistic Spectrum Disorder) and we are investigating training to support us with that. We are focusing on how support staff can be used more effectively to support across the year groups rather than in year groups due to Covid. There are a lot of children presenting with challenges across the Federation, so we are investing in “Step On” training.</p> <p>Q(DPY): Saxlingham has a high number of EHCPs how are we meeting the children's needs and do these require 1 to 1 support?</p> <p>A: We have an additional two new EHCPs to add to the earlier data, so altogether we have 6 EHCPs at Saxlingham. The funding has been received for the two new children, so we are looking at how best to use that funding.</p> <p>Q(DPY): Attendance at both schools looks about what would be expected during Covid demands however, persistent absence is high. What measures are being used to address this?</p> <p>A: I have yet to complete any detailed attendance analysis. Once this has been completed, I will discuss persistent absentees on an individual basis with Safeguarding Leads in order to ascertain whether additional intervention or support is warranted.</p> <p>Q(DPY): What is the timescale for ‘reviewing and publicising’ the vision. Have staff, children, governors, and parents been involved?</p> <p>A: Staff have been involved on the INSET day. Their ideas have been pooled and shared. Staff will be involved in reviewing the vision with pupils during this week through class assemblies. Once this has been completed, we will communicate with parents (likely by February half term).</p> <p>Q(DPY): Have we chased Norse yet regarding the poor quality of meals both before and after Christmas?</p> <p>A: Contact was made with Norse regarding the ongoing staffing issues at Saxlingham. A temporary measure has been put into place, but we will continue to press for a quick solution.</p> <p>Q (WC): With the increase of an additional two EHCPs that takes our average to 10%, is there a specific reason for this?</p>		
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A: The funding has been received for these, but we need to look at the best way to use the funding. We are also able to claim Exceptional funding for three of the EHCPs.

Q (WC): Was the funding enough to afford another Teaching Assistant (TA)?

A: Possibly, but we need to look at the best support needed, It may be that we can work with interventions in small groups. The reason for having a high level of EHCPs is that we are looked at as having very nurturing schools. It also comes down to the dedication of staff in ensuring that we have additional funding and support in place.

Governors noted anecdotal evidence of the level of support the school provided as part of the EHCP application process.

The headteacher advised that a lot of the EHCP children were not within the immediate catchment but they had opted for the Federation schools as a choice. Where children with high needs thrived at the schools, word tended to spread. Governors commended the Federation for its work with SEND and EHCP children.

[Stuart Purling joined the meeting at 6.50pm]

The governing board reviewed the School Improvement and Development Plan (SIDP). A copy had been circulated prior to the meeting and can be found filed with these minutes.

The Executive Headteacher advised that The Development Plan was an amalgamation of the original SIDP but there were some next steps added. There were some costings that needed to be clarified over the coming weeks.

Q(WD): Is there an estimate for how much the new Phonics scheme & training will cost? I assume this cost has been built into the current budget.

A: Some examples: Jolly Phonics was £582.62; Little Wandle Phonics was £600; Twinkl Phonics - Cost of School Membership. Pupil Premium could contribute to this cost on the grounds that it would benefit all pupils as well as disadvantaged pupils.

Q(WD): Is the £1,945 SENCO National Award in the current budget?

A: Yes.

Q(WD): It looks like there are a lot of things to deliver during a challenging period for schools and staff. Is it realistic to do all the activities listed or should we focus on a selection of top priorities? How will Governors be kept updated on progress against the SIDP?

A: Feedback from VNET partner would suggest that the development plan is realistic and focused on the correct priorities.

	<p>Q(DPY): With the new format it would be appropriate to have governors linked to each priority. With the number of governors that we have at the moment, monitoring can be doubled up. Through this method, we as governors can easily see how we are progressing. I think a further column could be added to the SIDP to be used as a traffic light system. This can be used by governors who will be able to see at a glance where the SIDP targets are being achieved or slipping behind.</p> <p>A: This would be a good plan. The plan will be updated throughout the year, populating the 'Evaluation' column with any updates or progress.</p> <p>Q(DPY): I would expect to add the SIDP to the FGB agenda once a term to ensure the school is progressing in line with expectations or be revised to accommodate roadblocks.</p> <p>A: Agreed.</p> <p>Q(DPY): Priority 1 indicates that the SIAMS Health Check review (Dec 21) has been shared with the governing board, this needs to be clarified.</p> <p>A: Apologies, if this is not the case this can easily be completed.</p> <p>Q(DPY): The SIDP implies that Pupil Premium is not adequately tracked, how far away are we from knowing how Pupil Premium children have progressed and what interventions are successful?</p> <p>A: Pupil Premium children are adequately tracked, and there will be a continuing focus on this as we move forwards. Progress data will be shared later this term. Staff are currently creating a Pupil Premium profile document for each Pupil Premium child, and this will help us to track progress, identify barriers to learning, and measure the impact of interventions. The current Pupil Premium Strategy does not report on our spending using the DfE template. We have prepared a document for 2021-2022 using the DfE template which can be shared in due course.</p> <p>Q(DPY): Staff meetings and time - has this been costed ready for the 2022/23 budget?</p> <p>A: We are starting work on this in advance of Budget Revision 3.</p> <p>It was agreed that it would be helpful to align link governors to areas of the SIDP. The Executive Headteacher agreed to add a RAG (Red Amber Green) rating to the SIDP for review each term. It was agreed that governors needed to start making arrangements to visit the schools for monitoring visits now that the pandemic was easing.</p> <p>It was agreed that there was a need to carry out a fresh Governor Skills</p>		
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	<p>Audit.</p> <p>ACTION: Governance Professional to circulate the Governor Skills Audit to all governors.</p> <p>The governing board discussed the current recruitment of new governors to replace those whose terms of office were ending or who were retiring from governance. It was noted that the Instrument of Government did not specify the need for the two parent governors to come from each school. Discussion was held about how parents approached the school or governors where they had concerns and it was agreed that parents should be directed to contact their class teacher in the first instance or the Executive Headteacher if that was not possible. It was agreed that the Chair of Governors should communicate with parents to let them know the current membership of the governing board.</p> <p>The governing board reviewed the Covid Risk Assessment. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q (MF): On ventilation, some schools have air quality monitors, it enables a quantitative assessment of CO² levels etc, which gives good indication of how effective the ventilation is being. They also provide particulate levels etc and could provide a useful teaching project about air quality.</p> <p>A: All classrooms have CO² monitors.</p>	CPY	31/01/22
7.	<p>Safeguarding report:</p> <p>The governing board reviewed the safeguarding section of the headteacher's report.</p> <p>Q(WD): Is there a deadline for when the Single Central Record needs to be updated by?</p> <p>A: No deadline. However, it is good practice for a headteacher to check this regularly, and it needs to be updated whenever there are changes in personnel. I completed training in Dec 2021 and there were a number of new actions that we have conducted as a result of this training. The safeguarding governor has made contact with both schools to check the documents.</p> <p>Q(WD): Under Safeguarding it refers to Operation Encompass and FSPs – what are they?</p> <p>A: I have included a link to the Operation Encompass website. FSP stands for Family Support Process. The Family Support Process (FSP) is a shared assessment and planning framework for professionals who work with children and families. It aims to help with the early identification of needs of children and young people and promote a coordinated multi-agency response to meet them. The FSP can be used to support children between 0-19 years,</p>		

	<p>including where there is an unborn child, and can also be used with consent up to the age of 25 where a young person has a learning difficulty or disability. FSP training is now called EHAP (Early Help Action Planning), and the Deputy Headteacher has booked to complete the training later this term.</p>		
8.	<p>Committee reports:</p> <p><i>Ethos Committee</i> The governing board reviewed the minutes from the last Ethos Committee. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The governing board noted the discussion regarding the use of diagrams of the reproductive systems including diagrams. Governors were asked if they were happy for these diagrams to be included within the curriculum.</p> <p>Q (RO): Had there been any negative feedback from previous use of these diagrams in another school?</p> <p>A: No.</p> <p>It was proposed that the diagrams should be included in the curriculum.</p> <p>Proposed: DPY Seconded: CC All voted in favour with no abstentions.</p> <p>The governing board reviewed the proposed strapline and vision log and adopted it unanimously.</p> <p><i>Resources Committee</i> The governing board reviewed the minutes from the last Resources Committee. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Chair of the committee advised that the school was carrying forward the maximum 8% surplus in the current year although this was diminishing over the three-year budget plan, and this needed to be monitored carefully.</p>		
9.	<p>Pupil Premium and Sports Premium impact statements:</p> <p>The Executive Headteacher advised that the Pupil Premium budget had been reviewed and it had been identified that the DfE template for Pupil Premium impact and strategy had not been used. This was in the process of being updated.</p> <p>Governors were advised that work was also underway to produce the Sports Premium impact and strategy reports using the correct format.</p> <p>The Executive Headteacher advised that Pupil Premium was being tracked and pupil progress was evidenced which would be discussed at the next</p>		

	School Effectiveness meeting.		
10.	<p>Assessment and progress data – autumn term:</p> <p>It was agreed that this would be provided on a termly basis and would be discussed at the next School Effectiveness Committee meeting.</p> <p>The Deputy Headteacher advised that, as there had been many children absent with Covid and other illnesses, it had taken longer than usual for staff to enter data and carry out assessments. This had delayed the production of the data which would be brought to the School Effectiveness Committee.</p>		
11.	<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>Governors debated the pros and cons of the model and after discussion it was agreed to adopt the circle model starting from the March FGB meeting.</p>		
12.	<p>Published Admission Number (PAN) 2023:</p> <p>The Executive Headteacher advised that the PAN currently stood at 10 at Saxlingham Primary and 17 at Preston Primary.</p> <p>Q (WC): Will the PAN at Preston Primary take the school close to capacity and is there a need for further building improvements at the school in light of plans for new housing development?</p> <p>A: We are close to PAN or over in some year groups. There are spaces in all classes in the way that we are structured. We can still accept additional students over and above PAN if we have space. If we increase the PAN, then we would have to accept someone regardless of circumstances. If we have a slightly larger year group above PAN, then it impacts on other year groups due to mixed classes. If we end of with 3 consecutive years groups above PAN it can be difficult to mix year groups over two classes.</p> <p>Q (WC): Having opted out of BMP and with the carry-forward, is there the option to increase capacity of the school?</p> <p>A: Although we are carrying forward funding, there is a separate pot of capital which would be what would be used for any fixed asset or new building. This is not large enough to fund expansion at this point. This had been looked into previously, but the costs were prohibitive.</p> <p>The Executive Headteacher advised that if there was significant growth in the local area then approaches would be made to the school by NCC,</p>		

	<p>however the school was not currently in this position as there were spaces in the school. It would take some time before the school reached a position to need to turn people away.</p> <p>The governing board agreed that there was no need to change the PAN at the current time.</p>		
13.	<p>School Fund Account signatories:</p> <p>The governing board discussed the need to change signatories on the school fund account at Saxlingham.</p> <p>It was agreed that signatories to be removed from the account were: -</p> <ul style="list-style-type: none"> • Robert Jeary and Louise Kent. <p>Signatories remaining were to be: -</p> <ul style="list-style-type: none"> • Julie Jones and Lesley Payne. <p>New Signatories to be: -</p> <ul style="list-style-type: none"> • Laura Knight and Matthew Walker. <p>Proposed: CS Seconded: CC All voted in favour with no abstentions.</p>		
14.	<p>Headteacher's Performance Management:</p> <p>The governing board discussed making arrangements for the Executive Headteacher Performance Management. The Executive Headteacher advised that he had spoken with a consultant with VNET, and it was suggested that a short interim Performance Management was carried out in the Spring Term with a further annual Performance Management to take place early in the autumn term.</p> <p>Proposed: CS Seconded: CC All voted in favour with no abstentions.</p>		
15.	<p>Governor CPD:</p> <p>It was agreed that CC and SN would attend Collective Worship training.</p> <p>ACTION: Executive Headteacher to liaise with CC and SN regarding Collective Worship training.</p>	MW	28/02/22
16.	<p>Governor monitoring plans:</p> <p>The governing board reviewed the monitoring reports relating to the website checklists. Copies of the completed checklists had been circulated prior to the meeting and can be found filed with these minutes.</p>		

	<p>It was noted that the original reviews showed several outstanding areas on the school websites. The Executive Headteacher advised that he had already started work on improving the websites. It was agreed that in the longer term, plans should include a Federation identity and a refresh.</p> <p>Q (RO): Are there plans to relaunch the websites with parents once they were updated.</p> <p>A: Yes. We are conscious that the website is the window into the schools from the outside to parents, Ofsted or SIAMS inspectors.</p> <p>The governing board discussed the possibility of uploading the governing board minutes to the school websites.</p> <p>Q(WD): Who is going to be responsible for keeping the websites up to date?</p> <p>A: I have the expertise to keep on top of the websites.</p>		
17.	<p>Governing board correspondence:</p> <p>The Chair of Governors advised that a letter had been received from the Diocesan Director of Education regarding the St Benet's and DNEAT academy trusts.</p>		
18.	<p>Policy review:</p> <p>The following policies were reviewed:</p> <p>Admissions Policy</p> <p>The Admissions 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: CS Secoded: CC All voted in favour with no abstentions.</p> <p>The Executive Headteacher advised that he was in the process of reviewing all policies and had put together a policy review schedule.</p>		
19.	<p>Any other business:</p> <p>The governing board thanked the Executive Headteacher for the preparation of the meeting paperwork 7 days ahead of time and agreed that this was a good way forward.</p> <p>The Executive Headteacher thanked the governing board for their support.</p>		
20.	<p>Items deemed confidential:</p>		

	The Part 2 Confidential Minutes from the previous meeting had been circulated prior to the meeting. It was agreed that these would be approved electronically.		
21.	Reflection: <ul style="list-style-type: none"> • Having paperwork 7 days ahead of the meeting would help governors to focus on what was important to the children. • Implemented the Circle model to become more efficient. • Arranged the Executive Headteacher Performance Management. 		
22.	Date of next meeting: 28 March 2022 at 6.30pm via Microsoft Teams.		

Meeting closed at 8.20pm

Actions:

Item No.	Action Description	Owner	Target Date
4	Arrange a monitoring visit at Saxlingham to capture the pupil voice about lockdown learning and monitor Collective Worship.	CC, SN	28/02/22
4	Strengthen the parent behaviour contracts to protect against malicious use of social media platforms.	MW	28/02/22
6	Governance Professional to circulate the Governor Skills Audit to all governors.	CPY	31/01/22
15	Executive Headteacher to liaise with CC and SN regarding Collective Worship training.	MW, CC, SN	28/02/22