



## Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

### Full Governing Board Meeting

Monday 23 May 2022 at 6.30pm, via [Microsoft Teams](#)

#### Minutes

**Present:**

Diane Perry-Yates DPY (Chair of Governors)  
 Matt Walker MW (Executive Headteacher)  
 Claire Crawshay CC  
 Rebecca Orford RO  
 Will Clements WC  
 Lesley Allgood LA  
 Daisy Sutcliffe DS  
 Fiona Webb FW  
 Claire Smith CS  
 Will Defoe WD

**Apologies:**

Julie Bennett JB (Vice-Chair of Governors)

**Absent:**

Alan Gall AG

**In Attendance:**

Christopher Perry-Yates CPY (Governance Professional)  
 Anne Fry AF (Associate Member)

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 Julie Bennett. All agreed to accept these apologies. Alan Gall was noted as absent.</p> <p>The Governance Professional advised 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>Minutes of the previous meeting on 28 March 2022:</b></p> <p>The minutes of the meeting on 28 March 2022 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p><b>Proposed: WC    Seconded: DPY</b></p>		
4.	<p><b>Matters arising:</b></p> <p>The action list from the previous meeting was reviewed.</p>		

	<p>The headteacher advised that he was working towards setting up behaviour contract and Home-School Agreements for the September 2022 start to the next academic year.</p> <p>The headteacher advised that costings were being prepared for a school minibus.</p> <p>All other actions were agreed as completed.</p> <p>The Executive Headteacher advised that he had held a meeting with the Health &amp; Safety Officer on 16 May 2022 who had confirmed that they were content with all H&amp;S paperwork and risk assessments in place. A proforma had been provided for Health and Safety audits for the future. Governors commended the Headteacher and link governor for their work on Health and Safety.</p>		
5.	<p><b>Items for Any Other Business:</b></p> <p>There were no items of other business declared.</p>		
6.	<p><b>Chair's actions:</b></p> <p>There were no Chair's actions undertaken since the previous meeting.</p>		
7.	<p><b>Headteacher's report:</b></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(DPY): Do we have enough support for SEND children which is over the national average for both schools? Are there any statistics which show the Norfolk average?</p> <p>A: The Norfolk average is 15.9% and Saxlingham has 25.7% SEND with 19.3% at Preston. The Norfolk average for EHCPs is 1.9% and at Saxlingham there are 4.5% and at Preston 1.6%.</p> <p>Q(DPY): What measures are we taking with Persistent Absence which is still relatively high at Preston. The 5 persistent absences in Saxlingham appear to be relating to travellers, does the school liaise with any particular agency over this?</p> <p>A: At Preston, attendance has been greatly affected by the COVID outbreak before February half term and a Chicken Pox outbreak in Reception and Year 1. Persistent absentees are being monitored extremely carefully, and almost every child has seen a steady improvement in attendance. This is illustrated by the fact that, since the Easter break, whole school attendance has been 96.7%. The number of persistent absentees below 85% is 11. The herringbone of every Persistent Absentee continues to be individually monitored. At Saxlingham, two Persistent Absentees</p>		

below 85% are Travellers; the other 3 persistent absentees below 85% are children with EHCP and SEN.

The Executive Headteacher advised that attendance at Preston for the current term had been at 97% which showed that the impact of Covid was starting to drop.

Q(DPY): Saxlingham have a loss of 8 x Y6 children and will gain 6, a drop of 2. Preston is losing 20 and gaining 19 a drop of 1. Overall, the Federation is losing 3 are these factored in the table beneath showing next years projected numbers. What will be the impact?

A: The figures will be included in the budget at Budget Revision 1. Please see the confirmed details in the tables circulated on GovernorHub.

The Executive Headteacher advised that there had been some in-year transfers and the NOR stood at 71. There would be 123 on roll at Preston.

Q(DPY): Is the school still claiming sickness insurance for the member of staff on long term sickness. What is the average cost to the school?

A: We are not insured to claim for HLTA staff. I have looked into whether we can purchase such insurance in the future, and it seems that this is not possible through LA. The ongoing cost is 0.2 supply (Premier Education) for Saxlingham; 2 hours HLTA at Preston.

Q(DPY): What was the general feedback from staff after their visit to Dickleburgh to see Little Wandle in action?

A: Staff were very positive about seeing the new Phonics in action, especially as it seems that our current practices are similar to what is expected. It was very worthwhile to meet with colleagues in other settings to discuss their practice, and to look around another school to reflect upon our own premises. Some staff have also visited Trowse Primary this week for Writing Moderation and found this extremely useful; Poringland Primary have asked for their Y6 teachers to meet with Jo Firman for writing moderation. Jo Firman also intends to meet with the Y6 teacher at Forncett Primary.

Q(DPY): How will we progress our new links with First National School in BC Canada? It would be useful to have an overview at the next FGB.

A: This is in the early stages and will be picked up in September (the Canadian School starts their Summer Break in mid-June). So far, classes at both of our schools have written and received letters from the children in a class of a similar age. Freya and Laura have been really pleased by how motivated our children have been to write, and how the children have connected over shared interests, but also picked out differences in language, culture and hobbies etc. The teacher in Canada has reported that her children have

similarly been inspired. Jo Firman, Freya McLaughlin and Laura Knight have communicated with the Canadian teacher, and explored several ideas (e.g., learning culture, food, languages, writing a shared blog, reading blog, etc.). Zoom etc. could be a challenge due to the 8-hour time difference.

Q(DPY): Can you elaborate on Zones of Regulation and Visual Timetables?

A: Research has shown that all children benefit from having a simple visual timetable (in pictorial AND simple word form) on display in the classroom. This might be 6-8 laminated cards which can be blue tacked in appropriate order, so that they can be moved/removed as the day progresses. This is particularly helpful for some children with SEND (some children benefit from having their own timetable on their desk).

Zones of Regulation is a behaviour approach used to teach children (and adults) to regulate their feelings and energy through emotional literacy. There are 4 coloured zones – blue, green, yellow, and red – to help children identify their feelings and level of alertness. We explore strategies to support emotional regulation. We initially used this as a strategy to support children with identified needs but are considering how to incorporate this into our Behaviour Policy, which is currently under review.

Q(DPY): A single prejudice related incident is reported. What is the nature of this and what is being done to address it?

A: The victim was a Reception Child. The parent of the victim reported that another Reception child had remarked on the school playground that the victim was black whereas they were white. Parent reported that the victim had not been distressed by the comment but that it had upset them (the parent). Immediate contact was made by email, and then telephone, to discuss the incident and follow up with the parent of the victim. As the perpetrator had not been identified, and given the age and context, staff felt that this was best addressed through whole class PSHE and collective worship. The parent was happy with the outcome.

Q(DPY): Is there any specific training that staff should have to address Prejudice Related Incidents?

A: At this point in time as it was not typical. We will look to address it in a more collective way. There have been discussions about whether staff training is needed, but it was felt that staff had been very proactive in addressing it.

Q(DPY): Could governor join the school council?

A: Yes, this can be arranged.

8.	<p><b>Safeguarding report:</b></p> <p>The governing board reviewed the safeguarding section of the headteacher’s report.</p>		
9.	<p><b>School Effectiveness report:</b></p> <p>The governing board reviewed the data reports for Saxlingham and Preston Primary Schools. Copies of the data reports had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q (FW): Were there any surprises for you in the data?</p> <p>A: The teaching judgments were felt to be accurate. We are working on moderation with other schools, and they are agreeing with our judgements. In KS1 the impact of lockdown seems to have been slightly greater. We seem to have strong Year 5 and Year 6 data at the moment, particularly in Preston. The data is skewed by the fact that we have small year groups in KS1 and every child is a high percentage.</p> <p>Q (RO): The Pupil Premium and SEND results were not as good as we would hope, is there anything you can say about how you are supporting these children to move towards Expected Standards, particularly at Preston?</p> <p>A: The progress is better than the attainment and you would expect children with SEND to have a lower starting point, so progress is important. Progress at Preston is very good, but attainment is lower due to lower starting points. A lot of the interventions are provided by TA’s in the classroom. A lot of the funding does go into staffing. We have spent money on staff training, such as sound discovery training which will benefit the children in reading and spelling, particularly for KS2 children who had not done well in Phonics. We are also investing in engaging with the children to help them progress in their learning. It is important to build relationships with children and families so that they engage with learning and feel that school is a safe place for them to learn.</p> <p>Q (DS): Why is there no Early Years data?</p> <p>A: This was not ready yet as assessments were currently underway.</p> <p>Q (AF): Is there a policy to encourage children who might be heading to Greater Depth?</p> <p>A: There is not a policy that is currently in date and can be looked into.</p> <p>Q(DPY): How strong is our data input onto Pupil Asset and are we now as a Federation in a position to pull off progress and attainment data straight from the system? Are all school staff now fully trained in</p>		

	<p>inputting data?</p> <p>A: All teaching staff are getting to grips with inputting data, although I will support where necessary. We have started to use Pupil Asset to analyse data for different groups of children etc. Data will be inputted each term; the more data within the system, the more potential we have for interrogation.</p> <p>At Saxlingham the strengths are Y1, Y3, Y6 attainment/progress. Target areas are: Y2 attainment/progress in Maths and Reading; Y2 attainment in Writing; Y4 progress in Maths; Y4 attainment in Writing; and Y5 progress in Reading and Writing.</p> <p>At Preston the strengths are Y4/5/6 attainment/progress and progress of Pupil Premium Children. Possible target areas are: Y1 attainment in all areas; Y2 attainment/progress in writing; Y3 attainment in maths/reading; and Y3 progress in reading</p> <p>SLT are seeking to investigate these areas further through Scrutiny of Work in Maths and English and Learning Walks. These have been planned for the Summer Term.</p> <p>Q(DPY): How well is the gap closing for Pupil Premium (PP) children? The current data show a high percentage 'working towards' which implies there is a great deal of work to be carried out. How are we using Pupil Premium money? Is it for additional teaching support? What interventions are being used and how is the impact being measured?</p> <p>A: At Saxlingham, only 2 children are PP. One child is making good progress and attainment; the other child has EHCP, and his SEN has an impact on his progress and attainment. At Preston, although some PP children are working below the expected Standard (approx. 50% or more), the children are being supported to make good progress from their baselines. This is encouraging data.</p> <p>Current spending has included: Teaching Assistant Support (this enables teachers to direct support to where it is most needed, and to deliver differentiated input; Staff Training (ASD training, Early Trauma Training, Mental Health Training); Purchase of Little Wandle Phonics, resources and reading books ready for September 2022; School Counsellor (Sue Sargent) 1 day per week; Contributions to Educational Visits for PP children; and Cool Milk (Preston Only).</p> <p>Additional spending (Summer 2022): Step On Training; Sound Discovery Training; and purchase of Clicker 8 licences.</p> <p>Q(DPY): Could governors have access to Pupil Asset summaries?</p> <p>A: This will be investigated.</p>		
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	<p>The governing board agreed that it would be useful to have a learning walk.</p> <p><i>[Will Clements joined the meeting at 7.11pm]</i></p>		
<p>10.</p>	<p><b>Resources reports:</b></p> <p><b><i>Latest Budget Control Report (BCR)</i></b>  The governing board reviewed the latest BCR. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that expenditure was on track with the budget to date.</p> <p>Q(WD): E13 Grounds Maintenance was at 62%, was this down to timing?</p> <p>A: Some of that cost is due to annual costs. There are certain lines where the annual cost comes out in one lump.</p> <p>Q(WD): E28 was showing as having a high level of expenditure; why is this?</p> <p>A: This includes some of the packages that we have to buy in at the beginning of the year as one-off costs.</p> <p><b><i>Premises Development Plan (PDP)</i></b>  The governing board reviewed the draft PDP. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q(DPY): An excellent plan outlining what needs to be done. It would be useful to have a cost column so the board can see the full impact of the corrective measures needed to bring the school up to date. Are there sufficient funds in the budget to cover the recommendations?</p> <p>A: Since writing the HT report, I have had a second meeting with the Health and Safety Officer, who has provided me with a standard form for premises inspection. We can use this for the future. We are starting to obtain quotes to address some of the most urgent concerns (e.g., raised beds and edging around play area at Preston, window repairs at Saxlingham, clearing wildlife area at Saxlingham); the carpet has been temporarily repaired pending a quote for a replacement in the summer.</p> <p>Q(DPY): Saxlingham - there anything that can be done to lower display boards for staff?</p> <p>A: I have sought guidance from HSO and has been signposted to the correct guidance and risk assessment form to share with staff regarding working at heights.</p> <p>Q(DPY): Preston - Exposed leads in the corner of the library should be boxed in as high priority. Is this being done?</p> <p>A: I will investigate the possibility of boxing these in.</p>		

	<p>Q(DPY): Is it possible to upgrading the staff room over the summer holidays?</p> <p>A: Discussion is ongoing about replacing the kitchen units/doors and repainting. New chairs, coffee tables and workspace area has already been purchased.</p> <p>Q(DPY): Would it be useful to have a 3-year rolling maintenance schedule prepared for painting and decorating?</p> <p>A: Agreed, this will be actioned.</p> <p><b>Full finance audit arrangements</b>  The Executive Headteacher advised that a full financial audit had been set for the beginning of Summer 2. It was noted that the focus would be on Preston Primary as the practices would be the same at both schools. It was noted that the School Secretary at Preston was working hard in preparation.</p> <p><b>MI Sheet 21/19 – Asbestos Management</b>  The governing board reviewed MI Sheet 21/19 regarding Asbestos Management. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that the school was aware of all asbestos locations in the schools and there were risk registers in place.</p> <p><b>Spring RAG rating</b>  The governing board reviewed the RAG rating. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that the Preston Primary School Fund had been sent away for auditing several weeks ago and was in process. The Saxlingham School Fund had not been sent for audit on the advice of the Finance Support Officer from County as both funds were due to be amalgamated.</p>		
11.	<p><b>Ethos reports:</b></p> <p><b>SIAMS Strand 5: Dignity and Respect</b>  Governors evaluated how the vision and values embodied dignity and respect to the whole school community.</p> <p>It was noted that a new Collective Worship Policy had been developed and there would be themes running through Collective Worship based on the visions and values.</p> <p>The Executive Headteacher advised that the behaviour policy was being reviewed to focus on restorative approaches and conflict resolution. It was noted that modelling behaviour and ways of dealing with the children were threaded throughout the curriculum. Governors agreed that discussions</p>		



	<p>with the School Councils would capture the pupil voice in relation to dignity and respect.</p> <p><b>SIAMS Self-Evaluation Forms (SEF) and Action Plan</b></p> <p>The governing board reviewed the draft SIAMS SEFs and Actions Plans for both schools. Copies had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that a lot of work had been put into place to focus the school on its direction. It was noted that all the items placed in the SEF were being used to develop evidence and had highlighted that there was a lot of good practice in the schools.</p> <p>Q (AF): How will you incorporate the view of staff and pupils on the Collective Worship Policy?</p> <p>A: Staff we consulted through staff meetings. We will look to capture the pupil voice through staff and governor monitoring involvement. We are keen to develop the children’s participation through leading Collective Worship and other involvement.</p> <p>Q (RO): Can we build the EAL provision into the plans to ensure greater inclusivity?</p> <p>A: Yes, this is definitely something we can look to do. We have children who have joined the school with absolutely no English, so a lot of support is provided to those children and we need to celebrate how we support these children and share this with the whole school community.</p> <p>Q(DPY): Would it be useful to flesh out the vision to make it more inclusive? Should we be setting up a prayer space?</p> <p>A: I would suggest that staff and governors once again investigate the children’s responses to the vision and what it means in order to assess their understanding and interpretation. Discussion is ongoing about including an outdoor prayer space/peace garden within the revamped wildlife area.</p>		
12.	<p><b>Information Technology Audit:</b></p> <p>The governing board reviewed the management letter following an audit of IT security arrangements carried out by NCC at Saxlingham. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that he had held conversations with JC Comtech regarding the report. Their take on what had happened in the past was different to what was said in the management letter and an action plan would be created to address the Red rated priorities. A meeting had been held with JC Comtech in the following week. It was noted that the audit had taken place when the previous Executive Headteacher and</p>		

	<p>Deputy Headteacher had been ill.</p> <p>Q (FW): Do JC Comtech support other schools?</p> <p>A: Yes.</p> <p>Governors agreed that JC Comtech should have been aware of what cyber-risk mitigations were required by the school. Governors registered their disappointment with the situation. It was agreed that the Executive Headteacher would need to ensure that he was confident in the ability of JC Comtech.</p> <p>Q(DPY): What is being done to address this? How much longer do we have left on the contract, and do we have evidence to show that JC Comtech has advised the school(s) of the need for the recommendations outlined in the management letter?</p> <p>Q(DPY): A substantial number of the recommendations would form part of Comtech's IT Policy and therefore the governing board would seek assurances from them that they have applied their own policy to our contract with them. There should be certain things that a school cannot opt out of and should be supplied by our contractor as a matter of course.</p> <p>A: I have a meeting with JC Comtech on Friday 27 May and will update the FGB after the meeting has taken place.</p> <p>It was agreed that an update should be provided at the next FGB meeting.</p> <p><b>ACTION: Governance Professional to add IT Security to the next FGB agenda.</b></p>	CPY	13/06/22
13.	<p><b>Schools Bill:</b></p> <p>The governing board noted the contents of the school's bill summary. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that the governing board had seven years to decide on the strategic future of the school. It was agreed that the governing board needed to discuss the options and plan to academize the school on its own terms when it was ready.</p> <p>Governors suggested that this should be a regular item.</p>		
14.	<p><b>Staff wellbeing:</b></p> <p>The Executive Headteacher advised that staff were tired as the half-term approached. Staff remained very positive despite the workload and levels of training. The recent Federation trip to the zoo had also been very positive.</p>		

	<p>Governors commended the Executive Headteacher and staff for their hard work over a difficult period.</p> <p>Q(DPY): Is there anything governors can do to help boost morale?</p> <p>A: The staff were very appreciative of the funding for tea, coffee and biscuits.</p>		
15.	<p><b>Governor CPD:</b></p> <p>The Chair of Governors advised that she was booked to attend Headteacher Performance Management refresher training.</p> <p>CPY advised that he had undertaken training in Equality and Diversity.</p> <p>It was noted that the Chair of Governors and WD would be attending the feedback sessions following the full finance audit.</p>		
16.	<p><b>Governor monitoring:</b></p> <p>The governing board reviewed the monitoring reports relating to SIAMS and Collective Worship. Copies of the completed monitoring visits reports had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>RO advised that she had undertaken monitoring of the curriculum for both schools. The report for Preston was being finalised and the Saxlingham report was being written.</p> <p><b>ACTION: RO to upload curriculum monitoring reports.</b></p> <p>DS advised that she was arranging a monitoring visit.</p>	RO	13/06/22
17.	<p><b>Governing board correspondence:</b></p> <p>There had been no correspondence received.</p>		
18.	<p><b>Policy review:</b></p> <p>The following policies were reviewed:</p> <p><b>a) Collective Worship</b> There were no questions.</p> <p><b>b) Confidentiality Policy</b> There were no questions.</p> <p><b>c) SMSC Policy</b></p> <p>Q(DPY): Should the acronym be spelt out in full in the policy title?</p> <p>A: This will be actioned.</p>		

	<p><b>d) Complaints Procedure</b> There were no questions.</p> <p><b>e) Safe Touch Policy</b> There were no questions.</p> <p><b>IT WAS RESOLVED</b> that the policies should be ratified and adopted by the governing board. <b>Proposed: CS    Seconded: CC</b> <b>All voted in favour with no abstentions.</b></p>		
19.	<p><b>Any other business:</b></p> <p>There was no other business.</p>		
20.	<p><b>Items deemed confidential:</b></p> <p>There were no items deemed confidential.</p>		
21.	<p><b>Reflection:</b></p> <ul style="list-style-type: none"> <li>• Agreeing a new Collective Worship Policy which will support the children through more effective worship.</li> <li>• Setting policies that help the children and staff.</li> <li>• Ensuring that the strategic future of the school is on the agenda.</li> <li>• Having comprehensive reports and data to understand how the children are progressing.</li> </ul>		
22.	<p><b>Date of next meeting:</b></p> <p>20 June 2022 at 6.30pm via Microsoft Teams.</p>		

Meeting closed at 8.35pm

**Actions:**

Item No.	Action Description	Owner	Target Date
12	Add IT Security to the next FGB agenda.	CPY	13/06/22
16	Upload curriculum monitoring reports.	RO	13/06/22