



## Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

### Full Governing Board Meeting

Monday 3 October 2022 at 5pm, [Saxlingham Nethergate CE VC Primary](#)

#### Minutes

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

**Apologies:**  
 Claire Crawshay CC  
 Anne Fry AF

**In Attendance:**  
 Christopher Perry-Yates CPY (Governance Professional)  
 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 Claire Crawshay and Anne Fry. 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>The Chair of Governors declared a pecuniary interest in item 5c.</p>		
3.	<p><b>Governing board membership:</b></p> <p>The governing board reviewed the current membership against the constitution.</p> <p>The Chair of Governors advised that Julie Bennett had resigned as a governor in the previous week. Will Clements had resigned as a governor but had agreed to remain at an Associate Member.</p> <p>It was proposed that Will Clements should be appointed as an Associate Member.  <b>Proposed: DPY Seconded: CS</b>  <b>All voted in favour with no abstentions.</b></p>		

	<p>It was formally proposed that Rebecca Orford should be appointed as a Co-opted governor which would leave a parent governor vacancy.  <b>Proposed: DPY Seconded: FW</b>  <b>All voted in favour with no abstentions.</b></p> <p><b>ACTION: Governance Professional to circulate parent governor election pack to the school offices.</b></p>	CPY	10/10/22
4.	<p><b>Chair's actions:</b></p> <p>The Chair of Governors advised that she had approved an additional £2k for the purchase of a mini bus. It was noted that the governing board had previously approved £20k. The Executive Headteacher advised that the bus had been purchased and would be available to the school in November.</p> <p>The Chair of Governors advised that she had approved £1,815 for the repair of the front door system at Saxlingham. The Executive Headteacher advised that the school had managed to make a saving on the final amount by choosing a less expensive option for repair.</p>		
5.	<p><b>Election of officers:</b></p> <p>The Governance Professional advised that there had been one nomination received for the role of Chair of Governors.</p> <p><b>a) Election of Chair of Governors</b>  The Governance Professional presided over the election of Chair of Governors.</p> <p>The Governance Professional advised that there had been one nomination received for DPY to be elected Chair of Governors. DPY was formally proposed for the role of Chair of Governors.  <b>Proposed: LA Seconded: MW</b>  <b>All governors voted in favour with no abstentions.</b></p> <p><b>b) Vice-Chair of Governors</b>  The Chair presided over the election of Vice-Chair of Governors.</p> <p>The Governance Professional advised that there had been no nominations received prior to the meeting.</p> <p>It was agreed to defer the appointment of a Vice-Chair until the next meeting..</p> <p><b>ACTION: Governance Professional to add Election of Vice-Chair to the next agenda.</b></p> <p><i>[Will Defoe joined the meeting at 7.26pm]</i></p> <p><b>c) Appointment of Governance Professional.</b>  Christopher Perry-Yates was appointed as Governance Professional for the next academic year.</p>	CPY	31/10/22

	<p><b>Proposed: WD Seconded: ?</b>  <b>All governors voted in favour with no abstentions.</b></p>		
6.	<p><b>Minutes of the previous meeting on 18 July 2022:</b></p> <p>The minutes of the meeting on 18 July 2022 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p><b>Proposed: RO Seconded: CS</b></p>		
7.	<p><b>Matters arising:</b></p> <p>The action list from the previous meeting was reviewed.</p> <p>It was confirmed that the school office could see visitors but there was nothing in place for those who could not hear the intercom.</p> <p>All actions were noted as completed.</p>		
8.	<p><b>Governor declarations:</b></p> <p>The governing board confirmed that they had made the following declarations on GovernorHub:</p> <ul style="list-style-type: none"> <li>a) Declarations of business interests on GovernorHub.</li> <li>b) Agreeing to abide by the governing board code of conduct.</li> <li>c) Had read and understood at least Part 1 of Keeping Children Safe in Education (KCSiE) 2022.</li> </ul> <p>The Governance Professional confirmed that all but two governors had completed these declarations.</p> <p><b>ACTION: Governors to complete Safeguarding for Governors training.</b></p>	All	30/11/22
9.	<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: AF  LAC: AF  Pupil Premium: DPY  Numeracy: FW  Literacy: RO  EYFS, Early Reading and Phonics: LA  Finance: WD  Health &amp; Safety: CS  GDPR: LA  Website compliance: CS  Wellbeing: FGB</p>		

	RE / SIAMS Governor: CC Curriculum: RO Attendance: FGB		
<b>10.</b>	<p><b>Executive 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>It was highlighted that a Health &amp; Safety inspection had been undertaken for both schools and this had been very positive. The report would be circulated once it had been received.</p> <p>The Executive Headteacher advised that the caretaker had been very positive during the inspection.</p> <p><b>Q (AF): Asbestos - just to clarify on point 3.5 - do our schools come under this section or has a management survey identified any asbestos?</b></p> <p><b>A:</b> Yes. At Saxlingham, there is some Asbestos in the eaves of the Victorian part of the building. At Preston, the Asbestos is in the artex in some of the ceilings, and there is also some in the boiler/plant room. All of this asbestos was identified as low risk. Asbestos Management Plans are in place in both schools, and this was acknowledged in the recent H&amp;S Inspection.</p> <p><b>Q(DPY): Do we have an asbestos survey report, is it current and where is it kept?</b></p> <p><b>A:</b> Yes. There are reports for both schools. The Preston survey was completed within the last 12 months. The Saxlingham survey was completed just outside this window. However, at the recent H&amp;S Inspection, I questioned this. I was told that Saxlingham would be contacted in due course. The likelihood was that the surveyors were still catching up with a backlog after COVID, and our schools would be low priority due to the small amounts of asbestos, all of which are low risk.</p> <p><b>Q(DPY): Are the caretakers at each school fully trained?</b></p> <p><b>A:</b> Training has been completed by Matt Walker (both schools), Simon Wood (Preston), Diana Hill (Preston) and Julie Jones (Saxlingham); Kay Wilford has yet to complete this and is currently off sick.</p> <p>The governing board was advised that there had been one staff absence due to family bereavement which was being covered through a combination of supply and internal support. It was noted that the staff at Saxlingham were pulling together to help with staff absences.</p> <p>The Executive Headteacher advised that there had been one Middyday Supervisory Assistant (MSA) resignation since the report.</p>		

	<p>It was highlighted that there had been a review of the curriculum with the SLT which would be shared with staff. It was agreed that governors also needed to be able to articulate what the Intent, Implementation and Impact of the curriculum was.</p> <p>Q(DPY): The reception numbers are still low for Saxlingham, is there any sign this will improve? I am concerned this will impact on the school later down the line although good to see Preston is over the Published Admission Number (PAN).</p> <p>A: Agreed. There are no indications as yet. We continue to promote ourselves energetically within the local community and we are looking to organise an open day shortly after half term.</p> <p>Attendance is excellent at both schools and a big thank you for the hard work staff have put into getting the attendance data back up to pre Covid levels. Unauthorised is a little higher at Saxlingham comparatively; what is being done to address this?</p> <p>A: I will continue to monitor this at half termly intervals.</p> <p>Q(DPY): Staffing - how are arrangements working out due to the caretaker's absence at Saxlingham. Will they remain in place for the possible extended period?</p> <p>A: A member of the team is continuing to cover 2 hours cleaning per week. After the H&amp;S inspection, the caretaker from Preston has been assisting with the Legionella checks at Saxlingham. He has also completed the Emergency Lighting Checks and has been assisting us with other tasks (finger guards, repair of front door, fire extinguishers, sourcing batteries for alarms). We are extremely grateful to him.</p> <p>The Executive Headteacher advised that he had started the process of Performance Management for teaching staff. There was also a large CPD programme being delivered to staff.</p> <p>The Assistant Headteacher advised that the RE award that had been mentioned in the previous meeting had been successful and was applicable to both schools. Governors commended the Assistant Headteacher for her work on the project.</p>		
11.	<p><b>Safeguarding report:</b></p> <p>The governing board reviewed the safeguarding report and accompanying paperwork. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q (AF): Is there a safeguarding booklet for Saxlingham too? I think the Preston one is well written and designed.</p>		

	<p>A: Yes. This has been added to GovernorHub now. Both are on display in school and available to visitors. They are also on the websites.</p> <p>Q(DPY): Can I make arrangements to come into check the SCR before half term?</p> <p>A: Both have been updated. I have checked Saxlingham myself and need to do Preston. Please do check them and we can add the check to our SCR log. I will also ask the link governor to check them both.</p>		
12.	<p><b>School Improvement and Development Plan (SIDP) 2022-23:</b></p> <p>The governing board were presented with the draft SIDP 2022-23. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q(WD): Is there anything that the school will need additional budget for?</p> <p>A: We are still finding that there may be more resources needed for Little Wandle.</p> <p>Q(DPY): How will Little Wandle be monitored once it is launched to ensure consistency across the Federation?</p> <p>A: Although Early Reading and Phonics falls within English, we will also have Early Reading Leads, who will liaise across the Federation and with English leads. Plans are already afoot to get this underway. Another member of staff is taking on this role at Preston along with EYFS lead. The EYFS lead at Saxlingham will take this role VNET are coming in November to support us to prepare for a 'deep dive' in Early Reading and Phonics, and to help us to review what we have put into practice.</p> <p>Q (AF): It is very helpful to have data set out clearly. I think that teachers and pupils should be congratulated on KS2 results in both schools. However, could you clarify on page 6 - Saxlingham Nethergate's results are compared with National July 2022 but Preston's are compared with National 2019. I think that the National / Norfolk results from 2022 are needed for a proper comparison (and I understand from the last meeting that they are available in October?)</p> <p>A: Apologies – that is a typing error. All the data is for 2022 unless it says 2019 in brackets. Where there are missing fields, the data is not yet available.</p> <p>Q (AF): A question re Priority One on page 8: 'Pupils will achieve very good progress and attainment' which I fully support. Would it be helpful to clarify what very good progress looks like (quantify in some way?) eg progress in line with National averages?</p>		

	<p><b>A:</b> Yes I agree with this – at least in line with national average.</p> <p><b>Q (RO):</b> When will the surveys to parents, pupils and staff be circulated and do you want governor input?</p> <p><b>A:</b> A working party would be helpful to set questions.</p> <p>It was agreed to set up a staff survey working party consisting of RO, DS, DPY and MW.</p> <p><b>ACTION: Chair of Governors to set up a staff survey working party.</b></p> <p>Governors commended the Executive Headteacher for his work on the SIDP.</p>	DPY	31/10/22
13.	<p><b>School Self-Evaluation Form (SEF):</b></p> <p>The governing board reviewed the SEF document. 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 SEF had been written using a template provided by VNET.</p> <p>It was agreed that a summary SEF would be helpful. The Executive Headteacher advised that he would investigate other SEF formats. The Governance Professional advised that he could provide examples of other SEFs.</p> <p>Governors commended the Executive Headteacher for his work on the SEF.</p> <p><b>ACTION: Governance Professional to send examples of SEF documents to the Executive Headteacher.</b></p>	CPY	14/10/22
14.	<p><b>Pupil Premium and Sports Premium impact statements and strategies</b></p> <p>The Executive Headteacher advised that the Pupil Premium impact statement would be circulated in preparation for the next FGB and uploaded by the end of November.</p> <p><b>ACTION: Executive Headteacher to submit the Pupil Premium impact statement to the next FGB meeting.</b></p>	MW	31/10/22
15.	<p><b>Finance items:</b></p> <p><b>Quotes for climbing frame at Saxlingham Nethergate</b></p> <p>The governing board noted the quotes for the climbing frame. These had been circulated previously, and it was confirmed that the quote had been approved via GovernorHub.</p> <p><b>Q (DS): would staff be able to drive the mini-bus or were additional tests required?</b></p>		

	<p><b>A:</b> The County Council would be approached for some training for those staff who were interested.</p> <p>It was agreed that the new mini bus would be insured from day one.</p>		
16.	<p><b>SIAMS:</b></p> <p><b>SIAMS SEF</b> The governing board reviewed the SIAMS SEF and Summary SEF documents for both schools. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that there had been no major changes</p> <p><b>Collective Worship</b> The governing board reviewed the Collective Worship programme. 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 links with the local incumbent were working well, and they were visiting the schools for Collective Worship. Other activities included a visit to the cathedral.</p> <p><b>Q (AF): For information who should governors contact to arrange a visit and what time do the sessions start and end?</b></p> <p><b>A:</b> Preston 10.15 – 10.30 and Saxlingham 10.55 – 11.10. There are occasional variations. Please contact the Senior Leadership Team (SLT).</p>		
17.	<p><b>Governor training:</b></p> <p>FW and DS had booked onto Introduction to Governance in Church Schools.</p> <p>DS had booked on Introduction to SIAMS.</p> <p>FW and DS had booked onto Introduction to Governor Monitoring in Church Schools.</p> <p>DPY advised that she had attended the diocese Racial Justice Working Group.</p>		
18.	<p><b>Governor monitoring plans:</b></p> <p>It was agreed that all governors would undertake at least one monitoring visit in the autumn term. All governors were to arrange visits with the Executive Headteacher in the first instance to agree the objectives of the monitoring.</p> <p><b>ACTION: LA to submit an EYFS monitoring report to the next FGB meeting.</b></p> <p>It was agreed that the Single Central Record (SCR) would be monitored.</p>	LA	31/10/22



	<b>ACTION: DPY and LA to liaise to monitor the SCR.</b>	DPY, LA	31/10/22
19.	<p><b>Governing board correspondence:</b></p> <p>There had been no correspondence since the previous meeting.</p>		
20.	<p><b>Policy review:</b></p> <p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Absence Management Policy</li> <li>• Behaviour Policy</li> <li>• Disciplinary Procedures</li> <li>• Leave and Time Off Policy</li> <li>• Maternity for Teachers Policy</li> <li>• Maternity for Support Staff Policy</li> </ul> <p>Q(DPY): The behaviour policy refers to Fixed-term exclusions. Should this read as 'Suspensions'?</p> <p>A: Apologies – some publications still (incorrectly it seems) refer to them as Fixed term exclusions. I understand, however, that we still say 'permanent exclusion.' In future, I will update HT reports etc. to reflect this change.</p> <p>Q(WD): The Behaviour Policy mentions a Home-School Agreement (HSA); has these been circulated?</p> <p>A: We feel that the policy needs revisited. The HSA will be circulated.</p> <p>Q(DPY): Maternity Policy - The policy refers to 'pregnant women' but also refers to 'pregnant employees', also 'she' will receive occupational maternity, 'she will receive ...' These are only some examples. As a board I think we need to be clear on our wording?</p> <p>A: I agree – I think it should say pregnant employees and arguably the pronoun should be they/them.</p> <p>Q(DPY): Do we have a Paternity Policy?</p> <p>A: Not at present, but this can be looked into.</p> <p>Q(DPY): Do we have a section or separate policy on 'Vexatious Complainants'?</p> <p>A: Yes, see Complaints Procedure Section 9.</p> <p><b>ACTION: Executive Headteacher to circulate the Home-School Agreement to all parents.</b></p>	MW	14/10/22

	The policies listed were formally proposed for acceptance. <b>Proposed: CS    Seconded: FW</b> <b>All voted in favour with no abstentions.</b>		
<b>21.</b>	<b>Any other business:</b>  The Chair of Governors advised the governing board that there had been two expressions of interest in the parent and carer forum.		
<b>22.</b>	<b>Items deemed confidential:</b>  There were no items discussed that were deemed as confidential.		
<b>23.</b>	<b>Date of next meeting:</b>  7 November 2022 at 6.30pm via Microsoft Teams.		

Meeting closed at 6.50pm

**Actions:**

<b>Item No.</b>	<b>Action Description</b>	<b>Owner</b>	<b>Target Date</b>
3	Circulate parent governor election pack to the school offices.	CPY	10/10/22
4	Add Election of Vice-Chair to the next agenda.	CPY	31/10/22
8	Governors to complete Safeguarding for Governors training.	All	30/11/22
12	Set up a staff survey working party.	DPY	31/10/22
13	Send examples of SEF documents to the Executive Headteacher.	CPY	14/10/22
14	Submit the Pupil Premium impact statement to the next FGB meeting.	MW	31/10/22
18	Submit an EYFS monitoring report to the next FGB meeting.	LA	31/10/22
18	Liaise to monitor the Single Central Record.	DPY, LA	31/10/22
20	Circulate the Home-School Agreement to all parents.	MW	14/10/22