



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting

Monday 12 December 2022 at 6.30pm, [via Microsoft Teams](#)

Minutes

Diane Perry-Yates DPY (Chair of Governors)
 Matthew Walker MW (Headteacher)
 Katie-Rose Lightfoot KRL
 Rebecca Orford RO
 Claire Crawshay CC
 Daisy Sutcliffe DS
 Fiona Webb FW
 Claire Smith CS
 Will Defoe WD
 Anne Fry AF

Apologies:

Lesley Allgood LA

In Attendance:

Christopher Perry-Yates CPY (Governance Professional)
 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 Lesley Allgood. All other governors were in attendance and consented to the absence.</p> <p>The Governance Professional advised that the meeting was quorate.</p>		
2.	<p>Declarations of pecuniary interests:</p> <p>There were no new pecuniary interests declared.</p>		
3.	<p>Minutes of the previous meeting on 7 November 2022:</p> <p>The minutes of the meeting on 7 November 2022 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>Proposed: CS Seconded: KRL</p>		
4.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p>		

	<p>It was agreed to carry forward the following actions:</p> <p>ACTION: Monitor the Single Central Record.</p> <p>ACTION: Upload EYFS monitoring report to GovernorHub.</p> <p>ACTION: Arrange a working party to discuss a parent survey.</p> <p>All other actions were noted as completed.</p>	<p>DPY, LA</p> <p>LA</p> <p>MW, DPY</p>	<p>31/01/23</p> <p>16/12/22</p> <p>31/01/23</p>
<p>5.</p>	<p>Chair's actions:</p> <p>The Chair of Governors advised that she had authorised expenditure of £1,915 + VAT for repairs to the heating system at Saxlingham. The quote received had been from Eyre Group. It was noted that the older part of the building including the headteacher office and reception office were cold.</p> <p>Q(DPY): Can the repairs be claimed from the buildings and maintenance holding account?</p> <p>A: Yes.</p> <p>Governors agreed that it would be useful to investigate the Government Energy Efficiency Funding.</p> <p>Governors discussed the need to review the Finance Policy to look into the procedure for approval of emergency repairs without the need for three quotes.</p> <p>ACTION: Governance Professional to add Finance Policy review to the next FGB agenda.</p> <p>Governors registered approval of the Chair's Action.</p>	<p>CPY</p>	<p>16/01/23</p>
<p>6.</p>	<p>Executive 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>The Executive Headteacher advised that it had not been possible to have the Early Reading Review due to the illness of the consultant. The review had been rearranged for early in January 2023.</p> <p>Meetings had taken place in both schools to share practice in Little Wandle phonics.</p> <p>It was noted that the Federation had been awarded a further grant related to Science. This included attendance at an event during British Science week.</p> <p>Governors were advised that the January Inset would have a curriculum focus.</p>		

	<p>Q (FW): Have the prejudice related incidents at Saxlingham been dealt with?</p> <p>A: Both incidents involved the same child and were related to homophobic language. This had been dealt within an appropriate context. Parents on both sides were aware of the incident.</p> <p>Q (AF): Has the suspension at Preston Primary been resolved?</p> <p>A: There have been repeat needs for suspension with the same child. This was improving slowly, but it was likely the child involved would be moving to another setting in the future.</p> <p>Q(DPY): When would staff survey results be available?</p> <p>A: These will be available by the next meeting.</p> <p>ACTION: MW to meet with RO and DS to review the staff survey results for presentation to the next FGB meeting.</p> <p>Q (RO): Were there any concerns raised by staff regarding the departure of the Deputy Headteacher?</p> <p>A: There had not been any concerns reported.</p> <p><i>[Fiona Webb left the meeting at 7pm]</i></p>	MW, RO, DS	16/01/23
7.	<p>Safeguarding report:</p> <p>The governing board reviewed the safeguarding report section of the Executive Headteacher report. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that a member of staff was booked to undertake Designated Safeguarding Lead (DSL) training to cover the loss of the Deputy Headteacher. It was noted that a number of staff were also booked on multi-agency training. The websites and safeguarding signs would be updated at the beginning of the Spring term.</p>		
8.	<p>Progress against School Improvement and Development Plan (SIDP):</p> <p>The governing board reviewed progress against the SIDP 2022-23. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Governors noted the significant progress that was being made against the main priorities.</p>		
9.	<p>School Self-Evaluation Form (SEF):</p> <p>The governing board reviewed the SEF documents. A copy had been</p>		

	<p>circulated prior to the meeting and can be found filed with these minutes.</p> <p>Governors commended the fact that the Christian vision was evident throughout the SEF documentation.</p> <p>Q (AF): Are we below where we should be in Early Years GLD (Good Level of Development)?</p> <p>A: This is a soft assessment by teaching staff and at the end of the year a judgement needs to be made about where the children sit in the Foundation Stage. In a small school the data can be skewed by pupil numbers, for example 40% got GLD which was 4 children, and 6 children didn't. Overall, the majority of the children at Saxlingham performed better than they did at Preston, but they missed out in percentages by missing out in only a few areas. This had all been fed into action plans to work on throughout the year.</p> <p>The Executive Headteacher advised that the teaching staff were anticipating improved EYFS results in the current academic year based on their progress. Four out of the five children at Saxlingham were expected to reach GLD. It was expected to be 60% at Preston with higher percentages possible. Assessments were being monitored closely to ensure achievement of better results. Governors suggested that the EYFS Team should attend a governor meeting to provide an overview.</p> <p>ACTION: MW to arrange for the EYFS team to present to governors at a Spring FGB meeting.</p> <p>Q (CC): Is there a legacy from Covid relating to the underachievement in GLD?</p> <p>A: It is difficult to be sure. There is a group of children that did struggle last year. There was a lot of disruption due to Covid in the Reception year, but it was not the only issue.</p>	MW	01/03/23
10.	<p>Published Admission Number (PAN):</p> <p>The governing board reviewed the PAN for each school.</p> <p>It was proposed by the Executive Headteacher to keep the PAN at 10 for Saxlingham and at 17 at Preston. It was noted that Preston had been over PAN for the last few years.</p> <p>Q(WD): Was there any benefit to increasing the PAN at Preston to 19?</p> <p>A: If we increased the PAN, we could end up with spaces across the school that could impact on the availability to local children. If we stay at 17, we have the ability to over-admit if thought necessary. Decisions would depend on a number of factors.</p> <p>It was formally proposed that the PAN from each school should remain the same.</p>		

	Proposed: DPY Seconded: RO		
11.	<p>SEND Information Reports:</p> <p>The governing board reviewed the SEND Information Report. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>There were no questions.</p> <p>Proposed: DPY Seconded: CC</p>		
12.	<p>Pupil Premium Impact Statements:</p> <p>The governing board reviewed the Pupil Premium Impact Statements. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Chair of Governors advised that she would be monitoring Pupil Premium in the new year.</p> <p>Q (RO): Is there anything that can be done to encourage attendance amongst Pupil Premium children?</p> <p>A: There are two Pupil Premium children who are responsible for a lot of the Persistent Absence (PA). Various agencies are supporting those families to encourage school attendance. There are a number of children from both schools who also fall into the PA categories with their own individual circumstances. There is no pattern to the absences. We use individualised approaches to working with those families.</p> <p>Q (RO): Is the £3k for pastoral support and counselling enough to provide any external support needed?</p> <p>A: This is something that we will need to review over the coming months. This is a very organic provision, responding to need. If there is a specific need identified such as an event or crisis, then the PSW is good at responding to this. It would always be good to have more of this service.</p> <p>Q (RO): If the hours of the current PSW are being reduced, is there capacity to get this covered?</p> <p>A: We will need to review this over the coming months and see what we need to do to build on the provision. We will be discussing the current needs and how these are most effectively met.</p> <p>Q(DPY): Do we use Pupil Premium to support uniforms etc?</p> <p>A: We don't at the moment.</p>		

	<p>Q(DPY): Is there any local school collaboration over Pastoral Support?</p> <p>A: No, each school is doing its own thing.</p> <p>It was noted that FOSS were able to provide used uniforms at a greatly reduced price. Other charities were available for uniform support which could be promoted.</p> <p>The Pupil Premium Impact reports were formally proposed for acceptance and for submission.</p> <p>Proposed: DPY Seconded: DS</p>		
<p>13.</p>	<p>Finance items:</p> <p><i>Budget Revision 2 (BR2)</i></p> <p>The governing board reviewed the BR2 documentation. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that the figures were slightly improved from the previous version following staffing cost amendments based on recent staffing changes. There was still a deficit in Year 3 of the budget.</p> <p>The Executive Headteacher advised that there would need to be a review of the future management structure of the Federation. The budget included a temporary contract for a member of staff to become Acting Assistant Headteacher for Preston Primary until September along with teaching cover for management release time. A like for like scenario had been included in the budget for future years to ensure that the financial worst-case scenario was in place.</p> <p>BR2 was formally proposed for acceptance.</p> <p>Proposed: CS Seconded: WD</p>		
<p>14.</p>	<p>Ethos and SIAMS:</p> <p>a) <i>New SIAMS framework 2023:</i></p> <p>The governing board reviewed draft framework documentation. 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 work that had taken place on evaluating the school would still be relevant to the SIAMS inspection when it came.</p>		
<p>15.</p>	<p>Behaviour monitoring group:</p> <p>The governing board noted that the governing board were responsible for monitoring behaviour at a strategic level. It was noted that governors needed to monitor against the agreed behaviour policy and take their lead from the SLT.</p> <p>It was noted that there was some feedback amongst parents that there</p>		

	<p>may be some behaviour issues within the school, and it was agreed that a small group should attend the school to monitor behaviour and speak with the children to reassure people that there were no behaviour issues within the school. It was agreed that this would fit in with the marketing strategy.</p> <p>Governors agreed that behaviour tied in well with SIAMS and the Executive Headteacher advised that the Behaviour Policy was still being reviewed.</p> <p>Governors noted anecdotal evidence of their experience of good behaviour in both schools.</p> <p>ACTION: MW to circulate potential dates for a Behaviour Deep Dive Monitoring visit.</p>	MW	16/12/22
16.	<p>Governor CPD:</p> <p>RO advised that she had undertaken Monitoring in Practice training.</p> <p>RO and KRL had undertaken Safeguarding and Prevent training.</p> <p>FW had undertaken Safeguarding training.</p>		
17.	<p>Governor monitoring:</p> <p>RO advised that she had attended Saxlingham to monitor English and a further visit was planned to monitor at Preston Primary.</p> <p>CC had attended the schools to monitor Collective Worship and SIAMS compliance.</p>		
18.	<p>Governing board correspondence:</p> <p>There had been no correspondence since the previous meeting.</p>		
19.	<p>Policy review:</p> <p>The following policies were reviewed and approved:</p> <p>a) Premises Management Policy</p> <p>Q (KRL):Is there a lone working policy that should like to this?</p> <p>A: Yes, there is a separate policy for this.</p> <p>Q (RO): Do we need to have a maximum working temperature clause in the policy as well as the minimum temperature?</p> <p>A: We can add a clause to say that we will follow DfE guidance.</p> <p>Proposed: DPY Seconded: RO All voted in favour with no abstentions.</p>		

	ACTION: Headteacher to update Premises Management Policy to include a maximum working temperature clause.	MW	16/01/23
20.	Any other business: Governors noted that the children had been very enthusiastic about a recent visit to the synagogue in Norwich. Behaviour had been excellent during the trip.		
21.	Items deemed confidential: There were no items discussed that were deemed as confidential.		
22.	Reflection: how have discussions today helped the children and school: <ul style="list-style-type: none"> • A lot of emphasis has been placed on the children and hearing their voice. • Governors involving themselves in the school community and canvassing opinion from parents, children and staff. 		
23.	Date of next meeting: 23 January 2023 at 6.30pm on Microsoft Teams.		

Meeting closed at 8.34pm

Actions:

Item No.	Action Description	Owner	Target Date
4	Monitor the Single Central Record.	LA, DPY	31/01/23
4	Upload EYFS monitoring report to GovernorHub.	LA	16/12/22
4	Arrange a working party to discuss a parent survey.	MW, DPY	31/01/23
5	Add Finance Policy review to the next FGB agenda.	CPY	16/01/23
6	Review the staff survey results for presentation to the next FGB meeting.	MW, RO, DS	16/01/23
9	Arrange for the EYFS team to present to governors at a Spring FGB meeting.	MW	01/03/23
15	Circulate potential dates for a Behaviour Deep Dive Monitoring visit.	MW	16/12/22
19	Update Premises Management Policy to include a maximum working temperature clause.	MW	16/01/23