

*'Life in all its fullness'*  
John 10:10



## Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

**Full Governing Board Meeting**  
**Monday 10 July 2023 at 5pm, Preston CE VC Primary School**

### Minutes

**Present:**

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

**Apologies:**

Daisy Sutcliffe DS

**In Attendance:**

Christopher Perry-Yates CPY (Governance Professional)  
Laura Knight LK (Associate Member)  
Jo Firman JF (Associate Member)

Item No.	Item and discussion	Owner	Target Date
1.	<p><b>Register of attendance and apologies:</b></p> <p>Apologies had been received from Daisy Sutcliffe. All other governors were in attendance and agreed to accept the apologies offered.</p> <p>The Governance Professional advised that the meeting was quorate.</p> <p>The Chair of Governors thanked all Executive Headteacher and staff for their hard work and commitment at the recent Ofsted Inspection at Saxlingham.</p> <p>It was formally proposed that JF should become an Associate Member of the board. <b>Proposed: DPY Seconded: LA</b> <b>All voted in favour with no abstentions.</b></p>		
2.	<p><b>Declarations of pecuniary interests:</b></p> <p>There were no new pecuniary interests declared.</p>		
3.	<p><b>Minutes of the previous meeting on 5 June 2023:</b></p> <p>The minutes of the meeting on 5 June 2023 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p>		

<b>4.</b>	<p><b>Matters arising:</b></p> <p>The action list from the previous meeting was reviewed.</p> <p><b>ACTION: DS to undertake Safeguarding for Governors training.</b></p> <p><b>ACTION: Circulate a potential date for a marketing working party in Summer 2.</b></p> <p>All other actions were noted as completed.</p>		
		DS	12/09/23
		MW	19/07/23
<b>5.</b>	<p><b>Items for discussion under Any Other Business:</b></p> <p>There were no items for discussion under AOB.</p>		
<b>6.</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>Governors noted that current attendance rates remained strong.</p> <p><b>Q(DPY): Are the six children below 85% attendance those who are also on the SEND register?</b></p> <p><b>A: Yes.</b></p> <p><b>Q(DPY): Is there a particular reason for the number of girls with Persistent Absence at Preston?</b></p> <p><b>A: There is no pattern. Some of the PA at Saxlingham is related to cultural reasons.</b></p> <p><b>Q (CC): Is there a reason for being three PA in Year 4?</b></p> <p><b>A: One is new to the school and ten had a week's holiday, one child has attendance just below 90% and had surgery earlier in the year. None of the cases are linked. We have discussed attendance with the LA, and they agree that we are doing the right things to challenge absence.</b></p> <p><b>Q (FW): Is there any concern about the prejudice related incidents?</b></p> <p><b>A: There is no pattern. This tends to be about the use of words in appropriately.</b></p> <p>Governors were advised that ten fixed penalty notices (FPN) had been issues at Preston due to parents taking their children out of school for holidays. This was increasing each year. It was noted that all unauthorised absences that met the threshold were issues with an FPN.</p>		

<b>7.</b>	<p><b>Safeguarding report:</b></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>There were no questions.</p>		
<b>8.</b>	<p><b>Resources reports:</b></p> <p><b><i>Budget Revision 1 (BR1)</i></b> The governing board reviewed BR1. A copy of this was tabled and can be found filed with these minutes.</p> <p>It was agreed to circulate this via GovernorHub for approval. It was noted that the surplus was significantly lower.</p> <p><b>Q(WD): What is the reason for the £47k negative difference? Learning Resources have also increased.</b></p> <p><b>A: E27 is for a child with alternative provision at Saxlingham and the costs had not pulled through in the original budget. This had not been picked up at the original budget setting. This equated to £16.5k.</b></p> <p>Governors commended the Finance Officer for her work on the budget.</p> <p><b>ACTION: Governance Professional to circulate BR1 via GovernorHub for approval.</b></p> <p><b><i>Broadband quotes</i></b> The governing board reviewed the quotes received for a replacement broadband contract following the termination of the Updata contract. 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 main difference between the offering in both quotes was the £120 per hour support fee, whereas all support was included for Schools Broadband.</p> <p><b>Q(WD): How many hours of support have you required under the current contract?</b></p> <p><b>A: Not many, however, it depends on what they mean by support.</b></p> <p>Governors were advised that Updata would not be penalising the schools for early termination. It was noted that Schools Broadband were affiliated with JC Comtech who provide the It service and phone lines to the school and this would make the Federation a priority when support was required.</p> <p><b>Q(WD): Is there an annual inflationary increase included in School Broadband contract?</b></p>	CPY	14/07/23

	<p><b>A: The price is set for 5 years.</b></p> <p>The Executive Headteacher explained that the advice was to go for longer contracts as had been done for the energy.</p> <p><b>IT WAS RESOLVED</b> that the contract with Schools Broadband should be accepted.</p> <p><b>Proposed: CC Secoded: CS</b> <b>All voted in favour with no abstentions.</b></p>		
9.	<p><b>School Improvement and Development Plan (SIDP) outcomes and new priorities:</b></p> <p>The governing board reviewed the updated SIDP and School Self-Evaluation Form (SEF). 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 final assessment of the progress against the SIDP would be presented at the next FGB meeting.</p>		
10.	<p><b>SIAMS, Vision and Ethos:</b></p> <p><b><i>Updated vision and ethos</i></b> The governing board reviewed the proposed updated vision statement. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was agreed that the vision was very clear and would be easy for all stakeholders to remember.</p> <p><b><i>New SIAMS framework from September 2023</i></b> The governing board reviewed the SIAMS Framework 2023 and supporting documentation. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p><b><i>Updated SIAMS SEFs</i></b> The governing board reviewed the updated SIAMS SEF documents for each school. 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 SLT had met to go through the previous SIAMS SEF and compared this to the new framework. It was noted that the SLT were happy that they had something in place for a SIAMS inspection.</p>		
11.	<p><b>Pupil survey results:</b></p> <p>The governing board reviewed the pupil survey results. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p>		

	<p><b>Q (RO):</b> How was the survey introduced to the children? Are there some that are not treating the survey seriously?</p> <p><b>A:</b> Older children completed them independently, or a staff member would read the questions and help where required.</p> <p>The Executive Headteacher advised that the staff were aware of some of the behaviour issues and overall, they felt safe in school and would recommend the school. Children also indicated that there were adults in school that they could speak to.</p> <p><b>Q(RO):</b> Was there any concern that 11 children across both schools who did not feel that there was an adult that they could speak to?</p> <p><b>A:</b> This would be something that could be further explored.</p> <p>It was agreed that a further survey should be held annually to track patterns.</p>		
12.	<p><b>Governor CPD:</b></p> <p>CS advised that she had undertaken Wellbeing and Workload training. A report was being written.</p>		
13.	<p><b>Governor monitoring:</b></p> <p>The governing board reviewed the latest monitoring reports relating to the Single Central Record (SCR) and Maths. Copies had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that there had been a learning walk at both schools to monitor EYFS. Governors thanked the SLT and staff for making the day so interesting.</p> <p>Governors reviewed the draft monitoring schedule and agreed to include additional subjects for monitoring. Governors were encouraged to complete the schedule with suggested dates.</p>		
14.	<p><b>Governing board correspondence:</b></p> <p>The Chair of Governors advised that there had been one item of correspondence notifying the governing board of the Ofsted Inspection on 4 July 2023.</p> <p>Governors were advised that there was a meeting arranged with the Parish Council to discuss parking at Preston Primary.</p> <p>A letter had been received from the Bishop of Norwich thanking the school for hosting a recent media event.</p>		

<b>15.</b>	<p><b>Policy review:</b></p> <p>The following policies were reviewed and approved:</p> <p><b>a) Supporting pupils with medical needs</b> The policy was reviewed.</p> <p><b>Q (RO): Who is the school nurse and nursing team?</b></p> <p><b>A:</b> These is no nominated school nurse. This is a centralised team that we contact.</p> <p><b>b) Maths policy</b> The policy was reviewed. There were no questions.</p> <p><b>c) DBS policy</b> The policy was reviewed. There were no questions.</p> <p><b>d) Safeguarding booklet (information only)</b> The governors noted the content of the safeguarding booklet. There were no questions.</p> <p><b>IT WAS RESOLVED</b> that the above policies should be adopted subject to the changes agreed.</p> <p><b>Proposed: CS    Seconded: AF</b> <b>All voted in favour with no abstentions.</b></p>		
<b>16.</b>	<p><b>Any other business:</b></p> <p>There was no other business.</p>		
<b>17.</b>	<p><b>Items deemed confidential:</b></p> <p>There were two items deemed confidential discussed that were recorded as Part 2 Confidential Minutes.</p>		
<b>18.</b>	<p><b>Reflection: how have discussions today helped the children and school to live life in all its fullness:</b></p> <ul style="list-style-type: none"> <li>• Reviewing the finances and agreeing ways of ensuring financial stability to help children live life to the full.</li> <li>• Working together as a whole Federation team to achieve the aims and vision of the school.</li> </ul>		
<b>19.</b>	<p><b>Date of next meeting:</b></p> <p>18 September 2023 at 5pm, Saxlingham CE VC Primary</p>		

Meeting closed at 7.10pm

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*John 10:10*

**Actions:**

<b>Item No.</b>	<b>Action Description</b>	<b>Owner</b>	<b>Target Date</b>
4	Undertake Safeguarding for Governors training.	DS	12/09/23
4	Circulate a potential date for a marketing working party in Summer 2.	MW	19/07/23
8	Governance Professional to circulate BR1 via GovernorHub for approval.	CPY	14/07/23
17	Chair of Governors, Executive Headteacher, Link Governor and Finance Officer to compile a costed deficit reduction plan for the next FGB.	DPY, MW, WD, DH	18/09/23