



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting

Monday 18 September 2023 at 5pm, [Saxlingham Nethergate CE VC Primary](#)

Minutes

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

Apologies:

Lesley Allgood LA
 Katie Lightfoot KL

Absent:

Daisy Sutcliffe DS

In Attendance:

Christopher Perry-Yates CPY (Governance Professional)
 Laura Knight LK (Head of School, Saxlingham)
 Jo Firman JF (Head of School, Preston)

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 Katie Lightfoot and Lesley Allgood. All agreed to accept these apologies. Daisy Sutcliffe was noted as absent.</p> <p>It was noted that the meeting was quorate.</p>		
2.	<p>Declarations of pecuniary interests:</p> <p>The Chair of Governors declared a pecuniary interest in item 4c.</p>		
3.	<p>Governing board membership:</p> <p>The governing board reviewed the current membership against the constitution. The Governance Professional advised that there was a vacancy for a Bishops Appointed foundation governor, an LA governor and one parent governor.</p> <p>ACTION: Governance Professional to send a parent governor election pack to the Executive Headteacher.</p>	CPY	30/09/23

4.	<p>Election of officers:</p> <p>The Governance Professional advised that there had been one nomination received for the role of Chair of Governors.</p> <p>a) Election of Chair of Governors 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. Proposed: AF Seconded: CC All governors voted in favour with no abstentions.</p> <p>b) Vice-Chair of Governors The Chair presided over the election of Vice-Chair of Governors. The Governance Professional advised that there had been no nominations received prior to the meeting.</p> <p>Rebecca Orford nominated herself for the role of Vice-Chair of Governors on the proviso of there being no expectation of succession to the role of Chair of Governors. Proposed: CS Seconded: CC All governors voted in favour with no abstentions.</p> <p>c) Appointment of Governance Professional Christopher Perry-Yates was appointed as Governance Professional for the next academic year. Proposed: LK Seconded: CS All governors voted in favour with no abstentions.</p>		
5.	<p>Minutes of the previous meeting on 4 & 10 July 2023:</p> <p>The minutes of the meeting on 4 & 10 July 2023 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p> <p>It was confirmed that CS had been present for the 4 July 2023 meeting.</p> <p>Proposed: AF Seconded: CC</p>		
6.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p> <p>The Chair of Governors advised that she would make contact with DS regarding the possibility of taking a sabbatical from the governing board.</p> <p>It was agreed to carry forward the following action:</p> <p>ACTION: Executive Headteacher to set a date for a Marketing Working</p>	MW	13/10/23

	<p>Party.</p> <p>All other actions were noted as completed.</p>		
7.	<p>Governor declarations:</p> <p>The governing board confirmed that they had made the following declarations on GovernorHub:</p> <p>a) Declarations of business interests on GovernorHub. b) Agreeing to abide by the governing board code of conduct. c) Read and understood Keeping Children Safe in Education (KCSiE) 2023.</p> <p>The Governance Professional confirmed that all but two governors had completed these declarations.</p> <p>ACTION: Governors to complete their declarations on GovernorHub.</p>	All	30/09/23
8.	<p>Link governors:</p> <p>The current link governors were noted as follows: -</p> <p>PE and Sports: Safeguarding: LA Governor Training: RO SEND: AF LAC: AF Pupil Premium: DPY Numeracy: FW Literacy: RO EYFS, Early Reading and Phonics: DS Finance: WD Health & Safety: CS GDPR: DPY Website compliance: CS Wellbeing: FGB RE / SIAMS Governor: CC Curriculum: RO Attendance: KL</p> <p>It was agreed that the list of link roles would be reviewed by the Chair of Governors and Executive Headteacher.</p> <p>ACTION: Chair of Governors and Executive Headteacher to meet to discuss required link roles for monitoring purposes.</p>	DPY, MW	13/10/23
9.	<p>Ofsted report following ungraded inspection:</p> <p>The governing board reviewed the Ofsted report and minutes of the feedback session. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p>		

	<p>The governing board recorded thanks to the school staff for their successful Ofsted inspection at Saxlingham which had graded the school as 'Good'. The Executive Headteacher advised that it had been a strong team effort. It was agreed that the report matched the school's judgements within the SEF.</p> <p>Q (FW): How are we progressing with marketing the school?</p> <p>A: The key to the budget is pupil numbers coming into Reception and retention of pupils. We have planned open days earlier before half term as well as after half-term. We have already advertised on social media in local villages that are commutable to Tasburgh and Saxlingham. We have taken quite a few children from another school that parents are not happy with.</p> <p>It was agreed that in order for the schools to be feasible as a school, the local communities needed to know that the schools existed and what they offered.</p> <p>The Executive Headteacher advised that sign-writers had been engaged to place the school logos on the minibus.</p> <p>Governors discussed the potential of having a banner to celebrate the 'Good' grading. The Executive Headteacher agreed to talk to the staff before making a decision.</p> <p>ACTION: Executive Headteacher to speak to the staff at Saxlingham about the potential of printing a banner to celebrate the Ofsted 'Good' grading.</p>	MW	30/09/23
10.	<p>Executive Headteacher's report:</p> <p>The governing board reviewed the Executive 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 the schools were still receiving enquiries for school places.</p> <p>It was noted that a staffing contingency was in place to cover for the illness of a TA.</p> <p>Governors noted that the Executive Headteacher and Chair of Governors had met with the parish council at Tasburgh about the parking outside Preston Primary. It was noted that this was still unresolved and agreed that there was very little that the school could do about the situation at drop off and collection times.</p> <p>The Executive Headteacher highlighted the three members of staff undertaking the NPQML (National Professional Qualification in Middle Leadership). Governors commended their commitment.</p>		

<p>11.</p>	<p>Safeguarding report:</p> <p>The governing board reviewed the safeguarding 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>Governors were advised that both Heads of School were receiving EHAP (Early Help Assessment and Plan) training.</p> <p>It was noted that all staff had received updated safeguarding training during September Inset.</p>		
<p>12.</p>	<p>School Improvement and Development Plan (SIDP) 2023-24:</p> <p>The governing board were presented with the draft SIDP 2023-24. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Governors were advised that curriculum support would be provided by VNET as part of their programme of support.</p> <p>Q(DPY): Was the VNET contract providing value for money?</p> <p>A: Yes. There had been useful support on the curriculum and on other training and support areas such as writing a SEF.</p> <p>The Executive Headteacher advised that the school had already booked Early Reading audits from Wensum Hub.</p> <p>ACTION: Executive Headteacher to submit the finalised SIDP to the next FGB meeting.</p>	<p>MW</p>	<p>09/10/23</p>
<p>13.</p>	<p>School Self-Evaluation Form (SEF):</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 updated in June 2023 prior to the Ofsted inspection at Saxlingham. Governors were advised that this was a live document that would be updated throughout the year.</p>		
<p>14.</p>	<p>Sports Premium impact statements and strategies</p> <p>The governing board reviewed the Sports Premium strategies. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q(WD): Have we carried over any Sports Premium?</p> <p>A: No. We are not allowed to carry over anymore. The reason we were previously allowed to carry over funding was due to the Covid</p>		

	lockdowns.		
15.	<p>Finance items:</p> <p>Latest BCR (Budget Control Report) The Executive Headteacher advised that the latest BCR had been circulated to the Chair of Governors and Finance Link Governor.</p> <p>Budget Deficit Reduction Plan The governing board reviewed the draft Budget Revision 2 (BR2) and accompanying deficit report document. A copy had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>Governors noted that the draft BR2 showed an improved picture. The Executive Headteacher advised that the way Norfolk funded SEND had changed to a means tested style of application following which funding may be awarded based on the needs and supporting documents.</p> <p>It was noted that additional funding had been provided though further children joining the school in-year and some children with an EHCP. Further SEND applications were being submitted.</p> <p>Governors noted the importance of the work of the schools in completing the INDES (Identification of needs descriptors in educational settings) applications processes.</p> <p>Q(WD): How many of the additional SEND applications have been recognised in the budget?</p> <p>A: We have two pupils with confirmed bridging funding. We have another child with a confirmed £16k. This is a cautious situation, and we hope could be better.</p> <p>Q (RO): Do we need to be providing more support for those children rather than it reducing our deficit?</p> <p>A: There will be a need to look carefully at the staffing needs.</p> <p>Q(WD): Will there be a need to increase staffing?</p> <p>A: There is no additional staffing need at Preston Primary at the moment, but potentially in a year. At Saxlingham there may be additional support needed for one child. There is a conversation to be had about one to one support.</p> <p>Q (CC): Will it be possible to utilise existing TA support providing one to one assistance?</p> <p>A: There is a discussion that needs to take place.</p> <p>It was noted that the Federation was still spending more than it received over the long term.</p>		

	<p>It was noted that the budget deficit reduction plan had been deferred as the current position showed a small surplus. The Executive Headteacher highlighted that the budget going forward was based on both schools being at Published Admission Numbers (PAN) for Reception and therefore this needed monitoring.</p>		
<p>16.</p>	<p>SIAMS:</p> <p>SIAMS SEF</p> <p>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 this had been updated at the end of the summer term. Governors were advised that the school had submitted the SIAMS SEF to Chris Allen at the diocese following the Spirituality training in July. The DSSO (Diocesan School Support Officer) felt it was a strong document.</p> <p>Governors were advised that the Executive Headteacher had arranged to meet with the local vicar to discuss SIAMS and the relationship with the local church.</p> <p>SIAMS question IQ3: How is collective worship enabling pupils and adults to flourish spiritually?</p> <p>The Executive Headteacher advised that Collective Worship was increasingly involving a wider selection of the school community with staff from across the Federation involved in leading Collective Worship. Children were also leading Collective Worship and selecting different aspects of it. Collective Worship was invitational and based on the GERRS approach.</p> <p>Q (CC): Do you feel that the Collective Worship at Preston has changed from just an assembly feeling by using the new approach?</p> <p>A: Yes. Some of this is visual through displays and other more obviously changes. The move to floor books which capture reflections and collect responses from children has been very positive.</p> <p>The Head of School (Saxlingham) advised that by having a wide range of people contributing to collective worship covered a wide range of different styles. What was done in collective worship was carefully structured and planned with links to events in the wider world and other areas of the curriculum. Governors agreed that collective worship was feeding into the vision of the school. Children were also given a question at the end of collective worship to reflect upon. Children were able to articulate the collective worship.</p> <p>Q (RO): How do you convey what is happening in collective worship to parents?</p>		

	<p>A: We could have a generic slide that shows the structure of collective worship showing the different themes and format which could be in the bulletin each week.</p> <p>Q (RO): Does the SIAMS process question parents in the same way as Ofsted?</p> <p>A: Yes, there is some feedback from parents.</p>		
17.	<p>Governor training:</p> <p>DPY advised that she had booked to attend the introduction to the new SIAMS Framework in October 2023.</p>		
18.	<p>Governor monitoring plans:</p> <p>It was agreed that as previously discussed, the Chair of Governors and Executive Headteacher would meet to set a plan for governor monitoring to fit in with the school plans.</p> <p>The Chair of Governors reminded all governors to fill in their narrative form following any monitoring visit.</p>		
19.	<p>Governing board correspondence:</p> <p>The Executive Headteacher advised that he had received an email about a potential development at Saxlingham behind the school.</p>		
20.	<p>Policy review:</p> <p>The following policies were reviewed and approved:</p> <ul style="list-style-type: none"> a) ECT Policy b) Teaching and Learning Policy c) Whistleblowing Policy and Procedures d) Governor Allowances Policy e) Social, Emotional and Mental Health (SEMH) Policy f) Business Continuity Plan g) Safeguarding Policy h) Safeguarding Handbook i) Probation Policy j) Disciplinary Procedure k) Healthy Eating Policy <p>Q(DPY): Do we need to reflect anything from the Ofsted recommendations in the Teaching and Learning Policy?</p> <p>A: This is not a major issue at the moment. As an SLT we will carry out further monitoring in both schools to see what is really happening. Updates will be provided at each meeting.</p>		

	The policies listed were formally proposed for acceptance en bloc. Proposed: DPY Seconded: CS All voted in favour with no abstentions.		
21.	Any other business: There was no other business declared.		
22.	Items deemed confidential: There were no items discussed that were deemed as confidential.		
23.	Date of next meeting: 16 October 2023 at 5pm at Preston Primary.		

Meeting closed at 6.55pm

Actions:

Item No.	Action Description	Owner	Target Date
3	Send a parent governor election pack to the Executive Headteacher.	CPY	30/09/23
6	Set a date for a Marketing Working Party.	MW	13/10/23
7	Governors to complete their declarations on GovernorHub.	All	30/09/23
8	Meet to discuss required link roles for monitoring purposes.	DPY, MW	13/09/23
9	Speak to the staff at Saxlingham about the potential of printing a banner to celebrate the Ofsted 'Good' grading.	MW	30/09/23
12	Submit the finalised SIDP to the next FGB meeting.	MW	09/10/23