

*'Living life to the full'.
John 10:10*



Tas Valley Church Schools Federation

Preston CE VC Primary and Saxlingham Nethergate CE VC Primary

Full Governing Board Meeting Monday 22 April 2024 at 6.30pm, Microsoft Teams Minutes

Present:

Diane Perry-Yates DPY (Chair of Governors)
Matthew Walker MW (Executive Headteacher)
Fiona Webb FW
Claire Smith CS
Tara Gillam TG
Anne Fry AF

Apologies:

Katie-Rose Lightfoot KRL
Claire Crawshay CC
Rebecca Orford RO
Lesley Allgood LA
Will Defoe WD

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>Apologies had been received from Lesley Allgood, Katie-Rose Lightfoot, Claire Crawshay, Rebecca Orford and Will Defoe. 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 advised that she had contacted Daisy Sutcliffe and confirmed that her role as governor had ended and she had been thanked for her time as a governor.</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 11 March 2024:</p> <p>The minutes of the meeting on 11 March 2024 were reviewed and approved as an accurate reflection. The minutes were digitally signed by the Chair.</p>		
4.	<p>Matters arising:</p> <p>The action list from the previous meeting was reviewed.</p>		

	<p>The Chair of Governors advised that she had not yet arranged a Parent Forum meeting to discuss the results of the parent survey.</p> <p>ACTION: Chair of Governors to arrange a Parents Forum to discuss feedback from the parent survey.</p> <p>The Executive Headteacher advised that he had investigated a Flexible Working Policy, and this would be submitted to the next FGB meeting for approval. It was highlighted that the policy would focus on a common-sense approach.</p> <p>ACTION: Executive Headteacher to submit a Flexible Working Policy to the next meeting.</p>	<p>DPY</p> <p>MW</p>	<p>27/05/24</p> <p>27/05/24</p>
<p>5.</p>	<p>Items for discussion under Any Other Business:</p> <p>There were no items declared.</p>		
<p>6.</p>	<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 SLT were discussing class structures at Preston Primary for the next academic year with an R/1 and Year 1/2 class depending on final numbers of admissions.</p> <p>Governors were advised that transition for the new intake was being planned with letters about to be circulated to the new parents. The school brochure had also been refreshed.</p> <p>Q(DPY): Looking at Preston Bumblebees, the attendance average does not seem right. What is the correct average?</p> <p>A: This will be confirmed.</p> <p>Governors were advised that the cleaner would be returning to the school earlier than expected and therefore the contract would need to be terminated.</p> <p>Q(DPY): What length of notice do we need to give the cleaning company?</p> <p>A: Four weeks.</p> <p>Q (AF): Are we concerned about attendance levels with 15 out of 63 being Persistent Absences (PA) which looks high compared to national average?</p> <p>A: In small classes the data looks worse as each child's data is a high percentage. There are 5 (33%) of that class with PA. One has an</p>		

<p>EHCP and another provision in place and these are skewing the data. Both children are SEND.</p> <p>Q (AF): Do we have targets, or an approach to raise attendance levels?</p> <p>A: We do have some people that take children out of school for unauthorised holidays, and we are issuing fines although it is not an effective deterrent for many people. There is little we can do about sickness too. Giving awards for 100% attendance has not historically been very effective and is hard to justify if a child has been absent with a genuine sickness.</p> <p>Governors commended the strong attendance levels at Preston Primary which was close to NA.</p> <p>Q (TG): It says that the childcare survey had been sent out; have you had results and was the LA advice helpful? Is there anything that governors can do to support?</p> <p>A: I met with a member of the LA Wraparound Care Team. The purpose of the meeting was to talk about the results and potential next steps. The situation is that the funding available is there for two years with the idea that any setting wanting to extend or develop wraparound care would be able to tap into this for a finite period until August 2026 by which time provision would need to be fully sustainable. The existing Breakfast Clubs were very rarely full, although recognised that wraparound care was important for some parents. There were some challenges identified including sustainability and how staff would cover the provision during sickness absence. There were considerations about the impact of withdrawing the service after two years if it was not self-sustaining. The results of the questionnaire showed that demand was very low in both schools and The LA feeling was that there was not sufficient demand for a sustainable model. Very few parents were using wraparound care at Preston at the current time. Some schools and provisions worked with external agencies for wraparound care, and these required a lot of demand across several schools. Other options were settings that offered transport to wraparound care provision. The LA had advised that they would approach the local registered childminders to see if they had capacity or whether they were interested in expanding their provision. They had also advised that the Preston Breakfast Club should be changed to offer food with other After School Clubs provided.</p> <p>Q (TG): As a solution could we be more consistent in the days that we run After School Clubs so that parents can plan or look at shorter after school provision until 4.30pm?</p> <p>A: These are all things we can look into.</p> <p>Q (CS): How will these spaces be given to people – there tend to be 14 places which go quickly?</p>		
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	<p>A: We would be looking at clubs where parents would have to pay a nominal fee which may help with that.</p> <p>ACTION: TG to forward wraparound care ideas to the Executive Headteacher.</p> <p>Q (FW): In your report you mention FSW, EHAPs; what are there?</p> <p>A: These are Family Support Workers or Early Help Assessment and Plan. These are below the level where a Social Worker would be involved.</p> <p>Q (FW): What is a DSSO?</p> <p>A: Diocesan School Support Officer. These are former headteachers of Church schools who support church schools with their development and headteacher wellbeing. The last meeting with the DSSO had provided good feedback of the school.</p> <p>Q (FW): Are the suspensions and prejudice related incidents connected?</p> <p>A: There are 3 children within Preston with SEND who had been subject to suspensions. All three are getting support from the Inclusion Team at the LA.</p> <p>The governing board noted the diary dates up until the end of the academic year and were invited to attend any events that they felt would be interesting.</p>	TG, MW	02/05/24
7.	<p>Safeguarding report:</p> <p>The governing board reviewed the safeguarding report section of the Executive Headteacher report and the action plan and online safety plan. A copy of these had been circulated prior to the meeting and can be found filed with these minutes.</p>		
8.	<p>School Improvement and Development Plan (SIDP) progress:</p> <p>The EHT advised that he would produce a more comprehensive update on the SIDP at the next meeting.</p>		
9.	<p>Resources reports:</p> <p>Budget</p> <p>The governing board reviewed the confirmation of the carry forward. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>Governors commended the strong financial position.</p> <p>The Executive Headteacher advised that the budget position had not</p>		

	changed since the previous meeting.		
10.	<p>Spring Term progress and attainment:</p> <p>The governing board reviewed the Spring Term progress and attainment reports. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>The Executive Headteacher advised that the data was 2 months out of date due to the Management Information System (MIS) being offline. Updated data would be provided to the next FGB meeting.</p>		
11.	<p>Saxlingham Nethergate Housing Development:</p> <p>It was noted that the development was being assessed by South Norfolk Council. The developers were working on the idea that they would receive approval in Autumn with anticipated work starting in March 2025.</p> <p>The Executive Headteacher advised that he had been asked by the developers if there were any immediate concerns. It was noted that the use of the staff car park could be impacted by construction traffic. Assurances were being sought about the checks that would be made on those working on the development close to the school.</p> <p>Q (FW): Has there been discussion about the type of fencing and screening that they will install at the rear of the properties? There is also a gate in the plans which could be used to the side.</p> <p>A: This will be discussed.</p> <p>Governors expressed concern with the narrowness of the site entrance and the security of the site with the potentially being people in gardens adjacent to the playing field. Concerns were also expressed about road safety.</p> <p>It was agreed that the Federation should start preparing a response to the formal consultation.</p> <p>ACTION: Chair of Governors and Executive Headteacher to meet to formulate a response to the housing development at Saxlingham Nethergate.</p>	DPY, MW	27/05/24
12.	<p>SIAMS:</p> <p><i>IQ4: How does the Federations theologically rooted Christian vision create an active culture of justice and responsibility?</i></p> <p>The Executive Headteacher advised that children being advocates for change was threaded throughout curriculum delivery. Different roles and responsibilities through the school council or eco-council were helping children to support others. Democracy is a British value that threads throughout the wider curriculum including PSHE, History and English</p>		

	<p>The Executive Headteacher advised of the activities that the children had undertaken such as sponsored events to support other causes and raising money to effect change in the school. There were roles that children aspired to within the school such as science and reading ambassadors, librarian roles and play time support.</p> <p>Governors noted that celebration of achievement and successes was through celebration assemblies, communication to parents, good job postcards.</p> <p>The Executive Headteacher advised that the Behaviour Policy was applicable to justice and what happened in the wider world. Children understood on a basic level that their actions could impact on others both positively and negatively. Children were given the opportunity to reflect on this. The policy was clear and easy to understand while reflecting the Christian ethos of the Federation.</p> <p>Governors commended the work that the school was putting into creating a culture of justice and responsibility.</p>		
13.	<p>Governor CPD:</p> <p>There had been no CPD since the previous meeting.</p>		
14.	<p>Governor monitoring:</p> <p>The Chair of Governors advised that she and CC had attended both schools to monitor RE. There had also been a monitoring day focusing on SEND with the SENDCo. It was noted that both monitoring reports had been uploaded to GovernorHub.</p>		
15.	<p>Governing board correspondence:</p> <p>There had been no correspondence received since the last meeting.</p>		
16.	<p>Policy review:</p> <p>The following policy was reviewed.</p> <p>a) RSHE Policy</p> <p>Governors reviewed the RSHE Policy. The Executive Headteacher advised that the only change was the reference to the vision since it had been updated.</p> <p>IT WAS RESOLVED that the RSHE Policy should be adopted. Proposed: CS Seconded: FW All voted in favour with no abstentions.</p>		
17.	<p>Any other business:</p> <p>There was no other business.</p>		

18.	Items deemed confidential: There were no items deemed confidential.		
19.	Reflection: how have discussions today helped the children and school to live life to the full: <ul style="list-style-type: none"> • There is opportunity to give children good learning and enrichment with the strong finances. • Ensuring that the environment stays health and protected before and after the housing development at Saxlingham Nethergate. • Governor Monitoring working well to give a good insight into the key aspects of the Federation. This was building good relationships between staff and governors. <p>The Executive Headteacher thanked governors for their interest in the school through monitoring. Governors agreed that it was good to see everyday life at the school.</p>		
20.	Date of next meeting: 3 June 2024 at 5pm, Preston Primary.		

Meeting closed at 6.55pm

Actions:

Item No.	Action Description	Owner	Target Date
4	Arrange a Parents Forum to discuss feedback from the parent survey.	DPY	27/05/24
4	Submit a Flexible Working Policy to the next meeting.	MW	02/05/24
6	Forward wraparound care ideas to the Executive Headteacher.	TG, MW	27/05/24
11	Meet to formulate a response to the housing development at Saxlingham Nethergate.	DPY, MW	27/05/24