

*'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 3 June 2024 at 5pm, Preston CE VC Primary Minutes

**Present:**

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

**Apologies:**

Lesley Allgood LA  
Katie-Rose Lightfoot KRL  
Laura Knight LK (Head of School, Saxlingham)

**Absent:**

Tara Gillam TG

**In Attendance:**

Christopher Perry-Yates CPY (Governance Professional)  
Jo Firman JF (Head of School, Preston) – via Teams  
Zoe Ladbrooke ZL (SENDCo and Science Subject Lead)  
Rachael Farley RF (Science Subject Lead, Preston)

Item No.	Item and discussion	Owner	Target Date
	<p><b>Presentation from Science Subject Leads:</b></p> <p>Governors received a presentation from the Science Leads at both schools. It was noted that both Subject Leaders were members of the Ogden Trust the Federation was involved in the Science Ambassadors scheme which included training, lunchtime clubs, science week and an engineering project.</p> <p>It was highlighted that the Federation was trialling STEM engineering in Key Stage 2 which included the opportunity to build a working go-cart and steam engine.</p> <p>Governors were given an overview of the assessment methods used for science which included use of a hexagon grid system. There were two strands to science assessment which were the practical parts alongside the knowledge base. A lot of the focus for assessment was on the skills base but there was a need to ensure the knowledge base was being built on to show progression. These would be passed on to the teacher for the following academic year so that they could plan the progression. The expectation would be that data would be collated over Summer 2 to show what the children had achieved.</p>		

**Q(WD): What involvement do parents have in terms of awareness of the teaching and reinforcing it at home?**

**A: The objectives are the national curriculum objectives and the would be included in the report to make parents aware of the objectives for each term. We also set science project based homework.**

Governors were advised that there had been a trip to Tyrells Wood linked to a science project and a space project. There had also been dentist, nurse, fossil expert and arctic explorer visits to each school. It was noted that 24 children had signed up for a lunch-time science club which had focused on building a tower with limited resources.

It was highlighted that Forest Schools was being delivered to support SEND children at Preston Primary which consisted of one hour each week. Plans were in place to train a Teaching Assistant to Level 2 in Forest Schools. The Executive Headteacher advised that there were investigations to identify suitable training and that this was ultimately likely to be a Federation role. Governors noted that parents were known to make choices of schools based on whether a school could offer Forest Schools.

Governors were advised that there were 19 children signed up for an afterschool gardening club.

It was noted that the Federation had been involved in Science Week which included online seminars that the children could access plus a project for the creation of rockets along with other science projects. EYFS (Early Years Foundation Stage) would be visiting the Bug Park and KS2 children would be visiting Banham Zoo.

Governors were shown examples of science floor books.

**Q (AF): Do you link with the Science Festival at The Forum in Norwich?**

**A: We did this last year through grant funding and free tickets but some of this is too costly and logistically difficult. There was not the same offering in the current year.**

Governors commended the content and format of the floor books.

It was highlighted that pupil voice and schoolbook monitoring showed that the knowledge and retrieval of the children from previous work was strong. There was a good vocabulary and were able to articulate what they had been learning. Governors were shown examples of the pupil voice.

**Q (RO): Do you have enough resources to support the curriculum?**

**A: There are resources that are required to support the curriculum.**

	<p>It was noted that children had indicated that they enjoyed science and liked it to be challenging. Children also enjoyed the practical side of the science projects.</p> <p>Governors were shown evidence of good practice which was being shared with staff across the Federation. Marking had been seen to be consistent and there was evidence of objectives being assessed by both the teacher and pupil. Future monitoring would include checking that children were given time to respond to marking and next steps.</p> <p><b>Q(DPY): Do you feel that we are selling what we are doing in science?</b></p> <p><b>A:</b> We include a science focus in our weekly newsletters and include the Science Ambassadors. We could consider having parental involvement in Science Week.</p> <p><b>Q (AF): How does the discipline used in science fit in with other subjects?</b></p> <p><b>A:</b> This is something we have started to develop. We have Arts Week that has elements of science too. We also have geography habitat work that links to science. There is a range of crossover in the curriculum. The science units we have used were chosen as they marry into the themes of each half-term.</p> <p>It was noted that there were some areas such as ecology and biology that required further resources. The Federation had looked at joining The Teacher Scientist Network which would provide links to resources and information.</p> <p>Governors thanks and commended the subject leads for their work and presentation.</p>		
<p><b>1.</b></p>	<p><b>Register of attendance and apologies:</b></p> <p>Apologies had been received from Lesley Allgood, Laura Knight and Katie-Rose Lightfoot. All other governors were in attendance and agreed to accept the apologies offered.</p> <p>It was noted that Tara Gillam was absent without apologies.</p> <p>The Governance Professional advised that the meeting was quorate.</p>		
<p><b>2.</b></p>	<p><b>Declarations of pecuniary interests:</b></p> <p>There were no new pecuniary interests declared.</p>		
<p><b>3.</b></p>	<p><b>Minutes of the previous meeting on 22 April 2024:</b></p> <p>The minutes of the meeting on 22 April 2024 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>It was agreed to carry forward the following action:</p> <p><b>ACTION: Arrange a Parents Forum to discuss marketing and feedback from the parent survey.</b></p> <p>All other actions had been completed.</p>	DPY	19/07/24
<b>5.</b>	<p><b>Items for discussion under Any Other Business:</b></p> <p>There were no items declared.</p>		
<b>6.</b>	<p><b>Executive Headteacher's report:</b></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>Q (CC): Was the issue with mid-year leavers a concern?</p> <p>A: This is not something specific to either of our schools. There are no comments about parents moving their child because they were not happy with the schools. There seems to be a general mobility at the moment. We do have some year groups that are full and over Published Admission Number (PAN).</p> <p>Q(DPY):The report mentions 'Bystander training' what does this comprise?</p> <p>A: NCC in conjunction with the Crime Commissioner's Office for Norfolk offered a Bystander Intervention Programme to schools to educate staff and pupils about the issue of sexual harassment, sexist language and abuse in all settings from primary schools to colleges. Claire Smith and Matt Walker have completed the training. Staff have completed a survey regarding this. Training will be cascaded in September.</p> <p>Q(DPY):Eco and School Council is mentioned - where is it on the website for both Schools?</p> <p>A: I do not believe that we currently have a section on the website – this is something that can be implemented.</p> <p>Q(DPY):Thank you all for pulling the prospectuses together, they are very comprehensive and easy to read. I have just one observation: being a Church School – 3rd para says, 'for those of all faiths and none'. You might like to consider 'all beliefs or none' this I think includes a humanist approach whereby some people have strong beliefs, but they are not necessarily seen as faith.</p>		

<p>A: This can be amended.</p> <p>Q(DPY): With a potential loss of numbers on roll, particularly at Saxlingham, should we be looking at our marketing strategy again?</p> <p>A: Yes.</p> <p>Q(DPY): The drop in Federation numbers is 15, is this in line with budget predictions?</p> <p>A: Yes.</p> <p>Q(DPY): Do the prejudice related incidents relate to the suspensions and what has been done to address them?</p> <p>A: Not related to suspensions. All prejudice related incidents are followed up thoroughly; actions depend on the situation; however, this is likely to involve group or class-based work/social stories etc. Parents of perpetrator and victims are routinely informed.</p> <p>Q(DPY): Well done to Karen Singleton who has successfully applied for a local School nature grant for Saxlingham. It would be really helpful, once the project has started if Karen would be happy to present to the FGB on what it entails and who is involved.</p> <p>A: This can be organised</p> <p>The headteacher advised that the Multiplication check and Phonics check windows were very close to being delivered.</p> <p>Q (CC): What were the expectations of those staff on long-term absence?</p> <p>A: We have one on phased return and another where we are working with staff.</p> <p>Q (RO): Has there been any parental concern about long-term absence?</p> <p>A: There has been nothing reported.</p> <p>The Executive Headteacher advised that he had received the draft Ofsted report for Preston Primary. This would be live once the school had the opportunity to respond before the final version. Governors commended the staff at both schools for their work during the inspection.</p> <p>Governors were advised that a parent had made an anonymous complaint to Ofsted about an issue at Preston CE VC Primary relating to bullying. Following an investigation by the Local Authority they were happy that all processes were in place and there were no recommendations. There had been no formal complaints relating to this previously. Governors discussed ways that the Federation could be more transparent about how concerns were addressed in light of a few comments during the recent ParentView</p>		
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	<p>which showed that there was an issue with perception. It was agreed that providing more opportunities for parents to visit the school and be involved in learning would help foster strong relationships.</p> <p>Governors commended the prospectuses for both schools and agreed that there was a need to separate the documents from the operational information into a more promotional document. It was agreed that this should be discussed by a marketing working party of governors.</p> <p><b>ACTION: Chair of Governors to arrange a marketing working party.</b></p> <p>It was noted that residents in Saxlingham had reported that they saw the school as a strong part of the community.</p>	DPY	30/06/24
7.	<p><b>Safeguarding report:</b></p> <p>The governing board reviewed the safeguarding report section of the Executive Headteacher’s report and annual safeguarding report. A copy of these had been circulated prior to the meeting and can be found filed with these minutes.</p> <p>There were no questions.</p>		
8.	<p><b>School Improvement and Development Plan (SIDP) progress:</b></p> <p>The governing board reviewed the SIDP update. 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 Federation was on track to meet the main priorities.</p>		
9.	<p><b>Discussion – Impact of DfE Attendance Strategy:</b></p> <p>The governing board reviewed the Fixed Penalty Notice (FPN) document from the Local Authority. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was agreed that parents would need to be made aware of the changes. The Executive Headteacher advised that it was likely that the Attendance Team at the Local Authority usually sent out template letters for parents at the start of the new academic year.</p> <p><b>Q(DPY): Are there any parents that this change in policy may impact on?</b></p> <p><b>A: Potentially.</b></p> <p>Governors agreed that parents were already aware of the Fixed Penalty Notice system.</p> <p><b>Q(DPY): Does the school issue FPN?</b></p> <p><b>A: Yes, although there are schools that don’t.</b></p>		

<b>10.</b>	<p><b>Discussion – Changes to RSE (Relationships and Sex Education) for children below age 9:</b></p> <p>The governing board reviewed the DfE guidance and consultation documentation on the proposed changes to RSE delivery. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p><b>Q(DPY): Will there be a questionnaire for the Federation to respond to?</b></p> <p><b>A:</b> Yes.</p> <p><b>Q(DPY): Will this become an issue for RSHE delivery?</b></p> <p><b>A:</b> I don't think this will be a huge issue. Ofsted asked about parental engagement with RSHE, and they wanted to know how many parents chose to withdraw their children from aspects of RSHE. We have only had two cases in the last two years: one for cultural reasons and the other for a safeguarding reason.</p> <p>Governors agreed that the Executive Headteacher had their full support in any decision made in response to the consultation.</p> <p>The Executive Headteacher advised that the school used a recognised and validated scheme for the delivery of RSHE and this would be updated in line with any changes.</p>		
<b>11.</b>	<p><b>Resources reports:</b></p> <p><b><i>Budget Control Report (BCR)</i></b></p> <p>The governing board reviewed the latest BCR. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that the budget was in line with expectations.</p> <p><b>Q(WD): Under Funds Delegated by the LA to date we have a shortfall of £18k; are we still expecting to get this?</b></p> <p><b>A:</b> This is due to having slightly less pupils on roll.</p> <p><b>Q(DPY): Pupil Premium shows 115.30% income which is an increase over budget of £7,060. Would you clarify?</b></p> <p><b>A:</b> Pupil Premium has been matched to actual income. This is due to a joiner being Pupil Premium.</p> <p><b>Q(DPY): E03 – Supply 30% is slightly up on budget for this point in the year is this likely to continue?</b></p> <p><b>A:</b> This is linked to the long-term absence of 1 teacher at Preston. It is offset by insurance claims.</p>		

<p>Q(DPY): E10 – Supply Teacher Insurance- I am assuming this due to timing?</p> <p>A: Yes. Claims can be made on a monthly basis for the previous month, i.e. In May 2024 we can claim for April 2024, etc.</p> <p>Q(DPY): E13 – Grounds Maintenance is up on budget, is this for anything that was not budgeted or just timing?</p> <p>A: This is the cost of line marking both playgrounds (offset by reducing unallocated sports funding).</p> <p>Q(DPY): E14 – Cleaning – is up on budget is this for contract cleaning?</p> <p>A: Reduce cleaning materials by £1000 (end of contract) and increase window cleaner to £1500. Reduce cost of contract cleaning to £3000 due to early return of cleaner from maternity leave. Metro Rod services additional £108 (Saxlingham)</p> <p>Q(DPY): E26 – Agency Supply – is this likely to increase over budget?</p> <p>A: No. We have a member of staff on a temporary contract (we had anticipated using an agency, but this has not been necessary).</p> <p>The Executive Headteacher advised that Budget Revision 1 (BR1) was due in early June and may need to be circulated for approval via GovernorHub. It was noted that there was some uncertainty over Element 3 SEND funding which may impact at BR1. It was noted that the Federation was in a healthy financial position which would help if there were any reductions.</p> <p><b>Spring Term RAG</b></p> <p>The governing board reviewed the Spring Term Financial RAG report. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>It was noted that the RAG rating was A2. The fall in numbers on roll was highlighted.</p> <p>Q(DPY): Do we need to revisit the plans we have for a drop in roll numbers?</p> <p>A: Might need to clarify which plans we are referring to before answering the question.</p> <p><b>Quotes for climbing frame – Saxlingham</b></p> <p>The governing board reviewed the quotes for a new climbing frame at Saxlingham Nethergate C E VC Primary. A copy of this was circulated prior to the meeting and can be found filed with these minutes.</p> <p>Q (AF): Is the recycled climbing wall going to last?</p> <p>A: Yes. They will change all the climbing rocks and re-use the board.</p>		
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	<p>It was agreed to seek reassurance that the surface for the climbing frame was fit for purpose.</p> <p>After reviewing the three quotes <b>IT WAS RESOLVED</b> to approve the quote from NGF Play at a cost of £8,227.20 subject to reassurance about the surface material. It was noted that this was the least expensive quote but offered value for money.  <b>Proposed: CC    Seconded: CS</b>  <b>All vote din favour with no abstentions.</b></p> <p>The Executive Headteacher advised that the Federation was seeking quotes for the playground markings at both schools which would be presented at the next FGB meeting.</p>		
<p><b>12.</b></p>	<p><b>Spring Term progress and attainment:</b></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 Chair of Governors advised that the presentation from Juniper is very useful. It was noted that from the data it looked as though Preston data was strong. Year 6 combined showed that the school was at are 57.9% from combined RWM (Reading, Writing and Maths) which was well above local average.</p> <p><b>Q(DPY): Is the Y6 RWM from Juniper at Preston in line with the schools' predictions?</b></p> <p><b>A:     Yes.</b></p> <p><b>Q(DPY): Is it possible to use the same data report at Saxlingham?</b></p> <p><b>A:     Yes, in future.</b></p> <p>It was agreed to discuss this further at the next FGB meeting.</p>		
<p><b>13.</b></p>	<p><b>SIAMS:</b></p> <p><b><i>IQ6: Is the Religious Education curriculum effective?</i></b></p> <p>The Executive Headteacher advised that the Federation used the Norfolk Agreed Syllabus, Understanding Christianity and resources from NATRE to cover the 3 strands of RE: theology, philosophy and human/social sciences.</p> <p>The RE curriculum built on prior learning about a range of religions and world views, fostering respect for others and laying the foundations for future learning. Christianity comprised 51% of RE curriculum and the concepts and themes directly link to our Collective Worship provision.</p> <p>Governors were advised that cross-curricular teaching supported learning about British Values, SMSC. Concrete experiences supported the development of empathy and promote respect for the ideas and practices</p>		

	<p>of others, including a focus on a lived reality. Pupils knew their ideas would be valued by all.</p> <p>RE had a high profile within the curriculum and was a priority for the SLT. The SLT prioritised professional development in RE for all staff. RE was monitored regularly, with collaboration by subject leaders across the Federation. There was external validation of the RE curriculum from VNET and from the Diocese. Staff had participated in training: e.g. Understanding Christianity and RE Advisor had supported and given advice regarding our curriculum model and structure.</p> <p>The Executive Headteacher advised that the Culham St. Gabriel grant of £1000 had been used to support learning about other faiths. The Federation sought opportunities to meet with people from different world religions, where faith and cultural practices could be discussed. This had included visits to Jewish place of worship, and visits from members of the Hindu faith. Links had been established with the Norwich Interfaith Society.</p>		
14.	<p><b>Governor CPD:</b></p> <p>DPY advised that she had booked on finance training and Headteacher Performance Management Training.</p> <p>It was agreed that a selection of governors should renew their Safer Recruitment training.</p> <p><b>ACTION: Executive Headteacher to arrange Safer Recruitment training for DPY, MW, CC, CS.</b></p>	MW	30/06/24
15.	<p><b>Governor monitoring:</b></p> <p>It was noted that TG had booked a monitoring visit. AF advised that she would be arranging a visit to monitor SEND provision.</p>		
16.	<p><b>Governing board correspondence:</b></p> <p>There had been no correspondence received since the last meeting.</p>		
17.	<p><b>Policy reviews:</b></p> <p><b>a) Collective Worship Policy</b> The policy was reviewed. There were no questions.</p> <p><b>b) Confidentiality 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) Flexible Working Policy</b> The policy was reviewed. There were no questions.</p>		

	<p>Governors commended the work that the Executive Headteacher has put into the document.</p> <p><b>e) Grievance Policy</b> The policy was reviewed. There were no questions.</p> <p><b>f) Homework Policy</b> The policy was reviewed. There were no questions.</p> <p><b>IT WAS RESOLVED</b> that the policies listed above should be adopted. <b>Proposed: CS    Seconded: FW</b> <b>All voted in favour with no abstentions.</b></p>		
18.	<p><b>Any other business:</b></p> <p>There was no other business.</p>		
19.	<p><b>Items deemed confidential:</b></p> <p>There were no items deemed confidential.</p>		
20.	<p><b>Reflection: how have discussions today helped the children and school to live life to the full:</b></p> <ul style="list-style-type: none"> <li>• Agreed a new climbing frame.</li> <li>• Identified resources needed for science and discussed ideas for the future.</li> <li>• Engaged effectively with the Ofsted process.</li> <li>• Agreed to reflect on the marketing of the Federation.</li> <li>• Identified that there was a need to address parental misconceptions over bullying within the schools.</li> <li>• Remaining well informed and interested as a governing board.</li> </ul>		
21.	<p><b>Date of next meeting:</b></p> <p>15 July 2024 at 5pm, Saxlingham Primary.</p>		

Meeting closed at 7.02pm

**Actions:**

Item No.	Action Description	Owner	Target Date
4	Arrange a Parents Forum to discuss marketing and feedback from the parent survey.	DPY	19/07/24
6	Arrange a marketing working party.	DPY	30/06/24
14	Arrange Safer Recruitment training for DPY, MW, CC, CS.	MW	30/06/24