



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Board of Swallowtail Federation of Church Schools
13th December 2022, 16.30 at Catfield

Governing Board	Initials	Role	Present / Apologies / Absent
Rosie Booker	RB	Co-opted Governor	Present
Natalie Butcher	NB	Headteacher/Governor	Present
Angie Johnson	AJ	Foundation Governor	Present
Martin Petersen	MP	Co-opted Governor	Present
Linda Russell	LR	Foundation Governor	Present
Jacqui Sinkins	JS	Staff Governor	Present
Josie Upton	JU	Parent Governor	Apologies
Sheila Watts	SW	LA Governor/Chair of Governors	Present
Also Present			
Emma Barker	EB	SENCo	Present
Justine Petersen	JP	Clerk	Present

1. Welcome & opening prayer	SW welcomed all present and thanked them for attending. The meeting opened with a moment of quiet reflection on the recent Ofsted inspection at Catfield.
2. Apologies & absence	Apologies were received and accepted from Josie Upton. AJ had advised she would be late as she was attending cyber security training.
3. Declaration of Interests	SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared. No new interests were declared.
4. Update from SENCo	<p>The SEN Policy has been updated and it is on the website. All steps are in action. Federation data is published on the website as part of the SEN Report. The Report is legally compliant, but it does not accurately present the full offer in school. EB will work on it after Christmas, with support from St Benet's.</p> <p>The Federation is in line with national in terms of numbers and the highest incidence (communication). Four EHCP needs assessments have been requested and one has already been accepted. This will bring the percentage of EHCPs in line with national.</p> <p>The funding application process is now much tighter and applications cannot be submitted without a self-evaluation. These have been done for all three settings. They directly inform the strategic plan for next year, and they were shared with Ofsted. The priorities are to consider how the curriculum supports and is accessible to SEND children, using data to inform planning and upskilling teachers to meet the needs of all children. Ofsted agreed with these priorities.</p> <p>The highest incidence is communication, and particularly speech and language. A graduated approach has been embedded in the policy, and this is part of the Code of Practice. It is a continuum where teachers learn how to assess children and decide on appropriate provision. The 7Cs are being used, and teachers, families and children are becoming more aware. The Early Years Development Journal is used for non-verbal children. All assessments are strength-based.</p> <p>All children on the SEND register have a pupil passport, and teachers are taking responsibility for those. Huge changes have been made since September, and staff have been very receptive. EB is working with St Benet's and Autism in Education, and she is delivering staff CPD.</p> <p>The Federation has bought into the Educational Psychology Support Service, and the package is bespoke. Two School to School referrals have been made.</p>

	<p>EB will get parental feedback in the summer term. She met personally with all families in September, and she will continue to send information termly. All children will have an annual review in the summer, and parents will be invited to attend.</p> <p>Gov: There is a more thorough approach than we have seen in recent years, and you are adhering to the policy? SEN provision was reviewed when EB took up her post. The focus has been on upskilling staff because it is very new. The foundations are now in place.</p> <p><i>Confidential discussion.</i></p> <p>Gov: Do staff know how to access pupil passports readily? Yes. The focus next term will be metacognition and teaching children how to learn independently. The first page of the passport is pupil voice, and the second is a list of adjustments. The 7Cs are used, and three interventions are selected to remove barriers.</p> <p>Twilight CPD will take place tomorrow with all staff, looking at scaffolding and the role of support staff in the classrooms. The focus will be on SEN, but it will benefit all children. It will be reinforced by St Benet's in the January inset. Support staff will attend workshops on maths and English scaffolding.</p> <p>Gov: Is that CPD bespoke to the Federation? No, it is with other schools, but there is no financial cost to the Federation. EB attends the St Benet's SENCo forum. This is invaluable, and it supported with Ofsted.</p> <p>SW thanked EB for her update.</p> <p><i>EB left the meeting at 16:47.</i></p>
5. Minutes of Previous FGB Meeting	The minutes of the meeting held on 20 th September 2022 were unanimously approved without amendment.
6. Matters Arising	<p>AJ attended a GDPR monitoring session, but the second was cancelled because of Ofsted. Action – AJ to complete GDPR monitoring. SW has not yet monitored equality and diversity. Ofsted agreed there was clear evidence it is taught in school. Action – SW to monitor equality and diversity. The Safeguarding Report will be presented to governors in the summer 2 FGB. The Clerk will check the declarations on Governorhub to ensure all are complete. Action – Clerk to check declarations on Governorhub and chase any that are outstanding. SW has arranged to attend governor safeguarding training on 26th January. RB will also complete. Action – RB to complete governor specific safeguarding training. The Clerk will check all governors have completed Prevent training this year. Action – Clerk to check Prevent training is in date for all. The budget meeting took place, but the second has not been arranged. Action – Second budget meeting to be arranged. St Benet's CPD sessions are not open to governors at this time. All other actions were agreed as complete or had been superseded.</p>
7. Committee Updates	<p>Achievement & Standards – 24th November 2022 LR advised that the Maths Lead had been particularly impressive, and the English Lead will attend the next meeting. The input from the subject leads show governors are performing their strategic roles, and the FDP is being monitored. Governors choose to invite subject leads to the A&S Committee to gain a deep understanding of practice and development in their area, and they hold subject leads to account. The first to attend was the RE Lead who was specifically chosen because of the Federation's church school status.</p> <p>Resources & Premises – 24th November 2022 The budget is monitored closely, and the organisation of staff was the Governing Board's strategic role in action.</p> <p>Networking with Other Schools</p>

	<p>NB highlighted the benefits of working and cooperating with St Benet's, including opportunities for support staff to be involved in high-level training. The Federation could not have offered this alone.</p> <p>Gov: What is happening with County networking? Maths networks take place half termly for an hour online. There have been significant cutbacks. The Partnership Advisor sent a category letter. NB asked her what support was available from the LA, and there is nothing. NB requested County Inclusion speak with Ofsted during the recent inspection at Catfield, but they could not do so.</p>
<p>8. Governing Board</p>	<p>Update on Membership and Recruitment Plan Deferred until next meeting. Action – Update on Membership and Recruitment Plan to be added to next agenda.</p> <p>Stakeholder Engagement The termly newsletters are continuing and Ofsted provided an opportunity to get parent view at Catfield. Only 16 responses were received, but the timescale was very tight. Feedback from Ofsted was that responses were very positive.</p> <p>Gov: When did governors last do a parent survey? In the summer term. Parent surveys are included in the Annual Business Planner. Another pupil voice will be done soon.</p> <p>NB invited governors to attend the Federation Day at Sutton on 10th January. It would focus on vision.</p> <p>Governor Monitoring Reports Equality and diversity and GDPR were covered above. AJ has not yet monitored safeguarding and the Single Central Record or Pupil Premium. Action – AJ to monitor safeguarding and Single Central Record and Pupil Premium. LR advised that the SIAMS framework will change in September and there will be greater focus on impact. She will meet with the RE Lead after Christmas, and she will provide support with the SEF amendments.</p> <p>Governor Training SW reminded all governors to ensure any training is added to their logs.</p>
<p>9. Finance</p>	<p>Approval of Budget Revision 2 SW advised that County had accepted the budget with a small deficit in year 2 and a larger one in year 3. The main reasons were the non-funded salary increases and the increasing cost of living. These have been included in the budget, but there is no increase in pupil funding. NB stressed that cautious decisions are being made. Two members of staff left in the summer, and they have not been replaced. This is strategically in line with where the Federation is heading in terms of SEN.</p> <p>Revision 2 was unanimously approved without amendment. The paperwork had not been received straightaway because of illness at County. JS also attended the budget meeting to ensure additional capacity in the event of NB's absence.</p> <p>Capital Project Proposal and Monthly Monitoring NB provided information on two proposed capital projects.</p> <p>ICT at Hickling is poor, and there are no laptops. The computing curriculum cannot be delivered. Catfield needs iPads, and wireless access is poor at Catfield and Sutton. Laptop storage is also needed.</p> <p>NB has been informed of additional capital funding for schools around energy efficiency, and the Federation will receive c. £32k split across the three schools. This will be used to purchase a new front door for Catfield. NPS will discount the cost because of the expense involved in repairing the current door. The funding must be used this year, but it can be used elsewhere if governors make a strategic decision that it is not needed for energy efficiency. It will go into the capital pot and NB will consider other spending priorities.</p>

	<p>Three quotations have been sourced where required, and all were circulated in advance of the meeting.</p> <p>Gov: Will the purchase of ICT also be funded from capital? Yes.</p> <p>Governors unanimously agreed to spending of £3k on the new door at Catfield, and £10k on ICT resources and improvements.</p> <p>The capital BCR shows the total available capital is £38605. This does not include the additional £32k energy efficiency payment.</p> <p>Gov: Will we receive advice from NPS about how the funding could be used? Yes.</p> <p>Gov: Is the ICT upgradable? NB advised it is the most up to date equipment, but the Federation does not have a rolling programme.</p> <p>Gov: Can the machines be upgraded? There will be scope for this, but it will not be without limits.</p> <p>It was agreed this would be monitored by the R&P Committee. Governors have no concerns about the frequency of monitoring, and NB will ensure all relevant documentation is uploaded to the relevant folder.</p> <p>Cyber Security Themed Audit NB and JS have completed the County document. All red actions are complete except for a nominated governor link for cyber security. It was agreed that AJ would undertake this role as it relates to GDPR and she has already attended cyber security training.</p> <p>Some of the amber actions have already been completed, and timeframes are in place for others.</p> <p>Gov: Do the colours relate to what has been completed? No, they are colours put in by County. Red actions need to be complete this term, and there is slightly longer for others.</p> <p>Gov: Should governors ensure they check progress of the amber actions? It was agreed that a governor would monitor the response to the Cyber Security Themed Audit in the summer term.</p> <p>NB stressed the need for the minutes of the current meeting to be sent to County before the deadline of 31st December. It was agreed they would be approved on Governorhub and submitted.</p> <p>Action – Minutes of this meeting to be approved via Governorhub and submitted to County before 31st December.</p>
<p>10. Headteacher Report</p>	<p>Governors thanked NB for her written report.</p> <p>Six more children will join Catfield in January. The increase in roll and any associated funding be factored into the next budget.</p> <p>The falling rolls at Hickling and Sutton are a concern, but this is an issue County-wide. Two children will leave Hickling at the end of this term.</p> <p><i>AJ joined the meeting at 17:32.</i></p> <p>Sutton pre-school is doing very well, and one child will join from another local setting.</p> <p>Attendance overall is positive.</p> <p>Gov: Hickling is low? Two children have had term-time holidays. Ofsted had no concerns around attendance at Catfield.</p> <p>Behaviour is good and there have been fewer suspensions overall. Three have been issued in the last few weeks.</p> <p>All schools now have a DSL and safeguarding requirements are met. Assessments are taking place, and data will be presented at the next meeting of the A&S</p>

	<p>Committee.</p> <p>Gov: What is the impact of the moderation network? JS advised the sessions are spread across the year. The first took place online, but the next will be in person with an opportunity to take work and meet with other practitioners.</p> <p>Gov: What did the review of art and maths tell us? It was a fantastic day of CPD, and it prepared staff well for Ofsted.</p> <p>Gov: Where are we now? A robust curriculum is in place, but leaders are not yet able to measure the impact.</p> <p>The LA has placed the Federation into category C, and governors are fully aware. This is due to numbers on roll being low and declining, low KS2 outcomes over time, and the deferral of the Ofsted inspection that has now taken place. A Partnership Advisor has been allocated.</p> <p><i>Confidential discussion.</i></p>
11. Federation Development Plan and SEF	Covered in the Headteacher's Report.
12. Future of the Federation Moving Forward	<p>NB had highlighted the excellent support provided by the Diocese, but the DfE funding will cease at the end of the academic year.</p> <p><i>Confidential discussion.</i></p> <p>NB informed governors that St Benet's has challenged the school around children being taught outside of their chronological year group and the need to ensure Ofsted compliance. This model is used for some children at Catfield, and NB has spoke with the parents today.</p> <p><i>NB and JS left the meeting at 18:17.</i></p>
13. Headteacher Performance Management	<p>Confirmation that Headteacher Performance Management has taken place and new targets have been set</p> <p>LR advised that this took place online because the External Advisor was unable to come into school.</p> <p><i>Confidential discussion.</i></p> <p><i>NB and JS returned to the meeting at 18:20.</i></p>
14. Policy Approval	<p>The following policies were unanimously approved without amendment:</p> <ul style="list-style-type: none"> • Behaviour • Online Safety • Teacher Performance Management
15. Future dates of school events	Included in the Headteacher's Report.
16. AOB	None.
17. Date and Time of Next Meeting	The next scheduled meeting is on Tuesday 7 th February 2023, 16:30 at Sutton, but an additional meeting will be arranged in the New Year.
18. Summary Statement	Governors have given careful strategic consideration to the position going forward, bearing in mind the demands upon the school and the resources available.
19. Closing Moment with Prayer	The meeting ended with a moment of quiet reflection of the decisions to be made going forward.

With no further business the meeting finished at 18:23

Signed by the Chair of Governors as a true record of the meeting:

Date:

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