



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Body of Swallowtail Federation of Church Schools
Held at Hickling School on Monday 4th February 2019, 6pm

Attendance	<p>Sheila Watts (SW) LA - Chair Angie Johnson (AJ) – Foundation Martin Petersen (MP) – Co-opted David Lloyd (DL) – Co-opted Natalie Fiske (NF) - Staff Julie Wones (JW) – Co-Head Natalie Butcher (NB) – Co-Head Justine Petersen (JP) - Clerk</p>
1. Welcome & opening prayer	<ul style="list-style-type: none"> ➤ SW welcomed all present to the meeting and thanked them for attending. ➤ The meeting was opened with a moment of quiet reflection
2. Apologies & absence	<ul style="list-style-type: none"> ➤ Apologies were received and accepted from Jennie Nichols and Linda Russell. ➤ SW informed governors that Shaun Cushion had resigned from the Governing Board. He had not felt able to fulfil his commitments but he had wished the Federation well.
3. Declarations of Interest	<p>Governors were given the opportunity to declare any new business interests or potential conflict of interest arising from the items on the agenda.</p> <ul style="list-style-type: none"> ➤ SW is married to an MSA at Sutton. ➤ MP is married to the Clerk.
4. Minutes of Previous FGB Meetings	<ul style="list-style-type: none"> ➤ The minutes and confidential minutes of the meeting held on 11th December 2018 were unanimously approved without amendment.
5. Matters Arising	<ul style="list-style-type: none"> ➤ The arrangements have changed for filing Governing Board papers. JN will file signed minutes at Sutton. NB has found some files at Catfield. She will take to Sutton to ensure they can be destroyed. <p>Action – NB to take old files to Sutton to check they can be destroyed.</p> <ul style="list-style-type: none"> ➤ The Clerk informed the Diocese of JN's appointment and SC's resignation. She has reminded the Diocese of the foundation vacancies. SW has been in contact with Rev Deborah. She is also in contact with a potential new governor from Hickling. She will arrange a meeting. <p>Action – SW to arrange to meet potential new governor from Hickling and renew contact with Rev Deborah.</p> <ul style="list-style-type: none"> ➤ The Clerk amended the attendance log. It is on the website. ➤ AJ has audited the SCR at Sutton. ➤ The Pay Policy was approved by the R&P Committee on 23rd January.
6. Committee Updates – 23rd January 2019	<p>Achievement & Standards:</p> <ul style="list-style-type: none"> ➤ Minutes were circulated. No comments of concerns. <p>Resources & Premises:</p> <ul style="list-style-type: none"> ➤ Minutes were circulated. No questions or comments. <p>Cluster:</p> <ul style="list-style-type: none"> ➤ The cluster heads would meet the following day. Attendance will be on the agenda.
7. Headteacher Report	<ul style="list-style-type: none"> ➤ The report was circulated in advance of the meeting. ➤ Was there any staff feedback following the Nurture UK training? JW advised that the feeling across the staff was mixed. Some have really embraced it and are keen to see what they can put in place to improve the social and emotional health

	<p>of their class, while others are conscious of the workload. They have been given additional time to complete the Boxhall profiles. Conversations around how these could be used were positive.</p> <ul style="list-style-type: none"> ➤ <i>Confidential discussion.</i> ➤ SW requested fire alarm quotations be added to the next R&P agenda. <p>Action – Clerk to add fire alarm quotations to next R&P agenda.</p> <ul style="list-style-type: none"> ➤ Catfield attendance is concerning and is being closely monitored. ➤ <i>Confidential discussion.</i> ➤ <i>There are high levels of persistent absence among c. 10 children from 3 families.</i> ➤ JW has received quotations for an attendance support package.
<p>8. Budget Update</p>	<ul style="list-style-type: none"> ➤ No update at this meeting.
<p>9. Small Schools Review</p>	<ul style="list-style-type: none"> ➤ No comments or concerns were raised. SW to send to County. <p>Action – SW to send Small Schools Review to County. <i>DL and AJ joined the meeting.</i></p>
<p>10. Future of Federation Moving Forward</p>	<ul style="list-style-type: none"> ➤ SW will meet with the Headteacher of the Blue Sky Federation later this week. ➤ Governors unanimously agreed not to pursue a partnership with Blue Sky at this time. The two federations have very different approaches to EYFS, and Swallowtail is focused on raising standards for KS2. The new leadership arrangements are working well. ➤ JW is in touch with the Blue Sky Headteacher by email. She would welcome a continuation of this relationship moving forward. <p>Flexi Schooling:</p> <ul style="list-style-type: none"> ➤ JW circulated a draft policy before the meeting. One parent has expressed an interest including a written proposal for flexi schooling for a child who is not yet of compulsory school age. ➤ JW was strongly of the opinion that flexi schooling was suited to the values and ethos of the Federation but it would also come with demands, including a strong relationship between the teacher and the home. ➤ How would you know a child was being home-schooled? The parents would provide details. Would County visit the home to check standards? No, the child would remain the school's responsibility. ➤ Governors felt it would attract parents to Hickling. It would fit well with Forest Schools. ➤ The policy makes it clear that each case would be considered on its merits by the headteacher, and the headteacher's decision is final. Attendance in school must be a minimum of 3 days per week. ➤ Governors were mindful that SATs data could be tricky to manage if it was extended to KS2. ➤ Governors stressed the need for a set of criteria against which judgements could be made to ensure the child was making at least the same level of progress than if they were in full time schooling. How would you monitor progress and achievement for a child in school part time? Targets would be set at the beginning of the year and progress would be tracked. It could be reviewed at any point, particularly if the child is not making expected progress. ➤ If it was rolled out across the Federation, would it be an automatic entitlement when the child moves up to KS2? No, a separate application must be made for each school. It was suggested only Hickling be involved initially. ➤ Governors were mindful that many children are being educated at home because they cannot be educated in school. Flexi schooling cannot be allowed to be seen as a means to keep challenging children at home. Safeguards must be in place. ➤ JW stressed the fact that review would be continuous. ➤ Would this be in place for September 2019? Yes, if governors agree. ➤ A governor link for flexi schooling would demonstrate it was being monitored at a strategic level. ➤ Governors requested to see the parent's proposal. This would be anonymised.

	<ul style="list-style-type: none"> ➤ Other children must not feel negatively impacted. ➤ Governors were supportive of the proposal overall but requested more detail. <p>Hickling:</p> <ul style="list-style-type: none"> ➤ NB and JW submitted a proposal for 2 classes at Hickling from September 2019. Hickling currently has 1 class of 16 mixed age children in 2 classrooms. The teacher does not teach all of the children all of the time. Year R only has 6 children and they are not getting the full benefits of social interaction. This could be restricting their development. ➤ NB and JW suggested the same model as was trialled at Catfield this year, with Year R and the older pre-school children in one class, and Year 1 taught in another. This would allow the pre-school to open up additional spaces for the younger children in line with what is needed in the village at this time. ➤ KS1 would only have 11 children in September, but Catfield has the same number in the Year 5/6 class. Are smaller classes more positive? Yes, and Hickling's budget can support this. The school would seek an NQT or NQT+1. They have proved to be some of the strongest practitioners in the past. There will be no need to invest in additional resources. ➤ NB stressed the fact that the numbers are cautious. ➤ Hickling's budget is currently healthy but could this be lost in a federated budget? No, limited funds could be shared <u>in certain ways</u> but one school's budget could not be used to 'prop up' another. ➤ In terms of the additional resources needed to pay for another teacher, how many years have you looked forward? This would work for 3 years and could be made a permanent appointment. Hickling has a £19k surplus this year and a £22k surplus in budget year 3 without the carry forward. The carry forward into the next 3-year budget is £44k. ➤ Governors were strongly of the opinion that all children would benefit from having a teacher all of the time. It would give them the best possible start. It would also provide continuity. The school could offer additional clubs and activities, and would have more flexibility. ➤ Governors gave their unanimous and overwhelming support. ➤ SW will attend the Hickling Parish Council meeting next week. She will inform them that Hickling has positive plans moving forward. ➤ JW has contacted Karen Hutchison to express an interest in hosting an SRB. She has also asked whether there is any scope for Sutton or Hickling to become a primary.
<p>11. Review Admin Staff Adjustment Consultation and Decide Next Steps</p>	<ul style="list-style-type: none"> ➤ SW reminded governors of the proposed changes. The consultation period has now ended and governors should review any comments or responses before agreeing a way forward. ➤ SW proposed to go ahead and make the changes based on the consultation document. NF seconded and governors were unanimous in their agreement. ➤ <i>Confidential discussion.</i> <p>Next Steps:</p> <ul style="list-style-type: none"> ➤ The Governing Board must provide written confirmation. JW will check whether any specific wording is needed. ➤ Governors have one week to respond to the expressions of interest. JW will check specific wording. <p>Action – JW to check whether specific wording is needed for consultation confirmation and expressions of interest.</p> <ul style="list-style-type: none"> ➤ In terms of the Business Manager role, SW reminded governors that Paul Harker had suggested a member of his team perform this role in the short term to allow for recruitment and ensure the federated budget was embedded, although there would be a financial cost. SW proposed providing a job description and requesting a member of the finance team with experience of setting up federated

	<p>budgets to help support through the transition. Governors raised no concerns.</p> <ul style="list-style-type: none"> ➤ The recruitment for the Business Manager post would begin asap.
12. GDPR Update	<ul style="list-style-type: none"> ➤ No breaches have been reported. ➤ NB has taken over leadership responsibility for GDPR. She will complete online training and record this on Governorhub. ➤ Locked cupboards are being acquired / redistributed for all 3 settings. ➤ NB and JW met with the DPO. A report is available.
13. Procedure to Follow When New Governors Join	<ul style="list-style-type: none"> ➤ SW will inform new governors to contact one of the school offices to arrange for a DBS check when she meets them prior to their appointment. ➤ The Clerk will inform the school offices and Diocese of any governor recruitment or resignations. ➤ The Business Manager will maintain the SCR. <p><i>NB, JW and NF left the meeting.</i></p>
14. Review Leadership Arrangements and Discuss/Agree Steps Needed in Spring Term	<ul style="list-style-type: none"> ➤ <i>Confidential discussion.</i> ➤ Governors wished to thank NB and JW for all that had achieved so far. This has been very positive.
15. Any Other Urgent Business	<ul style="list-style-type: none"> • SLT had thanked governors for their support during Sutton's recent Ofsted inspection. • SW would circulate the SFVS for approval by email. This would be submitted by the end of February. • Action - SW to circulate SFVS for approval by email.
16. Date and Time of Next Meeting	Wednesday 20 th March 2018, 6pm at Sutton
17. Closing Moment with Prayer	SW closed the meeting with a moment of quiet reflection.

With no further business the meeting finished at

Key Actions going forward

Agenda Item	Action	Responsibility
5	NB to take old files to Sutton to check they can be destroyed.	NB - ASAP
5	SW to arrange to meet potential new governor from Hickling and renew contact with Rev Deborah following Ofsted.	SW - ASAP
7	Clerk to add fire alarm quotations to next R&P agenda.	Clerk – next R&P
9	SW to send Small Schools Review to County.	SW - ASAP
11	JW to check whether specific wording is needed for consultation confirmation.	JW - Urgent
15	SW to circulate SFVS for approval by email.	SW - ASAP

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

Date:

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