



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Board of Swallowtail Federation of Church Schools
9th February 2021, 16.45 via Zoom

Governing Board	Initials	Role	Present / Apologies / Absent
Mia Baker	MB	Co-opted Governor	Absent – maternity leave
Natalie Butcher	NB	Headteacher/Governor	Present
Angie Johnson	AJ	Foundation Governor	Absent
Martin Petersen	MP	Co-opted Governor	Present
Linda Russell	LR	Foundation Governor	Present
Jacqui Sinkins	JS	Staff Governor	Present
Josie Upton	JU	Parent Governor	Present
Sheila Watts	SW	LA Governor/Chair of Governors	Present
Rosie Brookes	RB	Co-opted Governor	Present
Emma Barker	EB	Co-opted Governor	Present
Also Present			
Justine Petersen	JP	Educator Solutions Clerking Service	Present

1. Welcome & opening prayer	SW welcomed all present to the meeting and thanked them for attending.
2. Apologies & absence	None for this meeting
3. Declaration of Interests	SW's husband is an MSA at Sutton. NB's husband owns a decorating business that has done work for the Federation. MP is married to the Clerk. AJ is a Governor of Blue Sky Federation and a Catfield Parish Councillor.
4. Minutes of Previous FGB Meeting	The minutes of the meeting held on 10 th December 2020 were unanimously approved without amendment. SW will sign a copy on Governorhub.
5. Matters Arising	JU will complete training on PE Premium when it is available. NB met with Paul Dunning both virtually and by phone. She has been invited to sit on an RSE panel. She also meets virtually with Dot Lenton. SW has done some work on the Annual Schedule of Business. She will ensure this is completed ready for September. Jo Wheadon has not yet contacted AJ about the GDPR Checklist or Single Central Record. NB will remind her. Action – NB to ask Jo Wheadon to contact AJ re SCR and GDPR Checklist. RB has completed all induction paperwork. She will take this to Sutton or Catfield. EB will take a copy of her DBS into school. Action – RB and EB to take induction paperwork/DBS into school. SW has been reappointed as LA Governor for a further term of 4 years. AJ is in the process of completing finance training. In order to get a green RAG rating, a governor needs to attend budget revision meetings and a finance training session. This requirement was reduced in light of the pandemic. Benchmarking data will be considered as part of the budget revision process. All other actions were complete or had been superseded.
6. Committee Updates	a. Achievement & Standards No meeting this half term. b. Resources & Premises – 28th January 2021 The minutes were circulated and there were no comments or concerns.

	<p>c. Cluster Cluster meetings no longer take place. SW proposed renaming this standing item to Networking with Other Schools. All present agreed. Action – Clerk to rename Cluster to Networking with Other Schools on future agendas.</p> <p>The LA asked where NB needed support and she requested a link with another federation headteacher. She is now working with the Headteacher of Trinity Federation. Two meetings have already taken place, and much of the discussion was around COVID-19. As part of her CofE PQH she must do a project in another setting, and she will do it at Trinity. It is early days, but the partnership is exciting. The Diocese is also looking at a group of North Norfolk headteachers working together to collaborate on a schools project. The schools involved are all relatively isolated. Gov: How did this come about? Through Paul Dunning and VNET.</p>
<p>7. Governing Board</p>	<p>a. SEN Monitoring Gov: What should governors be doing to monitor SEN at this time? There is a lot going on with SEN. The majority of children in school at the moment are SEN. It would be useful for the SENCo to have a remote discussion with the SEN governor. The good practice could be noted and recorded. EB is happy to take over as SEN governor in due course. All highest need SEN children are in school. This should be praised and celebrated. It has been challenging at times, but the school is very proud. Nurture is a main focus. The children are making real progress, especially around social and emotional needs. They have had quality time in school. The challenge is to look at this advantage and determine how this best practice can be moved through into the full class context. Support staff have stepped up and led, and they have been outstanding. Their confidence has been boosted. Governors suggested a case be written to show that money needs to be invested to continue this improvement.</p> <p>Gov: How many children are in school at the moment? Catfield has 5-10 in most classes on most days. Many are vulnerable. Other schools are running with one bubble each as the numbers are not high and there is not the same level of SEN or vulnerable. Most are key worker families. Catfield has been keep maintaining continuity in terms of the adults in class. Action – NB, AJ and EB to determine how to move forward with SEN monitoring.</p> <p>b. Training Log RB and EB have completed online governor induction training. Most governors completed RSE training on 21st October. NB has completed regular training. She will update her training log or forward the details to the Clerk. A session for all Norfolk governors will take place this Thursday. It will count as training for those who attend.</p> <p>c. Update of Governor Roles RB and EB will join the A&S Committee. AJ and MP will move to the R&P Committee. EB will take on the role of training link, and she will join the Headteacher Performance Management Committee. EB will join AJ as SEN link. EB and RB will take on the communication with stakeholders link. RB will take on data.</p>
<p>8. Headteacher Update</p>	<p>NB gave an update on September 2021 admission numbers. Catfield is stable and the forecast is healthy. Numbers are slightly below what was expected but this could simply be a case of one family not completing a form. Hickling is as expected, with ten children. It has lost a small number but there are no patterns. Sutton is dipping. Part of this is because the Academy has become a primary. Parents have been reluctant to move on, but a small number have had to do so for reasons of convenience.</p> <p>The schools have been creative about how the bubbles have been managed, and there are larger numbers than expected in school. All vulnerable children with the exception of one are in school,</p>

and in this case one parent is extremely clinically vulnerable.

The Federation has worked hard on childrens mental health. Staff have been very proactive generally in feeding mental health into all that they do, and not just during Mental Health Week. A staff meeting was very reflective, and all staff are aware that child mental health dipped after the first 2 weeks of the partial closure.

Staff have discussed making days without any screen time and bringing in Forest Schools, and this is now becoming more embedded. Feedback has been positive.

All children with EHCPs have been offered a place in school. Staff recognise that sustained absence would be the biggest detriment to those children, particularly those with behavioural concerns. This has been challenging at times. The SENCo is working remotely with staff and all EHCP reviews that are due have taken place.

Initially the Federation was only able to offer school meals through Norse. They took 100% of the funding. Other contractors have offered to return some, but Norse would not. The government then stepped in and the Federation is now part of the voucher scheme. All families who qualify now receive £15 each week, and County will fund this over half term.

Not much is available in the way of assessment data, and the schools are having to assess in different ways. Assessments took place in the autumn term and there is now a baseline. Outcomes were strong considering how much school the children have missed. Staff reflected on how to make remote learning richer, and the quality is now very high. NB is hoping to see real progress in the next set of data. It is impressive how the teachers are managing to assess in different ways. The younger children are using Tapestry, and all the children use Google Classroom. Staff need to be cautious because it is difficult to determine how much is just the child's work and how much is supported by parents. There are extremes of the spectrum, and a robust assessment system will need to be in place when the school fully reopens.

The Federation is very proud of its remote curriculum offer. Staff were very proactive and it was ready from the first day. It is continuously amended to reflect the upskilling of staff and the needs of the children. It has been challenging but there is real pride in what has been achieved.

Live meetings now take place for all children. Some of these are live lessons and some is around social wellbeing. One class did a music event, and this was exceptional. Not all children are confident with speaking online.

Gov: How strong is participation in live lessons?

Staff have been very impressed with the levels of engagement. There are four or five children across the entire Federation who have not done much, and this is where the welfare calls come in. Lines of communication have been kept open with parents. Children enjoy the live lessons and it keeps them grounded. They have learned some very strong IT skills.

Children support each other online and they enjoy typing messages.

Gov: Are you managing to capture this?

Some, but safeguarding makes it difficult.

NB invited governors to attend live lessons. The safeguarding protocol would be shared in advance. Governors were keen not to add to any staff stress or workload, but they would like to do this if possible. Nsix email addresses will be required.

Action – NB to ask Secretary to set up nsix email addresses for all governors.

NB would like to screenshot and anonymise work for Governors so they can see more of what is going on in school. She will create a folder on Governorhub. This will be added to the next agenda of the A&S committee.

Action - Screenshots and anonymised work to be added to the agenda of the next A&S Committee.

Progress has been made around the Ofsted action points.

The last inspection at Catfield raised the issue of spelling punctuation and grammar in KS2. The picture is now very positive. The mobile has been refurbished and staffing is very strong, both academically and behaviourally. Staff are very supportive of each other. Two TAs are fixed in the classrooms and another does interventions every morning across both classes. All are able to drop into each other's roles. Class teachers are ensuring consistency of systems, and this will support transition. They are discussing how gaps in learning can be filled.

Hickling could be inspected at any time. The main area of concern was around phonics. The

	<p>teacher has made herself the focus of delivering this and it is having a positive impact. Remote learning packages have been purchased. The Federation worked hard on developing the curriculum prior to the pandemic, and this work has now come into its own. There are opportunities to develop English and maths in other curriculum areas.</p> <p>Maths and higher ability were the main concerns Sutton. The Yr2 teacher is delivering live maths lessons every day and there is strong evidence around history and geography. Both Sutton and Catfield are using White Rose Maths.</p> <p>All settings remain COVID secure and strong systems are in place.</p> <p>There has been a significant increase in the amount of safeguarding. This is the impact of the lockdown. Governors are mindful that these cases are taking much of NB's time, particularly around engagement with outside agencies.</p> <p>The Local Authority has been proactive in delivering fortnightly training online. NB attended one session last week around managing her own wellbeing as a DSL. The LA recognises this as a significant emotional load. Senior leaders in the schools are supporting each other, and regular DSL meetings take place at Catfield.</p> <p>The budget meeting will take place next month. NB thanked SW for her ongoing support with finance.</p> <p>NB advised that the recruitment for the EYFS class teacher has been delayed until it can be done in person. Bank staff will be used in the interim should this be required.</p> <p>Governors thanked NB for providing such a comprehensive report under such challenging circumstances.</p>
9. School Development Plan	<p>Deferred.</p> <p>The next meeting of the A&S Committee will monitor this.</p>
10. Future of the Federation Moving Forward	<p>SW has been made aware that the leader of Sutton preschool is likely to retire next year. There is no urgency, but the Federation should consider reaching out to them.</p>
11. Budget/Finance	<p>NB and SW are given consideration to strategies going forward, linking with the budget and the overall position. It is possible that there will be challenges around making the next budget balance.</p> <p>SW requested that the School Fund Audit uploaded to Governorhub be carried forward to the next meeting of the R&P Committee. She also asked that the R&P folders be combined, as there was confusion before the last meeting.</p> <p>Action - School Fund Audit on Governorhub to be added to the next agenda of the R&P Committee. Meeting folders to be combined.</p> <p>The budget will be discussed at the next FGB meeting.</p>
12. Website Monitoring	<p>MP has not formally monitored the website since the last meeting, but he confirmed that the Remote Learning Policy and catch-up premium information have been uploaded for all three schools.</p> <p>NB advised that the blogs are not being updated at this time for reasons of staff workload and the fact that so few children are in school. The Twitter feed is being used instead.</p> <p>SW requested that website monitoring be removed as a standing item from future agendas. It will become an annual item.</p> <p>Action – Clerk to remove website monitoring as standing item from future agendas.</p>
13. Policies	<p>The County COVID-19 addendum to the Safeguarding Policy was unanimously approved without amendment.</p>
14. Future School Dates	<p>N/A.</p>
15. AOB notified to the chair in Advance	<p>None.</p>
16. Date and Time of Next Meeting	<p>Thursday 25th March 2021, 16.30</p>

17. Summary Statement	The Federation's vision and ethos is very much in action, albeit via remote working. Staff at all levels are working hard to support the wellbeing of stakeholders. Remote learning has been a real success.
18. Closing Moment with Prayer/Reflection	The meeting ended with a moment of quiet reflection.

With no further business the meeting finished at 18.10

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

Date:

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