



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Board of Swallowtail Federation of Church Schools  
Held at Catfield School on 10<sup>th</sup> December 2019, 6pm

<b>Attendance</b>	<p>Martin Petersen (MP) – Co-opted Natalie Butcher (NB) – Headteacher Louise Lawson (LL) – Co-opted Linda Russell (LR) – Foundation Mia Baker (MB) – Co-opted Angie Johnson (AJ) – Foundation Josie Upton (JU) - Parent Jacqui Sinkins (JS) – Staff Justine Petersen (JP) – Clerk</p>
<b>1. Welcome &amp; opening prayer</b>	<ul style="list-style-type: none"> <li>➤ AJ welcomed all present to the meeting and thanked them for attending. She chaired the meeting in SW's absence.</li> <li>➤ AJ opened the meeting with a prayer.</li> </ul>
<b>2. Apologies &amp; absence</b>	<ul style="list-style-type: none"> <li>➤ Received and accepted from Sheila Watts.</li> </ul>
<b>3. Declarations of Interest</b>	<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"> <li>➤ MP is married to the Clerk.</li> <li>➤ LL is the owner of Treasure Box.</li> <li>➤ AJ is a parish councillor at Catfield and a governor of Blue Sky Federation.</li> <li>➤ DL is the governor of an independent school.</li> </ul> <p>➤ DL signed the Register of Business Interests.</p>
<b>4. Minutes of Previous FGB Meetings</b>	<ul style="list-style-type: none"> <li>➤ The minutes and confidential minutes of the meeting held on 17<sup>th</sup> October 2019 were unanimously approved subject to one amendment: The minutes incorrectly stated that the E-Safety Policy had been approved. This was not the case and it was due for approval at the current meeting.</li> </ul>
<b>5. Matters Arising</b>	<ul style="list-style-type: none"> <li>➤ NB confirmed that she had nothing to add regarding item 13 on the confidential minutes.</li> <li>➤ One parent has expressed an interest in the parent governor vacancy. NB is pursuing. AJ offered to speak with him.</li> <li>➤ AJ spoke with Keith Bacon about clergy support for school. He is now the main contact following the sad passing of Nigel since the last FGB meeting. Nigel was a major link between the school and the church, and he will be sorely missed. The Federation was represented at his memorial service, and the children will dedicate a carol to him during the Christmas carol service.</li> <li>➤ It was humbling talking to the children, especially KS2 at Catfield. They were concerned that the Village News would not continue after Nigel's death, and they asked if they could do it themselves. They wanted to invite the local community into school to do puzzles. The value this term is service, and the children have been inspired by his story.</li> <li>➤ AJ looked at the impact of attendance fines. Other schools in the area are not imposing fines, and AJ has not met anyone who reported fines being effective. HT confirmed that positive reinforcement is more effective, and legal intervention can still be used when needed.</li> <li>➤ NB has considered succession planning for key positions. She is having informal conversations with staff about their future plans.</li> <li>➤ Staff are very open to working across all 3 settings. Future staffing can be mapped out in the most effective way possible.</li> <li>➤ Some actions were incomplete or partially complete and will be carried over:</li> </ul> <p><b>Action – Annual Schedule to be added to next agenda.</b>  <b>Action – Approved FGB minutes to be sent to NB for the website.</b>  <b>Action – Pen portraits to be sent to MP for the website.</b>  <b>Action – JN to complete skills audit and forward to LL.</b></p>

	<p><b>Action – Photos to be sent to MB for the website.</b></p> <p><b>Action – NB to determine which category governors fall into in terms of online safety.</b></p> <ul style="list-style-type: none"> <li>➤ All other actions were marked as complete.</li> </ul>
<p><b>6. Committee Updates</b></p>	<p><b>Achievement &amp; Standards – 14<sup>th</sup> November 2019</b></p> <ul style="list-style-type: none"> <li>➤ No comments or concerns.</li> <li>➤ The Committee minutes from June 2019 were formally signed off by LR.</li> </ul> <p><b>Resources &amp; Premises – 13<sup>th</sup> November 2019</b></p> <ul style="list-style-type: none"> <li>➤ No comments or concerns.</li> </ul> <p><i>NB left the meeting at 18.25.</i></p> <ul style="list-style-type: none"> <li>➤ DL advised governors of the outcome of the headteacher performance management review. It was extremely positive and the evidence NB provided was superb. The external advisor reported that of the 40 she had done this year, NB's was the best prepared, both in terms of the quality of the evidence and what she had achieved in a short period of time.</li> <li>➤ DL had no hesitation in recommending a pay increase. The Governing Board unanimously agreed</li> </ul> <p><i>NB returned to the meeting at 18.26.</i></p> <ul style="list-style-type: none"> <li>➤ Governors congratulated NB on the successful outcome of her performance management.</li> </ul> <p><b>Cluster</b></p> <ul style="list-style-type: none"> <li>➤ The cluster heads have not met since the last meeting.</li> <li>➤ Swallowtail completed Step On training yesterday and invited the cluster schools. <b>Would this have reduced the cost of the training for Swallowtail?</b> Yes, slightly. <b>How many hours did it cover?</b> The whole day. Governors could attend next time if there are vacant places.</li> </ul>
<p><b>7. Governing Board</b></p>	<p><b>Annual Schedule</b></p> <ul style="list-style-type: none"> <li>➤ Covered above.</li> </ul> <p><b>Outcome of Skills Audit</b></p> <ul style="list-style-type: none"> <li>➤ LL has not yet received completed audits from JN. Action to carry forward.</li> </ul> <p><b>Action – JN to complete skills audits and forward to LL. Clerk to add to next agenda.</b></p> <ul style="list-style-type: none"> <li>➤ LL advised that there are no real gaps and all areas are green or amber.</li> </ul> <p><b>Training Log</b></p> <ul style="list-style-type: none"> <li>➤ AJ reminded governors of the importance of updating their training record on Governorhub. Not all courses are run by Educator Solutions, and some are not added automatically.</li> <li>➤ <b>Have any governors completed e-safety training?</b> Yes, AJ and DL. NB advised that the NSPCC have an updated online course that costs £35. She will suggest the school DLSs complete it. She will add the link to Governorhub.</li> </ul> <p><b>Action – NB to add link to NSPCC e-safety training to Governorhub.</b></p> <ul style="list-style-type: none"> <li>➤ LL is completing a skills and training audit. The Board also needs to plan ahead. There will be financial implications because some courses are expensive. All governors should have completed induction training and safeguarding training, and it is useful for all to attend refresher training. R&amp;P governors should have completed finance training. SW and AJ can make a list of training checks if needed.</li> <li>➤ JU advised that she arranged to attend induction training, but this was cancelled without notice.</li> <li>➤ AJ has uploaded the Norfolk Governance Network's conference presentation slides to Governorhub.</li> <li>➤ NB attended financial fraud training. She recommended this to governors. Having a business manager in school has tightened up financial procedures.</li> <li>➤ All governors should complete Ofsted training.</li> <li>➤ The Federation has not used its in-house training session yet this year. Governors would like to arrange a session on their role in monitoring the new curriculum based on the new Ofsted framework.</li> </ul> <p><b>Action – Clerk to arrange in-house training session on governors role in monitoring the new curriculum based on the new Ofsted framework.</b></p> <p><b>Governance Target for SDP</b></p> <ul style="list-style-type: none"> <li>➤ Complete.</li> </ul>

<b>8. Headteacher Update including Attendance &amp; Flexi Schooling</b>	<ul style="list-style-type: none"> <li>➤ NB's report was circulated in advance of the meeting.</li> <li>➤ There was nothing to update in terms of flexi schooling. No children are currently accessing it. <b>There was one child?</b> The child is enjoying school and is currently attending full time.</li> <li>➤ NB reminded governors that the school has the final say in determining whether flexi schooling is suitable in individual cases. One application has been rejected. Clear criteria are in place.</li> </ul>
<b>10. Future of the Federation Moving Forward</b>	<p><b>Links with other schools:</b></p> <ul style="list-style-type: none"> <li>➤ NB and SW met with Karen Hutchison. The typical pattern is that small schools attain lower than larger schools, and County is trying to break that pattern. There is likely to be information published after Christmas around making groups of schools beyond federations. County is aware of the vulnerability of small schools. Swallowtail is not as vulnerable as many others and the finances are strong.</li> <li>➤ AJ has sent through her notes from the NCC Cabinet meetings. Clerk to add to Governorhub.</li> </ul> <p><b>Action – Clerk to upload AJ's notes from the NCC Cabinet meeting to Governorhub.</b></p> <ul style="list-style-type: none"> <li>➤ AJ reminded governors that the small schools meetings stopped last year. It was mentioned again at the NGN conference in November, with the focus on small schools in terms of attainment.</li> <li>➤ NB stressed the fact that data is skewed with such small cohorts. Yr6 had 6 children last year. Data must be discussed in terms of individual children rather than percentages.</li> <li>➤ EYFS and KS1 are performing well. KS2 needs close monitoring.</li> </ul> <p><b>Working Party to consider spending projects:</b></p> <ul style="list-style-type: none"> <li>➤ NB advised that the Federation is in the enviable position of having a substantial surplus, and this needs to be utilised in the best way possible.</li> <li>➤ <i>Confidential discussion.</i></li> </ul> <p><b>Possibility of converting from infant to primary:</b> <i>Confidential discussion.</i></p> <p><b>Succession planning for key positions in school:</b></p> <ul style="list-style-type: none"> <li>➤ There are no concerns in this area but governors are keen to support and encourage staff aspirations. NB will have more concrete conversations as part of the next performance management cycle.</li> <li>➤ <b>Is there a cost for SENCo training?</b> Yes, about £3k but there will also be release time to be covered.</li> </ul>
<b>12. Website Monitoring</b>	<ul style="list-style-type: none"> <li>➤ MP provided an update.</li> <li>➤ <b>In terms of the SIAMs health check, was the 'Flourishing Together' leaflet uploaded?</b> No, NB has not yet received it.</li> <li>➤ <b>The RE blog is not up to date .</b></li> <li>➤ The Church pages have pictures from the 2018 harvest festival. These should be updated.</li> <li>➤ <b>The Charging and Remissions Policy was due to be done this year. Was it done?</b> NB will check. The Collective Worship Policy was last updated in 2017.</li> </ul> <p><b>Action – NB to check whether their Charging and Remissions Policy and Collective Worship Policy have been updated.</b></p> <ul style="list-style-type: none"> <li>➤ The Home School Agreement for KS1 and 2 still have Julie Wones and Jo Nutbeam as Executive Heads.</li> </ul>
<b>13. Policy Approval</b>	<p><b>Online Safety Policy</b></p> <ul style="list-style-type: none"> <li>➤ Unanimously approved. To be reviewed on a one-year cycle.</li> <li>➤ The policy has been trimmed considerably since the last time it was brought to the FGB.</li> <li>➤ <b>Who will be standing in temporarily as Computing Lead?</b> NB until the post is filled.</li> <li>➤ MB felt it was useful when parents inform the school when something is going on at home. <b>Could this be included in the Acceptable Use Policy?</b> The policy states parents will inform the school if they have concerns about their child's online safety. This should be enough. An e-safety link has been included in the most recent newsletter. User agreements will be sent out in the new year.</li> <li>➤ <b>The policy talks about personal devices. What about visitors working for County who come into school? They cannot connect to school wifi. Have we considered guest access?</b> This could make the school vulnerable. <b>It depends how it is done. The Broadband provider could create an additional channel.</b> Contractors on site do not</li> </ul>

	generally request access. Governors access wifi during meetings. NB is awaiting advice on governor access, including which class of user they fall into. Only school devices can connect to school wifi. <b>Who is providing our connectivity and have they reassured us it is safe and up to the latest standards?</b> Yes, it is provided through County.
<b>14. Future Dates of School Events</b>	➤ NB, JS and MB provided dates for Christmas lunch, church services, Christingle and nativities for all 3 settings. Governors would attend when possible and complete monitoring reports.
<b>15. AOB</b>	<i>Confidential discussion.</i>
<b>16. Date and Time of Next Meeting</b>	Thursday 13 <sup>th</sup> February 2020, 6pm at Hickling.
<b>17. Summary Statement</b>	Friendship – Governors have talked about the children and their thoughts on being involved in the community. The Federation staff and governors work closely together, and they trust each other in working for planning forward. Kindness – NB has seen kindness as the new Executive HT, particularly in the support she receives from the Governing Board. Trust – Staff welcome governors into school and they feel supported.
<b>18. Closing Moment with Prayer</b>	The meeting was closed with a moment of quiet reflection

With no further business the meeting finished at 19.45

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

Date:

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