



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Body of Swallowtail Federation of Church Schools
Held at Catfield School on Tuesday 11th December 2018, 6pm

Attendance	<p>Sheila Watts (SW) LA - Chair Angie Johnson (AJ) – Foundation Shaun Cushion (SC) – Foundation Martin Petersen (MP) – Co-opted Linda Russell (LR) – Foundation David Lloyd (DL) – Co-opted Natalie Fiske (NF) - Staff Jennie Nicholas (JN) – Parent Julie Wones (JW) – Interim Executive Headteacher Jeni Barnacle (JB) – Nurture UK 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. ➤ All present introduced themselves to JB and JN. ➤ The meeting was opened with a prayer by SC.
2. Apologies & absence	<ul style="list-style-type: none"> ➤ None received.
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. ➤ SC's daughter is a TA at Catfield. ➤ AJ is a parish councillor at Catfield. ➤ DL and AJ are governors of the Blue Sky Federation. ➤ MP is married to the Clerk.
4. Presentation by Nurture UK	<ul style="list-style-type: none"> ➤ JB explained her background and provided information on the Norfolk Nurture Hub. This was the first time she has been invited to attend a Governing Body meeting. ➤ Swallowtail has bought into the national nurturing profile. Every child will be Boxhall profiled to provide information on social, emotional and behavioural needs as well as academic data. ➤ Swallowtail will receive 4 days of consultancy support as part of the package purchased. ➤ On her first visit JB was struck by the nurturing nature of the Federation. She attended an SLT meeting. The SLT is talented and have a passion for nurture. She will attend a meeting with all staff later this week. ➤ She will work with staff to ensure the impact is lasting and sustainable. The support will be bespoke. An initial audit will determine the starting position. ➤ Transition is one principle of nurture, both for adults and children. The 6 principles correlate with the teacher standards. ➤ Nurture has a positive impact on academic ability. It also meets the needs of gifted and talented. The Federation is keen to ensure all children reach their potential. ➤ The 6 principles work well with Forest Schools. ➤ Are there residential? There is a summer school for adult wellbeing. ➤ This is the first time Nurture UK has worked directly with schools and children. It has traditionally worked with professionals. ➤ Nurture UK works in partnership with the educational psychology unit at UEA.

	<ul style="list-style-type: none"> ➤ The principles are firm but kind. They fit in which church school values. <p><i>JB left the meeting at 18.25. Governors thanked her for attending.</i></p>
5. Minutes of Previous FGB Meetings	<ul style="list-style-type: none"> ➤ The minutes of the meeting held on 29th October 2018 were unanimously approved without amendment.
6. Matters Arising	<ul style="list-style-type: none"> ➤ The staff wellbeing questionnaire will not be necessary now that the Federation is working with Nurture UK. ➤ All other actions were covered by the agenda.
7. Update on Potential New Governors	<ul style="list-style-type: none"> ➤ SW formally welcomed JN to her first meeting since becoming a parent governor. ➤ All present explained their backgrounds to JN. ➤ JN will join the R&P Committee. ➤ SW asked JN to complete Governance Now training. ➤ The Clerk will inform the Diocese of JN's appointment. <p>Action – Clerk to inform Diocese of JN's appointment as parent governor.</p> <ul style="list-style-type: none"> ➤ SW advised that one other parent had expressed an interest in joining the Governing Board. On reflection she decided not to carry this forward at this stage as she did not feel able to make the required level of commitment, but she has offered ad hoc support.
8. Committee Updates – 8th November 2018	<p>Achievement & Standards:</p> <ul style="list-style-type: none"> ➤ Governors felt the attendance log on the website to be unclear. They asked the Clerk to amend the key. <p>Action – Clerk to amend attendance log and forward to JW.</p> <p>Resources & Premises:</p> <ul style="list-style-type: none"> ➤ No questions or comments. <p>Cluster:</p> <ul style="list-style-type: none"> ➤ The new Headteacher at Ludham has visited Catfield. Ludham are interested in working informally to share best practice between KS2 staff. ➤ The cluster no longer exists in any real sense but the cluster heads have met. They have written a joint letter to Stalham High School to express concern about the decision to only hold one transition day this year. This will have a knock-on effect in terms of transition events to Stalham Academy for Year 2 children. ➤ Would it be useful to re-generate cluster governors? The same problems are likely to exist again and there have been difficulties in securing participation. ➤ Stalham Academy is hosting training events and the Federation has been invited to attend. NF and NB will host an EYFS training session for Stalham staff. The Academy is looking to establish a teaching school, and the Federation will support where possible. ➤ SW met with Karen Hutchison, the Federation's Significant Change Officer, and formally updated her on the new leadership arrangements for the spring and summer terms. KH provided some useful information including contact details to discuss headteacher induction. JW has attended an event in the past and NB will attend next term. There will be no cost implications. ➤ Educator Solutions could be flexible in terms of providing audits if governors feel they would be useful. ➤ SW updated KH on the current situation with Blue Sky, as the partnership is essentially on pause. The Federation remains open to other potential partnerships. ➤ <i>Confidential discussion.</i> ➤ <i>The Coastal Federation could be interested in broadening their federation. KH will contact them. Fleggburgh have de-partnered with Freethorpe. Freethorpe are now in discussions with Horning and Cantley.</i> ➤ <i>KH will speak with Worstead, South Walsham, Neatishead and Salhouse</i>

<p>9. Budget Review</p>	<ul style="list-style-type: none"> ➤ The R&P Committee approved 2 budgets but both were amended slightly following the Catfield meeting the following day. ➤ All show a large surplus but this reflects the leadership arrangement for the spring and summer terms and not necessarily the longer-term position. The County Finance Officer was happy to accept the budgets in this format. ➤ MP informed governors that he had attended the NGN Autumn Briefing on 6th December, which included input from the Schools Forum. AJ had also attended. The budget could need to take account of the transfer of funding into the high needs block and the potential application to the Secretary of State for 1.5%. SW advised that the Federation always errs on the side of caution with its budgets but there would need to be a greater degree of certainty before this could be built in. JW is aware of the potential change. ➤ The briefing also discussed the new finding formula. It is likely that the Government has made a mistake in favour of small schools. ➤ Upwards of 3.5% could be enforced in terms of augmentation for support staff. Increments could be greater than initially thought. ➤ The increase in employer pensions contributions could be 20%. The DfE should fund this. There is no impact at this stage but there could be from April 2019. ➤ The budgets for all 3 schools were unanimously approved and signed by SW.
<p>10. Headteacher Report</p>	<ul style="list-style-type: none"> ➤ How are you finding the LA compliance in terms of statutory time limits for EHCPs? JW advised that the Federation has only applied for one EHCP this year, and she is keen to see whether there is a result within 20 weeks. It has been relatively easy to make plans with the EHCP Co-Ordinator in terms of reviews. She is proactive and there is consistency across the schools. ➤ AJ will complete an audit of the SCR in January. She had arranged to do this last week but it was cancelled due to staff sickness. Governors stressed the need for it to be done as a matter of urgency. <p>Action – AJ to audit SCR.</p> <ul style="list-style-type: none"> ➤ Target and assessment data will be discussed at the next A&S meeting. Autumn tracking data will be available.
<p>11. Proposal for Admin Staff Structure</p>	<ul style="list-style-type: none"> ➤ Governors have been aware for some time that there could be a higher level of efficiency in terms of admin and finance in school. The budget meetings highlighted the amount of journaling that takes place. A federated budget would remove this. ➤ SW has taken advice from Paul Harker on whether federated budgets would be feasible, and also on what would be involved in terms of changing the admin staff structure to realise these efficiencies, as the current structure is not a good use of public money. PH has promised to consider the issue but a definitive response has not been received. ➤ SW, JW and NB have spoken with HR. They were extremely helpful and have helped draft the documentation that has been shared with governors. The meeting was on the basis that the budgets would be federated. ➤ <i>Confidential discussion.</i> ➤ JW stressed the fact that any restructure must be right first time. This feels like a significant piece of work given that the Federation currently has an interim leadership structure. SW has feedback from other federations. The process is difficult and will be draining on JW. ➤ JW feels that changes are needed to make the schools more efficient, but she has concerns about capacity given the leadership changes. A formal process will be needed. ➤ JW forwarded benchmarking data to SC and SW. DfE information is also available for other federations. All have considerably more admin hours across different roles than Swallowtail. ➤ NF advised that teaching staff are spending time on admin work across all three

	<p>settings, and leadership time is being lost. Is this because of a lack of admin hours? Sutton only has admin time in the mornings.</p> <ul style="list-style-type: none"> ➤ If we move to a federated budget, do we need to do a full restructure at the same time? Most likely. For a federated budget to work it must be done by one member of staff only, therefore a full restructure will be needed. Has this question been asked of HR? Yes. It cannot be done in employment law without going through a formal process, but the Federation has not received confirmation that it can have a federated budget. PH will not confirm this until the new year. The consultation process could begin and be stopped or amended if necessary. ➤ Governors unanimously agreed to start the consultation process on the proviso that it could be stopped. ➤ They were mindful that regardless of whether federated budgets were possible a process was needed to streamline. ➤ Governors were mindful of the impact on JW and NB in terms of workload, but they felt the process should lead to a better working environment for both. ➤ The County Finance Officer had drafted a summary of costs based on a business manager at scale F for 30 hours per week, and 3 admin assistants on scale E at 30 hours per week. The increase on current staffing costs would amount to £32k. ➤ VH had been asked to cost for D and E grades, but responsibility for school fund would require scale E. Governors agreed that this responsibility should sit with the admin officers and not with the business manager. ➤ Governors unanimously agreed to an admin assistant in each school at grade E, and one business manager across the schools at grade F. ➤ Governors discussed required hours. Sutton needs additional hours and staff struggle in the afternoons. ➤ The following structure was unanimously agreed: 22 admin hours for Catfield (to reflect the additional admin requirements of KS2), and 20 hours each for Hickling and Sutton (reflecting Hickling’s pre-school and the need for Sutton to have additional hours). ➤ A Business Manager on 20 hours at grade F. ➤ The overall cost would be £53k – an increase of £16.646 on the current structure. ➤ The reason for the restructure is to improve cost efficiencies of the Federation as a whole, and to improve administrative and financial efficiencies in preparation for a federated budget. ➤ The Federation is committed to providing the appropriate level of support. Hours could be increased if required. ➤ JW will discuss with HR before the admin staff meeting tomorrow. She will inform governors of any concerns moving forward.
12. Skills Matrix	<ul style="list-style-type: none"> ➤ Governor considered the most recent skills audit. There are no significant gaps in terms of knowledge and skills across the Governing Board. ➤ The audit will be completed again next year.
13. School Website Reviews	<ul style="list-style-type: none"> ➤ MP advised that the review of the website is ongoing but it is now sufficiently compliant. ➤ The former Headteacher is still listed as a contact. JW amended this during the meeting. ➤ The RE section is excellent and includes information relating to the ethos and values of small rural schools from a worship perspective. ➤ Governance information has been updated. Governor profiles would be useful. ➤ The Educator Solutions reports mention pupil premium? JW advised that one the reports were written before the latest website updates. Required PP information has been uploaded. ➤ Governors noted that the Federation’s vision is being more widely publicised and appearing on documents such as the Headteacher’s Report and all newsletters. This is in line with feedback from the Hickling SIAMs inspection.

14. GDPR Update	<ul style="list-style-type: none"> ➤ JW provided an update. ➤ The County data protection service was an excellent investment and feedback was positive. The schools have been working hard to raise staff awareness and there is a team approach to the GDPR project. Good practice is evidence across all three settings. An action plan is in place. ➤ AJ is governor link for GDPR.
15. Policy Approval	<ul style="list-style-type: none"> ➤ The SEN Policy, Staff Adjustment Policy, Accessibility Plan were unanimously approved without amendment. ➤ The Pay Policy was deferred until the next meeting. SW advised that there will be no significant changes. <p>Action – Pay Policy to be added to next agenda. <i>JW and NF left the meeting at 20:00.</i></p>
16. Review of Acting Exec HT Pay Level for Autumn Term	<ul style="list-style-type: none"> ➤ <i>Confidential discussion.</i> <p><i>NF and JW returned to the meeting.</i></p>
17. Any Other Urgent Business	None.
18. Date and Time of Next Meeting	Thursday 7 th February 2019, 6pm at Hickling
19. Closing Moment with Prayer	SC closed the meeting with a prayer.

With no further business the meeting finished at 20.15

Key Actions going forward

Agenda Item	Action	Responsibility
7	Clerk to inform Diocese of JN's appointment as parent governor.	Clerk - Urgent
8	Clerk to amend attendance log and forward to JW.	Clerk - ASAP
10	AJ to audit SCR.	AJ - Urgent
15	Pay Policy to be added to next agenda.	Clerk – Next meeting

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

Date:

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