



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Board of Swallowtail Federation of Church Schools  
Held at Hickling School on 13<sup>th</sup> February 2020, 6pm

Governing Board	Initials	Role	Present / Apologies / Absent
Mia Baker	MB	Co-opted Governor	Present
Natalie Butcher	NB	Headteacher/Governor	Apologies
Angie Johnson	AJ	Foundation Governor	Present
Louise Lawson	LL	Co-opted Governor	Present
David Lloyd	DL	Co-opted Governor	Present
Martin Petersen	MP	Co-opted Governor	Apologies
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
<b>Also Present</b>			
Justine Petersen	JP	Educator Solutions Clerking Service	Present

<b>1. Welcome &amp; opening prayer</b>	SW welcomed all present and thanked them for attending. She opened the meeting with a moment of quiet reflection.
<b>2. Apologies &amp; absence</b>	Received and accepted from Martin Petersen, Josie Upton and Natalie Butcher.
<b>3. Declarations of Interest</b>	Governors were given the opportunity to declare any new business interests or potential conflict of interest arising from the items on the agenda. LL is the owner of Treasure Box. AJ is a parish councillor at Catfield and a governor of Blue Sky Federation. DL is the governor of an independent school.
<b>4. Minutes of Previous FGB Meeting</b>	The minutes and confidential minutes of the meeting held on 10 <sup>th</sup> December 2019 were unanimously approved subject to one amendment: DL was present but his attendance had not been recorded.
<b>5. Matters Arising</b>	SW has not yet reviewed the Annual Schedule as other matters have taken priority. It will need to be updated to reflect changes to the committee structure, such as A&S only meeting 3 times per year. SW requested AJ take this on moving forward. <b>Action – AJ to update Annual Schedule. SW to forward.</b> MB will forward governor photos to the Heads of School to put on display. Each school will decide how best to do this. DL's picture has not been added to the website. MB will chase this. <b>Action – MB to add DL's picture to the website.</b> <b>Gov: Will the photos also be uploaded to the website?</b> No, Just on display boards in all 3 schools. NB is investigating which category governors are in in terms of the online safety policy. Governor use of school wifi is very limited anyway. The in-house training session will take place on 5 <sup>th</sup> March with David Amis. <b>Action – Clerk to inform David Amis that the training will be held at Catfield.</b> NB will check whether the Charging and Remissions Policy and Collective Worship Policy have been updated. <b>Action – NB to check whether there Charging and Remissions Policy and Collective Worship Policy have been updated</b> All other actions were marked as complete or were covered elsewhere on the agenda.
<b>6. Committee Updates</b>	<b>Achievement &amp; Standards</b> – No meeting this half term.  <b>Resources &amp; Premises – 22<sup>nd</sup> January 2020</b> DL's attendance had not been recorded. Clerk to amend prior to approval at next R&P meeting <b>Action – Clerk to record DL's attendance at R&amp;P Committee meeting on 22<sup>nd</sup> January prior</b>

	<p><b>to approval.</b> The Business Continuity Plan will be reviewed as part of the annual cycle. SW to forward to DL. <b>Action – DL to review Business Continuity Plan. SW to forward.</b> SW thanked DL for his comments on the SFVS. They will be incorporated into the document before it is submitted. The SFVS was agreed by email in line with the budget meetings and to ensure submission by the end of February deadline.</p> <p><b>Cluster</b> The Federation has been made aware that Stalham Infant and Pre-School is consulting with parents about a proposed move to the Stalham Academy site. SW has viewed the consultation.</p> <p><i>AJ joined the meeting at 18.21.</i></p> <p>The Governing Board considered a response to the consultation. <i>Confidential discussion.</i></p>
<p><b>7. Governing Board</b></p>	<p><b>Annual Schedule</b> Covered above.</p> <p><b>Outcome of Skills Audit</b> LL advised that there are no real concerns and most areas are green. The red areas are mainly around HR policy and processes outside of the school sector, although SW and AJ have experience in this area. Experience of chairing a board or committee is also mid-range. Governors have discussed succession planning in the past. 3 governors have no experience of reviewing governance structures. This is not a concern. Training is up to date and a wide range of courses have been attended. The audit will be considered when recruiting new governors. All members of the Board are committed. SW speaks with any potential new governors before they join in order to ensure they are aware of the commitment involved. SW has booked onto PE premium monitoring training. She is considering reallocating this area and will ask JU to undertake the training on 19<sup>th</sup> March. <b>Action – SW to ask JU to undertake PE premium training on 19<sup>th</sup> March.</b> LL has completed Level 3 SENCo training. AJ is willing to undertake LAC training. SW reminded governors that the clock will reset on finance training in April. LL will look into any online finance training available. She will remind governors about training opportunities via Governorhub. <b>Action – LL to look into online finance training.</b> NB is continuing with the CofE NPQH.</p> <p><b>Monitoring Reports</b> DL has completed a health and safety visit at Hickling. He will write a monitoring report. <b>Action – DL to write monitoring report for health and safety visit at Hickling.</b> Governors were mindful that Catfield could receive a section 5 inspection at any time. They asked whether there is anything they can do to support the school to prepare. Governors should visit the school and complete monitoring reports.</p> <p><b>Training Log</b> Covered above.</p>
<p><b>8. Headteacher Update including Attendance &amp; Flexi Schooling</b></p>	<p>Governors thanked JS for stepping in during NB's absence. JS provided an update. The roll remains as before across all 3 schools. Attendance for Catfield and Hickling is above 95%. Sutton has just dipped below, but it has been hit hard by illness. Attendance awards are given fortnightly.</p> <p><i>Confidential discussion.</i></p> <p>SEN across the Federation – 4.4% at Hickling, 6.3% at Sutton and 22.2% at Catfield. The national average is 14.9%. Catfield has 5 EHCPs and another in the application stage, including one in the pre-school. 7.4% at Catfield have an EHCP compared to 3% national. One class is about to receive its 4<sup>th</sup> EHCP.</p>

	<p>JS advised that this has implications, particularly with EHCPs now being written in such as specific way. There will be huge pressures in the class with only one full time TA.  <b>Gov: Do we need a more detailed conversation at the next budget meeting to see whether any more support can be provided?</b>  It will need consideration next year. The EHCPs will be in Yr6 and this is a large class of 27.  <b>Gov: The budget meeting should plan for this. The Federation is about to enter the next 3-year budget.</b>  <i>Confidential discussion.</i></p> <p>There is no update on flexi-schooling. The parents of one potential new pupil at Hickling has requested information around the flexi-schooling policy.  <b>Gov: No children currently do flexi-schooling?</b>  No. One child did it for a while but then chose to attend full time.</p>
<p><b>9. Future of the Federation Moving Forward</b></p>	<p>Covered above under Cluster.  SW speaks regularly with Karen Hutchison.  Paul Dunning has asked for a chat but SW has not had time. AJ will contact him.  <b>Action – AJ to contact Paul Dunning.</b></p>
<p><b>10. Budget &amp; Finance</b></p>	<p><b>Working Party to consider spending projects</b>  DL provided an update.  The Business Manager has provided additional information for the meeting, including the summary BCR for revision 3. She recommends that no more than £50k is spent.  <b>Gov: That is substantially less from the £180k we initially discussed.</b>  JS advised that the amount that needs to be allocated to a specific project would be £50k. JW has noted that this is close to what could be theoretically carried over. Some could be protected.  JW is awaiting further quotations for IT equipment. £10k per year was considered to be a realistic figure to replace IT equipment on a rolling basis.  <b>Gov: It is governors to decide that figure.</b>  If capital is used for IT, then there would be 2 years with no or very low IT costs, and then the Federation would be onto a rolling programme.  Some federations have used PE funding to purchase or maintain a minibus. Governors could consider this in terms of maintaining one.</p> <p>JS tabled the estimated curriculum costs, minibus leasing costs and estimated IT costs.  <b>Gov: Do the curriculum costs for History cover just books?</b>  It is likely to be a mixture of books and artefacts.  <b>Gov: Is there a breakdown of IT costs?</b>  Yes, JS will provide this by email.  <b>Action – JS to send IT costs to AJ to amalgamate into one document and circulate.</b>  <b>Gov: Maths is not included?</b>  An audit was done at the start of the year and resources were ordered, but funds will be needed for additional resources moving forward.  <b>Gov: What would be a rough figure?</b>  MB suggested £1k be included for ongoing training.</p> <p><b>Gov: With the IT quotations, is that for replacement?</b>  Yes, of staff and pupil laptops and iPads, and new whiteboards for Sutton.  <b>Gov: If we purchase all new equipment now, we will have to do the same in a few years time. Governors had asked specifically to look into a more rolling arrangement from local providers.</b>  <b>Gov: Hard drives are being replaced by SSDs. These are cost efficient and extend the life of the machines. This should also be investigated.</b>  The IT contractor will be at Sutton tomorrow and MB will mention this. The Federation does not have anyone with this level of IT expertise.</p> <p>SW reminded governors that not all surplus funds can be carried forward. The carry forward cannot be more than 8% unless it is justified and ring fenced for a specific project.  Capital has similar rules. Once it has been there for 3 years it is subject to clawback. From the budget meeting last week, the total amount at risk is believed to be £64,100, although Chatfield's loan of £8k should be subtracted. The Federation has £23k to spend to avoid being subject to clawback.</p> <p>The Federation is in deficit in budget year 3 in the actual budget, but not in the trial budget. The trial budget includes additional funding to help cover the cost of teacher pay increases. This is likely to happen although it has not yet been confirmed.</p>

	<p>SW believes there is £40k of revenue to justify, but she will check. JW had also put £20k into the budget - £10k each in years 2 and 3 to cover IT spending.</p> <p><b>Gov: That is already built in?</b> Yes, in line E20.</p> <p>JW has looked into Refresh and she does not believe this still exists.</p> <p><b>Gov: Has money been put into learning resources?</b> No, only into IT at this stage.</p> <p>Governors felt they needed more information in order to make a decision. The information provided was not comparable.</p> <p>There are many options in terms of a minibus. JW had previously advised that County does not look favourably on leasing.</p> <p><b>Gov: What does County suggest?</b> It is only a certain type of leasing that is likely to be a problem. A lease is likely to be in the region of £5k per year</p> <p><b>Gov: What are Catfield's IT needs?</b> The situation is not as pressing as at Sutton but Catfield would definitely benefit from newer and better equipment. It has 6 iPads for the whole school.</p> <p><b>Gov: Could iPads be purchased from the PE grant?</b> Yes. Sutton has some iPads but needs more.</p> <p><b>Gov: How old are the iPads?</b> This is not known but support is ending for some online applications, and some software cannot be installed.</p> <p><b>Gov: The quotation for curriculum resources is just below £18k. Would this prevent us from later investing in IT and a minibus?</b> Governors are particularly concerned about the need for curriculum resources and IT. It was agreed that these would be prioritised above a minibus. Both would also support targets in the SDP. Governors need a 'wish list' for IT along with clarity around what needs replacing. Consideration must also be given to a rolling programme moving forwards.</p> <p>It was agreed that the £23k in danger of clawback, (if this is a correct figure) would be spent on urgent IT needs but it was noted that information was not fully clear. County will be informed that these funds are committed, although the invoice may be in next year's figures. Consideration will be given to a rolling programme and future costs when more information is available.</p> <p>£40k in the revenue budget needs to be justified to avoid it being in danger. £18k of this will be allocated to curriculum resources. JW believes that the remainder could potentially be carried forward as PE or PP funding. Again there was not full clarity on this. Governors unanimously approved the spending of £18k on curriculum resources. They stressed the need for an order to be placed quickly so the expenditure is committed on the system.</p> <p><b>Gov: It is now half term. Staff will be ordering resources without JW being in school. There could also be an issue with staff wellbeing over the half term break.</b> JS advised that most can be done very easily, particularly books. Staff have also been asked their opinion on curriculum spending priorities and to draw up costings, so most should already have an idea of what they will order.</p> <p>Bearing in mind the lack of clarity SW will sum up and provide an overview for the next R&amp;P meeting. <b>Action – SW to sum up and provide overview of spending priorities for next R&amp;P meeting.</b></p>
<p><b>11. Website Monitoring</b></p>	<p>No update at this meeting. MP will monitor again before the meeting in March.</p>
<p><b>12. Policy Approval</b></p>	<p>None for this meeting.</p>
<p><b>13. Future Dates of School Events</b></p>	<p>Friday worship takes place in all 3 settings. LR will attend Catfield's tomorrow. LR has completed several monitoring reports which are useful for SIAMS and Christian distinctiveness. World Book Day will take place in all schools on 5<sup>th</sup> March.</p>

	<p>AJ attended the Maths cafes. She will write a monitoring report. All were well attended and activities were challenging.</p> <p><b>Action – AJ to write Maths café monitoring report.</b></p> <p>Gov: What is the process for following up questions?</p> <p>LR forwards the reports to staff, and they always respond quickly. Reports are followed up in A&amp;S Committee meetings.</p> <p>Mother’s Day worship will take place in all schools on 20<sup>th</sup> March.</p> <p>The Federation Day will be held at Catfield on 25<sup>th</sup> March. The theme will be creative arts and governors were invited to attend.</p> <p>AJ will join the visit to the radar museum on 9<sup>th</sup> March.</p>
<b>14. AOB</b>	None.
<b>15. Date and Time of Next Meeting</b>	Wednesday 25 <sup>th</sup> March 2020, 6pm at Sutton
<b>16. Summary Statement</b>	<p>All members of the Governing Board work well together and all contributions are valuable. The staff team is unified and has pulled together to cover high levels of absence.</p> <p>Governors thanked JS and the other Heads of Schools for their hard work during NB’s absence.</p> <p><b>Action – SW to write to staff to thank them for pulling together with high levels of absence.</b></p>
<b>17. Closing Moment with Prayer</b>	The meeting was closed with a moment of quiet reflection

With no further business the meeting finished at 19.50

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

Date:

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