



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Board of Swallowtail Federation of Church Schools  
13<sup>th</sup> July 2021, 16.30 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	Present
Martin Petersen	MP	Co-opted Governor	Present
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
Rosie Brookes	RB	Co-opted Governor	Present
Emma Barker	EB	Co-opted Governor	Present
<b>Also Present</b>			
Jo Wheadon	JW	Business Manager	Present
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 by asking all present to reflect on the positives from this year and all that has been achieved despite the continuing challenging circumstances.
<b>2. Apologies &amp; absence</b>	Received after the meeting from Josie Upton.
<b>3. Declaration of Interests</b>	SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared. None declared.
<b>4. Minutes of Previous FGB Meeting</b>	The minutes of the meeting held on 25 <sup>th</sup> May 2021 were unanimously approved without amendment.
<b>5. Matters Arising</b>	Governors reviewed the Action Log. SW will work on the Annual Schedule of Business over the next few weeks. It will be ready for the September meeting. JW will share the Single Central Record with AJ. AJ we will monitor before the end of term. <b>Action – SCR to be monitored by the end of term. JW to forward to AJ.</b> The GDPR checklist will be completed outside of the meeting. AJ will monitor SEND with the SENCo. There will be a SEND session during the September inset, and AJ will attend if COVID-19 guidance allows. <b>Action – AJ to monitor SEND in September.</b> All other actions were marked as complete.  <i>NB joined the meeting at 16.49.</i>
<b>11. Budget/Finance</b>	Revision 1 was circulated in advance of the meeting. SW invited JW to highlight key points.  Negative figures had to be included to bring the overall BCR to the correct position, for example - £63k had to go through E12. <b>Gov: Are those the figures given to us by the County Finance Officer?</b> Yes, JW will circulate the email after the meeting. <b>Action – JW to circulate County Finance Officer email after the meeting.</b>  The accounting error was identified as a system error, and the County Finance Officer advised on

	<p>how to do to get it back to the actual position. The corrections have been incorporated. JW gave an example of the catering contract. This had been included in the budget twice, but it was corrected.</p> <p>Coding for some staff salaries has been moved to Pupil Premium. E19 has a significant change as JW had been unsure what staffing would be in place going forward when the budget was set. The Pupil Premium balance was included in the original budget as 'general resources', because at the time the Federation was unsure how it would be spent.</p> <p><b>Gov: Part of this is because governors wanted to see more clarity around how the Pupil Premium was spent?</b></p> <p>Yes, JW would like to update governors via a spreadsheet at every meeting of the R&amp;P Committee.</p> <p>There was a member of staff coded to line E31, but they have now moved to a different department code.</p> <p>Governors were reassured that although the budget looks unusual, the Federation knows exactly what is in each line and why.</p> <p><b>Gov: The corrections have been done now so that it will appear more normal at the next revision?</b></p> <p>Yes, although there may be some small tweaks.</p> <p><b>Gov: Is there anything to add about the overall position on the budget and pupil numbers?</b></p> <p>Numbers are looking good for each school. Sutton was a concern, but it only lost one child. Hickling has grown with a steady 10-11 children joining each year.</p> <p>NB reminded governors that there was initially a deficit in the 3-year budget. She had been generous with the amount put under 'general resources', but this was not sustainable going forward and the projection had to be lowered. It was adjusted in order to keep the current staffing structure. 'Learning resources' was slimmed down, but very high figures were initially included and they are now more realistic.</p> <p>SW stressed that the budget in place means the Federation will be living to its means by budget year 3. The situation could change, but this is the budget that is right for the Federation at this time.</p> <p><b>Gov: What is the system for reviewing BCRs going into next year? They need to be reviewed regularly going forward.</b></p> <p>JW will add to the folder of each meeting of the R&amp;P Committee. The Clerk will add a standing item to the Committee agenda.</p> <p><b>Action – Clerk to add Review of BCR as a standing item to agendas of the R&amp;P Committee. JW to upload BCRs to Committee folders as soon as received.</b></p> <p>The budget revision was unanimously approved. SW will inform the County Finance Officer by email.</p> <p><i>JW left the meeting at 16.56</i></p>
<p><b>6. Committee Updates</b></p>	<p><b>a. Achievement &amp; Standards – 21<sup>st</sup> June 2021</b> No comments or concerns.</p> <p><b>b. Resources &amp; Premises – 21<sup>st</sup> June 2021</b> No comments or concerns.</p> <p><b>c. Networking with Other Schools</b> A meeting of the North Norfolk Partnership of Small School Headteachers will take place later this week. The group is hoping they will be able to meet face-to-face for the first time. The Federation will be involved in a Diocese partnership on the arts.</p>
<p><b>7. Governing Board</b></p>	<p><b>Decision to reappoint Jo Nutbeam as associate governor</b> Governors unanimously agreed to re-appoint Jo Nutbeam for a further term of 2 years. Proposed by SW and seconded by LR. NB finds her input very valuable, and the Board benefits from her knowledge and expertise as a former headteacher and an Ofsted inspector. NB thanked JN for all she has done to support her.</p> <p><b>Governor Monitoring:</b></p>

	<p>LR's Collective Worship Monitoring Report was circulated in advance of the meeting. There were no comments or concerns.</p> <p><b>Training Log</b> AJ has attended training and she will update her training log on Governorhub. <b>Action – AJ to update her training log.</b></p> <p><b>Agree Meeting Calendar for Next Year</b> The calendar for next year was finalised. The Clerk will update the calendar on Governorhub. <b>Action – Clerk to update calendar on Governorhub.</b></p>
<p><b>8. Headteacher Update</b></p>	<p>There has been a positive case of COVID-19 at Sutton. The bubble was closed yesterday because the member of staff had a positive lateral flow test. Other schools in the area also have bubbles closed.</p> <p><b>Gov: How do you ensure staff do not interact outside of teaching time?</b> Social distancing is maintained. There were separate staff rooms for the bubbles at Catfield, Hickling has only one bubble, and there are set places for staff at Sutton.</p> <p><b>Gov: So this class bubble and the staff are isolating at home?</b> Yes, and the children are engaged with remote learning. Their isolation will end next Monday, so the children will be back in school for 3 days before the end of term. The trip to the zoo has been rescheduled for next week. Transition days will be managed very carefully.</p> <p>Numbers on roll are healthy going forward. Preschool numbers increase over the course of the year. Another child will join Yr6 at Catfield. The child was previously removed for home schooling <b>Gov: Was the child a pupil here before?</b> Yes, but they were home schooled because of COVID-19.</p> <p>Attendance consultations have taken place online. County has asked the Federation to analyse data from 8th April. There are 4 cases of persistent absence. There have been holidays. This cannot be authorised, but some were the families of NHS workers.</p> <p>NB is looking at strategic planning for September. SEND gaps have widened over the course of pandemic, and mental health and wellbeing also falls within this category. The schools will have hot meals from September.</p> <p>There have been no further exclusions since the last meeting. <b>Gov: Does this suggest that those children are settling down?</b> Yes, and that the interventions put in place have had a positive impact.</p> <p>Staff have been given an additional week to provide assessment data. NB will analyse this over the summer and present it to governors in the autumn. The curriculum meetings were useful, and they demonstrated how the Federation is aligning more overall. There was good professional challenge. Jolly Phonics will be up and running from September. The new EYFS Framework will be in place in September. The team has met, and new procedures and policies are in place.</p> <p><b>Gov: The schools are settled into the current system with bubbles. Are you expecting more last-minute guidance to be released, and will you have to use holiday time again to plan?</b> The LA has informed schools that they will not receive clear guidance until September. Guidance now is saying children will be able to mix freely, but there will still need to be high levels of hygiene and intervention. Specific guidance regarding any positive cases is not yet known. <b>Gov: Are you working on the basis of returning in bubbles?</b> Staffing is already fluid, and the bubbles were widened this term. The schools will be able to quickly slip back if needed in September</p> <p>Safeguarding issues have remained high. There are a lot of families under FSP, and some have been closed after successful intervention. These have been run by staff from across the Federation, which has helped with workload. The member of staff chosen needs to be the right fit for the family. NB will look at Pupil Premium over the summer. Funding is being used to employ staff with a key focus on mental health and supporting gaps.</p>

	<p>An advertisement is in place for a member of staff to support the caretaker. Cleaning demands remain high.</p> <p><i>Confidential discussion.</i></p> <p>Governors celebrated the success of the staycation that took place the previous week. This was a proud moment for the Federation, and it was above and beyond what so many other schools had been able to offer. The children really benefited, and staff feel it might be a legacy to take forward. Deprived families had the chance to be included.</p> <p><b>Gov: Because it took place at school, did it feel like a smaller step than going away on a residential?</b></p> <p>Yes, and the children knew they could go home at bedtime if they didn't settle.</p> <p>Governors commented this is part of the Federation's ethos. The event was inclusive and enjoyable for all, and all staff went above and beyond to ensure it was successful.</p>
<b>9. School Development Plan</b>	<p>The next task of SLT is to review the current SDP and ensure the new version is in place. NB had intended to complete this by the end of term, but other areas took precedence, and it will be presented to governors in September. Many of the targets will just continue or evolve.</p> <p><b>Gov: Governors have not undertaken a review of the Board's activities. Would this come across as negative from the Ofsted perspective?</b></p> <p>There is evidence that the Board has been active, and all governors are aware of what is going on across the Federation. There is extensive evidence of governor support and challenge. AJ will meet with the SENCo next term, and the English link governor should meet with the Phonics Lead. Governors have also recognised that all in school needed space to support their wellbeing. NB has always felt that governors are there when she has needed them, and she has seen the parent governors regularly on site.</p>
<b>10. Future of the Federation Moving Forward</b>	<p>Consideration will be given to the Sutton pre-school from September.</p>
<b>12. Policies</b>	<p>None.</p>
<b>13. Future School Dates</b>	<p>N/A</p>
<b>14. AOB notified to the chair in Advance</b>	<p>None.</p>
<b>15. Date and Time of Next Meeting</b>	<p>Tuesday 21<sup>st</sup> September 2021, 16.30</p>
<b>16. Summary Statement</b>	<p>Governors thanked everyone across the Federation for everything they have done and continue to do, and for the selfless way in which they do it. They always put the children first.</p>
<b>17. Closing Moment with Prayer/Reflection</b>	<p>The meeting ended with a moment of quiet reflection.</p>

With no further business the meeting finished at 17.35

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

Date:

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