



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Body of Swallowtail Federation of Church Schools  
Held at Catfield School on Wednesday 16<sup>th</sup> May 2019, 6pm

<b>Attendance</b>	<p>Sheila Watts (SW) LA - Chair          Angie Johnson (AJ) – Foundation          Martin Petersen (MP) – Co-opted          Linda Russell (LR) – Foundation          Julie Wones (JW) – Co-Head          Natalie Butcher (NB) – Co-Head          Louise Lawson (LL) – Co-opted          Justine Petersen (JP) - Clerk</p>
<b>1. Welcome &amp; opening prayer</b>	<ul style="list-style-type: none"> <li>➤ SW welcomed all present to the meeting and thanked them for attending.</li> <li>➤ The meeting was opened with a moment of quiet reflection</li> </ul>
<b>2. Apologies &amp; absence</b>	<ul style="list-style-type: none"> <li>➤ Apologies were received and accepted from David Lloyd, Jennie Nichols and Natalie Fiske.</li> <li>➤ NF has informed SW that she will be resigning as a staff governor at the end of the academic year due to family commitments and time constraints.</li> </ul>
<b>3. Decision to Co-opt LL onto the Governing Board</b>	<ul style="list-style-type: none"> <li>➤ Governors voted unanimously to co-opted LL onto the Governing Board for a term of 4 years. Proposed by SW and seconded by AJ.</li> <li>➤ SW welcomed LL to the Governing Board.</li> <li>➤ LL signed the Register of Business Interests and confirmed that she agreed to the NGA Code of Conduct 2018.</li> <li>➤ LL will support AJ with safeguarding, LAC, SEND and GDPR. LL has strengths in those areas.</li> </ul>
<b>4. 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>➤ SW is married to an MSA at Sutton.</li> <li>➤ MP is married to the Clerk.</li> <li>➤ AJ is a governor of the Blue Sky Federation and a parish councillor.</li> <li>➤ LL is the owner of Treasure Box.</li> </ul>
<b>5. Minutes of Previous FGB Meetings</b>	<ul style="list-style-type: none"> <li>➤ The minutes and confidential minutes of the meeting held on 20<sup>th</sup> March 2019 were unanimously approved without amendment.</li> </ul>
<b>6. Matters Arising</b>	<ul style="list-style-type: none"> <li>➤ SW has not been able to secure a meeting with the potential parent governor. She will make contact again.</li> </ul> <p><b>Action – SW to contact potential parent governor.</b></p> <ul style="list-style-type: none"> <li>➤ The terms of reference for the federated budget were signed and forwarded to County.</li> <li>➤ All other matters were covered on the agenda.</li> </ul>
<b>7. Committee Updates – 1<sup>st</sup> May 2019</b>	<p><b>Achievement &amp; Standards:</b></p> <ul style="list-style-type: none"> <li>➤ Governors looked at examples of work and found these useful. <b>They thanked the staff for providing the work and NB for such a comprehensive explanation.</b></li> </ul> <p><b>Resources &amp; Premises:</b></p> <ul style="list-style-type: none"> <li>➤ The confidential minute of the committee meeting held on 4<sup>th</sup> March could not be signed because DL was not present. Clerk to add to next R&amp;P agenda.</li> </ul> <p><b>Action – Clerk to add approval of confidential R&amp;P minute from 4<sup>th</sup> March to next agenda.</b></p> <p><b>Cluster:</b></p> <ul style="list-style-type: none"> <li>➤ JW advised that Stalham High is continuing with its one day transition offer. Stalham Academy will offer 2 days to the feeder infant schools. It will host a Yr6 sporting event, so all Yr6 children will have an opportunity to get together.</li> <li>➤ NB has arranged to meet with the HT of Happisburgh to discuss networking and mutual support.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ The Federation has done moderation with Ludham and Happisburgh.</li> <li>➤ Governors were happy to see that connections are being maintained.</li> </ul>
<b>8. Headteacher Update</b>	<ul style="list-style-type: none"> <li>➤ Hickling has gained one child and should gain another after half term. This would increase the roll to 18.</li> <li>➤ <b>How is the County Business Manager settling in?</b> Very well, she is strong and has the knowledge required. Systems have already been streamlined and procedures made more efficient. She is very approachable. SW met with her 2 weeks ago and this view was reinforced. It has been useful CPD for NB.</li> <li>➤ The new Business Manager is supporting with recruitment for the permanent post.</li> <li>➤ SW proposed increasing the hours for the new business manager post from 20 to 25. This is affordable for the full 3 year budget term, at an additional cost of £1k per school and £3k overall. The Business Manager would take work away from NB and allow her to concentrate on teaching and learning. Governors unanimously agreed to this proposal, although the additional cost is within the delegated authority of the headteacher.</li> <li>➤ NB advised that the business manager would be appointed on a slightly higher pay scale than originally thought, but this has been included in the budget.</li> <li>➤ Governors stressed the need to ensure the right candidate is appointed.</li>   <li>➤ NB provided an attendance update. Catfield was a concern and came through as a line of enquiry for Ofsted. Rigorous processes are in place. The school has bought into the County attendance package and will undergo an attendance audit. Any lessons learned can then be applied to Hickling and Sutton.</li> <li>➤ Governors noted that Ofsted had mentioned attendance in a way that was positive. They could see it was being addressed.</li> <li>➤ Attendance at Sutton is above national.</li> <li>➤ Hickling has dropped due to a sickness bug. Percentages are skewed by the small pupil numbers.</li> </ul> <p><i>Confidential discussion.</i></p> <ul style="list-style-type: none"> <li>➤ The floor at Hickling is the main health and safety concern.</li> <li>➤ <b>How are SATs going?</b> Very well. <b>Was Catfield moderated?</b> No.</li> <li>➤ NB informed governors that as her son is in Yr6 at Catfield, she made the decision to withdraw completely from SATs. Anna Sales has been excellent and deserves thanks. The children were a credit to the school and their attitude was first class. They received breakfast every morning and had ice cream today.</li> <li>➤ <b>How was the EYFS moderation?</b> It went very well and judgements are secure. Staff found it positive and reassuring.</li> <li>➤ The schools will find out tomorrow whether they have been selected for KS1 or 2 moderation.</li>   <li>➤ NB talked through Operation Encompass, the communication line between the police and the schools for any incidents of domestic abuse. The school can put support in place for any children effected. Operation Encompass does not apply to nursery children. <b>Is this via the MASH?</b> Yes.</li> <li>➤ NB and Lucy Amiss attendance a threshold guidance update. There is more onus on the schools to challenge parents.</li> <li>➤ No Prevent referrals have been made.</li> </ul>
<b>9. Action Plan to Improve Consistency in KS2</b>	<ul style="list-style-type: none"> <li>➤ NB advised that the KS2 action plan has been superseded by the Post Ofsted Action Plan. The majority of need at Catfield is KS2. AS has taken ownership of the plan.</li> <li>➤ Maths and SpaG are involved. Actions overlap.</li> <li>➤ The LA visited the school this afternoon. This is routine when an Ofsted report has actions that that need addressing. NB and SW attended. The meeting was positive and they were able to answer all questions asked.</li> <li>➤ It was clear early on that SW and NB were able to show and provide evidence that they were aware of any issues prior to Ofsted. LA feedback was that school leaders clearly know what the strategy is and where the school wants to go, they are proactive and seek opportunities.</li> </ul> <p>NB advised that there are 3 key areas:</p>

	<ul style="list-style-type: none"> <li>• SPaG across the school</li> <li>• Maths in KS2</li> <li>• Other curriculum areas.</li> </ul> <p>SPaG:</p> <ul style="list-style-type: none"> <li>➤ Ofsted picked up the work that has been done on SPaG. The impact needs to be measured. KS2 staff are checking the application of SPaG in books across all subjects.</li> </ul> <p>Maths:</p> <ul style="list-style-type: none"> <li>➤ NB has taken advice from the LA. The County Maths Advisor completed an audit and the school's judgements were confirmed. This was reassuring.</li> <li>➤ The Maths Lead will attend the Maths Leader Network. NB will also attend on the first occasion. The County advisor will complete twilight training sessions on manipulatives and problem solving, as this was a gap identified by the audit. Data will be examined at the end of term and will feed into planning for next year.</li> <li>➤ The County Advisor has supported planning with the class teacher. This was particularly useful in the run up to SATs.</li> <li>➤ NB had initially suggested Yr5/6 team teaching over the summer term, but this does not seem like the best use of time and money at this stage.</li> </ul> <p>Curriculum:</p> <ul style="list-style-type: none"> <li>➤ Leaders are looking at application at KS2. They will visit other schools. There are costs attached and these will be identified at the next budget meeting – c. £1k divided across all 3 schools. <b>Does that include team teaching?</b> No, team teaching would have an additional cost.</li> <li>➤ JW secured a £200 grant for gardening club.</li> <li>➤ The Federation will take part in the Tesco and Waitrose token schemes over the next 2 months.</li> <li>➤ SW reminded governors that this is still work to be done around the processes for a federated budget. Admin staff are positive about the changes.</li> </ul>
<b>10. Budget Update</b>	No update at this meeting.
<b>11. Future of Federation Moving Forward</b>	<ul style="list-style-type: none"> <li>➤ SW and NB will meet with Salhouse, Neatishead and Fleggburgh. Karen Hutchison will also attend as Significant Change Officer.</li> <li>➤ SW met with the HT of Worstead. They are not interested in being of a larger group at this time but they are interested in mutual support. NB will meet with them next month.</li> <li>➤ SW has been unable to source contact details for the Chair of Governors at Happisburgh. She will contact the school's office.</li> </ul> <p><b>Action – SW to contact office at Happisburgh re chair of governors contact details.</b></p> <ul style="list-style-type: none"> <li>➤ The Coastal Federation has asked whether Swallowtail would like to meet. SW had to prioritise and they will not meet at this time.</li> <li>➤ SW advised that Hickling's annual parish meeting will take place next week. She has been invited to give an update. She will use this to promote all of the good work being done at Hickling and the school's strong position.</li> </ul>
<b>12. Leadership Arrangements Moving Forward</b>	<ul style="list-style-type: none"> <li>➤ Arrangements are in place from September.</li> <li>➤ The item will remain on the agenda moving forward.</li> </ul>
<b>13. GDPR Update</b>	<ul style="list-style-type: none"> <li>➤ AJ has completed both training modules on the GDPR website. NB has done the first. She has asked the Heads of School and secretaries to complete module 1.</li> <li>➤ NB has arranged for a GDPR consultation next week. AJ may also attend.</li> <li>➤ Some actions have already been taken. Folders are in place. Photo and video permissions have been sorted. NB is working to ensure new YrR admissions packs have all relevant forms.</li> <li>➤ A clear desk policy will be drafted. LL has extensive experience at writing policies and permissions.</li> <li>➤ A cupboard has been emptied. <b>Were any details of previous students discovered?</b> Yes but the cupboard has always been kept locked.</li> </ul>
<b>14. Governor Training Log</b>	<ul style="list-style-type: none"> <li>➤ AJ's GDPR training has been added.</li> <li>➤ LR has added her recent training.</li> <li>➤ LL will arrange to complete governor induction training.</li> </ul> <p><b>Action – LL to book onto governor induction training.</b></p> <ul style="list-style-type: none"> <li>➤ The Clerk was asked to ensure LL has access to Governorhub.</li> </ul> <p><b>Action – LL to be added to Governorhub.</b></p>

<b>15. Any Other Urgent Business</b>	<ul style="list-style-type: none"> <li>➤ The date of the next round of committee meetings has been changed to 25<sup>th</sup> June.</li> <li>➤ The Clerk was asked to draft a schedule of meetings for next year.</li> </ul> <p><b>Action – Clerk to draft a schedule of meetings for the next academic year.</b></p> <ul style="list-style-type: none"> <li>➤ AJ provided the dates for the NGN's summer governor briefings, including 5<sup>th</sup> June at 5pm at the PDC.</li> <li>➤ AJ will look to organise a social event for the end of term.</li> <li>➤ Staff will go to Sea Palling beach for a social event on 22<sup>nd</sup> July. Governors were invited to attend.</li> <li>➤ The Catfield performance will take place at 6pm on 18<sup>th</sup> July, and at 1.30pm on 19<sup>th</sup>.</li> <li>➤ Wednesday 17<sup>th</sup> July will be an open evening in all 3 settings.</li> <li>➤ <b>Are any church services planned?</b> Yes, at Catfield on the morning of 24<sup>th</sup> July, followed by a picnic in the afternoon. Hickling's is at 1.45pm on 19<sup>th</sup> July. Sutton's will be confirmed but is likely to be 9am on 19<sup>th</sup> July.</li> <li>➤ Governors requested that upcoming dates be added as a standing item on future agendas.</li> </ul> <p><b>Action – Clerk to add upcoming dates as a standing item on future agendas.</b></p>
<b>16. Date and Time of Next Meeting</b>	Wednesday 17 <sup>th</sup> July 2019, 6pm at Hickling.
<b>17. Closing Moment with Prayer</b>	SW closed the meeting with a moment of quiet reflection.

With no further business the meeting finished at 19.15

#### Key Actions going forward

Agenda Item	Action	Responsibility
6	SW to contact potential parent governor.	SW – next meeting
7	Clerk to add approval of confidential minute from to next R&P agenda.	Clerk – next R&P
11	SW to contact office at Happisburgh re chair of governors contact details.	SW – next meeting
14	LL to book onto governor induction training.	LL - ASAP
14	LL to be added to Governorhub.	Clerk - Urgent
15	Clerk to draft a schedule of meetings for the next academic year.	Clerk – next meeting
15	Clerk to add upcoming dates as a standing item on future agendas	Clerk – next meeting

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

Date:

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