



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Board of Swallowtail Federation of Church Schools
Held at Sutton School on 17th October 2019, 6pm

Attendance	<p>Sheila Watts (SW) LA – Chair 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 Jacqui Sinkins (JS) – Staff 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. ➤ The meeting was opened with a moment of quiet reflection.
2. Apologies & absence	<ul style="list-style-type: none"> ➤ Received and accepted from David Lloyd. ➤ SW informed governors that Jennie Nichols had resigned from the Governing Board with immediate effect. She had found it difficult to attend the meetings.
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. ➤ MP is married to the Clerk. ➤ LL is the owner of Treasure Box. ➤ AJ is a parish councillor at Catfield and a governor of Blue Sky Federation. ➤ AJ signed the Register of Business Interests. DL will sign at the next meeting. <p>Action – DL to sign register of business interests.</p>
4. Minutes of Previous FGB Meetings	<ul style="list-style-type: none"> ➤ The minutes and confidential minutes of the meeting held on 10th September 2019 were unanimously approved without amendment.
5. Matters Arising	<ul style="list-style-type: none"> ➤ Approved FGB minutes will be uploaded to the website. Clerk to convert to pdf and forward to NB. <p>Action - Clerk to forward approved FGB minutes to NB for the website.</p> <ul style="list-style-type: none"> ➤ Governors would provide pen portraits for the website. <p>Action – All governors to forward a pen portrait to MP for the website.</p> <ul style="list-style-type: none"> ➤ MP suggested children use the photographs to draw governors for the website. The photos would be used on notice boards in each school entrance. Photos to be sent to MB. <p>Action – Governor photos to be sent to MB.</p> <ul style="list-style-type: none"> ➤ It was agreed that AJ would join the R&P committee due to the imbalance created by Jennie Nichols' resignation. She will continue to support LL outside of meetings. ➤ All other actions were complete or covered elsewhere on the agenda. <ul style="list-style-type: none"> ➤ AJ has completed safer recruitment training. Governors agreed to wait until the Federation has a purchase card in order for training to be bulk booked. ➤ One parent has expressed an interest in the parent governor vacancy. SW will meet with her and invite her to attend the next round of committee meetings and FGB. Checks have been completed and the correct procedure was followed. NB will advertise the vacancy created by Jennie Nichols' resignation. <p>Action – NB to advertise parent governor vacancy.</p> <ul style="list-style-type: none"> ➤ NB circulated the impact of last years SDP. What is happening about the assessment of music? There is a story behind music. The Federation is looking at the curriculum. Have subjects been moderated across the Federation? Some have, including foundation subjects, maths and English. ➤ What about RE and collective worship? What impact will losing the vicar have? Open the Book will stop. Shaun Cushion is helping out. He led a harvest service at Catfield.

	<p>Hickling has lay workers who provide support. NB has contacted Catfield Church but has yet to receive a reply. What about Rev Margaret at Ludham? AJ will contact her. What about Sutton? Clergy are in school on a weekly basis. Catfield is the main concern.</p> <p>Action – AJ to contact Rev Margaret at Ludham.</p> <ul style="list-style-type: none"> ➤ What plans are there to further integrate Forest schools into the curriculum? A farm in Hickling has offered off site provision in terms of a wooded area that the Federation can use once per week. PE funding will be used for transport. Every school will have at least one Forest School leader. Forest schools will never be an Ofsted deep dive area but will look at how it links through the curriculum. NB will write a rationale. ➤ Phonics is strong overall, so why is it a target? Catfield dropped below national. Reading has undergone a huge change in the new Ofsted framework and will be deep dived. LR agreed to monitor English at Catfield. ➤ Governors discussed the SDP success criteria. They felt that some targets should be smarter, for example narrowing the gaps should be made more specific and measurable. ➤ Priority 4 is to achieve at least expected. Should we be aiming higher? Governors suggested adding a percentage above expected progress. NB will consider, although this is a Federation target. Would this disadvantage SEND or PP children? No, it would be based on progress rather than attainment. NB advised that the heads have been warned against putting percentages in targets because there are too many contributing factors. So how can impact be measured? Progress is no longer the start point to the end point. Progress can be within lessons or within a series of lessons. Data drops should be reduced and progress measured against performance indicators. ➤ It is recommended that the SDP includes costings and budgets. ➤ AJ has attended training on attendance. Fining is not effective. ➤ MP will be governor link for attendance.
<p>6. Committee Updates</p>	<p>Achievement & Standards – 1st October 2019 One amendment was requested– the amount of PP received by Catfield should be £25600, not £35k. Action - Clerk to make one amendment to A&S minutes prior to approval at next meeting.</p> <p>Resources & Premises – 25th September 2019 No comments or concerns.</p> <p>Cluster</p> <ul style="list-style-type: none"> ➤ NB attended the cluster heads meeting. CPOMS was discussed. Ludham are reaching out to share certain costs. ➤ MB attended a transition meeting at Stalham Academy. The Federation’s NQT is working closely with Stalham on Science.
<p>7. Governing Board</p>	<p>Annual Schedule</p> <ul style="list-style-type: none"> ➤ SW has not yet completed her revision. <p>Decision Planner</p> <ul style="list-style-type: none"> ➤ SW has considered the decision planner in light of the appointment of a business manager, and she does not feel any changes are needed. ➤ The decision planner was unanimously adopted without amendment. <p>Outcome of Skills Audit</p> <ul style="list-style-type: none"> ➤ LL has not yet received completed audits from NB or AJ. Action to carry forward. <p>Action – NB and AJ to complete skills audits and forward to LL. Clerk to add to next agenda.</p> <p>Training Log</p> <ul style="list-style-type: none"> ➤ MP and LR attended the Ofsted briefing on 14th October. ➤ LR has attended training on staff wellbeing and workload. She recommended other governors also consider attending. ➤ MP has arranged to attend training on RSE and exclusions/complaints in December. ➤ AJ attended the NGA regional conference on 12th October. ➤ SW has been unable to log in to complete finance training. She will continue to try. ➤ MB will complete governor induction training. <p>Number of A&S Committee Meetings</p> <ul style="list-style-type: none"> ➤ LR proposed dropping to 4 committee meetings per year. This would reduce the workload on NB. Data is only available 3 times per year. Governors were in unanimous agreement.

	<p>The January and April meetings this academic year would be cancelled.</p> <ul style="list-style-type: none"> ➤ NB stressed the need for governors to have strong curriculum links. LR and MP will attend the twilight curriculum training session on 28th October. Governors were also invited to attend the second session on 11th November. ➤ The Federation will conduct deep dives around individual subjects. NB would like a governor for each curriculum area. Governors need to be able to demonstrate how they are involved in setting the curriculum. NB will forward the dates. <p>Action – NB to forward dates of curriculum area deep dives.</p> <p>The following curriculum areas were agreed: LR – Geography, History, Maths, RE, Forest Schools. DL – English AJ – Music and Computing MP – EYFS, PE LL – MFL, DT The new parent governor would be invited to take on Science.</p> <p>Governance Target for SDP</p> <ul style="list-style-type: none"> ➤ LR will draft a target based around curriculum monitoring and forward to NB. <p>Action – LR to draft governance target for SDP and forward to NB.</p>
<p>8. Headteacher Update including Attendance</p>	<ul style="list-style-type: none"> ➤ NB is being upskilled on the curriculum. She attended the Ofsted headteacher briefings. She also met with Jo Nutbeam and conducted a planning scrutiny. ➤ Staff wellbeing is a major Ofsted focus, but staff also need to work on the curriculum. This creates challenges. The Federation strategy is to work through it step by step to ensure all staff understand how the curriculum is built. The action plan will be shared with governors. This is a year-long process but NB will be able to demonstrate the progress to Ofsted. ➤ Barriers include mixed age classes, which means the programme needs to be rolling. It also has to be done across all 3 settings. NB will work on overarching themes that link the schools as a Federation. Hickling may need a rolling programme that is different to Catfield and Sutton. ➤ Work on vision was not embedded last year. NB has attended SIAMS training. LR is happy with the Biblical reference but this must be reflected in the curriculum. NB has linked it to the curriculum statement. ➤ <i>Confidential discussion.</i> <p>Attendance:</p> <ul style="list-style-type: none"> ➤ Catfield attendance is 95.64% with 9 children classed as persistent absentees. The school is following the shared medical protocol and all cases have been confirmed as genuine. ➤ Sutton is 97.25% with 3 persistent absentees. ➤ Hickling is 98.53% with 0 persistent absentees. ➤ The class with the highest attendance receives the attendance bear. ➤ NB completed safeguarding refresher training. There are no safeguarding issues with flexi schooling as long as risk assessments are done. Spot checks were also suggested, and NB has made JW aware. The child is currently attending school full time through personal choice. Has a risk assessment been done? Yes and there are no concerns. The risk assessment is around children being in good care with the family. There is no need for a risk assessment for each place visited.
<p>9. Flexi Schooling including Flexi Schooling Policy</p>	<ul style="list-style-type: none"> ➤ Should flexi schooling be mentioned in the new prospectus? NB did not feel this would be appropriate. The prospectus is expensive to produce and should have a long shelf life. Flexi schooling is currently being trialled, and it could make the prospectus out of date should it not be continued. Specific information will be included alongside it. ➤ Governors unanimously approved the flexi schooling policy. They were satisfied that all concerns and questions had been addressed.
<p>10. Future of the Federation Moving Forward</p>	<ul style="list-style-type: none"> ➤ No update at this meeting. ➤ Item to remain a standing item on FGB agendas.
<p>11. GDPR Update</p>	<ul style="list-style-type: none"> ➤ Governors agreed that GDPR update would be removed as a standing item from future agendas. Any issues would be covered by the Headteacher's Report. <p>Action – Clerk to remove GDPR update as a standing item.</p> <ul style="list-style-type: none"> ➤ The role has been delegated to the Business Manager. She will complete half termly

	<ul style="list-style-type: none"> ➤ audits. ➤ There have been no breaches or concerns.
12. Website Monitoring	<ul style="list-style-type: none"> ➤ Covered above. ➤ All blogs are now up to date. ➤ Updated policies will be uploaded. ➤ Attendance information has been added. ➤ NB advised that curriculum information is not up to date but this will be rectified after the twilight sessions.
13. Policy Approval	<p>SEN & Inclusion Policy Unanimously approved without amendment.</p> <p><i>Confidential discussion.</i></p> <p>Administration of Medicines Policy Unanimously approved without amendment subject to addition of appendix 2.</p> <ul style="list-style-type: none"> ➤ Should the policy have an appendix 2? It was blank? Yes, it is the asthma form and NB will add this. ➤ Parents should check in with the Head of School each day. Is this happening? Yes. Is it easy to manage? Yes. Can parents come into school to administer medication? Yes. What happens if the Head of School is not in? The Heads of School designate someone to act in their place if they are not in school. <p>Online Safety Policy</p> <ul style="list-style-type: none"> ➤ Are memory sticks password protected and encrypted? Yes. Are they used much? No but all staff have been provided with one. Everything is done online, including safeguarding ➤ Have all staff signed an acceptable use policy? Yes. ➤ Are we doing a planned programme of formal online safety for staff and governors? This will be discussed outside of the meeting. SW or AJ will consider during a monitoring visit. ➤ Governors come into school. Which category are we in? NB will consider. There is no reference to governors devices in the policy, and they may be classed as visitors. <p>Action – NB to consider which category governors are in in terms of online safety policy.</p> <p>Pay Policy Unanimously approved.</p> <ul style="list-style-type: none"> ➤ There are no substantive changes. ➤ The policy mentions seeking independent external advice on the option to pay about the range or to shift the range. This is not in the current policy. Who would this be? County HR would provide external advice. SW consults them before bringing any changes to the Governing Board. ➤ Does it need to be circulated to staff? Possibly not as there are no substantive changes, although governors agreed that it should be shared with staff with the request that any comments be made to governors within 7 days. Any questions will be dealt with by the R&P Committee, and any significant issues brought back to the FGB. <p>Teacher Pay Award Covered by Pay Policy.</p>
14. Future Dates of School Events	<ul style="list-style-type: none"> ➤ All dates are now on the website. NB reminded governors that they are welcome to attend any event. They should contact NB or the school office first. ➤ MB suggested a governor attend the next reading café to be with those children who do not have a parent in attendance. ➤ There will be a Federation trip to the pantomime on 16th December. This will double as a wellbeing event and all staff will attend. ➤ Governors are always welcome to attend collective worship. ➤ Governors should refer to the vision statement when completing their monitoring reports. LR will add a box for evidence. <p>Action – LR to add a box to monitoring form re evidence of vision.</p>
15. AOB	<p>Governors were reminded that the date of the next A&S Committee has changed. It will now take place on 14th November at 16.30 at Hickling.</p>

16. Date and Time of Next Meeting	Tuesday 10 th December 2019, 6pm at Catfield.
17. Summary Statement	Governors considered how the content of the meeting was linked to the Federation's vision, and to themes of friendship, trust and kindness. Staff wellbeing and workload were considered. Staff are supporting each other through the changes to the curriculum and the new Ofsted framework. Sound policies are in place. Action - Summary statement to be added as a standing item to future agendas.
18. Closing Moment with Prayer	The meeting was closed with a moment of quiet reflection

With no further business the meeting finished at 20.00

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

Date:

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