



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Body of Swallowtail Federation of Church Schools
Held at Sutton School on Wednesday 20th March 2019, 6pm

Attendance	<p>Sheila Watts (SW) LA - Chair Angie Johnson (AJ) – Foundation Jennie Nicholls (JN) - Parent Martin Petersen (MP) – Co-opted Linda Russell (LR) – Foundation Natalie Fiske (NF) – Staff Julie Wones (JW) – Co-Head Natalie Butcher (NB) – Co-Head Louise Lawson (LL) – Observing 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 ➤ SW introduced LL as a prospective new governor.
2. Apologies & absence	<ul style="list-style-type: none"> ➤ Apologies were received and accepted from David Lloyd.
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. ➤ AJ is a governor of the Blue Sky Federation.
4. Minutes of Previous FGB Meetings	<ul style="list-style-type: none"> ➤ The minutes and confidential minutes of the meeting held on 4th February 2019 were unanimously approved without amendment.
5. Matters Arising	<ul style="list-style-type: none"> ➤ NB took the governor files to Sutton. ➤ SW met with the potential new governor. A parent has also expressed an interest in joining the Governing Board. SW will arrange to meet. <p>Action – SW to meet with potential parent governor.</p> <ul style="list-style-type: none"> ➤ SW contacted Rev Deborah. She does not feel able to commit to being a governor at this time. ➤ Fire alarm quotations were added to the last R&P agenda. ➤ The Small Schools Review has been sent to County. No concerns were raised. ➤ The admin staff consultation has been completed. ➤ The SFVS was approved by email and has been submitted.
6. Committee Updates – 4th March 2019	<p>Achievement & Standards:</p> <ul style="list-style-type: none"> ➤ No questions or comments. <p>Resources & Premises:</p> <ul style="list-style-type: none"> ➤ No questions or comments. <p>Cluster:</p> <ul style="list-style-type: none"> ➤ JW advised that a joint moderation exercise would take place with Ludham and Happisburgh to look at maths and literacy books before the Easter break. Which members of staff would be involved? All teachers from all 5 schools.
7. Headteacher Update	<ul style="list-style-type: none"> ➤ Sutton remains a 'Good' school following the recent Ofsted inspection. A letter of congratulations from Paul Dunning was circulated. Governors thanked all staff involved for their time and effort towards achieving such as positive outcome. ➤ Catfield was inspected the previous day. The outcome remains confidential at this stage. ➤ What is being done to address attendance at Catfield? The Federation has purchased the LA attendance package and NB met with the Attendance Officer. Meetings are taking place with parents. Action plans have been written and referrals made to the Healthy Child Programme. Attendance is reported on in newsletters. The impact is already very

	<p>positive. Governors commended NB on the work with parents and other processes. The relationship between the Head of School and parents is key.</p> <ul style="list-style-type: none"> ➤ JW has secured a small amount of additional SEN funding for Catfield. This is included in the budget. How much extra? £3k. JW advised that the County system from the summer term has not yet been clarified. It has already changed several times. ➤ There is mention in the HT update of a KS action plan and the need for consistency. What is being done and how will this be monitored? It is mainly lesson drop ins, book looks and formal observations. There is consistency in terms of policy and the non-negotiables should be evident in lessons. Governors requested this be added to the next agenda. <p>Action – Clerk to add action plan to improve consistency in KS2 to next agenda.</p> <ul style="list-style-type: none"> ➤ Numbers achieving greater depth remains an issue? Performance management involves data. Teachers are accountable. ➤ Is question level analysis done in Maths as well as English? It was done in Maths and SPaG at the start of the year. ➤ Governors again reminded NB and JW that funds are available to support in terms of teaching and learning as had been referenced in earlier discussions. NB's action was to contact the LA to source support for Maths in KS2. The response was positive and they are able to provide this. ➤ DL completed a health and safety monitoring walk with the Caretaker. He commended the positive input from the Caretaker. ➤ In terms of the incident with the allergic reaction, is there anything to learn from this? AJ checked this as safeguarding governor. A formal meeting was held with the members of staff involved. The parents were content with the procedures followed and they have been reassured. Staff have been reminded to follow the procedures and are now more aware of their accountability and responsibilities. How are the child and the parents in terms of welfare? There are no concerns. The correct protocol and procedure were implemented on the day and the risk of escalation was reduced.
8. Budget Update	Deferred until later in the meeting.
9. Update on Admin Staff Restructure	<ul style="list-style-type: none"> ➤ SW advised that the consultation process is complete and changes will take effect on 1st April. The Business Manager post is being advertised and expressions of interest have been received. ➤ The LA will provide a member of the finance team to support with setting up the federated budget. The school budget has 1 month of support factored in. ➤ Vicky Hatch attended the budget meetings. Much prep work had been done in advance. It is already clear that financial processes will be quicker and easier. ➤ Several governors are trained in safer recruitment. They offered to support with the recruitment process.
10. Future of Federation Moving Forward	<p>Flexi Schooling</p> <ul style="list-style-type: none"> ➤ The previous FGB meeting approved the principle of flexi schooling at Hickling subject to more information being available. JW circulated additional information after that meeting, including a model flexi schooling policy with DfE wording. ➤ JW analysed the NCC guidelines and looked at 2 other schools where this is offered. ➤ One parent has completed all documentation for a proposed flexi schooling arrangement from September. She is aware that the Governing Board have not yet agreed. ➤ In terms of preparation for rolling this out across the Federation, what will be the impact on Yr6 and SATs, and how will it support preparation for high school? JW advised that only Hickling would be considered at this stage. There are schools locally where it is offered at KS2 and they have clear systems in place. It suits Hickling's ethos. Have those schools noticed any issues? Yes. It relies heavily on the relationship between the headteacher and parents. There is a lot of accountability on the teacher and teachers must be on board. JW is Head of School at Hickling and fully supports the proposal. It would be judged on a case by case basis and would stop if issues became apparent. There is no appeal against this decision. ➤ SW proposed that the Governing Board agree that Hickling offers the option of flexi school where considered appropriate with regular updates included in the Headteacher Reports moving forward. This would initially be for a trial period of 2 years. Governors unanimously agreed. ➤ Governors felt this was powerful evidence to show that the school is meeting the needs of the local community and is helping children to flourish. It is an exciting and positive development for Hickling.

	<ul style="list-style-type: none"> ➤ Are any other current parents likely to express an interest? Potentially.
12. GDPR Update	<ul style="list-style-type: none"> ➤ Secure storage has been installed in all 3 offices. ➤ One action at Catfield related to the signing in register being visible. A GDPR compliant system has been purchased and will be trialled at Catfield. What is involved in this? It is a cover sheet with an under sheet that cannot be seen. It allows visitors to the school and the reason for their visit to remain private. ➤ Secure printing is now in place and teachers must put in a code to retrieve their printing. This will also bring financial efficiencies.
13. Any Other Urgent Business	<p>None. LL left the meeting at 18.45.</p>
Budget	<p>Hickling Budget:</p> <ul style="list-style-type: none"> ➤ JW advised that since the last meeting it had become apparent that the waiting list for the pre-school was not as large or as concrete as previously thought. There were also older children on the list. JW and NB looked at numbers with the pre-school staff and only 3-4 children were in each session. The proposal to employ a teacher is no longer viable if older children are taken into the school. ➤ It is clear that this is not the right time to make these changes. The pre-school staff have excellent relationships with parents and the success of the pre school is down to them. ➤ The Federation is in the process of appointing a Business Manager. This should bring clarity to administration and to the division of responsibilities. This process highlighted an issue whereby no one was ultimately responsible for looking at numbers. This will be addressed moving forward. ➤ The pre-school needs an additional adult, and JW may still have 4-5 children in the main school. How often would this be? It is currently once per week but would be 3 times per week in the summer term. Parents were attracted by the thorough transition. Is it permissible to have those children in the classroom on a regular basis? Yes, Sutton already has Rising 5s on Fridays and the ratio must be correct. The pre-school will still be in session and the provision will be the same. ➤ Governors agreed to put the matter on hold for now. <p>Federated Budget Terms of Reference</p> <ul style="list-style-type: none"> ➤ The ToR circulated contain standard text and there was no reason to vary this. ➤ It was agreed that in the event of budget separation in future, any surplus would be split based on the proportion of balances initially put in - Hickling 41%, Sutton 35%, Catfield 24%. SW would add this to the ToR, and sign as agreed. The percentages would be subject to regular review to ensure they remain in line with spending. <p>Action – SW to add percentages in event of budget separation to ToR and send to County subject to permission to annually review the distribution of balances.</p> <p>Agree 3 Year Budget:</p> <ul style="list-style-type: none"> ➤ SW tabled the budget and summary document. ➤ Any increases in staffing costs, wages and pensions are built in and based on the latest information. The Government agreed to provide a grant to cover additional costs, but this has been confirmed for one year only. The LA has therefore decided to do 2 versions of the budget for each school, one of which will contain the grant for 1 year and the other for all 3 years. ➤ The scenario proposed by NB and JW was initially unaffordable at Catfield in the long term. The new scenario budget produced by VH is based on 1 executive headteacher and a full time teaching head of school for each school. This would form the senior leadership team. ➤ Assuming the grant for the full 3 years, the Federation is living on the surplus. Year 1 – costs are £11k more than income, year 2 – costs are £46k more than income. In year 3 this reduces slightly to £35k more than income. The LA will accept this but it is not sustainable. Governors were mindful that much can change in 3 years but there must be a plan to address this. The surplus is there to be used. Assuming the grant for 3 years the carry forward would still be £83k. ➤ The live budget would be considered as the reality. Only £27k would be carried forward over 3 years (3.24%). ➤ AJ stressed the fact that most schools have a small surplus in year 3. Some are negative. The overall position of the Federation is positive.

	<ul style="list-style-type: none"> ➤ Pupil numbers – Catfield continues to trend upwards, Sutton dips and then increases, Hickling is trending up. ➤ SW proposed that the Governing Board agree scenario 1. ➤ Should we build an amount into the budget so that funds are available for an additional member of teaching staff at Hickling when needed? Yes, governors agreed to include an additional teacher in budget year 2 at the next revision. ➤ PP and PE premium funding is included in the surplus. ➤ Does the budge still include provision for a KS2 Leader? No. ➤ Governors unanimously agreed to the scenario 1 budget. <p><i>JW, NF and NB left the meeting at 19.20.</i></p> <p>Leadership Structure <i>Confidential discussion.</i></p>
14. Date and Time of Next Meeting	Thursday 16 th May 2019, 6pm at Catfield.
15. Closing Moment with Prayer	SW closed the meeting with a moment of quiet reflection.

With no further business the meeting finished at 20.25

Key Actions going forward

Agenda Item	Action	Responsibility
5	SW to meet with potential parent governor.	SW - ASAP
7	Clerk to add action plan to improve consistency is KS2 to next agenda.	Clerk – next meeting
8	SW to add percentages in event of budget separation to ToR and send to County subject to permission to annually review the distribution of balances.	SW - Urgent

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

Date:

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