



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Board of Swallowtail Federation of Church Schools  
21<sup>st</sup> September 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	Present
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>			
Justine Petersen	JP	Educator Solutions Clerking Service	Present

<b>1. Welcome &amp; opening prayer</b>	<ul style="list-style-type: none"> <li>➤ SW welcomed all present and thanked them for attending.</li> <li>➤ The meeting opened with a moment of reflection about kindness and consideration of all, and giving thanks for the help and guidance governors provide to the schools in the Federation.</li> </ul>
<b>2. Apologies &amp; absence</b>	<ul style="list-style-type: none"> <li>➤ RB had advised she would be late because of a work commitment.</li> <li>➤ Jo Nutbeam had advised that her schedule as an Ofsted Inspector was extremely busy, and there would be times when she was unable to attend meetings. Governors unanimously agreed to accept her apologies on these occasions.</li> </ul>
<b>3. Declaration of Interests</b>	<ul style="list-style-type: none"> <li>➤ SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared.</li> <li>➤ NB advised that her husband has been employed as a cleaner in the Federation.</li> <li>➤ <b>Action – All governors to confirm their declarations of interest on Governorhub.</b></li> </ul>
<b>4. Election of Officers</b>	<ul style="list-style-type: none"> <li>➤ SW was unanimously elected as Chair of Governors for a further term of 3 years. Nominated by EB. There were no other nominations.</li> <li>➤ AJ was unanimously elected as Vice Chair of Governors for a further term of 3 years. Nominated by SW. There were no other nominations.</li> <li>➤ Governors were mindful of the need to plan for succession.</li> </ul>
<b>5. Full Governing Body</b>	<p><b>Terms of Reference 2021/22</b> Unanimously agreed.</p> <p><b>NGA Code of Conduct 2021</b> Unanimously agreed. Adopted in full.</p> <p><b>Register of Interests</b> SW reminded governors to update and confirm their declaration of interests on Governorhub.</p> <p><b>Keeping Children Safe in Education 2021</b> All confirmed that they had read KCSiE 2021. <b>Action – All governors to confirm they have read KCSiE 2021 on Governorhub.</b> <b>Gov: Is there a summary of changes?</b> <b>Action – Clerk to circulate a summary of changes to KCSiE.</b></p> <p><b>Action to Identify FGB Review/Training for This Year</b> SW requested all governors consider this before the next meeting. Clerk to add to agenda.</p>

	<p><b>Action – Identify FGB Review/Training for this Year to be added to next agenda.</b> SW asked the Clerk to circulate the skills audit before the next meeting.</p> <p><b>Action – Clerk to circulate skills audit and add to next agenda.</b></p> <p><b>Note Reappointment of Angie Johnson as Foundation Governor until 31<sup>st</sup> August 2025</b> Noted.</p>
<p><b>6. Delegation of Responsibilities to Committees and Headteacher</b></p>	<p><b>Review Governing Body Decision Planner and Agree Any Changes</b> No changes.</p> <p><b>Proposed Committee Structure</b></p> <ul style="list-style-type: none"> <li>➤ No changes.</li> <li>➤ SW was unanimously elected as Chair of the Resources &amp; Premises Committee.</li> <li>➤ LR was unanimously elected as Chair of the Achievement &amp; Standards Committee.</li> </ul> <p><b>Agree Terms of Reference for Each Committee</b> Unanimously agreed with no amendments.</p> <p><b>Propose that Disciplinary and/or Appeals Panels are Formed as Required</b> Unanimously agreed.</p> <p><b>Agree Membership of Headteacher Performance Review Panel</b> Unchanged as EB, AJ and LR.</p> <p><b>Propose that we accept governors to participate or vote at meetings including but not limited to by telephone or video conference</b> Unanimously agreed.</p>
<p><b>7. Committee Membership &amp; Governor Responsibilities</b></p>	<p><b>Agree Committee Membership</b> Unchanged.</p> <p><b>Link Roles</b></p> <ul style="list-style-type: none"> <li>➤ JU would take on the health and safety link role.</li> <li>➤ LR would take on SMSC.</li> </ul> <p><b>Review and Agree Summary Document</b> Unanimously agreed.</p> <p><b>Check Who is Safer Recruitment Trained</b></p> <ul style="list-style-type: none"> <li>➤ SW, AJ and LR are trained.</li> <li>➤ MP will undertake training.</li> </ul> <p><b>Action – MP to complete safer recruitment training.</b></p> <p><i>RB joined the meeting at 16.50.</i></p>
<p><b>8. Dates</b></p>	<p><b>Schedule of Meeting Dates 2021/22</b> Already circulated and agreed.</p> <p><b>Action – Clerk to add Zoom link to Governorhub calendar.</b></p> <p><b>Decision on Whether to Continue with Virtual Meetings</b></p> <ul style="list-style-type: none"> <li>➤ SW asked all present for their preference. Opinions varied, but it was agreed that FGB and committee meetings would continue virtually for now. Proposed by SW.</li> <li>➤ Online meetings are efficient and attendance is strong, although governors and staff miss the face to face interaction. Governors miss coming into school.</li> <li>➤ SW stressed the need for all to feel comfortable.</li> <li>➤ Two working parties would be put in place for specific projects, and these could meet in person.</li> </ul> <p><b>Plan to Prepare and Agree Monitoring Timetable</b></p> <ul style="list-style-type: none"> <li>➤ SW has finalised the annual schedule including a plan for key statutory monitoring activities. All governors should consider this and bring any questions or comments to the committees.</li> </ul> <p><b>Action – Governors to consider Annual Schedule of Business and bring any comments to the committees. Clerk to add to committee agendas.</b></p>

<p><b>9. Additional Items of Business</b></p>	<p><b>Federation Development Plan</b></p> <ul style="list-style-type: none"> <li>➤ NB stressed that this was a Federation-wide plan, and an overview is available on Governorhub. She is in the process of breaking it down into tasks, and more information will be provided at the next meeting of the A&amp;S Committee.</li> <li>➤ She has assumed that governors would like to keep the same target as last year, as the pandemic and lockdowns prevented any significant progress.</li> <li>➤ SW informed governors that the Federation has been invited to send a governor representative to an online event run by the Diocese concerning what it means to be part of one of the Diocesan MATs. It was agreed that AJ would attend the event on Monday 27<sup>th</sup> September. The Diocese has been very supportive of the Federation.</li> </ul> <p><i>Confidential discussion.</i></p> <ul style="list-style-type: none"> <li>➤ <i>The Head of School at Sutton left with immediate effect at the end of the summer term, and Sutton no longer has a Head of School. NB and SW had discussed the plans to cover those aspects of the workload that need to be filled, and this led to thoughts about the wider leadership structure.</i></li> <li>➤ <i>It is clear from benchmarking information that the leadership in the Federation is ‘top heavy’ for the size of the schools and the Federation as a whole.</i></li> <li>➤ <i>SW proposed that a working party be put in place to review the leadership structure. It would also be a chance to evaluate what is working well and what could be better. The process needs to take place as a matter of urgency to support recruitment and workload.</i></li> <li>➤ <i>Recruitment would ideally take place before half term, and there may need to be an interim arrangement.</i></li> <li>➤ <i>It was agreed that SW, NB, AJ and MP would form the leadership working party. MP would act as chair.</i></li> </ul> <p><b>Sutton Pre-School</b></p> <ul style="list-style-type: none"> <li>➤ <i>It has become clear that Sutton Pre-School is likely to close completely in the near future.</i></li> <li>➤ <i>SW proposed to create a second working party to consider the position and whether it would be feasible to incorporate it into the school.</i></li> <li>➤ <i>It was agreed that RB, EB, JU and JS would form the Sutton Pre-School working party. NB advised that the Secretary at Hickling could also provide support as she has extensive experience in this area.</i></li> </ul> <ul style="list-style-type: none"> <li>➤ NB informed governors that the current situation is challenging but staff morale is strong and the team is upbeat. NB has taken on the responsibility of Sutton, so she now has less time at the other two sites.</li> <li>➤ The inset days were positive, and feedback was exceptional. The Federation is still managing to get welfare and wellbeing right despite the challenges.</li> <li>➤ Sutton is now at outbreak level with 4 positive COVID cases – over 10% of a unit. NB is waiting for a telephone call from the Norfolk Outbreak Team. The guidance states that the school should carry on as normal, and ventilation and hygiene will be increased further. There has been a significant impact in terms of staffing.</li> <li>➤ Federation training for tomorrow has been cancelled because of the outbreak, and NB will stay at Sutton for this week. Staff working across the schools will remain in one place for the time being.</li> <li>➤ JS advised that those members of staff who are working in new roles are working well, and new structures have been put in place.</li> <li>➤ <i>There have been two fixed term exclusions at Catfield.</i></li> </ul>
<p><b>10. Minutes of Previous FGB Meeting</b></p>	<p>The minutes of the meeting held on 13<sup>th</sup> July 2021 were unanimously approved without amendment.</p>
<p><b>11. Matters Arising</b></p>	<ul style="list-style-type: none"> <li>➤ AJ will monitor the Single Central Record.</li> <li>➤ The BCR will be added to the agendas of the R&amp;P Committee and uploaded into the Governorhub folders as soon as available.</li> <li>➤ All other actions were marked as complete.</li> </ul>
<p><b>12. Policy Approval</b></p>	<p>The policies listed below were unanimously approved without amendment:</p> <ul style="list-style-type: none"> <li>• Safeguarding Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff Code of Conduct</li> <li>• Attendance</li> <li>• Administration of Medicines</li> <li>• SEN &amp; SEN Information Report</li> <li>• Intimate Care</li> <li>• Medical Conditions</li> </ul> <p>➤ NB advised that the Federation is below national in terms of SEN, but Catfield is well above. The areas of need remain largely unchanged.</p> <p>➤ JS stated that the SEN Information Report could be the subject of a Governing Board audit this year, and it may need looking at in more detail.</p> <p>➤ Governors were unsure whether the Equality Scheme needed to be updated this year.  <b>Action – Clerk/NB to determine whether Equality Scheme needs to be updated.</b></p>
<b>13. Future of the Federation Moving Forward</b>	Covered above.
<b>14. Date and Time of Next Meeting</b>	Tuesday 21 <sup>st</sup> September 2021, 16.30
<b>15. Any Other Business</b>	<p>➤ It was agreed that the leadership working group would meet on 22<sup>nd</sup> September, 5pm.</p> <p>➤ AJ had circulated an updated template for the decision planner. She will compare both after the meeting and determine any changes.</p> <p><b>Action – AJ to compare Federation decision planner with updated version and include any changes.</b></p>
<b>16. Closing Moment with Prayer/Reflection</b>	The meeting ended with a moment of quiet reflection.

With no further business the meeting finished at 17.47

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

Date:

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