



Swallowtail Federation of Church Schools

Minutes of a Meeting of the Governing Board of Swallowtail Federation of Church Schools 23rd September 2020 – Zoom Remote Meeting

Governing Board	Initials	Role	Present / Apologies / Absent
Mia Baker	MB	Co-opted Governor	Present
Natalie Butcher	NB	Headteacher/Governor	Present
Angie Johnson	AJ	Foundation Governor	Present
Louise Lawson	LL	Co-opted Governor	Present
David Lloyd	DL	Co-opted 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
Also Present			
John Ward	JW	Educator Solutions Clerking Service	Present

1. Welcome & opening prayer	SW welcomed all present and thanked them for attending. She opened the meeting with a short time of reflection and prayer.
2. Apologies & absence	Received and accepted from Angie Johnson who would join the meeting late.
3. Election of officers	Not needed at this meeting – officers elected for terms of three years in September 2018
4. Full Governing Body	<p>SW said that she would go through each section and ask for comments. The documents are proposed based on last year's documents with updated versions where applicable and as indicated on the documents placed on Governor Hub for Governors to read. SW asked that Governors make it known if they are not happy with the documents, otherwise they would be approved.</p> <p>4.1 Terms of Reference 2020 Agreed for adoption by the Governing Body.</p> <p>4.2 NGA Code of Conduct DL asked that a small amendment was added to the document as there was nothing about being polite and respectful to each other. It was agreed an amendment be made. Agreed for adoption by the Governing Body.</p> <p>4.3 Keeping Children Safe in Education – new version 1st September 2020 Agreed for adoption by the Governing Body.</p> <p>4.4 Register of Interests – any changes to declarations already on Governor Hub. SW asked if all Governors were happy with what was on Governor Hub.</p> <p>MP asked for his record to be taken down. NB asked that her husband's work in the school should be recorded. It was agreed that her husband may do occasional maintenance work in school subject to the usual contract procedures Agreed for adoption by the Governing Body.</p> <p>4.5 Governor Jo Nutbeam – renewal of co-opted for one year as an associate member into the governing body. SW said that JN was willing to carry on in the role and proposed that JN be co-opted for another year with a review in the autumn term in 2021. The governors agreed to this one year appointment.</p> <p>4.6 Parent Elections. SW said it was positive that three parents are showing an interest in being a governor. She will contact them and go through meeting schedules and dates and times and ask them to confirm their interest. She will also explain the parent and co-opted governor role. If three are still keen elections will be held.</p>

<p>5. Delegation of responsibilities to committees and Head Teacher</p>	<p>5.1 Review Governing Body Decision/Delegation planner and agree changes. SW said the document was unchanged from last year so asked for comment. With no comment the document was approved by the Governing Body.</p> <p>5.2 Proposed committee structure SW proposed that the same committee structure remain in place. This was approved by the Governing Body</p> <p>5.2.1 Resources Committee-agree chair SW said she was prepared to continue in the chair. It was proposed by MP and seconded DL that she continue. This was approved by the Governing Body.</p> <p>5.2.2 Achievement and Standards –agree Chair SW asked LR if she was prepared to continue as chair and she agreed. It was proposed by SW and seconded DI that she continue This was approved by the Governing Body.</p> <p>5.3 Agree Terms of Reference for each Committee SW proposed that no changes were required to the terms. This was approved by the Governing Body.</p> <p>5.4 Propose that Disciplinary and /or Appeals panels can be formed as required. There were no comments and governors were happy with this approach. This was approved by the Governing Body.</p> <p>5.5 Agree members of the Head Teacher Performance review panel. The governors appointed were DL, LR and AJ. This was approved by the Governing Body.</p> <p>5.6 Propose as previous years we accept governors to participate or vote at meetings including but not limited to by telephone or video conference. This was approved by the Governing Body.</p>
<p>6. Agree Committee members and Governor Responsibilities</p>	<p>6.1 Agree committee membership SW said that the membership of committees are on Governor Hub and if people are happy with their role there is no need to change. This was approved by the Governing Body.</p> <p>6.2 Agree governor responsibilities – refer info from Governor Hub. SW said everything is on governor Hub. There were no comments or questions. This was approved by the Governing Body.</p> <p>6.3 Check who is Safer Recruitment trained, do we have enough? SW said the board does have cover AJ is trained so there is no need for others at this time. NB said they are looking at staff to be trained in the future.</p>
<p>7. Dates</p>	<p>7.1 Schedule of meetings dates including meeting formats and times. Governors agreed to a FGB each half term with meetings starting at 4.30pm. The A and S committee will meet once a term in the second half of the term. MB said this makes good sense as data is only available once a term. The R and P committee will meet if possible the same day as the A and S but each half term. SW said she will put together a schedule of dates and the clerk will see if he can clerk the meetings for the autumn term. ACTION TO SW</p> <p>7.2 Plan to and agree monitoring timetables. SW said that she was not clear on what and how monitoring can be done in the current climate. NB said that she was also not sure and was still working it out. She said that this would be a suitable target for the new SIDP. DL said that the DfE are producing information about how to monitor remotely. SW suggested that as individuals they work out how and when they can monitor via telephone, email or zoom meetings and report back to their next committee meeting. NB said a phone call is best as you can at least have a discussion straight away. DL said that questions are the main basis of the monitoring so the methods suggested would fit well. SW concluded by saying that governors go to each committee with how they will carry out their monitoring to fulfil their roles. ACTION TO ALL GOVERNORS</p> <p>7.3 FGB review/training for the year. SW asked for any comments on training. LL said she had looked at the RSHE bitesize and considered it would be better done as a group so you could have some specific discussion about our schools. NB said that this area would certainly be in the new SIDP. NB said that remote learning and development with children, staff and parents will need some training. SW said would a group session on this be beneficial to the governing body especially for future Ofsted inspection.</p> <p>7.3.1 Bitesize learning It was agreed all governors, via zoom would attend the RHSE training on the 21st October at 4.45. This session would be about an hour but finished by 6pm. ACTION SW TO SEND INVITE</p>

	7.3.2 Group Training sessions DL asked if educator solutions have group sessions on remote learning. LL agreed to find out and report back to governors. ACTION TO LL
8. Minutes of Previous FGB Meeting	The minutes of the meeting held on 17 th July 2020 2020 were unanimously approved. MB asked if she still needed to print off get signed and put in a file in school. After discussion it was agreed there was a process on Governor Hub where documents can be agreed and noted and placed in a folder. SW said she would look into this and go back to previous minutes and create the folder and sign all documents. ACTION TO SW NB said that recent Ofsted inspections have not asked to see the files and she has been given time to produce minutes for them. She agreed to get the minutes when approved convert to a PDF and put on Governor Hub for the chair to authorise. ACTION TO NB
9. Matters Arising	SW went through the action points from meetings as displayed on screen to the meeting. The following items were discussed. 13/2 /20 JU to book Sports Premium training 28/4/20 AJ report on Catfield's maths café to be uploaded to Governor Hub. The meeting with Paul Dunning is still on hold due to the current circumstances 28/04/20 Schedule of business to be reviewed over the year. 29/6/20 Bitesize learning. This had been covered in 7.3.1 29/6/20 GDPR annual check list AJ and JJ waiting on it and have spoken to NB. JJ to review where it is up to and report back 29/6/20 Head Teacher Performance Management. DL said he was waiting for an external advisor to be appointed and dates could be agreed. DL will contact Education Solutions and liaise with the panel and NB. 29/6/20 JW Upload Hickling Pre School docs to Governor Hub and present to the R and P committee. 29/6/20 JW provide an update on capital spending and present to the next R and P committee.
10. Head teacher Report	10.1 Reference to September opening plan as posted previously on Governor Hub Noticeboard and NB had circulated a report on Governor Hub prior to the meeting. SW invited NB to add any comment she had to the meeting. NB said that the first couple of weeks had been challenging and wellbeing was struggling with staff. Covid was the cause of the anxiety and the huge amount of work related to it on a daily basis. JS said it was 90% Covid management at the moment and they were spinning all the plates and trying to keep them all in the air. She said the L.A. are also still learning but they have been helpful in support the staff but this can be unsettling. NB said that just covering basics and getting confirmation from the L.A. all decisions are very time consuming. NB said that attendance is up and down. SW asked how a child's absence was recorded in relation to Covid. NB said she had just received a new policy today from the L.A. but there are new codes. Covid gets an x code and is classed as authorised. SW said that presumably reports will contain this new information with the new categories. NB said that one of the biggest challenge is for one person to have the overview of testing and collating the results so parents can be informed. This is a 7 day a week job especially monitoring emails for test results to report to parents. NB said that the L.A. had given guidance which she included in her report that helps determine the action that needs to be taken if a child displays symptoms. MB said it's good to be able to work and discuss with colleagues to reassure yourself you are taking the right action. NB said that safeguarding issues are up, she referred to the fact that following through the school policy she and another member of staff had to make a home visit to check on a child. Thankfully the parent opened the door and all was well. This action proves to parents the importance of keeping in touch with the school. Another incident occurred when the fire brigade and an ambulance were call to the school to free a child from a fence. The issues around not breaking bubbles and the safety of all staff had to be considered when they were on site. This was not helped by the ambulance crew taking a break outside school at the end of the day raising challenges with maintaining distancing that NB had to deal with. NB said the fence is ok and it was a unique circumstance but has resulted in calls from health and Safety but all is well. SW said that these sorts of incidents are highlighting the percentage of time that Covid is taking out of the normal working day for senior leaders and staff. JS said another issue is the loss of flexibility in covering classes when staff report in sick to protect the bubbles. SW said that governors need to keep in mind the wellbeing of NB and all the staff. She hoped that rotas could be put in place so that the Head and staff had some time off during the week and weekends. MP asked what governors could do to help staff wellbeing in these difficult times. NB said very good support is to take phone calls so staff can vent out to them which does relieve the pressure.

	<p>JS said that governors need to be mindful that NB will not be responding to emails in the normal swift manner and it could take a couple of days to get a reply. SW reported that the course that NB was booked on for heads has been deferred to next year due to the current situation. It would have been a challenge to engage with the course and get the most from it currently.</p> <p>JS asked if NB still had a mentor. She said her NPQH mentor was still available to her to chat to and discuss matters if she wanted to.</p> <p>NB said that there was a lot of recruitment going on at the moment. A TA gave notice at the start of term and the advert has gone out today. A maternity cover will be needed at Sutton in the next 2/3 weeks and virtual interviews will be used. DL volunteered to be part of panels. NB said she was aiming to get it all sorted ASAP and hopefully before Half Term. The leadership team were working together on this to share the workload.</p> <p>NB reported that a Health and Safety Inspection is to take place but the inspector does not want a governor present just the Head. NB said she done a site check on all three schools prior to opening and it is a regular on weekly meetings to discuss how procedures are going.</p> <p>NB praised the staff for their hard work getting the curriculum sorted for the start of term and trying to establish what the gaps were in the children's learning due to the lockdown. She said that the children were happy to be back in school.</p> <p>The Performance management of staff will take place later this term so time is given to staff to discuss previous targets and set new ones. AJ asked about unachieved targets due to current circumstances. NB said that staff would not be penalised for uncompleted target due to Covid.</p> <p>SW said that the Head and staff have done and continue to do a fantastic job and this was echoed by all governors.</p>
<p>11. Policy Approval</p>	<p>SW said the policies had been posted on Governor Hub. She would welcome comment but would assume no comment is a positive and the policies would be adopted</p> <p>11.1 Safeguarding Policy – this is a comprehensive policy and Norfolk have added the Covid element. The policy was approved by the Governing Body.</p> <p>11.2 Whistleblowing Policy The policy was approved by the Governing Body.</p> <p>11.3 Staff Code of Conduct The policy was approved by the Governing Body.</p> <p>11.4 Any others that are presented to governors prior to meeting via Governor Hub</p> <p>11.4.1 Performance Management policy The policy was approved by the Governing Body.</p> <p>11.4.2 Disciplinary Policy The policy was approved by the Governing Body.</p> <p>11.4.3 Probation The policy was approved by the Governing Body.</p> <p>11.4.4 Recruitment The policy was approved by the Governing Body.</p> <p>11.4.5 DBS Checks The policy was approved by the Governing Body.</p> <p>Behaviour Policy. NB asked for an extension till the next FGB which was granted, DL agreed to help with this policy.</p> <p>Homework NB said this was not due for renewal but a small change had been made to include that homework may be work set to reflect the needs of the children at this time. This would allow staff to set homework to support the gap filling in children learning.</p> <p>Attendance. NB said this had arrived this morning and she will share on Governor Hub.</p> <p>SEND Annual Report is nearly ready and it will shared on the Hub and given to the next FGB. JS explained that this is the annual report and not a policy.</p>
<p>12. AOB</p>	<p>AJ reminded governors about the NGN October virtual conference.</p> <p>DL wished to record his gratitude for the amazing way the three schools have managed to arrange all the issues related to Covid. He said there is a real positive feel and he praised the staff for getting through the current difficult circumstance. The chair thought this a good point to close the meeting</p>
<p>13. Date and Time of Next Meeting</p>	<p>To be confirmed by SW</p>

With no further business the meeting finished at 18.05

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

Date:

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