



## Swallowtail Federation of Church Schools

### Minutes of a Meeting of the Governing Board of Swallowtail Federation of Church Schools 28<sup>th</sup> April 2020, 17.30 – 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	Apologies
Sheila Watts	SW	LA Governor/Chair of Governors	Present
<b>Also Present</b>			
Jo Wheadon	JW	Business Manager	Present
Justine Petersen	JP	Educator Solutions Clerking Service	Present

<b>1. Welcome &amp; opening prayer</b>	SW welcomed all present and thanked them for attending. She opened the meeting with a moment of quiet reflection on the current situation regarding Coronavirus.
<b>2. Apologies &amp; absence</b>	Received and accepted from Josie Upton.
<b>3. Declarations of Interest</b>	Governors were given the opportunity to declare any new business interests or potential conflict of interests arising from the items on the agenda. LL is the owner of Treasure Box. AJ is a parish councillor at Catfield and a governor of Blue Sky Federation. DL is the governor of an independent school.
<b>4. Minutes of Previous FGB Meeting</b>	The minutes of the meeting held on 13 <sup>th</sup> February 2020 were unanimously approved. The confidential minutes were not circulated in advance of the meeting for data protection reasons. They will be signed off when governors next meet. <b>Action - Confidential minutes from 13<sup>th</sup> February 2020 to be signed off at next face-to-face FGB meeting.</b>
<b>5. Matters Arising</b>	It has not yet been established which category governors are in in terms of the online safety policy. <b>Action – NB to consider which category governors are in in terms of online safety policy.</b> AJ has the Annual Schedule of Business. In light of the current school closures, this will be reviewed in September. <b>Action – Annual Schedule of Business to be reviewed in September. Clerk to add to agenda.</b> DL's picture has not yet been uploaded to the website. <b>Action – DL's picture to be uploaded to the governor section of the website.</b> Governors attended the in-house training session on monitoring. This was very useful. The minutes of the last R&P meeting were amended to include DL's attendance. SW has spoken with the Headteacher of Stalham Academy regarding the all-through consultation. He confirmed that there were no planned changes to the PAN. <b>Gov: Are there any other concerns over this?</b> It was agreed that the proposed changes should not be concerning for the Federation unless the academy's PAN changes. Intakes will be monitored closely over the next few years. It is unlikely that JU was able to attend pupil premium training before the lockdown. Courses were cancelled. LL has signposted governors to finance training via Governorhub. She also considered another provider, but she was unable to enrol. LL is happy to complete an Educator Solutions course and

	<p>to provide feedback. JW is able to book governors on to courses if requested. DL wrote the Hickling health and safety monitoring report. SW replied to the parent regarding the attendance rewards. There has been no further correspondence. AJ contacted Paul Dunning and arranged to meet at another event, but this was cancelled. She will aim to meet with him when it is appropriate to do so. <b>Action – AJ to arrange to meet with Paul Dunning.</b> AJ has written the Maths café monitoring report but this has not yet been uploaded to Governorhub. <b>Action – AJ to upload Maths café monitoring report to Governorhub.</b> SW will write to all staff to thank them for their support during the current difficulties. <b>Action – SW to write to staff to thank them for their support during the current situation.</b></p>
<p><b>6. Committee Updates</b></p>	<p><b>Achievement &amp; Standards</b> – No meeting this half term.</p> <p><b>Resources &amp; Premises – 10<sup>th</sup> March 2020 (Non-quorate).</b> No questions or comments.</p> <p><b>Cluster</b> Covered below.</p>
<p><b>7. Headteacher Update</b></p>	<p><b>Wellbeing &amp; Workload</b> NB described this as erratic, but it is the same in all workplaces. Staff have all had days when they feel low. Leaders are trying to be transparent and they ensure phone calls are made for general updates. Social interaction can be a big anxiety. Staff and pupil wellbeing are always top of the agenda. Government and LA guidance is changing rapidly and often with little notice. This has an impact on workload, but staff seem understanding. MB agreed that staff feel well supported. They understand that NB receives information at the last minute. NB advised that there are many differences in how schools are managing this, for example some are asking staff to attend for weekly CPD. The Federation does not consider this to be appropriate. The Federation has gone beyond some schools, for example staff with children do not have to come into school for childcare reasons. Rotas are being used to ensure attendance is fair.</p> <p><b>Support being given to parents/carers in continuing education</b> During the first few days the schools sent out plans to parents around activities. This was reviewed before Easter and a weekly sheet is now provided instead. Parental feedback has been positive but erratic. There is no expectation that work will be submitted, although this is encouraged and praised. The schools are mindful that not all families have access to technology. JS suggested governors look at the online blogs to see the work that has been set. Non-academic activities have also been celebrated, such as crafts and gardening.</p> <p><b>Safeguarding/Vulnerable Groups Update</b> The Federation is ahead of the game. There is a clear system of weekly welfare phone calls in place for any vulnerable children. Some are strongly encouraged to come into a childcare setting, despite social workers saying this was not necessary. All of those families have taken up the offer. The LA has allocated a vulnerable pupil attendance lead. They were impressed with the actions taken by the Federation. Consideration has been given around managing those without a social worker. An email will be sent out to all families. Staff will contact those from whom they have not heard next week. Action may possibly be necessary based on these phone calls. <b>Gov: Who will make those calls?</b> County safeguarding teams have provided scripts. The calls are currently being made by DSLs. Some advice suggests families are telephoned weekly, but this could be unreasonable for staff and intimidating for some parents. SLT will initially try the email route and then make decisions on where calls need to be made.</p> <p><b>Health &amp; safety</b> Only 5 children are attending each session across all settings, but this has started to increase since vulnerable families have been encouraged to attend. Social distancing is encouraged but it is very difficult with small children. Child mental health must be considered. There are handwashing points at regular intervals during</p>

	<p>the day and children are outside for much of the time. Parents do not come into school.</p> <p><b>Gov: Are the children adapting?</b></p> <p>Some of the younger children are struggling but the majority are fine. Initially some parents sent in children who did not need to be in school because they were concerned for their education. It is a fine line to determine which children should be in school, and those classed as key workers cannot be turned away.</p> <p>Staff who are not in school are working at home. NB writes a weekly memo, which is added to by the Heads of School. CPD is still taking place. SLT are looking at the SDP.</p> <p>There will be no statutory end of year data but reports will be written for all children, referring to their home learning.</p> <p><b>Gov: Do you feel that there is a routine now, and that this will be in place until schools re-open?</b></p> <p>Yes, the system is strong except where things change unexpectedly. There are clear systems in place for managing children at home and staff CPD.</p> <p>Governors thanked NB and all staff for their hard work during such difficult times. NB stressed the fact that the staff team has pulled together.</p> <p><b>Gov: Have there been any confirmed cases among staff or children?</b></p> <p>No, but some people have self-isolated. Some members of staff are being shielded or have family members in this category. One member of staff self-isolated with symptoms before the lockdown. Attendance of staff and children was down to 50% before the schools closed.</p> <p><b>Gov: Does the suspension of DfE attendance requirements cover the whole period from when attendance started to dip?</b></p> <p>Yes, with the exception of vulnerable children. In these cases the usual measures are applied in the event of non-attendance.</p> <p><b>Gov: Will the staff member with symptoms request a test?</b></p> <p>NB will ask them, but they no longer have symptoms.</p> <p><b>Gov: Has the Federation had guidance from County around how to register for tests as an employer?</b></p> <p>No, but NB does receive a daily update from the DfE.</p>
<p><b>8. Budget &amp; Finance</b></p>	<p><b>2020/21 Budget Plan</b></p> <p>Budget information was circulated in advance of the meeting.</p> <p>JW talked through the budget headlines.</p> <p>Budget setting was conducted by telephone. Discussions were detailed.</p> <p>The teacher pay grant was initially only for this year and there is no guarantee it will continue. The pension grant will be for 3 years so trial budgets are no longer needed.</p> <p><b>Gov: Does SEN funding still apply during lockdown?</b></p> <p>Yes. EYFS funding may needed to be added.</p> <p>More families have applied for free school meals. JW is hopeful this will continue into September.</p> <p><b>Gov: Are those already included in the budget?</b></p> <p>Pupil premium will not be included until the October census.</p> <p><b>Gov: So that income in the budget has the potential to increase?</b></p> <p>Yes, the budget includes what was received last October.</p> <p>Line IO7 includes £1k remaining from the Catfield outside area Tesco grant. Both Hickling and Sutton were also awarded £1166 for their outside projects. Hickling will do Wildlife Warriors and Sutton will have a welfare garden. Cost are matched off in the expenses line.</p> <p>There will be no residential income this year. A trip to Banham Zoo had been arranged but not all money had been banked.</p> <p><b>Gov: Does this need to be removed from the budget?</b></p> <p>No.</p> <p><b>Gov: So the budget is a realistic forecast of income?</b></p> <p>Yes.</p> <p><b>Gov: And these costs are matched by expenses?</b></p> <p>Yes.</p> <p>£500 has been included for donations. The PTAs have agreed to cover the transport costs for trips.</p> <p><b>Gov: Why is that not included for each year?</b></p> <p>JW advised that they have initially only agreed to cover for one year, and she did not want to assume it would continue.</p>

Pre-school and nursery income looks healthy. At the moment only funded income is being received, and not invoiced income. Funding will be received at Hickling for 2-year olds, but not additional invoiced funding. JW will still send out the autumn places 'wish list' to parents and raise invoices for September.

**Gov: Where are we in terms of seeing a separate picture for the pre-schools?**

The figures are easier to pull out for Hickling. JW meets with the staff at Hickling pre-school on a monthly basis to discuss any concerns they may have.

**Gov: Is it possible to have an overview coming to the R&P meetings?**

Yes, although JW would need to have notice as she would need to go into school to get this information. She cannot work on the software from home.

**Gov: How much can you do at home compared to at school?**

JW is able to access the budget planner, all emails and free school meals information.

She has changed payments with suppliers. The current limit is £500 for one signature and currently only one invoice is above this amount.

JW has a spreadsheet for all invoices that need paying. She will be in school next week to complete the period one download.

Educator Solutions can provide a cloud-based staff system. JW will contact them. She would not have to go into school at all if she could access this.

**Action – JW to contact Educator Solutions regarding the cloud-based staff system.**

**Gov: Can you summarise the key points in expenditure?**

Line E12 includes £10k for supply, funds for flooring at Catfield and for internal decorating in all 3 schools.

**Gov: The Norse contract has stopped so who will maintain the grounds?**

No one is contracted to mow the grass at this time. JW has been unable to get quotations given the current lockdown. A former contractor has offered to do it but JW is unsure whether he can be on site.

**Gov: It is essential at Catfield because the school is being used to provide childcare and the children need to be outside as much as possible.**

NB will be able to authorise payment, and the Caretaker will open the gate.

**Action – JW to get quotations for cutting the grass.**

The cluster is looking to work together moving forward to secure a good price for grounds work. JW will meet with Happisburgh later this week.

**Gov: Will this incur additional costs? Will we get a rebate from Norse?**

JW advised that the Norse contract ended at the end of the year. Future costs of mowing will come from the line that is already there.

**Gov: What about other services purchased?**

JW has not received an update from Educator Solutions or the finance team. It is likely that the Federation is still paying for services it is not receiving.

**Gov: Will we be paying for grounds work twice?**

No because the contract with Norse ended in March and was due to be renewed.

**Gov: What will we do about next year?**

JW is reviewing this. The contract with Norse cannot be renewed so she is seeking another provider.

The Federation has paid for IT support for one year. This was invoiced before the close of last year's budget. It is not included this year but it has been included for years 2 and 3.

**Gov: Are we still using their services?**

Yes, they are available if we need IT support.

The Pupil Asset invoice was paid in advance and with a discount.

JW is keen to set up an online hosted telephone system for all 3 schools. The cost would be £875 for a 5-year contract.

**Gov: How would that compare to current costs?**

The current cost is around £1200.

The wifi will be upgraded at Hickling and Sutton.

**Gov: Could this mean staff cannot make phone calls to parents if the internet is not working?**

Possibly, but the upgraded internet system should mean there are fewer issues.

Governors agreed that the summary looks positive.

**Gov: Did the County Finance Officer have any comments around the surplus amounts?**

	<p>No she raised no concerns. The carry forward of 7.74% is below the 8% limit.  <b>Gov: The projected surplus by budget year 3 is negligible. What about pupil numbers?</b>  Sutton has a waiting list this year. Catfield in on PAN. Hickling has an extra 2 children they were not expecting.  <b>Gov: Is capacity moving towards the maximum?</b>  Yes.  SW invited questions on the revenue budget. There were none.</p> <p>Governors unanimously agreed to approve the 3-year budget.  SW will contact Vicky Hatch to inform her.  <b>Action – SW to inform Vicky Hatch that the 3-year budget has been approved.</b></p> <p><b>Governors requested that the next R&amp;P meeting receive the clear position of what is left in the capital account for each school, including what must be spent and when. They would like a rolling document.</b></p> <p><b>Exceptional Costs Associated with Covid 19</b>  NB advised that 2 children attended Stalham Academy over the Easter break. The academy will claim back the cost.</p>
<b>9. Data protection &amp; Annual Checklist</b>	<p>Governors were unsure what the annual checklist is. The Clerk was asked to clarify and to check when this was last completed.  <b>Action – Clerk to clarify what annual checklist is and when this was last completed.</b>  <b>Gov: Is there anything to mention in light of the current situation?</b>  NB advised that there had been an accidental breach whereby parent email addresses were sent out in a generic email. This was reported to the DPO and they were not concerned. AJ was informed as GDPR link governor.  NB has been clear to staff about only using work email addresses to communicate with parents.</p>
<b>10. Policy Approval</b>	<p>None for this meeting. NB hopes to work through the policies while at home.  MB advised that the new Maths policy will be available for the next meeting.  <b>Action – Clerk to add Approval of Maths Policy to next agenda.</b></p>
<b>11. SIDP</b>	<p><b>Gov: How are we managing the SIDP?</b>  NB advised that this will be reviewed and refreshed in September, although much is likely to be carried over. It is the same with staff performance management. County have advised that this should be paused. There has been no guidance around progression.  <b>Gov: Does this also apply to headteacher performance management?</b>  NB has not heard anything specifically about this, but it is likely to be the same.  Governors asked the headteacher performance management committee to investigate whether any action is needed.  <b>Action – DL to investigate whether any action is needed around headteacher performance management.</b></p>
<b>12. Headteacher's Performance Management Review</b>	<p>Covered above.</p>
<b>13. AOB</b>	<p>None.</p>
<b>14. Date and Time of Next Meeting</b>	<p>SW is checking in regularly with NB. NB has been keeping governors updated via Governorhub. NB feels governors have been supportive. She knows she can reach out to governors should she need to.  Now is a good time to review policies. NB will work on policies at home and upload them to Governorhub for governors to review. She did not feel virtual meetings would be needed for this.</p> <p>The next meeting is likely to take place in the middle of June and certainly by July. There will be logistics to discuss for September.</p>
<b>15. Summary Statement</b>	<p>It was useful and positive for governors to connect during such unusual and difficult times. Staff across the Federation are pulling together, and the schools are working well with families. Safeguarding is robust and wellbeing is supported.</p>
<b>17. Closing Moment with Prayer</b>	<p>The meeting was closed with a moment of quiet reflection.</p>

With no further business the meeting finished at 18.55

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

Date:

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