FGB Minutes
Thursday 31st March 2022

Attendees: Olivia Corfield, David Hibberd, Tracy Jessop, Chris Marriott, John Neenan, Katie Partridge, Julie Phillips and Pippa Van Kuijk.
Apologies: Eleanor Milligan & Georgina Chapple.
Also Attending: Angela Bullock (supply clerk)

KEY: Challenge, Support, SIAMS

	Item	Actions
1	**Welcome and apologies** The Chair welcomed everyone to the meeting. Apologies had been received from EM and GC. JB said an opening prayer Pecuniary Interests: The OC is a governor at Hevingham and Marsham Partnership.	
2	**Minutes of the previous meeting – matters arising** The minutes of the meeting held on 9 February 2022 were proposed by CM, seconded by TJ and approved by all. DH confirmed that all the output of the solar panels will be fed into the nursery. Any over usage goes back into the power supply and paid back into the school. JN confirmed that the School Uniform policy has been emailed to all staff. JN will ensure a Class Dojo explanation will go into the next blog. JN confirmed that a date for a safeguarding review has been agreed. He has completed the safeguarding self-evaluation. OC has looked at the governor safeguarding checklist and SCR. JN has checked the SCR and the school is using the latest 2021 template. JN confirmed that all topic webs have been shared with parents on the blog and on the website. JN confirmed the parent questionnaire results are still be shared and will take this forward. JN confirmed that the Governor SEF will be discussed at the next Curriculum meeting and will be moved forward, after the meeting on 3 May 2022.	*Parent questionnaire results and responses to go on the website & shared with parents – FT & JN*

	The chair of governor 360 questionnaire has been completed and fed back to JN. If anything needs addressing the JN will speak to Governor services.	
3	**Committee minutes:** ● **Finance and General Purposes** The Chair of Finance Committee provided a verbal update after the meeting with the School's Finance Officer and Finance Committee Meeting. The finance committee and finance officer were happy with the budget, with the school expanding. Benchmarking was also discussed and the Chair of the Finance Committee will prepare information for Governor Hub for Governors about benchmarking. A discussion ensued around the SLT and Teacher budget provision. It was noted that this also incorporates pension contributions and NI, etc. Quality of teaching against the teaching reward was discussed. The DfE website is a good resource for benchmarking. All Governors are welcome to attend the F&GP Committee meetings when benchmarking is on the agenda. JN provided an overview of staff who have left against their pay scale mixed with NQT staff. The budget is strong for the next 3 years. The School's Finance Officer identified the budget may improve over these next 3 years. Some of the surplus has been identified for the change of primary toilets an order has been placed for this. An advert has gone out for a new Early Years TA. The minutes are pending for the F&GP Committee.	
4	**Headteacher's Report inc: Data** JN presented the report. A governor asked if the safeguarding need had increased since pre-covid? It was noted that the safeguarding need has increased significantly. JN presented a graph to show the volumes of safeguarding profiles. It was noted this is proportionate with the increase in children on the roll and the demographic on the area. A governor asked if each category related to individual children, it was noted that any children can have a number of categories assigned. A governor asked what ECT stood for. It was noted it has replaced NQT; anyone qualified from last July to teach this September became an Early Careers Teacher, which is now a 2-year process. The quality of ECT is very high. A list of acronyms is available on Governor Hub.	

	A governor asked what would be classed as an incident that gets logged. JN explained that this is extreme poor behaviour such as screaming, shouting at staff, flipping furniture over. JN confirmed he has included details in the SIP, there have been no PEX or FTE this year. It was noted that the openness of behaviour letters and policy being sent home, has seen an increase in engagement with families. It was noted there is a GP (doctor) sitting on the Cluster Trust, who may provide some input into the link between the medical side of SEND/EHCP against the needs of the child. The FGB may reach out to discuss this. A governor asked why we would have green for expected progress in Maths, but red in age related expectations. It was noted that the attainment is low but progress has been good. It was also noted that girls writing attainment should also be red. All groups, except girls and non-SEND have continued to make progress. A governor asked about the ROV from the other Head's, a number of comments are very useful. How does that get fed back to the classes? It was noted that JN will feedback to staff.	
5	**Governance Conversation Report** A Governor Support Advisor had a virtual meeting with OC. It was noted that the report is available to all. The meeting was GSA touching base with each Governing Body to introduce themselves and see what support may be needed and share ideas. It was noted that the School on a Page was shared with GSA.	
6	**SIDP Update** JN provided a verbal update on the plan. The progress and RAG rating was noted. JP will attend the next Curriculum Committee. RE data has been collected and needs to be analysed. A governor asked about when children start using Accelerated Reader. JN confirmed once children are reading independently, usually around year 2, although it's based on individual ability. A governor asked how we support children who do not read at home? Governors visited the Library to understand the Accelerated Reading scheme and the books available and how it works. A governor asked about the support for the setting up for the new nursery. It was noted that the contractors are helping move furniture etc along with members of staff.	*FT – A agenda Item*

7	**Governor monitoring and training** ● **Autumn Subject Leader monitoring** OC has asked that if monitoring sheets can be completed and sent into school. ● **OFSTED preparation/monitoring** OC asked the governors be more proactive communicating with the JN about book looks, how the curriculum is being delivered and monitoring etc. A governor did mention that a lot of information is available on the website. An Ofsted conversation ensued about the RI and the next inspection. A governor asked what is expected of monitoring. The chair provided an overview and advised it is also available on GovernorHub. OC will add the monitoring dates to GovernorHub and JN will update the Subject Leads and governor partnerships. OC advised she attended recent RE training along with JB. It was noted that the school has adopted the Norfolk Agreed Syllabus for RE dated 2019.	*All governors to email monitoring sheets to FT or JN* *JN to update the Subject Leads and governor links information and share this.*
8	**Staff wellbeing** JB updated on the staff Retreat Day and a new staff wellbeing survey which is being prepared for early May.	
9	**Safeguarding – including vulnerable groups update** As discussed in the minutes from the previous meeting and the Head Teachers report.	
10	**Building/nursery update** The chair provided an update on the KS2 children are using small toilet, noting they are not fit for purpose. "We have received 1 quote, we have tried to obtain 3 quotes. We have had 5 companies visit to quote, but have been unable to provide due to the business of contractors. The toilet refurbishment project can be paid via the capital project. We have £12,000 in the capital budget and we estimate the up to date quote being in the region of £10,000. We anticipate this project being done as soon as possible." Governors agreed to override the 3 quote requirement in the Finance Policy due to lack of availability and approve the quote for the toilet refurbishment. The Head Teacher noted we have the £35,000 quote for the wall, this should be started during May half term. The Head Teacher also noted that all the single glaze windows will be replaced by double glazed windows.	

11	**Health and Safety report** Nothing to report. JN and CM will meet in the Easter break to undertake a Health and Safety walk.	*JN and CM to undertake a Health and Safety walk.*
12	Cluster update The Governing Body has to agree a set of Policies how the Cluster can support each other. OC asked governors to read the White Paper executive summary. School day & Academy/Trust discussion for next agenda.	*All governors to read the resent White Paper about school days and academies/trusts*
13	AOB It was noted that TJ due to start as Rector at Fakenham and Priest in Charge at Fulmondston in July and will therefore be moving out of the area. Governors passed on their congratulations. A Governor asked about diversity in school governing board and what is the opportunity to diversify the governing board, the community, the curriculum and the school. How can we represent and be more inclusive? JN reassured that diversity is embedded into the curriculum and a more diverse community is part of the school. It was asked why do we only focus on Black History for a month, how will this be incorporated throughout the entire academic year, making diversity for every day. A lengthy discussion ensued about diversity in Norfolk and the local community. Opportunities within the world and the immediate community to promote, invite and include within the school were discussed.	
13	Date and time of next meeting will be held on Monday 16 May 2022 at 5pm. Meeting ended at 19.30	