



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Board of Swallowtail Federation of Church Schools
Wednesday 12th July 2023, 16.30, at Sutton

Governing Board	Initials	Role	Present / Apologies / Absent
Rosie Booker	RB	Co-opted Governor	Present
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
Josie Upton	JU	Parent Governor	Present
Sheila Watts (Chair)	SW	LA Governor/Chair of Governors	Present
Also Present			
Melanie Turton	MT	Prospective Parent Governor, observing	Present
Justine Petersen	JP	Clerk	Present

1. Welcome & opening prayer	<p>SW welcomed all present and thanked them for attending. She welcomed MT as a prospective new parent governor.</p> <p>The meeting opened with a moment of quiet reflection on the year and on the journey ahead.</p>
2. Apologies & Absence	None.
3. Declaration of Interests	<p>SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared.</p> <p>None were declared.</p>
4. Minutes of Previous FGB Meetings	The minutes of the meeting held on 23 rd May and the minutes of the meeting extraordinary meeting held on 20 th June 2023 were unanimously approved without amendment.
5. Matters Arising	<p>AJ will ensure GDPR monitoring is complete by the end of term.</p> <p>SW has not yet checked the adequacy of insurance.</p> <p>LR circulated the details of the Diocese monitoring training. AJ and MP have signed up.</p> <p>Pupil voice has not yet been taken.</p> <p>All other actions were complete or were covered elsewhere on the agenda.</p> <p>The Action Plan will be updated.</p>
6. Committee Updates	<p>Achievement & Standards – 29th June 2023</p> <p>The minutes of the meetings held on 9th May 2023 and 29th June 2023 were unanimously approved without amendment.</p> <p>LR advised that the Headteacher performance management would be held online on 18th September with Jill Dumon. The time will be confirmed.</p> <p>Resources & Premises – 29th June 2023</p> <p>The minutes of the meeting held on 29th June 2023 were unanimously approved without amendment.</p> <p>Networking with Other Schools</p> <p>NB attended a headteacher wellbeing day last week that was organised by St Benet's. There was a talk on resilience and coping with the challenges and complexities of the role. The day was very useful, and it provided links to share with the wider leadership team. There was also time to absorb and reflect.</p> <p>This reflects the ethos of the MAT, and NB would not have had this opportunity without the links with St Benet's.</p>

	<p>NB is in the process of completing the NPQEL, and she attended a two-day residential. Throughout that time there was no contact from the schools, and nothing needed her attention. This reflects how far the schools have come. Any issues that arose were addressed smoothly, and this enabled NB to focus on her training. There was work around performance management in terms of improving rather than proving, and this was very powerful.</p>
<p>7. Governing Board</p>	<p>Decision on whether to reappoint Jo Nutbeam as an associate governor There has been no formal mentoring, but NB knows she can reach out if needed, and JN's expertise has been invaluable in the past. Governors unanimously agreed to appoint Jo Nutbeam as associate governor for a further term of two years subject to confirmation from her that she wishes to continue. SW will contact her. Action – SW to contact Jo Nutbeam regarding her reappointment as associate governor.</p> <p>Stakeholder Engagement RB will take pupil voice next week. Action – RB to arrange pupil voice before the end of term. LR visited Catfield and Hickling to monitor collective worship. She asked the children what it has been like to be part of the Federation, and all spoke very positively about their experiences. JU attended the Wheels Afternoon, and the children she spoke to were also very positive.</p> <p>Parent voice has not been taken, but there has been the recent consultation around academisation. There has been a further push to recruit parent governors, and MT has met with SW to discuss the role. No other parents have come forward.</p> <p>Gov: How does MT feel as a parent? MT advised that the general consensus of parents has been that they are very happy. Some have brought their children back into the Federation schools, and they are very happy to be back.</p> <p>MP conducted a staff survey recently.</p> <p>In terms of community events, the children did a stall and took part in an art competition at the Catfield village fete. They also presented a dance. The Sutton summer fayre was very well attended. The PTAs are gaining strength in all three schools, and parent voice is positive.</p> <p>The schools took part in a dance show last week. There was coaching for ten weeks followed by a performance at St George's Theatre in Great Yarmouth. This was outstanding. Children and staff from all three schools looked after each other, with the older children supporting the younger. They all knew they belonged with those from the other two schools. The Federation hopes to take part again next year.</p> <p>JU spoke with the Ukrainian parent at sports day. She was very thankful to have been made to feel so welcome. Her host is also very enthusiastic and pleased the family have chosen Catfield. They have added so much to the school.</p> <p>The outside area at Sutton was opened for the first time for Open Gardens. SW was able to talk to several members of the community about the school and Forest Schools.</p> <p>Children from all three schools have taken part in a wide variety of activities. Governors commented that this is the Federation's vision in action, and the children fly. Staff are discussing spirituality, and there are many small moments. It is embedded in the culture of the schools. JU's child played tennis at UEA. She described this as aspirational. Children have also been yachting on the Broads.</p> <p>Governor Monitoring Reports SW has monitored equality and diversity with NB. The monitoring report was shared, and there were no comments or concerns. Some questions had been difficult to answer because equality is so embedded. It is done automatically, and it was hard to think of specific examples. Governors should ask about equalities when they attend interviews. It will be monitored again in the summer term next year.</p>

	<p>LR monitored collective worship. Gov: What prompted the change to Simply Worship? This was due to staff confidence and considerations of workload and wellbeing. Staff were consulted, and there will be new staff joining in September. All should feel confident to deliver collective worship effectively. Simply Worship is flexible, and it can include areas such as multiculturalism. The children in the Federation have limited of experiences of it because of the geographical location, and they need to be given those experiences.</p> <p>Gov: There will be new staff joining. Will they receive training around collective worship? This is done through mentoring. Gov: New teachers will lead class worship, and they are ECTs. NB advised they will observe experienced teachers delivering collective worship. It is about the culture of trust and feeling they are being helped and supported, and not judged.</p> <p>LR advised collective worship at Catfield was particularly strong. Her report for Hickling focuses on Yr2. The relationship between the children and staff is very comfortable.</p> <p>Governor Training Covered above.</p>
8. Finance	No update at this meeting.
9. Headteacher Verbal Report	<p>Governors had agreed this could be a verbal update only, and NB needed to prepare for the SIAMS inspection at Sutton tomorrow.</p> <p>Projected numbers have increased at all three schools. Gov: Will there be a positive impact on the budget? Yes. Gov: This increase in numbers is since the last revision? Yes, some have joined since revision 1. There will be an increase of three at Sutton, three at Catfield and two at Hickling. Overall there have been 19 new children at Sutton this year, including the pre-school. Two new children will join Hickling pre-school in September, and two have enquired about joining Catfield. Some have been conscious decisions, and others are moving into the area.</p> <p>Attendance has improved by 0.1% since the last meeting. Most absences at this time of year are due to holidays.</p> <p><i>Confidential discussion.</i></p> <p>Pupil Passports for SEND children are being reviewed. They will be sent out to parents at the end of the year. The new SENCo will report to governors next academic year. Handover meetings are in place for class teachers, and interventions for September will be planned jointly.</p> <p><i>Confidential discussion.</i></p> <p>100% of children passed the KS2 SATs. All passed comfortably, including two at greater depth. National was 59%. It is a very mixed cohort, and the school is very proud. The reading test was particularly difficult, and their education has been so disrupted. The curriculum was not narrowed, and all extra-curricular activities continued. SATs were moderated.</p> <p>In terms of enrichment, all three schools held sports days. KS1 went to Bewilderwood, and KS2 went to Pleasurewood Hills. There will be church services for all three schools, and leavers hoodies for those who are moving on.</p>

10. Federation Development Plan and SEF	<p>NB advised that most is now complete. It will be amended to show impact, and a new plan will be written over the summer break.</p> <p>Gov: Are there any areas where you are disappointed? No. Some areas have taken a different direction than planned, but this is a positive. It has been a very successful year. Wider collaboration has opened up opportunities and allowed for some plans to change and adapt.</p>
11. Future of the Federation Moving Forward	<p>The applications for all three schools were submitted by the 30th June deadline as requested by St Benet's.</p> <p>They are now with the DfE and follow up questions have been answered. It is hoped the application will go to panel on 20th July.</p> <p>Conversion is likely to be at Easter 2024, but it could be as early as January.</p> <p>Additional due diligence information has been provided, and no concerns have been raised.</p> <p>St Benet's have visited the sites.</p> <p>St Benet's use PiXL, and NB would like to have this in place in September.</p> <p>She is checking with St Benet's before some contracts are renewed, to ensure they are compatible with the St Benet's systems.</p>
12. Policy Approval	<p>None.</p>
13. Future dates of school events	<p>All events are listed on the website.</p> <p><i>RB left the meeting at 17:38.</i></p>
14. Agree Meeting Calendar for Next Year	<p>A draft calendar was circulated in advance of the meeting. It was agreed that the next meeting would take place on 19th September at Hickling, but the time would be confirmed. RB is finding it difficult to attend at 16:30, and SW will contact her with a view to returning to the original time of 18:00.</p> <p>Action – SW to contact RB re times of meetings going forward. Action – Meeting Calendar to be added to next agenda.</p> <p>Governors unanimously agreed that FGB meetings would continue to be held in the schools, and committees would be held online.</p> <p>The Headteacher performance management meeting would also be online.</p> <p>All present agreed there would be no changes to the committee structure or organisation until conversion. Proposed by SW and seconded by LR.</p> <p>The Headteacher Performance Management Committee was unanimously agreed as LR, MP, AJ and an external advisor.</p> <p>JU's term of office expires in September. She will not be seeking re-election, as her work commitments have increased. She has enjoyed her time as a governor, and it has led her in a new direction professionally. Governors wished her well in her new venture.</p>
15. AOB	<p>None.</p>
16. Date and Time of Next Meeting	<p>Tuesday 19th September 2023, time TBC, at Hickling.</p>
18. Summary Statement	<p>KS2 outcomes are positive, and children across the Federation are flying. The wide range of enrichment opportunities is allowing all children to take part and to their full potential. Obstacles are being overcome and the pathway is becoming clearer, and the schools feel vibrant and positive.</p> <p>All that has been discussed is a credit to NB, who has dealt with so many difficult issues while continuing to move the Federation to a better place in every single area. Governors thanked NB and all staff for their continuing hard work and commitment. All staff are on board, and this is testament to NB's strong leadership.</p>
17. Closing Moment with Prayer	<p>The meeting closed with a moment of quiet reflection.</p>

With no further business the meeting finished at 17:54

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

Date:

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