



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Board of Swallowtail Federation of Church Schools  
23<sup>rd</sup> May 2023, 16.30, held remotely

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 (Items 1-6, 8)
<b>Also Present</b>			
Justine Petersen	JP	Clerk	Present

<b>1. Welcome &amp; opening prayer</b>	SW welcomed all present and thanked them for attending.
<b>2. Apologies &amp; absence</b>	RB and NB had advised they would be late.
<b>3. Declaration of Interests</b>	SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared. None were declared.
<b>4. Minutes of Previous FGB Meetings</b>	The minutes and confidential minutes of the meeting held on 30 <sup>th</sup> March 2023 were unanimously approved without amendment. SW will sign the confidential minutes. She will sign off the non-confidential minutes on Governorhub.
<b>5. Matters Arising</b>	<p>AJ has not yet completed GDPR monitoring, but she has done online data safety training. She is familiar with the GDPR Policy.</p> <p>SW has started to monitor equality and diversity, and she will meet again with NB on 9<sup>th</sup> June.</p> <p>SW has printed and signed the confidential minutes. She will take them to Sutton for filing.</p> <p>NB has not yet forwarded the insurance details to SW.</p> <p><b>Action – NB to forward insurance details to SW.</b></p> <p>There is a link to the staff survey outcome on Governorhub.</p> <p>JU and RB will take pupil voice.</p> <p><b>Action – JU and RB to take pupil voice.</b></p> <p><i>NB joined the meeting at 16:36.</i></p> <p>The action around ideas for engaging with other governing boards has been superseded.</p> <p>CUSP was discussed at the last meeting of the A&amp;S Committee. LR recommended all governors complete the Diocese monitoring training on 31<sup>st</sup> October, as she found the session very useful. She will add a link to the training on Governorhub.</p> <p><b>Action – LR to post link to Diocese monitoring training on Governorhub.</b></p> <p>AJ circulated the information about the cyber security course, but no governors were able to attend.</p>
<b>6. Committee Updates</b>	<p><b>Achievement &amp; Standards – 9<sup>th</sup> May 2023</b></p> <p>The Committee is short on numbers since Jacqui Sinkins' resignation. It was agreed that AJ would join to prevent any issues with a quorum.</p> <p>All governors should monitor, and responsibilities should be delegated.</p> <p>A Catfield parent is interested in becoming a governor, and SW will contact them to discuss.</p> <p><b>Gov: What is the position with the staff governor vacancy?</b></p> <p>Three members of staff have expressed an interest, and an election will be needed.</p>

	<p>Consideration could be given to whether to co-opt another member of staff, but the balance of the Governing Board needs to be right, and only six governors are not staff members.</p> <p><i>RB joined the meeting at 16:47.</i></p> <p>The Board has multiple vacancies, although the constitution could change, depending on whether the Federation moves forward with academisation through St Benet's.</p> <p><b>Resources &amp; Premises – 9<sup>th</sup> May 2023</b> No questions or comments.</p> <p><b>Networking with Other Schools</b> Networking continues through St Benet's. The subject leaders' networks bring in strength and resources. Support staff attended a maths training day. This was very powerful. NB attends the leader's forum. She is completing the NPQEL, and networking remotely across the UK. <b>Gov: Are the other senior leaders also completing NPQs?</b> The Senior Teachers at Sutton and Hickling take part in senior leader networking. The Deputy Headteacher is doing Leading Literacy. She has been asked to showcase it and host a session for the North Norfolk group of schools.</p>
<p><b>7. Governing Board</b></p>	<p><b>Stakeholder Engagement</b> RB and JU will arrange to take pupil voice in all three schools after GCSEs. <b>Gov: Would it be useful to do parent voice at this time?</b> NB felt the timing may be difficult, as the consultation is in place and may cloud any issues. Hickling recently had an Ofsted, and parents had an opportunity to complete the survey. It was agreed parents would be surveyed in the in the autumn.</p> <p><b>Governor Monitoring Reports</b> LR uploaded monitoring reports on the SIAMS SEF and CUSP training. It would be useful for other governors to take part in a CUSP session, and RB will do so. NB will add RB as a user on Little Wandle, and she will complete the training in her own time.</p> <p><b>Governor Training</b> All present confirmed their training log is accurate. AJ completed online data training. It is concerning that so many people do not realise how much young people can access on the internet. NB stressed this is increasingly becoming a safeguarding issue. For the Federation it is the impact on the mental health of young people and inappropriate access. Not all is online, but it can also be inappropriate gaming. It will be a safeguarding issue for all settings moving forward. Norfolk Police deliver online safety content. NB stressed the need to ensure parents are educated in this area. JU suggested a programme with the National Online Academy that includes parent tutorials. NB will investigate. AJ will share the content from the online safety training.</p>
<p><b>8. Finance</b></p>	<p><b>Budget Approval</b> Governors unanimously approved the new three-year budget, including keeping three separate classes at Sutton. There is a small deficit in year 3, but the LA is not concerned.</p> <p>NB also modelled a scenario based on a mixed class at Sutton, but governors were keen to maintain the current structure. The accepted budget is cautious and realistic. Not all teacher pay increases are funded, but they have been built in moving forward.</p> <p><b>Headteacher's Spending Proposals</b> NB invited governors to consider two substantial costings. Governors unanimously agreed to the spending below:</p> <ul style="list-style-type: none"> <li>• The Little Wandle phonics scheme would be a richer resource for the children while supporting with gaps in KS1 and KS2. There would be a substantial discount if purchased in bulk.</li> <li>• CUSP texts.</li> </ul> <p>Both match the needs identified by the schools and by Ofsted at both Catfield and Hickling.</p> <p><i>SW left the meeting at 16:52.</i></p>

<p><b>9. Headteacher Report</b></p>	<p>NB invited questions on her report that was circulated in advance of the meeting.</p> <p><b>Gov: Attendance?</b> The holiday season has an impact, but Ofsted raised no concerns about attendance overall.</p> <p><b>Gov: One child who was a persistent absentee has been in school for the last month?</b> Yes, their attendance has improved, and this is very positive. There has been supportive work with the family.</p> <p>The DfE is moving away from an emphasis on fining and towards more supportive measures. It works better, but there remains a line.</p> <p>Pupil numbers are picking up at Sutton. There has been an increase in pre-school children, and it is likely that future cohorts will be back in line. This is a good reason not to merge classes at this stage, but it remains an option for the future if needed.</p> <p>The stability of staffing has helped build positive relationships and trust with parents.</p> <p>Two Ukrainian children will join Catfield after half term. The school is very excited, and it feels blessed to be able to offer them places. All children are keen to look after them.</p> <p>Governors commended the school on embracing the children. It fits with the Federation's ethos.</p> <p><b>Gov: Could something be done to support with uniform costs?</b> NB advised the children are not yet in the UK. There is potentially funding available, and NB will ensure there is support.</p> <p><b>Gov: Will they stay with sponsors in Stalham?</b> Yes, they have a host family.</p> <p><b>Gov: What about transport to school?</b> A taxi will be provided.</p> <p>The early years class at Catfield will have high SEND next year. The staff are excellent practitioners, but no additional funding has been received and the school will need to make adaptations. NB is continuing to fight for funding. The classroom will be a SEND unit, as most children have SEND, and there will be a smaller classroom in school for those who do not. There is likely to be a capital proposal unless funding can be secured.</p> <p><b>Gov: How did the sports tournaments go?</b> They were held among the group of North Norfolk schools. Mr Watts has been excellent, and the PE Lead is looking at other opportunities for the future.</p> <p>Some children will be taken sailing for Staycation Day.</p>
<p><b>10. Federation Development Plan and SEF</b></p>	<p><b>Gov: The FDP was updated?</b> Yes. It was discussed extensively at the last meeting of the A&amp;S Committee.</p> <p>LR advised it was considered during NB's interim performance management meeting on 22<sup>nd</sup> May. It was felt that one objective needed tweaking as a direct consequence of updates to the FDP.</p> <p>NB stressed that when the plan was written, the recent exciting initiatives were not known. Feedback on CUSP from upper KS2 has been amazing and the work produced is outstanding. Staff feel resources are high quality and adaptable to the children. All children will receive an English unit using CUSP after half term.</p>
<p><b>11. Future of the Federation Moving Forward</b></p>	<p>The next stage in the academisation process is the consultation. When concluded the Governing Board will decide on the next steps.</p> <p><b>Gov: Are responses to the consultation being collated? Will they be fed back to St Benet's?</b> All responses are sent to SW as Chair of Governors.</p> <p><b>Review of Aims, Ethos and Vision</b> No changes were suggested, and all present agreed the vision, aims and ethos remained very relevant.</p> <p>Recruitment has taken place, and there were exceptional answers from candidates around the vision. Two new teachers have been appointed for Sutton. They were very strong candidates, and both are keen to join the school.</p> <p>NB thanked LR for her support with recruitment.</p>
<p><b>12. Policy Approval</b></p>	<p><b>Data Protection</b> <b>Gov: The policy does not have a header or review dates?</b> NB advised it is a DPE policy, but she can add them if needed. Governors would prefer all policies to be in the same format and include a review date.</p> <p><b>Action – NB to add header and review date to Data Protection Policy.</b></p>

	<p>Unanimously approved without amendment.</p> <p><b>Children Missing in Education</b> Unanimously approved without amendment.</p> <p><b>RSE</b> Unanimously approved without amendment.</p>
<b>13. Future dates of school events</b>	All events are listed on the website.
<b>14. AOB</b>	<p>AJ reminded governors about the NGN Norfolk Conversation on Disadvantage with Marc Rowland on 8<sup>th</sup> June of 17:00. It was relevant to discussions during the meeting, and all governors were welcome to attend.</p> <p>RB recommended Marc Rowland, and she would share his report.</p> <p><b>Action – RB to share Marc Rowland’s Report.</b></p>
<b>15. Date and Time of Next Meeting</b>	<p>Wednesday 12<sup>th</sup> July 2023, 16:30 at Sutton.</p> <p>AJ submitted apologies.</p>
<b>16. Summary Statement</b>	<p>There is excitement and energy about the way forward, and all in school are positive. Governors are playing a role within the schools, and it is important that the energy is sustained in the coming weeks.</p> <p>The values and ethos are lived across the Federation, and they are very present in the children. Recent candidates for recruitment have highlighted the values and ethos as reasons they want to join the schools.</p>
<b>17. Closing Moment with Prayer</b>	LR closed the meeting with a moment of prayer for those who give their time so generously to the wonderful schools of the Federation.

With no further business the meeting finished at 17:23.

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

Date:

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