



Swallowtail Federation of Church Schools

Minutes of a Meeting of the
Governing Board of Swallowtail Federation of Church Schools
22nd February 2022, 16.30 via Zoom

Governing Board	Initials	Role	Present / Apologies / Absent
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
Jacqui Sinkins	JS	Staff Governor	Present
Josie Upton	JU	Parent Governor	Present
Sheila Watts	SW	LA Governor/Chair of Governors	Present
Rosie Brookes	RB	Co-opted Governor	Present
Emma Barker	EB	Co-opted Governor	Present
Also Present			
Justine Petersen	JP	Educator Solutions Clerking Service	Present

1. Welcome & opening prayer	SW welcomed all present and thanked them for attending. The meeting opened with a moment of quiet reflection.
2. Apologies & absence	None received. AJ advised she may need to leave the meeting temporarily, but she would return as soon as possible.
3. Declaration of Interests	SW invited governors to declare any business or pecuniary interests specifically relating to items on the agenda or that they had not already declared. MP is married to the Clerk. SW explained that the order of the agenda would be changed because conflicts of interest needed to be managed. JS would leave before item 17. NB would leave before item 18. MP and the Clerk would not be present for item 19.
4. Minutes of previous FGB meeting	The minutes of the meeting held on 13 th December 2021 were unanimously approved without amendment. Governors considered removing item 18 as confidential. They agreed it should remain in the main minutes because all comments were positive, and NB had no concerns. No confidential information was provided.
5. Matters arising	'Pupil Engagement' would be added to the agenda of the next meeting. The current meeting had been deferred from Spring 1. RB and EB drafted questions for the parent questionnaire. This would be circulated just before the Easter break. AJ and JS have the results of the village questionnaire on local amenities. They will use the findings to inform a pupil questionnaire. Use of social media to promote parental engagement and wider stakeholder engagement would be added to the next agenda. Action – Use of social media to promote parental engagement and wider stakeholder engagement would be added to next agenda. AJ has not yet heard back from the Business Manager regarding GDPR monitoring. She will chase this next week. Action – AJ to contact Business Manager re GDPR monitoring. Gov: What is the Federation's current position on governors going into the schools? Some limited face to face meetings have taken place with governors, and EB will be in school

	<p>tomorrow. SW and NB have met on several occasions. NB stressed that the schools are happy for governors to visit on an individual basis to undertake monitoring activities. This would not create any additional work for staff, and risk assessments were not needed.</p> <p>AJ will monitor the Single Central Record when she is next in school.</p> <p>Action – AJ to monitor Single Central Record.</p> <p>The difference in the capital amount in budget revision 3 will be picked up by the R&P Committee. NB was unsure whether the leavers' celebrations had been added to the FDP. She would check.</p> <p>Action – NB to check leavers' celebrations have been added to the FDP.</p> <p>DNEAT's MAT presentation is not available online, but DNEAT are willing to visit to talk again to governors. It was agreed this would be considered at a later date due to other competing priorities.</p> <p>All other actions were marked as complete.</p>
6. Committee updates	<p>Achievement & Standards No meeting this half term.</p> <p>Resources & Premises – 26th January 2022 No comments or concerns.</p> <p>Networking with Other Schools AJ is a governor of Blue Sky Federation. She advised that the two Federations are very alike now. NB has met with the Headteacher of Stalham Academy. They agreed to reinstate cluster heads meetings. Gov: What was the motivation for this? Both found the meeting useful and decided to open them up to other headteachers. Ludham has a new Headteacher.</p>
7. Governing Board	<p>Plan for Stakeholder Engagement EB provided an update. The stakeholder engagement document was circulated and there are action points for the remainder of the term, such as directing staff and families to the updated governance area of the website, a parent questionnaire to be circulated before Easter, a termly newsletter and taking pupil voice in the summer term. A new governor page is being created for the website. EB will be involved. Not all governors are comfortable with having their photograph displayed on the website. It was agreed that this was a matter of personal choice, and it is part of the Federation's ethos. Governors would be able to choose whether to have a photograph or a drawing.</p> <p>Gov: Staff wellbeing was mentioned in the plan, but it was not included in detail? EB stressed that staff wellbeing has not yet been tied in. It is an ongoing action. Gov: It would be positive to design something specifically to ask staff about wellbeing, and to ensure it is addressed. EB will update the plan. Action – EB to update Plan for Stakeholder Engagement to include staff wellbeing. Governors requested Stakeholder Engagement be added as a standing item on future agendas. Action – Stakeholder Engagement to be a standing item on future FGB agendas.</p> <p>Governor Monitoring Update from SEN Governor EB met with the SENCo in November, and meetings will take place termly moving forward. The next will be held on 22nd March. The agenda has already been prepared, and EB will provide an update at the next meeting. Action – Update from SEN Governor to be added to next agenda.</p> <p>Update from Equality and Diversity Governor SW has not yet monitored equality and diversity. Action – SW to monitor equality and diversity. Clerk to add to next agenda.</p> <p>Governor Training The Training Log was confirmed as accurate.</p>
8. Budget/Finance	No specific update. Financial matters would be discussed under items below.
9. Headteacher Report	<i>Confidential discussion – confidential minute 1.</i>

	<p>Gov: How are the staff finding the support County is providing? The support is very good, but the situation is having a significant impact, and some staff have been severely affected. JS has worked hard to support staff welfare, and this has been successful. Positive feedback has been received from staff on how supported they feel by leadership. Leaders are being as proactive as possible, and the frustrations are with the system, not with SLT. Support from County Inclusion has allowed things to be put in place that school leaders were not aware they could do, and this has removed some of the pressures.</p> <p><i>AJ left the meeting at 16:59.</i></p> <p>The Federation has a strong relationship with the LA, and leaders have been empowered.</p> <p>Gov: Attendance at Catfield has declined. This is partly the result of a reduced timetable for one child. The Federation schools are small, and one child accounts for a relatively high percentage. COVID has also had an impact. Three families across the Federation are involved in attendance panels, and formal support plans are in place. One has been very successful, and two are still in action.</p> <p>Gov: Data shows Yr6 to be quite low, but there is real progress with intervention? Maths at Sutton is stronger than reading and writing. Was this expected? Maths is easier to deliver remotely, whereas reading and writing are more difficult. Focused intervention is now on reading and writing, and NB is hopeful they will balance. Governors should be aware that behaviour issues take staff away from intervention, and this has had a serious impact, especially on Yr5/6 at Catfield. The intervention specialist has been used to provide one-to-one support, and interventions have needed to stop at times to enable the children to be safe. It has been particularly difficult to recruit one-to-one support, but the Federation is not alone in this.</p> <p>Gov: Is there any information about Ofsted and when they might visit? Ofsted is expected at Catfield this year.</p>
<p>10. Federation Development Plan</p>	<p>Curriculum is at the heart of what is being inspected, and governors should be aware of its importance. The Federation has worked hard on the curriculum, and on history, geography and science in particular. NB asked whether governors are confident about what is happening in their curriculum area. Not all are. Governors have specific subject link areas, and Ofsted does not require all governors to know about every area. LR will meet with the History and Geography Lead next month.</p> <p>NB suggested governors attend a curriculum feedback training session that would be facilitated by NB and the Science Lead. It was agreed this would take place on 9th March. Gov: Would this be useful experience and CPD for the Science Lead? Yes, and it would not require any additional work as she already has the information prepared.</p>
<p>11. Future of the Federation Moving Forward</p>	<p>It was agreed that the Diocese presentation would be deferred while the Board focuses on other matters.</p>
<p>12. Update from Working Party on Pre-School Provision on Sutton Site</p>	<p>EB provided an update. The letter was sent to families at Sutton as agreed at the last meeting. NB and EB met with County to consider next steps, and this was very informative. The first step was a questionnaire to local families to gauge the level of interest, and 47 responses were received. Sutton Pre-School has been very helpful. They provided data on numbers over the last 3 years, including ages and the number of hours. EB and NB will meet with County again tomorrow to consider the outcome of the survey, but it looks positive so far.</p> <p>Gov: Was there any comment on the timing for September? September is possible, and the provision is desperately needed. NB stressed the priority must be the 3-year-olds at Sutton.</p> <p>Gov: Is there anything that requires a Governing Board vote, and does it coincide with meetings? This was not known at the stage, but governors should be mindful moving forward. An additional meeting could be convened if necessary.</p>

13. Policy Approval	Update on Pay Policy County HR has advised the Federation to continue to use the current Pay Policy for the time being while future plans are being considered. Governors agreed to revisit it during the next academic year in line with the Annual Schedule of Business.
14. Future dates of school events	Dates are available on the website, including Mothers' Day, Easter services and World Book Day. All three schools have painted a Go Go Dinosaur for the trail in Norwich. EYFS and KS1 will visit in the summer, and NB invited governors to accompany the trip. She will inform them when the date is finalised. Action – NB to inform governors of date of Go Go Dinosaur trip.
16. Date and Time of Next Meeting	Wednesday 30 th March 2022, 16.30 SW asked whether governors and SLT would prefer the next meeting to be virtual or face-to-face. It was agreed that meetings would remain virtual for now, with the final FGB of the academic year being a face-to-face meeting and social event in school. Individual governor monitoring would be done in school. <i>JS left the meeting at 17:24.</i>
17. Proposed SLT Restructure	<i>Confidential discussion – confidential minute 1.</i> <i>NB left the meeting at 18:10</i>
18. Headteacher Remuneration	<i>Confidential discussion – confidential minute 2.</i> <i>MP and the Clerk left the meeting at 18:25</i>
19. Any Other Business	Clerking Contract: Governors discussed the information provided by the Clerk and agreed to employ her on a private basis in accordance with the draft Terms of Reference provided. This was unanimously agreed in recognition of the level of service provided.
20. Summary Statement	The strategic development of the Federation continues to be reviewed and analysed to ensure the best outcomes for pupils and staff. Opportunities to expand early years are still in progress and, if viable, will be a major asset to the local communities. Stakeholder engagement and contributions are of great importance to the Governing Board, and good relationships are being built with a continual focus on how to improve them.

With no further business the meeting finished at 18:35

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

Date:

.....

.....