



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**  
**Minutes of the Joint Local Governing Body Meeting**  
**Held on 12<sup>th</sup> May 2021 at 5pm**  
**Meeting held remotely via video conferencing call**  
**due to the Corona Virus Restrictions**

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Gavin Batterbee (GB)	Trust Governor
Paul Bland (PB)	Trust Governor
Robert Dale (RD) left meeting at the end of item 6	Trust Governor
Jillian Davies (JD)	Trust Governor
Amanda Gibbins (AGN)	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Vicky Proctor (VP) left meeting during item 8	Trust Governor
Kate Watson (KW)	Trust Governor
In Attendance:	
Rebecca Walker (RW) from item 6.3 audio only via mobile phone.	Trust Director of Primary Standards
Stella Kaye (SLK)	Clerk
Hayley Roberts (HR)	New Clerk
Barbara Herring (BH)	Guest – Potential New Trust Governor
Kirsty Kerr (KK)	Guest – Potential New Trust Governor
Absent: No Apologies Received	
C. Ferguson (CF)	Trust Governor
R. Ford (RF)	Parent Governor – Snettisham
D. Rodrigues (DR)	Trust Governor
C Rumens (CR)	Parent Governor - Snettisham

Clerk reminded all governors about remote meeting protocols and confidentiality.

This meeting was not recorded.

AG welcomed everyone to the meeting, especially H. Roberts who would be taking over as the Clerk, and B. Herring and K. Kerr who were potential new Trust Governors.

Introductions were then made.

<b>1.</b>	<b>Apologies</b>
1.1	<i>To receive and consider apologies for absence</i> Apologies had been received from: R. Richardson (RR) and S. Wilson (SW). RD and VP had sent apologies to leave the meeting early.
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
<b>2.</b>	<b>Notification of Any Other Urgent Business</b>

Signed by Chair

Dated 7/7/21

	No urgent items were raised.
<b>3.</b>	<b>Pecuniary and Other Interests</b>
3.1	<i>Declaration of any new interests, pecuniary interests or other interest with regard to items on the agenda</i> No new declarations or declarations of pecuniary interest were received.
3.2	<i>Completion of New Declarations of Interest Forms</i> Clerk reported Declaration of Interest forms were still outstanding from R. Ford and C. Fergusson. <b>ACTION: Declaration of Interest forms to be completed and returned to the Clerk as soon as possible - RF and CF</b>
<b>4</b>	<b>Governing Body Membership</b>
	<i>Review and Record Appointments, Resignations, Vacancies and End of Term of Office</i>
4.1	<u>Parent Governor Vacancy x 2</u> There remained Parent Governor vacancies for Heacham Infant and Heacham Junior School. <b>ACTION: Parent Governor elections to be held at Heacham Infant and Heacham Junior – LJ</b> AG advised he would try and contact R. Ford about her position as Parent Governor for Snettisham <b>ACTION: AG to contact R Ford about role as a Parent Governor - AG</b>
4.2	<u>Staff Governor Vacancy - Snettisham</u> LJ reported all staff had been made aware of the vacancy. Election would be held before the end of term <b>ACTION: Staff Governor election to be held at Snettisham – LJ</b>
4.3	<u>Trust Governor Appointments</u> AG reported following a recruitment drive, B. Herring and K. Kerr would hopefully be joining the LGB as new Trust Governors. Another two potential Trust Governors were also considering joining the LGB. <b>ACTION: Appointment of new Trust Governors to be completed – AG/LJ /Clerk</b>
4.3	<u>Review of Link Governor Responsibilities</u> As new Trust Governors were to be appointed and elections were due to be held for both Parent and Staff Governors, it was agreed the allocation of Link Governor Responsibilities would now be reviewed at the first meeting of the new academic year <b>ACTION: Allocation of Link Governor roles to be reviewed at the first meeting of the new academic year – AG/LJ &amp; Clerk</b>
<b>5.</b>	<b>Minutes of the Previous Meeting</b>
5.1	<i>To approve the minutes of the joint LGB meeting held 24<sup>th</sup> March 2021</i> The minutes of the joint LGB meeting held on 24 <sup>th</sup> March 2021 were approved and accepted as a true record by the LGB. <b>ACTION: Copies of agreed minutes to be sent through to the Snettisham school office for printing and then for signature by Chair – Clerk/ AG</b>
5.2	<u>Matters Arising</u> No items were raised.
5.3	<i>Review of Actions from Previous Meeting (AMR – Action Monitoring Record)</i> <u>Keeping Children Safe in Education 2020:</u> Clerk reported just R. Ford and C. Ferguson were still to complete their online declaration re Keeping Children Safe in Education 2020. <b>ACTION: Clerk to chase again those Governors who had not yet completed the Keeping Children Safe in Education 2020 online declaration via GovernorHub.</b>

5.4	<p><b>Governors were to be reminded to do so as soon as possible before the next meeting – Clerk, RF and CF</b></p> <p>All remaining actions had either been completed, or would be covered under items on the agenda.</p>
6.	<p><b>Head teacher's Report</b></p> <p>Copy of the Head teacher's Report had been issued to all governors prior to the meeting. LJ talked through her report.</p> <p>6.1 <u>Concerns</u></p> <p>Only one pupil across the three schools remained learning from home. A support team was in place for the family.</p> <p><b>RD queried if there were any particular cohorts where there were greater concerns.</b></p> <p>LJ advised there had been a raise in SEMH (Social, Emotional, Mental Health) needs for families with disadvantaged backgrounds. The schools had invested time, money and care in support for their more vulnerable families.</p> <p>LJ felt this had been a strength of the schools during lockdown.</p> <p><b>AG questioned, as it was clear from the report the number of SEN and Pupil Premium children were increasing across the three schools, and those pupils being a focus for staff, were pupils not in the vulnerable groups and the more able pupils still being stretched.</b></p> <p>LJ advised this was not a concern, as the curriculum was ambitious, with fast paced delivery while still being creative</p> <p>LJ explained a strength of the new curriculum was the access for pupils to higher levels of working.</p> <p>LJ drew governors' attention to the concerns with resilience especially handwriting in KS2. The schools were working on ways to address this and incorporate into the Covid catch up plan and SDP (School Development Plan).</p> <p>6.2 <u>Attendance</u></p> <p><b>RD asked what concerns, if any, were there about levels of persistent absence.</b></p> <p>LJ advised the persistent absence levels were OK. The percentage average was in line with the last set of national figures available from 2019.</p> <p>Systems were in place and progress was being made with the families concerned.</p> <p><b>AG queried if any guidance had been received on current National attendance figures.</b></p> <p>LJ replied she was not aware of any National data, although it was expected the Government would be looking at patterns and trends.</p> <p>From 8<sup>th</sup> March 2021 all pupils were expected to be in school.</p> <p>AGN advised some National attendance figures were available and offered to share them with LJ.</p> <p><b>ACTION: National figures for absence to be sent through to LJ – AGN</b></p> <p>LJ commented she expected the school figures would reflect well compared to National.</p> <p>6.3 <u>SEND</u></p> <p><b>AG queried if obtaining SEN funding was easier or more difficult now it was no longer undertaken via the Cluster.</b> LJ advised the schools did find obtaining SEN funding difficult It was a challenge for all schools across the country.</p> <p>The teams worked hard and had been successful in their bids for SEN funding.</p> <p><b>AG thanked LJ and the team for all their hard work in obtaining funding for the SEN pupils.</b></p> <p><b>GB asked how the SEN funding was being spent and what the plans were.</b> LJ replied funding was spent on staff to support pupils and also items such as Lego therapy.</p> <p>6.4 <u>Covid 19</u></p> <p><b>AGN congratulated LJ on keeping Covid out of school. It was a credit to LJ and all the staff in being able to do so.</b></p> <p>LJ advised all staff had worked hard and really well to follow all the guidance and testing.</p>

<p>6.5</p> <p>6.6</p>	<p>There had been some cases where a bubble had to be closed, but there had not been any outbreaks.</p> <p>VP asked with the lifting of restrictions, could access on and off the school sites be reconsidered. RW advised the schools would love to change things back, but the schools had to continue to follow Government guidance.</p> <p>VP then raised the issue of dangerous parking around College Drive in Heacham. EH replied, historically, there had always been problems around College Drive. EH reassured governors action had been taken, with EH in touch with the Police about the parking and officers visiting the site earlier that day. The Police would continue regular checks and the school continued to send messages out to parents about parking.</p> <p><u>Assessment</u></p> <p>AG queried as there would be no SATs again this year, were things lined up to assess KS2 and Year 6. LJ replied assessment work would still be carried out with the usual assessment systems. Assessment in the Foundation subjects would take place at the end of the current half term. Pupils would sit previous SATs papers in June. Year 4 timetable testing would be undertaken and EYFS would also be reviewed.</p> <p>Reports would be issued to parents.</p> <p><u>Staff Wellbeing</u></p> <p>LJ reported there was good morale across the three schools with positive feedback being received around morale and wellbeing.</p> <p>KW asked LJ to confirm if any lessons learnt from Covid would be taken forward. LJ confirmed things such as the Trust providing tea coffee and biscuits for staff would remain in place.</p> <p>Before the pandemic there had been three individual schools. The schools were now working together as a strong united team and taking time out to look out for one and other. Staff training and CPD had been invested in</p> <p>JD commented that staff wellbeing had come over loud and clear during her monitoring conversations with the EYFS Lead at Snettisham.</p> <p>RD left the meeting at this point (5.50pm) sending congratulations to the team as the schools all looked in good shape.</p>
<p>7.</p>	<p><b>Review of Catch-Up Funding</b></p> <p>Snettisham had been chosen by the EFSA (Education and Skills Funding Agency) to report on the use of Covid 19 Catch up funding.</p> <p>No queries had been raised and the EFSA had thanked the school for their report.</p> <p>AG queried if the schools were accessing the online tutoring.</p> <p>LJ replied the tutoring was set up and working brilliantly. The quality of the tutoring had been good. The tutoring might be paused for a while in order for pupils to be in class for all lessons to see the impact.</p> <p>A lot of staff training had been undertaken, with more planned for the following week for Phonics and Read Write Inc. to continue the improvement in quality first teaching across all three schools.</p> <p>Funding was being used to provide additional staff in school and to work with families at Snettisham.</p> <p>The schools were directing families to the new NCC app 50 things to do before starting school, which would help children's learning.</p> <p>AG asked from where the schools were currently, coming out of restrictions, did staff feel there were still gaps and would pupils catch up? LJ advised there were still gaps in learning for the younger children and the schools were supporting them with recovery from that. Good progress had been seen in the most recent assessment period, which also showed the schools were working to fill the gaps.</p> <p>Progress could also be seen in pupils' books.</p>



	<p>Some disadvantaged pupils had suffered more during lockdown as they had not been able to assess as much of the remote learning, as it had taken time to get the IT equipment in place.</p> <p>Nationally reports seemed to indicate the biggest gaps were with disadvantaged pupils and in maths.</p> <p>The schools continued to teach the Curriculum as normal.</p> <p>It was hoped children would do as well as they could following the disruption to their learning.</p>
8.	<p><b>Curriculum Review</b>  <i>To review the new Knowledge Rich Curriculum</i></p> <p>AG noted that the current position on learning had been detailed in the Head teacher's Report, including the next steps.</p> <p>Following on from an example provided by AG of Year 6 pupil discussing Macbeth, LJ confirmed as a result of the Knowledge Rich Curriculum being taught pupils were able to debate and discuss what they had learnt.</p> <p>Their conversation skills and vocabulary were impressive.</p> <p>A collection of pupils' work was then screen shared and talked through by EH to illustrate for governors the standard of work being produced under the new curriculum.</p> <p>EH explained how the pieces of work had met the learning objectives, the highlighting live marking, the ticks where pupils had self-assessed their own work and the steps for depth available once the tasks had been completed.</p> <p>Examples of work viewed included Year 6 History, Year 3 Local History, Year 4 Geography, work from Reception at Snettisham, Maths from different year groups and Year 2 work labeling different continents.</p> <p>VP left the meeting at this point 6pm</p> <p>EH drew governors' attention to the resilience shown in one example for maths where the pupil had taken two or three attempts before getting to the correct answer.</p> <p>EH confirmed pupils were now used to the procedures and well versed in using the Marking Policy.</p> <p>EH gave examples of pupils remembering the knowledge they had been taught, including Year 1 pupils able to name the continents.</p> <p>EH confirmed pupils were making progress.</p> <p>AG thanked EH for the brilliant presentation.</p>
9.	<p><b>Behaviour for Learning</b>  <i>To review behaviour and the impact on learning</i></p> <p>An overview of behaviour and exclusions had been provided within the Head teacher's Report.</p> <p>LJ advised there were a few children with difficulties linked to behaviour.</p> <p>These were possibility due to issues at home.</p> <p>Prior to leaving the meeting RD had raised the following question. What did the school think had made the behavioural differences with the staggering of break times? LJ and EH replied they had spoken before with governors about the positive impact seen on lower-level behaviour with staggered break and lunchtimes.</p> <p>Pupils were with their peers in their own age group. With older pupils involved aspects could become unequal at times.</p> <p>AG queried from a social point of view wasn't mixing with older children important.</p> <p>LJ advised the changes made were in order to comply with the Government guidelines.</p> <p>Some creative games had been developed during this time, although pupils were beginning to search for wider social experiences, out of their own bubbles, as they missed the interaction with other age children.</p>

	<p>KW enquired as there had been an increase in the number of Project Encompass referrals, especially at Heacham Junior, would the free Encompass training available for key workers be of use. LJ advised this was something the schools would be looking into.</p> <p>LJ informed governors that a separate Anti-Bullying Policy would be presented for approval at the next meeting.</p> <p><b>ACTION: Separate Anti-Bullying Policy to be approved at the July LGB meeting – LJ and Clerk</b></p>
10	<p><b>Governor Monitoring, Development and Training</b></p> <p><i>Monitoring</i></p> <p>AG thanked governors for taking the time to carry out all the recent monitoring and write up the reports.</p> <p>In response to a query from AG, it was confirmed that copies of all the governor monitoring forms were held in school.</p> <p>LJ confirmed she would be speaking with staff members to contact their relevant link governors, if they had not already done so, to arrange remote monitoring to be undertaken after half term.</p> <p><b>ACTION: Staff members to be reminded to contact relevant Link Governors to arrange remote monitoring to be undertaken, if they had not already done so – LJ</b></p>
10.1	<p><u>Virtual Tours of the Schools</u></p> <p>Individual class tours for each school environment had been up loaded to a Google drive with governors invited to join and then view the video tours to see how the schools had moved on.</p> <p>AG commented the inspirational wall wrap in the foyer at Heacham looked fantastic, and asked if something similar could be purchased for the other schools. EH advised the company had already been into school to measure up to install a wrap at Snettisham.</p> <p><b>ACTION: Governors to contact LJ for link to Google drive if unable to access the class video tours – ALL Governors</b></p>
10.2	<p><u>Visit from Author - Karl Nova</u></p> <p>Copy of the monitoring report from KW on the Zoom visit by Karl Nova (a Hip Hop Artist, Poet and Author) to Heacham had been issued to all governors prior to the meeting.</p> <p>No questions were raised.</p>
10.3	<p><u>Bedtime Stories</u></p> <p>Copy of the monitoring report from VP on the extra-curricular bedtime stories activity arranged by the schools had been issued to all governors prior to the meeting.</p> <p>No questions were raised.</p>
10.4	<p><u>EYFS</u></p> <p>Copies of the two reports written up by JD, one on Curriculum and one on lockdown, following her Zoom meeting with the EYFS Lead at Snettisham, had been issued to all governors prior to the meeting.</p> <p>JD reported how impressed she had been with the enthusiasm and energy which came through in the conversations. JD had also been impressed to see how learning had been moved forward for pupils working at home and those in school over the lockdown periods. JD commended the versatility of teaching during very difficult circumstances. It had been fantastic to see how the school had been motivating and supporting pupils and families.</p>
10.5	<p><u>Website Compliance Checks</u></p> <p>New websites for all three schools had just been put into place.</p> <p>AG to undertake website compliance check for Snettisham. GB to undertake checks for Heacham Infants and Heacham Junior.</p> <p><b>ACTION: Website compliance checks to be undertaken – GB &amp; AG</b></p>
10.6	<p><u>Safeguarding</u></p>

10.7	<p><b>ACTION: Safeguarding Governors to complete new Trust safeguarding monitoring form and provide copy to LJ – AG &amp; VP</b></p> <p><b>ACTION: SCR checks for Summer term to be undertaken – AG &amp; VP</b></p> <p><u>SEN Monitoring</u></p> <p><b>ACTION: Follow up SEN monitoring to be arranged for the Summer term – GB</b></p>
10.8	<p><u>Live Virtual Learning Walks</u></p> <p>LJ advised the schools would like to invite all governors to live tours of each of the three schools after half term.</p> <p>It was hoped these would also include opportunities for governors to talk to some of the pupils</p> <p>Dates and times to be arranged</p> <p><b>ACTION: Virtual tours/Learning Walks to be set up for governors for each of the three schools after half term – LJ and EH</b></p>
10.9	<p><i>Training</i></p> <p><u>New Governor Induction</u></p> <p>JD had attended online New Governor Induction training on 15<sup>th</sup> April 2021.</p> <p>JD reported the training had been worth-while and she would recommend it to all governors, as it clearly explained what the governor's role was all about.</p> <p>JD was also booked to attend Making Monitoring Work training on 8<sup>th</sup> June 2021.</p>
10.10	<p><u>SEND Training</u></p> <p>KW and DR had attended the online SEND training from the Norfolk Virtual School on 19<sup>th</sup> April 2021.</p> <p><b>ACTION: All governors to look at completing some of the online training modules available via GovernorHub – ALL Governors</b></p>
11.	<p><b>Vulnerabilities</b></p> <p>Concerns had been detailed in the Head teacher's Report and discussed under item 6.1</p> <p><b>AG asked LJ if there were any concerns other than those already in the report.</b></p> <p>LJ advised no.</p>
12	<p><b>Any Other Business</b></p>
12.1	<p><u>Transition Arrangements</u></p> <p><b>AG enquired, with the planned lifting of some Covid 19 restrictions, did the schools have an idea of what the transition plans for Year 6 would look like yet.</b></p> <p>LJ replied she had already held conversations with the high schools, but there were no details available at the moment. A great transition project was planned with Smithdon High School.</p> <p><b>KW queried if due to the current environment and restrictions for Year 6 i.e., one class, one playground, would it be even more daunting this year for pupils moving up to high school.</b></p> <p>LJ advised pupils always felt some anxiety at this point in the year. The transition work would support pupils with this, although the schools would still have to comply with any Covid 19 restrictions in place. The majority of pupils would be going on to high schools within the Trust, with a similar Knowledge Rich Curriculum in place.</p> <p>Pupils would be able to familiarise themselves with the schools and staff before September.</p> <p>Transition plans were also being put in place for Reception pupils.</p>
12.2	<p><u>Thank You to the Clerk</u></p> <p>AG and LJ thanked the Clerk for all her help and support over the years and for agreeing to clerk one last meeting before handing over to the new Clerk, Hayley Roberts.</p>
13.	<p><b>Date of Next Meeting</b></p> <p>Next LGB meeting would be held on 7<sup>th</sup> July 2021 at 5pm.</p>

Governors hoped it would be possible to hold the meeting face to face with the lifting of Covid 19 restrictions due to take place at the end of June 2021

**ACTION: Format/venue for the July LGB to be confirmed closer to the time and all governors then informed – LJ/AG/Clerk**

AG thanked everyone for attending, especially those who had taken the time to join the meeting to observe.

Meeting closed at 6.25pm

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Signed by Chair



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Dated 7/7/21.