



Heacham Infant  
and Nursery School



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**  
**Minutes of the Joint Local Governing Body Meeting**  
**Held on 7<sup>th</sup> July 2021 at 1700**  
**Meeting held remotely via video conferencing call**  
**Due to the Covid-19 Restrictions**

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Paul Bland (PB)	Trust Governor
Jillian Davis (JD)	Trust Governor
Amanda Gibbins (AGi)	Trust Governor
Emma Hunt (EH)	Staff Governor- Heacham
Vicky Proctor (VP)	Parent Governor - Heacham
Kate Watson (KW) (Left meeting at end of item 9)	Trust Governor
Barbara Herring (BH)	Trust Governor
Kirsty Kerr (KK)	Trust Governor
In Attendance:	
Rebecca Walker (RW)	Trust Director of Primary Education
Hayley Roberts (HR)	Clerk
No Apologies Received:	
C. Ferguson (CF)	Trust Governor
D. Rodrigues (DR)	Trust Governor
G. Batterbee (GB)	Parent Governor - Heacham
Robert Dale (RD)	Trust Governor
S.Wilson (SW)	Trust Governor

AG welcomed everyone to the meeting and introductions were then made.

<p><b>1. Apologies</b></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from R. Richardson (RR) and C. Rumens (CR). Apologies accepted by the LGB.</p>
<p><b>2. Notification of any other urgent business</b></p> <p>No urgent items were raised</p>

Signed by Chair Dated

29/9/21

### **3. Pecuniary and other interests**

*Declaration of other new interests, pecuniary interests or other interest with regard to items on the agenda*

3.1 No new declarations or declarations of pecuniary interest were received.

### **4. Governing body membership**

*Review and record appointments, resignations, vacancies and end of term of office*

4.1 Rachel Ford (RF) who was parent Governor at Snettisham has resigned so another parent governor is needed from September.

4.2 Charlotte Ferguson (FG) has not attended for a long time and it is unknown as to why.

**ACTION: Parent Governor recruitment to be announced and elections to be held in September at all schools. LJ to put a letter out.**

**ACTION: Allocation of Link Governor roles to be reviewed at the first meeting back in September. AG/LJ/HR**

### **5. Minutes of the previous meeting**

*To approve the minutes of the joint LGB meeting held 12<sup>th</sup> May 2021*

5.1 The minutes of the joint LGB meeting held on the 12<sup>th</sup> May 2021 were approved and accepted as a true record by the LGB.

**ACTION: Copies of agreed minutes to be sent through to school office for printing and then for signature by chair – Clerk/AG**

#### **5.2 Matters Arising**

No items were raised

### **6. Headteacher's Report**

Copy of the Headteacher's reports had been issued to all governors prior to the meeting. LJ talked through her report.

#### **6.1 Overview**

The schools are working well with their local communities. The curriculum has shaped the schools well and the curriculum model has brought the children together to show their skills. Attendance is good compared to a lower national average and it seems that pupils have enjoyed the structure after a tumultuous year.

**KW asked whether the usual rewards that the students used to have would be coming back in September.** LJ advised that celebration assemblies have continued and that they are regularly using the outside space so that children are still receiving positive praise.

#### **6.2 Covid-19**

Early years have gaps in their vocabulary and listening skills compared to previous cohorts. However, the use of Phonics Assessments has proved that they are benefitting from the fast-paced Phonics programme.

PB questioned how many children were out because of Covid right now. LJ advised that there weren't any students currently out of school as although some students have shown symptoms, they've had no positive cases.

### 6.3 Attendance

VP questioned whether the absence at HJS seemed high. LJ advised that it's just about in line with the national average and that there's lots of work in place with a couple of families.

RW asked whether there was still a school refuser. LJ advised that there is a low attending student but that they are not a refuser. And that procedures around fast tracking have taken place to support the family.

### 6.3 S.E.N.D

JD asked reference the students that County have asked Snettisham to accommodate, whether having classes with more than 50% high SEN needs causes any concern and whether they come with support. LJ replied that every child matters and that they champion those who are vulnerable. There will be additional staff in KS2 following close work with the finance team to enable the best support for those students.

LJ advised that the benefits of having multiple schools is to be able to develop staff if they want to progress and that being part of the trust is a good way to support and retain staff.

LJ explained that there is a transition programme in place to understand the needs of the students prior to their arrival and that she had already met one of the new students.

### 6.7 Tutoring Programme

LJ reported that students have been enthusiastic about their tutoring sessions and consequently completing longer pieces of work.

BH asked about the impact the programme has had. LJ replied that in terms of reading there were big gaps before and that they feel that those gaps have closed since the initial baseline assessments.

EH added that they are very impressed with the level of progress that the students have made and that she was in weekly contact with RANSTAD to begin with and that only positives have come out of it, but especially reading skills.

## 7. Review of results

EH advised the Governing body that they were still awaiting some of the data but that the outcomes reflected similarly to last year. EH shared some figures and governors were pleased to hear that within EYFS students, 25% were exceeding expectations.

Investment has been made in training for teachers and phonics has been very pleasing compared with baseline results in September. An example was that 0% of Heacham students were scoring anything like the desired pass mark in September but that by Spring this had risen to 33% and then 81% by the end of the year.

EH advised that a lot of the improvements were down to the school's focus on building the stamina of students as well as the impact from their *Talk For Writing* programme.

Testing students one at a time out of lessons had the most impact and the schools are going to look again at how they facilitate that testing.

There isn't an official pass mark for multiplication assessments but the figures for students who scored 15 or more were 76% at Snettisham (equal to 13/16 students) and 57% at Heacham (16/25 students). This would be included in OFSTED data. LJ commented that it is challenging and that they only get 6 seconds to answer the question.

BW added that it was very much about test technique; that the students worked hard on learning their times tables and that she and her staff are pleased that they opted in to the trial.

AG commented that there is some really encouraging work and that when speaking to the children he got the sense that they were just glad to be back at school.

There were no questions to EH on the data and the governors thanked her for the update.

## **8. Plans for Next year**

LJ advised that they want to develop the staff via CPD and that they will work with the new Keeping Children Safe document. Along with this there will be pastoral support for mental health. LJ wants to really establish an enriched curriculum for attainment to remain robust and middle leaders will use student voice to find out how students are engaging with the curriculum.

LJ advised that she had attended a trust primary meeting of senior leaders to work on the development plan. RW explained that it was a successful meeting which was also attended by the Trust secondary English and Maths leads and that everyone worked really hard on it.

AG asked how the transition for year 6's was going as it was so different to the usual transition days. AGi replied that Smithdon as the feeder High School had received positive responses following meetings with parents and students on a one-to-one basis. There was also a planned summer school for the new cohort during the summer holidays and that 50 out of a potential 134 students were due to attend.

LJ said she had heard lots of positives things from the children and that they are ready to move up. She understands that within her year 6 cohorts, 7 from Snettisham and 10 from Heacham had signed up to the summer school.

## **9. Governor Monitoring, development and training**

AG thanked governors for taking the time to carry out all the recent monitoring and write up the reports.

AGi wanted to let the Governing body know that she was impressed with how the French scheme of work had developed at Heacham. When she first met with staff at the beginning of the academic year there were things the staff had wanted to do but couldn't, but she feels that the improvements on developing the scheme of work have definitely happened despite the challenges.

AG asked BH if she would like to comment on safeguarding. BH informed the Governing body that she is the DSL for Newcastle University. She explained that her monitoring has shown an increase in Safeguarding cases due to the Pandemic, but is relieved to hear how the Trust has supported the schools and that her meeting was a positive one.

AG asked KK how she got on at her first visit as a Governor. KK replied that she looked at English and that she could see that there had been great interaction with parents over lockdown. She felt amazed that after 6 months since leaving Snettisham as an employee, the reception class had developed so much. She explained that it was obvious that the staff had worked so hard to 'catch the children up' and that it was lovely to see the knowledge-rich curriculum implemented.

JH commented that along with participating in the 'Making Monitoring Work' training online (Educators Solutions), she also visited Snettisham School and joined in with the autism training. While there she spoke to students in year 1 who could all speak knowledgeably about their curriculum. JH asked LJ if she could return once the new Early Years equipment had arrived. LJ replied that it would be great to do so and that she hopes all Governors can come into school come September to do some 'deep dives'.

KW left the meeting at this point (18.08) thanking the staff for all of their hard work over the year.

### **10. Policy Reviews**

Copy of the anti-bullying policy had been shared with all Governors prior to the meeting.

AG asked if everyone had read it. Everyone responded that they had. AG explained that it needs to be approved and voted on.

AG asked if anyone had any questions on the policy and BH asked if pupils had been consulted. LJ responded that student voice was taken into account when developing it. BW added that a student version has been made to go into their planners for September and that instead of anti-bullying 'week', it's going to be included more in daily learning.

All Governors voted to accept the policy via show of hands. Unanimous decision.

**ACTION: AG to sign it.**

### **11. Vulnerabilities**

None to report

### **12. Any Other Business**

AG advised informed everyone that he had sat in on LJ's performance review with the Trust staff and thanked her for everything she had done and was doing.

### **13. Date of Next Meeting**

The provisional date of Wednesday 29<sup>th</sup> September at 1700 was agreed for the next LGB meeting.

Governors hoped it would be possible to meet face to face.

**ACTION: Format/venue for the September LGB to be confirmed closer to the time and all Governors to be informed. -LJ/AG/Clerk**

AG thanked everyone for attending and wished everyone a good summer.

Meeting closed at 1820

Signed by ChairDated



29/9/21.

