



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL  
Minutes of the Joint Local Governing Body Meeting  
Held on 29<sup>th</sup> September 2021 at 1700  
at Heacham Infant School**

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Paul Bland (PB)	Trust Governor
Danielle Rodrigues (DR)	Trust Governor
Gavin Batterbee (GB)	Trust Governor
Emma Hunt (EH)	Staff Governor- Heacham
Rachel Richardson (RR)	Parent Governor - Heacham
Kate Watson (KW)	Trust Governor
Barbara Herring (BH)	Trust Governor
Lucy Reay (LR)	Trust Governor
In Attendance:	
Rebecca Walker (RW)	Trust Director of Education
Hayley Roberts (HR)	Clerk

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

<p><b>1. <u>Apologies</u></b></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from Kirsty Kerr (K.K), Jillian Davis (J.D) Vicky Proctor (V.P), Robert Dale (R.D), Amanda Gibbins (AGi), Cheryl Rumens and Jane Cooksley (J.C).</p> <p>1.2 Apologies accepted by the LGB.</p>
<p><b>2. <u>Notification of any other urgent business</u></b></p> <p>No urgent items were raised</p>
<p><b>3. <u>Pecuniary and other interests</u></b></p> <p><i>Declaration of other new interests, pecuniary interests or other interest with regard to items on the agenda</i></p> <p>3.1 No new declarations or declarations of pecuniary interest were received.</p>

Signed by Chair

Dated

3.2 LGB members completed new declaration forms.

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

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

##### 5.1 Membership

Welcome to L.R and welcome back to DR.

A.G and R.D will finish their chair duties at the end of this academic year and will then be stepping down.

##### 5.2 Allocation of Governors to link roles

Roles were allocated based on requests sent to A.G.

**ACTION: Upload Governor Responsibilities to websites - Clerk**

##### 5.3 Governor Code of Conduct

All LGB members agreed that they had read the document that had been circulated and unanimously accepted.

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

*To approve the minutes of the joint LGB meeting held 7<sup>th</sup> July 2021*

5.1 The minutes of the joint LGB meeting held on the 7<sup>th</sup> July 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. School Development Plan & SEF**

Documents had been circulated prior to the meeting.

LJ explained that leaders had been looking at how the pandemic was navigated, and pointed out that on the right hand side there are 'next steps'.

AG requested that moving forward that LGB members affiliated to each school can read the documents that are associated to share the load of prior reading.

LJ asked if anyone had any questions. No questions were raised.

#### **7. Review of Funding Statements**

##### Sports Premium

Documents had been circulated prior to the meeting.

The main priority was to ensure that there were enough resources and equipment. Louise Prosser runs the funding network across the three schools.

LJ asked GB to liaise with Louise Prosser.

**ACTION: G.B to make contact with Louise Prosser. LJ to put in email contact**

New tarmac and markings were installed at Heacham Infant School and investment was made into yoga mats for all three sites.

The children are being encouraged to be more active, especially those who are not normally that confident. The daily mile is helping with that

The 'Fun Run' was a big positive as all students enjoyed it and enjoyed dressing up. The vast majority of pupils appear physically healthy and in line with their national average.

**AG asked if there has been an impact between pre-Covid and now**

LJ replied that pupils are positive about activity in general and that their positivity to be outdoors is still obvious and apparent. Staff continue to push being outside and getting fresh air. Louise Prosser has implemented the new PE framework.

**AG asked if this resulted in an increase in PE lessons.**

LJ replied that there are two PE lessons a week and increased activity beyond that. For example, swimming and multisports have returned.

**KW asked if any students went to Smithdon to take part in the Olympic festival cluster event.**

LJ replied that yes they did and that it was year 4 and 5 students from the schools.

**AG asked if the 'Edu-Fit' programme was still used?**

LJ explained that it wasn't necessary as there are very enthusiastic teachers at all three schools. All three sites have lots of rural space which is a big positive. Another positive was the students walking to 'Wildings'.

E.H added that there is a new PE scheme which looks interesting called 'Get set for PE'.

AG thanked LJ and EH for the update and said that it was clear that the sport is definitely having an impact.

**Catch Up Premium**

Documents had been circulated prior to the meeting.

Quality CPD was encouraged and staff were asked to attend meetings throughout the year so that there was robust planning in place.

Intervention was looked at and vocab based programmes were used. For example, the 'Nelly' programme which had a great impact despite the interrupted education and learning due to Covid.

Impact could be seen between the starting point on day 1 and the end. It was a strong and robust phonetic system and the assessments proved the progress: 88% at HIS, 83% at SPS as examples.

**AG what the biggest impact was.**

LJ replied that it was training staff and buying the resources. Reading is everything in education now and some students have technology but don't have any reading books at home.

**AG asked how the impact could be seen, especially vulnerable children?**

LJ replied that it was seen during deep dives and reading with pupils.

**KW asked if there was a need to gauge progress more frequently?**

LJ explained that they have been looking at live feedback and quality feedback using effective questioning. There is CPD for teaching assistants as well as teachers and all staff are acting on the data all the time and looking for gaps. Teaching is then tailored to fill those gaps.

LJ said that she had witnessed some quality interactions where TA's were testing via questioning and really checking.

E.H added that there has also been work with families. For example, enrichment workshops for parents. This has been valuable as when the reception class started, only 2 in 32 children could write their names.

18.15 KW had to leave the meeting due to another commitment.

### Pupil Premium

Documents had been circulated prior to the meeting.

**AG asked if there was any correlation between the low starting point and pupil premium (PP).**

LJ replied that there is a link between PP and disadvantaged students with a lower starting point, especially at Snettisham which now has 45% PP students; a drastic increase over the last 3-4 years.

EH added that although the area looks affluent, deprivation is high due to taking on pupils with complex needs

**AG asked about the PP figures for the other two schools.**

LJ replied that it was 28% at Heacham Junior and 16% at the infants, but that not everyone is necessarily 'signed up' yet as all key stage one students get free meals regardless.

**AG asked when the figures will be known**

EH replied that it would be at the end of term.

AG asked that by next meeting Governors had an update.

**ACTION: updated figures to be provided at LGB2-LJ**

An assessment schedule is still being followed and this year there will be county assessments too. Internal baselines have been completed and school and pupil targets have been set. The aim is to be ambitious and be above national average.

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

### 8.1 Monitoring

A.G reported that K.K had been to Snettisham.

R.R reported that she had been to Heacham Infants School and took a few children out to listen to them read during the second week back. The children were boys and girls from years 1&2. She added that she also took some children out of the reception class as well as some year 1's and 2's and did a safeguarding quiz with them. It was evident that they all feel safe.

LJ checked with B.H that she was coming on Friday and asked that some more monitoring was booked in.

LJ reported that VP had been in for SCR checks and would submit a report.

**ACTION: V.P to send SCR report to LJ & Clerk.**

A.G commented that the new website looked really good

**D.R asked if there was a monitoring timetable or schedule available as per past years**

**ACTION: Clerk to look for previous schedule on Governor Hub**

R.R asked L.J if it was best to meet with subject leaders termly.

L.J responded that yes it was

## 8.2 Training

B.H reported that she was booked in online and was awaiting a link.

R.W explained that there would be some tailor-made Governor training for the Trust and that dates were being confirmed this week. To start with effective questioning. Would all be on Zoom.

**ACTION: Clerk to circulate training schedule once available**

L.J asked if anyone would like to do the safer recruitment training.

R.R responded that she had done it in 2015 and would be happy to do it again

A.G reported that he had also done it in 2015 but that as this would be his last academic year, it might be better for someone else to do it.

H.R asked B.W if safer recruitment would be included in the Trust training.

R.W said it wouldn't and that we would need to buy it.

B.H said she would be happy to do it with R.R

## **9. Policy Reviews**

9.1 Policies to be ratified had been circulated prior to the meeting.

- Safeguarding
- Conflict of Interest (LGB members to sign Declaration forms)
- Intimate Care
- S.E.N.D
- Phonics
- First Aid

Policies unanimously agreed.

**ACTION: HR to print out another copy of the Phonics Policy for AG to sign so that there's one for each school**

## **10. Current Focus**

Emphasis on ensuring vacancies are filled well and that SEND pupils are fulfilled within the classroom to ensure those pupils have access to the curriculum. There is also an emphasis on checking consistency with regards to the delivery in what we do. Working with families isn't a vulnerability but it's a next step as well as maintaining the attendance of vulnerable pupils.

There are three students at Heacham Junior school working within social care.

Attendance figures: 96.5% Snettisham, 95.3% Heacham Infants, 96.5% Heacham Junior school.

There is a high percentage of SEND and Pupil Premium at Snettisham whereas at the Heacham schools it is more in line with the national average. LJ feels it is the SEND pupils who were most impacted by the pandemic, so work is being done with them to make accelerated progress.

**A.G asked if there are any concerns with social interaction following Covid**

L.J responded that it's clear that the younger children need that support and therefore staffing has increased in KS1.

E.H added that the younger ones have missed so much schooling and had also been locked down.

LJ explained that some of the nursery children hadn't met any other children before starting and that newer teachers haven't been able to visit other schools for CPD yet. However, there is a fabulous team across the three schools. Despite staff being tired they give 'everything'.

The caretaker position for the Heacham schools is being advertised.

An independent adviser, Beth Owen, visited schools and fed back to assistant heads. In particular, she was impressed with middle leaders.

AG asked if staff are finding it hard with everyone working on getting back to 'normal'.

LJ replied that there is a wellbeing day for staff as well as wellbeing meetings. Where there are higher numbers of SEND, staff have asked about swapping the timetable to suit the needs of the students and that staff are told to try and find what works, and that they will be supported with trying new things.

EH added that she is working across all three schools to support with workload; working with small groups, in particular students who are struggling to write their names.

**AG asked if parents will be allowed to come in?**

LJ replied that they are responding to each school individually and beginning to let families come onto site as that's what families want. Children are also starting to eat dinner together again at the infants. At the juniors they are still in classrooms. Parents aren't back in site at the juniors yet but the school is working with the parents to keep everyone safe and happy.

**RR asked why the juniors weren't eating lunch together**

LJ replied that it was better for behaviour, but that they ate sharing the playground again now.

**AG asked if separating the age groups will have a negative effect on social interaction?**

LJ replied that it's a research-based approach and that they are slowly removing restrictions.

**11. Any Other Business**

L.J reported that there was one FSP currently, at Heacham Junior School.

**12. Date of Next Meeting**

Wednesday 12<sup>th</sup> January on Zoom

AG thanked everyone for attending.

Meeting closed at 1815