



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL:  
Minutes of the Joint Local Governing Body Meeting  
Held via Remote Video Call on 23<sup>rd</sup> February 2022 at 1630**

<b>Present:</b>	
Andy Gee – Chair (AG)	Trust Governor
Paul Bland (PB)	Trust Governor
Emma Hunt (EH)	Staff Governor- Heacham
Kate Watson (KW)	Trust Governor
Barbara Herring (BH)	Trust Governor
Rachel Richardson (RR)	Parent Governor - Heacham
Gavin Batterbee (GB)	Parent Governor- Heacham
<b>Apologies:</b>	
<i>Robert Dale</i>	<i>Trust Governor</i>
Vicky Proctor	Parent Governor- Heacham
Lucy Reay	Trust Governor
Jane Cooksley (JC)	Trust Governor
Amanda Gibbins (AG)	Trust Governor
Kirsty Kerr (KK)	Trust Governor
Cheryl Rumens (CR)	Parent Governor- Snettisham
Louise Jackson (LJ)	Executive Headteacher
<b>In Attendance:</b>	
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. Apologies</b></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from Vicky Proctor (VP), Lucy Reay (LR), Kirsty Kerr (KK), Cheryl Rumens (CR), Amanda Gibbins Jane Cooksley (JC) and Louise Jackson (LJ).</p> <p>1.2 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

### **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*

#### 5.1 Membership

Danielle Rodrigues has resigned due to other commitments. She was a Trust Governor. We still need some more parent Governors.

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

*To approve the minutes of the joint LGB meeting held 12<sup>th</sup> January 2022*

5.1 The minutes of the joint LGB meeting held on the 12<sup>th</sup> January 2022 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. Mental Health presentation**

Teams of staff across the Trust are working towards achieving the award. Schools will submit evidence to receive a bronze, silver or gold award dependent on evidence produced.

**AG asked who was working on it**

EH replied that it was herself, Louise and Jo and that they meet regularly with the other trust staff to share ideas and work together.

**PB asked if it is for high schools too, or just primaries.**

EH replied that it was for both.

**BH asked whether the staff have access to trained support from professionals?**

EH replied that they do and by doing the award it facilitates making those links with those professionals.

**KW asked whether there were any expected measured outcomes from taking part?**

RW explained that it's hard to measure mental health but that the schools have mental health first aiders. The biggest impact has been that mental health is spoken about more. EH added that the only official measure is the status that the schools get at the end of it.

Clerk passed on written feedback from KK who had emailed it over prior to the meeting.

### **7. Most Able Pupils**

A member of staff had been appointed as the gifted and talented lead; Gemma Feeney who is based at HJS and has created a calendar of events.

Six children in year 5 & 6 at HJS and SPS took part in the maths challenge. Five out of six at HJS got through to the next round. SPS just missed out but still enjoyed it.

The Trust primaries are doing a literacy festival on March 8<sup>th</sup> at the Corn Exchange which is titled '*The Life and Times of our Favourite Authors*'.

Students from HJS and SPS year 6 are signed up for the Soroptomists public speaking competition which will take place in the summer term.

**AG asked how many will enter**

EH replied that it had to be a maximum of three students from each school and that it was an external competition.

The curriculum is much more ambitious and working walls have been really good for the students to use for referencing.

Live marking has had a great impact as it is 'in the moment' feedback and teachers can spot those who have finished and can move them on quickly.

**AG asked if these processes were consistent across the schools.**

EH replied that yes they are and reminded Governors that they are welcome to come in to the schools to see it all in action.

BH referred to the strategic plan and noted that it doesn't really reflect the able students as much.

RW asked BH whether she meant the SEF.

BH replied that yes she did.

RW asked EH to add it in.

**ACTION: EH to add more context re the most able students into the SEF**

## **8. Safeguarding**

There is one child under child protection, another with social worker involvement and two classed as children in need.

Staff are keeping up with their training and are working with the Trust safeguarding team to look at each other's CPOMS, SCR, how data is recorded etc. It will be an opportunity to share good practise and quality assure each other.

**KW asked whether enough information goes into CPOMS**

EH replied that yes it does and it's like a full time job going through it all as it's so thorough.

BH explained that she met with LJ virtually but needs to do an SCR check in person.

**ACTION: BH to do an SCR check with LJ**

## **9. ICT Provision**

A document had been circulated prior to the meeting.

ICT is now taught all term and no longer split into half terms with music.

The schools have an E-safety curriculum map which looks at topics such as online relationships, online safety etc.

There is no doubt that children are growing up in a digital world and the curriculum reflect this. With this in mind, technology presence is being boosted in all primary years. Technology is also being increased in Early Years.

A programme called 'Purple Mash' used to be used before the school's own curriculum was devised. It was devised based on what was best and what was necessary.

**EH asked KW what it was like to work with it in the classroom.**

KW replied that it's in the 'cloud' and therefore it's all there on hand and you don't have to log in which is great as it is so much more user-friendly.

## **10. Review of Development Plan/SEF**

Pupil progress meetings have been conducted with all staff with a focus on vulnerable pupils and what's best for them.

Live marking continues to develop and staff have had CPD for that. In general, there has been lots of staff CPD going on each week. The S.E.N.D CPD was based on social and emotional needs.

The JRT have a schedule of things to complete before the end of the year.

Reading spaces have been developed and Norma who is the Trust English lead has been great. Books on diversity have been added.

There is a hope that families can come in for reading cafés again. Work continues with families to improve attendance.

**AG asked if extra-curricular clubs have been well attended.**

EH replied that they are and that they have limited them numbers-wise since Covid, but once restrictions are lifted, should be able to open up to bigger numbers. EH added that 'Express Yourself' day was well supported.

Clerk read aloud comments from KK who had emailed them through about how much her child enjoyed the day.

## **11. Reducing Staff Workload**

EYFS teachers no longer have to provide as much evidence as they had to before. A double page spread is what is now required which covers the whole term and evidence to show learning goals.

Live marking continues to reduce workload and sharing templates across schools has also helped.

A pastoral lead has been appointed across the three schools and should hopefully start soon. She is going to be trained to do Lego Therapy and will also do some wellbeing workshops and Yoga.

AG asked when the last staff wellbeing questionnaire was

BW replied that Google forms had been used for specific areas. For example, there is just about to be one about catering.

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

AG would like a group of core Governors to meet at HIS and do a plan for Ofsted.

RW asked EH if KW can be released for this. EH replied that she could be.

KW will take on EYFS and Phonics across all three schools in place of Danielle.

## **13. Policy Reviews**

Policies had been circulated prior to the meeting:

- Acceptable Use
- Educational Visits & Trips
- RSE
- Admissions
- Online Safety

KW wasn't sure about the fact that it said about deleting images under examining electronic devices in section 6.5

RW said she will check it out.

**ACTION: AG to sign all front pages of policies**

**ACTION: RW to clarify re 6.5**

All policies unanimously accepted.

## **14. Current Focus**

Recruitment is needed as there is a staff member leaving at Easter along with some MSA's and TA's.

Impending Ofsted visits.

AG asked about the position of Caretaker.

EH explained that the Smithdon facilities manager was now overseeing the cleaning and caretaking across the Heacham schools and is working brilliantly.

## **15. Any Other Business**

No other business was reported.

## **16. Date of Next Meeting**

Wednesday 27<sup>th</sup> April at 1700

AG thanked everyone for attending.

Meeting closed at 18.00