



**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 27th April 2022 at 1700**

Present:	
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
Louise Jackson (LJ)	Executive Headteacher
Vicky Proctor	Parent Governor- Heacham
Apologies:	
<i>Robert Dale</i>	<i>Trust Governor</i>
Rachel Richardson (RR)	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
<i>Gavin Batterbee (GB)</i>	<i>Parent Governor- Heacham</i>
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>1. Apologies</p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from Rachel Richardson (RR), Lucy Reay (LR), Kirsty Kerr (KK), Cheryl Rumens (CR), Amanda Gibbins (AGi) Jane Cooksley (JC).</p> <p>1.2 Apologies accepted by the LGB.</p>
<p>2. Notification of any other urgent business</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

Alic Taylor was nominated as a parent Governor at SPS.
Andy and Robert will resign at the end of the academic year.
Kate and Emma will roll over at their end of office date.

ACTION: A.G to reach out to G. Batterbee re membership

5. Minutes of the previous meeting

To approve the minutes of the joint LGB meeting held 23rd February 2022

5.1 The minutes of the joint LGB meeting held on the 23rd February 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. Headteacher's Report

Pre-school classes get bigger each term. There are 79 pupils from year R to year 2.

HIS 92.2% attendance which is lower than 2019 but above national average.

Not taking into account early years, pupil premium numbers at HIS are 33% (26/79) so there is a big increase in deprivation at that school.

94.9% attendance at HJS and pupil premium numbers are 27% (31/115). There are also just under 26% SEND students (28/115).

SPS 93.96% attendance with 48% being pupil premium. 19 of those have additional needs which is 21%.

Despite challenges with high numbers of SEND/PP there is a very well planned and designed knowledge-rich curriculum. This, along with brilliant teamwork is a strength.

Staff are confident and positive about the knowledge-rich curriculum and work is constantly evaluated. The working walls, powerpoints, knowledge organisers and general resources have all worked brilliantly in class.

This is the first time in a long time that children will do SATS in their fixed week in May. Teachers have worked hard to ensure that the students do the best they can.

A pastoral lead has been appointed and has used techniques such as yoga and mindfulness with the students. This support is really helping and LJ has witnessed her in full flow doing breathing techniques.

AG asked if that was trust-wide or LJ's three schools.

LJ replied that it was an appointment just for SPS/HJS/HIS and explained that the need has never been greater for children to have support with their social/emotional needs. Self-regulation is a huge challenge for some of the children.

AG asked how the impact will be measured

LJ replied that just this week they had discussed using a baseline questionnaire. KW added that the children really look forward to the sessions. Sometimes there are 3 or 4 children in a group and sometimes the sessions are individual. The children come back into class more relaxed and focused.

AG asked if it will help the staff too

LJ replied that the children are developing techniques to manage themselves including broader vocabulary that they can use to articulate their emotions and self-regulate when in and out of class.

LJ was absent following an operation and EH teaches 3 days a week so it has been tricky but LJ is back full time now.

Handwriting and presentation of work is something that is being worked on. Students know that their books need to be as presentable as they can be. A lot of it is handwriting. In early years the students have had a longer time than usual to work on writing their words.

There are new staff incoming at all three schools.

AG asked LJ to take Governors through the latest staffing structure at all three schools.

LJ explained that along with herself as Exec Head and Emma as deputy Exec Head of all three schools, there is still an assistant head at each school (E. Jones, C. Enters and C. Dack) but there will also be senior leads at all 3 schools because a lot of assistant heads work part time which makes the schools vulnerable on the days when they are not in; Friday's in particular. Senior leads will step up on the days that assistant heads aren't there. This also gives those senior leads the opportunity to have the assistant head experience, which is a great opportunity for small schools. C. Dack is a new appointment for September but is already coming over and doing transition work.

BH asked if it was an opportunity for existing staff at the schools re the senior leader positions

LJ replied that she has spoken to existing staff and that it was also put out externally.

Two new teachers have been appointed at HJS as well as a T.A. SPS is also recruiting for the position of a teacher with leadership responsibility.

Events

- Year 1 at HIS took part in a dance festival at the Corn Exchange which was very successful.

- Reverend Wilson is a regular visitor to the school and came in to do the Easter story.
- Classical Music Rocks visited all three schools.
- Year 6 students from SPS and HJS took part in the WNAT Literary Festival where they spoke about their favourite authors.
- HJS won the football championship
- Instrumentalists from SPS and HJS performed at Gaywood primary school with other instrumentalists from west Norfolk primary schools.
- RNLI visited to support curriculum work.

AG expressed to LJ/EH that it was a very thorough and positive report.

7. Spring Data

A document was shared prior to the meeting

Phonics work is continually promoted and the next steps are reflected in the document.

AG questioned the percentage of year one.

LJ explained that they are putting in intervention to try and hit targets.

BH asked if 82% at the end of year 1 is a reasonable goal

LJ replied that it was and that they have high expectations as well as the read/write/inc programme to assist.

KK emailed a question through in her absence: What extra resources are in place to support the progress of high needs students.

LJ replied that pastoral plans are in place via a home-school agreement. There is also early-help involvement with some of the families so that the school and the families work together. The Pastoral lead started in February and supports those children each week.

Year 2 maths and reading are pleasing. Writing outcomes are a bit lower, with 50% hitting the expected, so work is ongoing to support that. SPS has a smaller cohort and those children needed increased delivery in maths as fractions in particular were something that the children were less confident on.

VP enquired about the year 4 multiplication tests

RW explained that no one knows what the pass mark is or what the 'on track' figure is but that the trials proved that students need a proper computer with a proper mouse.

A.G asked if from a development point of view, whether staff feel confident about the tests.

RW explained that it is a bit like a driving theory test as it also depends how well the children can use a computer and a mouse and if they can process within the 6 second time limit.

LJ added that some children have felt upset as 6 seconds is such a short space of time.

8. Safeguarding

A document was shared prior to the meeting

Shona had multi agency training in February and everyone is up to date with their training.

Cross-Trust safeguarding meetings have taken place and DSL meetings across HJS/SPS/HIS have also taken place.

An ECT member of staff was inducted at HJS in January and 2 TA's were inducted in March at HIS.

All policies have been updated.

There are currently 2 case conference reports to write.

The data on the previous report logged all concerns but this one is refined, therefore the number has dropped and EH is looking to refine it further.

There are 2 students at SPS who are young carers and the school is applying for the Young Carers Award.

No LADO referrals to report and no allegations against staff to report.

VP asked what is being done about persistent absent pupils.

LJ replied that they continue to monitor and also conduct home visits. Particularly if the student is classed as vulnerable. Covid also counts as persistent absence on the document. The school is taking advice from the DfE regarding sending text messages home to parents.

ACTION: EH to add overall attendance and persistent absence to the safeguarding report moving forward.

BH asked whether there is a correlation between students who are persistently absent and students with safeguarding concerns. I.e. school refusers.

LJ replied that there isn't and that there aren't any school refusers at present.

KW asked if there was more intervention from outside agencies needed post-pandemic.

LJ explained that the schools get lots of support from children's services but also that there are early help practitioners at the schools. They can also 'buy in' additional support from Norfolk County Council if and when needed. For example, they are currently trying to buy in private educational psychologists. Speech and language therapy was also bought privately due to NHS waiting lists which is no good, especially for children who have social/emotional needs.

RW added that it was sad that these services have to be bought in and that it is also one of the reasons that the pastoral staff member was needed.

9. SEND Review

10. SDP Review

A document was shared prior to the meeting

The green signifies updates.

LJ explained that having three schools meant that it wasn't a one person job.

No questions were raised.

11. LAC Report

There is one LAC child at present at HIS and LJ attended a conference and a review which demonstrated that the student is making great progress and that the behaviour of the student is great.

Early intervention has been great and it is apparent that if the student doesn't come to school it is because he is in contact with his relatives.

There is a previous LAC student and the school are looking at an SRB for that student.

There are 5 children at SPS who were previously LAC and that is where staffing increases are being looked at.

There are 3 students at HJS who were previously LAC students and the school has recently supported one of those families with concerns around online safety. However, the concern is more with the child's sibling than with the child themselves.

12. Pupil Premium

A document was shared prior to the meeting

AG questioned whether these are the same documents that they had before

EH replied that they are the same documents, but that the blue and green signified updates.

AG requested that those involved with the deep dive monitoring on the 3rd would bring the documents with them to review.

13. Sports Premium

L. Prosser is working on a report.

Money is being spent on training for MSA's to build activities and use the space that is available to its maximum.

At SPS the students benefit from using the field before and after school and students at all schools fully enjoy the outside.

BH asked how the funding works when it comes to the deadline.

LJ explained that the end of August is the deadline and that it will get recalled if it isn't used. They then wait to hear if there is any money available for the next academic year.

AG feels that mobbing forward it might be a funding stream that continues but under a different name. E.g. healthy living.

14. Governor Monitoring, development and training

12.30 Tuesday 3rd May is the date/time set for the deep dive at HIS.

15. Policy Reviews

Policies had been circulated prior to the meeting:

- Mental Health Policy

ACTION: EH to take out Jo I's name and replace with hers.

Policies unanimously accepted.

16. Current Focus

All areas covered under the thorough Headteacher's report.

17. Any Other Business

No other business was reported.

18. Date of Next Meeting

Wednesday 25th May at 1800 at Heacham Infant School

AG thanked everyone for attending.

Meeting closed at 18.00