



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL:
Minutes of the Joint Local Governing Body Meeting
Held at Heacham Infant School on 25th May 2022 at 1800**

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Emma Hunt (EH)	Staff Governor
Barbara Herring (BH)	Trust Governor
Vicky Proctor (VP)	Parent Governor- Heacham
Amanda Gibbins (AGi)	Trust Governor
Lucy Reay (LR)	Trust Governor
Rachel Richardson (RR)	Parent Governor - Heacham
Alic Taylor (AT)	Parent Governor- Snettisham
Apologies:	
Robert Dale (RD)	Trust Governor
Jane Cooksley (JC)	Trust Governor
Cheryl Rumens (CR)	Parent Governor- Snettisham
Paul Bland (PB)	Trust Governor
Kate Watson (KW)	Staff Governor
Kirsty Kerr (KK)	Trust Governor
<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.

1. Apologies

To receive and consider apologies for absence

- 1.1 Apologies received from RD, JC, CR, PB, KW, KK.
- 1.2 Apologies accepted by the LGB.

Signed by Chair

Dated

2. Notification of any other urgent business

No urgent items were raised

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

Welcome to Alic Taylor as a parent Governor of SPS.

ACTION: A.G to contact G. Batterbee ref membership

ACTION: Clerk to arrange an email address for A. Taylor

5. Minutes of the previous meeting

To approve the minutes of the joint LGB meeting held 25th May 2022

5.1 The minutes of the joint LGB meeting held on the 25th May 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. Safeguarding Update

Since the last meeting was only a few weeks ago, there are not as many updates as usual, but they are as follows:

- LJ & EH are updating their safeguarding training in June and are also undertaking Early Help Assessment training.
- New staff did their level 1 Safeguarding training on 17.05.22. There were three in total.
- SCR was last checked on Monday 23rd May at all three schools.
- The Carnigi Award paperwork will be submitted before the end of term.

7. Final Predictions

AG was present on the first day of the SATS tests at SPS and observed the school's process with regards to opening the papers and distributing them. AG observed EH removing the papers from a locked cabinet. The papers were in a sealed box and weren't removed from the box until the agreed time.

Signed by Chair

Dated

They stayed sealed whilst they were carried over to the classroom. The papers were then handed to the teacher and EH signed a form to state the time that they were opened.

At the end, AG observed the papers being collected, put into a sealed bag and being locked in a cabinet.

AG felt that the whole process was well executed and followed to the letter and RW observed the same process at HJS.

The year 6 students had breakfast together to create a relaxed atmosphere on SATS mornings which they all really enjoyed.

LJ explained that the last time staff had to follow that process was 2019, so credit to the teams involved at both schools as they haven't had that pressure on them for 2 years.

Year 4 are preparing for the multiplication check. They practise speed tests every morning and have practised on iPad's, computers and laptops to see which they find the easiest.

Phonics score checks and one to one tutoring has been used with the younger children to assess their progress. Staff at HIS and SPS are hoping that year 1 students will reach the national average.

Primary school children are tested every year now, apart from in year 3 and year 5. It is Year 2 SATS this week.

A portal will be used to release the raw scores and reports home will show 'expected progress', 'greater depth' and 'working towards'.

AG asked if staff are confident with how it's gone.

LJ replied that everyone has done their best and that they are aiming for the 2019 national.

AG asked if the results could be reported at LGB6.

LJ replied that yes they could.

8. Trips and Extra-Curricular Activities

EH just returned from the year 5 and 6 Kingswood residential. In total there were 70 children from SPS and HJS. They loved it and it enriched their lives. The year 6's have their leavers hoodies which they are able to wear as part of their uniform.

AG asked if it was the first time that the schools have done a combined residential trip.

LJ replied that it was.

EH added that the two schools had similar activities but came together for a disco and 'Bottle Rockets'.

AT asked if there were many students who didn't participate in the residential.

LJ explained that there were a few who chose to withdraw and for those students, a hybrid experience was offered so that they could 'turn up on the day, for the day' to allow some flexibility. Financial support was also offered.

RR asked if the cost had gone up since the last time the students went on a residential.

LJ replied that she wasn't sure as two academic years had gone by without being able to do one.

AG asked if any PP and SEND students attended.

LJ replied that they did and that they thrived. The location was chosen carefully so that it was a trip that was not too far away from home. Some students went home half way through, which staff supported. One child was dropped off every morning and picked up every evening.

AG asked if the schools got value for money with Kingswood being understaffed.

EH explained that they did because she pushed to ensure they received what they expected. Students and staff were busy from 0700-2100 every day and the food was brilliant.

BH asked whether the financial help and the option of instalments was actively offered

LJ explained that it was made clear that if any issues were brought to staff regarding cost, that there would be some support available. Payments instalments were offered.

After school clubs are continuing. For example; dance, football and singing all take place each week. There have also been cricket and golf tournaments.

RR enquired about one of the after school clubs being cancelled for staff training

LJ replied that it was necessary on that occasion and that staff are really working hard to try to keep the clubs going.

LR asked about the process for students taking part in clubs changing, as the first-come-first serve basis is sometimes excluding children who would like to take part in activities due to parents being unable to get to the office quickly enough in the mornings.

AG added that he had felt that this was his experience as a parent too and asked whether names in a hat might work better to prevent it being the same children each time.

LJ replied that she would take that on board and explained that it's a juggle of between demand vs capacity.

ArtsMark is being refreshed and there are plans to work with the Royal Ballet next academic year.

HJS and SPS instrumentalists have been going across to Smithdon once a week to form a starter band. This has also worked well as a transition project, with the children getting used to visiting their feeder high school. They will perform as part of the Smithdon summer concert in July.

9. Behaviour for Learning

AG asked if the year 6's had done a Smithdon Transition day

AGi replied that Sarah Robinson her herself had been out to meet the students and had about 45 minutes with them.

AG asked if it will go back to the times when the students did 4 or 5 taster days.

AGi replied that students will come in a lot more during primary years 4 5 and 6 for regular experiences in different subjects. For example, on July 1st year 3 and 4 students will take part in an Olympic themed sports day at Smithdon and on July 15th year 5's will take part in an 'arts' themed day at Smithdon which will culminate in parents attending a short performance.

AG asked if the staff were seeing the children settle back into school now.

LJ replied that they have worked hard on behaviour and that they are getting good responses. In particular, the behaviour at HJS has improved a lot and that's a result of policies and expectations.

10. Governor Monitoring, development and training

BH did the SCR check online for all three schools.

AG and BH did a deep dive at HIS (BH did English and Geography and AG did maths and science).

BH explained that she was really impressed by what she saw and heard from the children. Some children were disappointed that they had new books as they wanted to show her their older, fuller books. Three of the boys that she spoke to all seemed to love geography and showed her steps for depth and what the colours in their books meant.

AG felt that all of the children spoke articulately and with passion. One of the children who originally said that she didn't like maths, presented her book and her work and then by the end of the conversation realised that she was better at it than she thought and that her comment had been from a confidence point of view.

AG did a site security check while at HIS and everything was in good order. All works that had been due, had been completed to overcome any risks.

ACTION: AGi to send French report to LJ/Clerk

ACTION: AG to send maths/science report to LJ/Clerk

11. Policy Reviews

No policies to be ratified.

12. Current Focus

Students with higher needs will continue to be supported as well as supporting all children through their tests.

The curriculum is ambitious and gives the children lots of opportunities for those very able students too. For example, the annual primary maths challenge is coming up.

13. Any Other Business

Following the email consultation after the last LGB meeting, the PAN will be lowered at SPS.

This will take it to 30 in each class and 15 in reception. The reason for keeping the reception class small is to give early learning a big focus.

The classrooms are small at SPS and therefore it is beneficial to staff and students for the PAN (pupil admissions number) to be lower.

14. Date of Next Meeting

Wednesday 13th July. Hybrid meeting at 1800 at Snettisham Primary School

AG thanked everyone for attending.

Signed by Chair

Dated