



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL:  
Minutes of the Joint Local Governing Body Meeting  
Held at Snettisham Primary School on 13<sup>th</sup> July 2022 at 1800**

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

**1. Apologies**

*To receive and consider apologies for absence*

- 1.1 Apologies received from RD, JC, CR, PB, RR, LR, BH
- 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*

Amanda's role at Smithdon will change to Headteacher from September, so going forward she may be replaced with another Smithdon member of staff.

A Google drive document has been circulated for everyone to enter their personal contact details if they are happy to.

**5. Minutes of the previous meeting**

*To approve the minutes of the joint LGB meeting held 25<sup>th</sup> May 2022*

5.1 The minutes of the joint LGB meeting held on the 25<sup>th</sup> 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**

**ACTION: HR to change the word 'her' to 'and' under *Behaviour and Learning* before printing.**

5.2 Matters Arising

No items were raised

**6. Headteacher's Report**

A document was circulated prior to the meeting.

'Move up, stay up' has happened at all three schools and has put the students and staff in a good position ready for September. Every child spends the last two weeks with their new teacher which gives everyone a head start in all three schools.

Social mobility issues are high at Snettisham and Heacham Junior. Three students joined Snettisham in March in year six which has changed the headline data.

Staffing issues have impacted on leadership capacity but the Infants are finding some stability now that an experienced senior leader will be starting as an Assistant Headteacher.

**AGi asked why absence had been high at the Infant School.**

LJ replied that there had been an outbreak of Chicken Pox and that 51% were currently out.

VP explained that there is a vaccine for Chicken Pox but that she doesn't know if it's offered to all, or just children with auto-immune conditions. She also added that on a personal note, her son had really enjoyed the 'Move up stay up' programme.

KK agreed that her son had also enjoyed it.

EH explained that it prevents any worrying over the summer holidays.

LJ added that the rationale is that the aim is to increase standards and therefore if everything is in place in September then they can 'hit the ground running'.

**KK asked if it has helped the children that struggle to come into school.**

EH replied that the ones that very often struggle, have been able to relax, knowing what they will be coming back to as it takes away any anxiety.

**AG asked whether year 6 had moved up too.**

LJ explained that they haven't as the High schools don't operate in that way and therefore the 6's are still in school but have been doing some transition units and have been on trips.

AGi added that Smithdon don't do it anymore as it had a negative impact rather than a positive one and that they settle in better in September.

LJ explained that the school hours are going to be different from September and that all three schools are increasing their day by 40 minutes and that so far no parents have voiced concern over that announcement.

**AG asked how the staff feel about the increased time in school**

LJ replied that they have supported the extra employment that it will bring them

**AG asked if it was a Government requirement**

LJ explained that it is a requirement from next September but that they've started a year early.

AGi asked if the Government have given extra budget to allow for the extra employment

LJ replied that they haven't.

## **7. Safeguarding Update**

A document was circulated prior to the meeting.

EH and LJ have undertaken refresher training. The next KCSIE is on the 2<sup>nd</sup> September and any Governors can attend if they wish, but that the first LGB meeting back will include this training for Governors.

EH has been working closely with Tom Duce from the Trust who is the Safeguarding lead.

STEP training has been undertaken re managing difficult children.

An updated questionnaire for SEND pupils was conducted and the results showed that children are now much more comfortable reporting harassment and that previous feelings of embarrassment were not as present. 100% said that they felt comfortable with reporting and were able to name the staff that they would report it to.

**GB asked if the questions would ever include whether they felt safe at home.**

EH replied that they wouldn't be asked that directly as it is staff's job to safeguard them while they are at school.

**AG noted that the data shows that school clubs scored really low.**

LJ explained that it's something that they are looking at.

AGi added that in her experience at Smithdon, Covid has changed those sorts of things and that the clubs have lost the impact that they had before and that children are more tired.

**KK asked if the results are only from those who attend some clubs**

LJ replied that no, they are the results of all children from all three schools and that they need to look into any barriers.

**KK asked if a certain percentage of PP and SEND children were invited to clubs**

LJ replied that they have really encouraged children to attend and particularly where staff have felt that individuals would really benefit from a particular experience. Two students in mind have really thrived and it's been a wonderful experience.

There are children at Snettisham whose families are involved in CP meetings and at the Infants there is a LAC child in pre-school.

**AT asked if whether the new staff coming in and specially the ECT teachers, are well equipped to deal with covering the needs of the children as the report shows that there are a lot of PP needs and staffing challenges.**

LJ replied that capacity had been a challenge but that the new ECT teachers are working alongside experienced staff. Along with this, there has been an increase in resources and CPRD for restorative practice.

**KK asked if the DSL's are all senior teachers.**

LJ replied that they are and that they have more than is needed to manage any concerns/intervention.

EH added that the support for ECT's has grown as they now have two people; a tutor and a mentor.

**VP asked how the persistence absence is at the schools.**

LJ replied that it's higher but that there has been increased illness which they feel is because everyone is mixing again but that the Juniors has less persistent absence than at Snettisham. Snettisham and the Infants are below national average, whereas the Juniors is in line.

**AGi asked LJ to comment on the exclusions.**

LJ explained that there were pupils with repeated incidents and that challenging behaviour has increased. NCC resources are used by staff and it seems that nationally there is more troubled behaviour from some of the more vulnerable children.

**AGi asked if it is lesson time or free time that children find more difficult in regards to behaviour.**

LJ replied that it was a mixture of both.

KK asked about a managed move that was mentioned when she was conducting her monitoring session.

LJ explained that the student in question is working with a TA that they have appointed and that it's going ok.

VP asked about the pastoral appointment.

LJ replied that the new person is starting in September.

BH emailed a question to be asked in her absence re what the individual cost was for intervention.

LJ replied that every child got around £66 and that they've justified it by working on bridging gaps and upping attainment. For example, the Pixl programme provides individual data re gaps after testing. Intervention is then delivered to close any attainment gaps.

## **8. Summer data**

A document was circulated prior to the meeting.

LJ explained that re the year 4 multiplication test that there is no national threshold or baseline of previous years to go on. The children practised every day and one student at Snettisham on an EHCP had a good score which was pleasing.

AG asked if part of the September plan was to focus some support on the year 1 children going into year 2

EH replied that they are going to do pupil progress meetings quite quickly so that they have those conversations early on and can set new goals for the spring term.

GB asked if there is support for speech and language needs

LJ replied that they buy in this support from a private speech and language therapist.

AG asked if this year's objective was to balance the data against the 2019 data as that is when the last solid set of data was published.

LJ replied that yes it was the aim but that the national has changed and will change. The resources have been put into filling gaps.

AG answered that if the school was happy to set the target to be close to the 2019 national then the efforts that have been made show that it's pretty close.

There was no greater depth reached at Snettisham but it is a cohort where social mobility issues are significant. It is possible that nerves also played a big factor.

AT asked whether the preparation needs a change of approach moving forward

LJ explained that they taught to their curriculum and were doing termly SATS practise but that despite trying to get the children used to the testing environment, on the day there were children who were crying due to feeling nervous. The staff continuously told the children to do their best under test conditions as the school does not ever want to add any

pressure to fuel any anxieties and affect mental health. Two papers have been returned for remarking. One Snettisham student was only 1 mark away.

**AG asked what the plans are moving forward**

LJ replied that vocabulary is still a difficulty. For example, one of the questions was to identify the word 'seamless' and the children struggled to place it. Moving forward more reading at home needs to be embedded.

EH added that she is meeting with the year five in to six teachers next week to put plans into place and that the intervention teacher will be involved too.

KK expressed how well the children have still done considering the gap in their education.

EH agreed and said the same goes for the year two students who missed out on their EYFS time.

**AT asked why there is no greater depth score listed for year 1**

EH replied that it might be that one child got it for maths, but didn't get writing etc. It's tracked all of the way across and is therefore combined.

EH went to moderation with E. Jones from the Juniors. They took lots of books and the moderators agreed with all of the judgements and even raised some.

**AT asked how the staff are celebrating the success of the children who have really developed**

LJ replied that positive praise, celebration assemblies, 'hot chocolate Friday's' and 'thankyou' cards are some of the many ways that these children are recognised.

KW added that there was a big buzz at Snettisham recently when four of the children beat all of the other primary school children at the annual WNAT maths challenge.

**GB asked if the teachers are incentivised**

LJ replied that they are and that they have performance reviews

## **9. School Development Plan**

A document was circulated prior to the meeting.

The new SDP is already being created and there will be a link to pastoral support. Succession planning for the future workforce is being developed.

**AT asked if the word 'resilient' is a word being used at school.**

LJ replied that it is a word that is used.

AGi asked if some of the things in red- e.g. Moderation, should be in green.

**ACTION: LJ/EH to check colours of text on SDIP**

**10. Pupil Premium Review**

A document was circulated prior to the meeting.

AG asked the difference between military service PP students and other PP students, funding-wise

LJ replied that they don't have any children from service families at the moment.

AT asked how they choose where to spend that money.

LJ replied that a lot of it goes into paying for quality-first teaching and intervention programmes such as the Read/write/Inc. literacy programme.

LJ explained that they are encouraged to use the Education Endowment Foundation which is quality assured to ensure that what they buy in is value for money.

LJ also explained that PP money used to have to show a direct link between money going in and a measured impact, but now it's much more holistic and looser. The data gap would be even bigger since Covid.

GB asked if at the end of the year they can draw conclusions

LJ replied that yes and that it's in EH's report.

**11. Plans for next year**

As per the SDIP and Headteacher's report

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

HR has received reports from AGi, KK, and AG.

There will be Trust Governor training again throughout the next academic year.

**13. Policy Reviews**

No policies to be ratified.

**14. Current Focus**

As per HT report

**15. Any Other Business**

Awaiting the result of the Carnigi Mental Health Award.

The three schools did a pilot 'Apprenticeship Day' and there were 8/9 jobs that the children could sign up for. The parents joined at the end of the day and it was a fantastic day.

**16. Date of Next Meeting**

TBC in September

AG thanked everyone for attending.