



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL:
Minutes of the Joint Local Governing Body Meeting
Held at Heacham Infants School on 21st September 2022 at 1700**

Present:	
Paul Bland (PB) (Chaired the meeting)	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 (AG)	Trust Governor
Alic Taylor (AT)	Parent Governor- Snettisham
Kirsty Kerr (KK)	Trust Governor
Rachel Richardson (RR)	Parent Governor - Heacham
Barbara Herring (BH)	Trust Governor
Apologies:	
Cheryl Rumens (CR)	Parent Governor- Snettisham
Gavin Batterbee (GB)	Trust Governor
Lucy Reay (LR)	Trust Governor
In Attendance:	
Hayley Roberts (HR)	Clerk

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

<p>1. <u>Apologies</u></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from CR, GB, LR 1.2 Apologies accepted by the LGB.</p>
<p>2. <u>Notification of any other urgent business</u></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 HR checked that all declarations were up to date for the academic year and updated the overview form

4. Governing body membership

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

KK and BH were voted in as joint Chair and RR as vice chair.

ACTION: Clerk to send BH & KK a copy of the Chair's meetings list.

ACTION: Clerk to arrange a meeting between new Chairs and Chair of Trustees, Mr Roger Livesey.

ACTION: Clerk to find out if J. Cooksley is continuing as a Governor.

ACTION: KK/BH to enquire with CR & LR as to whether they would like to continue as governors

5. Minutes of the previous meeting

To approve the minutes of the joint LGB meeting held 13th July 2022

5.1 The minutes of the joint LGB meeting held on the 13th July 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

6. SDIP

A document was circulated prior to the meeting.

AG commented on how comprehensive the document is.

AT asked if this is the last year of the three year cycle. LJ replied that it's a rolling plan that changes and is tweaked along the way.

BH asked how much of the information on the document is shared with staff. LJ replied that leadership is distributed so that different aspects are written by different people and therefore lots of staff access it. SLT then RAG rate it once staff have worked on it.

AT asked if the Knowledge Schools Trust work was a one-off event. LJ explained that it was a one off. The Early Years team went to Hammersmith and Fulham where they saw how knowledge-rich works in those settings as those schools are knowledge-rich flagship schools.

BH asked why the attendance looks like it varies. LJ explained that they're different schools as you can't just report one school. The national target was set at 97% so she has set 95% as a target aim.

ACTION: LJ to adjust the attendance on the SDIP

BH enquired about the KS1 to KS2 transition system not being as secure as it could have been. LJ replied that they are always honest in the 'where are we now' review and that there's still work to be done on that particular transition.

RR asked why the year 6-7 Smithdon transition has changed. AG replied that from a Smithdon perspective it works a lot better in September as they can have special days with no other children in school, which allows them to build relationships better. This has proven successful.

RR asked AG if the children seemed more anxious during transition since the pandemic. AG explained that they had parent meetings prior to the transition days and that those who needed it had extra time at Smithdon before starting.

AT asked what strategies are in place for this year's year 6, attainment-wise. LJ replied that there are weekly progress meetings with year 6 staff and that additional resources such as TT Rockstars have been purchased. Once data is in, leaders are holding staff to account including leaders being held to account too.

AT enquired about a personal learning check list for parents so that they can keep on top of what their children need to do individually to progress. LJ replied that the SATS companion tool is great and that next term parents will be invited in for meetings about SATS.

7. Risk Register

A document was circulated prior to the meeting.

ACTION: A small working group made up of KK, BH & RR will form a risk committee and meet each term with LJ to fill in the risk register document for each school.

8. Exclusions

A document was circulated prior to the meeting that described the changes in procedures from this academic year onwards.

KK, PB & BH have a PEX hearing on Tuesday at SPS.

9. Pupil Premium/ Sports Premium Statements

A document was circulated prior to the meeting.

Statements were unanimously approved.

ACTION: EH to amend summary of all pupils: Page 4 HIS, page 3 HJS and page 4 SPS.

10. Safeguarding

Staff at all three schools undertook full Safeguarding training before term started.

As there has only been a week at school, a full written report will come as part of the HT report at the next LGB meeting. No serious concerns to report from the first two weeks back.

11. Governor Monitoring, development and training

HR explained that everyone needs to attend the WNAT monitoring training on October 10th (or watch the recorded version of the session) before undertaking any monitoring in the schools. HR has circulated the training schedule for the year.

Deep dive agreed for Monday 17th October at HJS 0915-12pm.

VP, KK & AT monitored at HIS,

ACTION: BH to pick up some SCR responsibilities.

12. Policy Reviews

- Safeguarding
- Home visits
- Intimate Care
- Whistleblowing (WNAT)
- Behaviour (WNAT)
- Code of Conduct (WNAT)

All policies unanimously agreed.

ACTION: EH to amend Safeguarding to reflect the change in chair.

ACTION: BH & KK to sign policies on Tuesday when in school for a PEX.

13. Current Focus

Ensuring new staff have had their inductions. Two new ECT's have been employed.

Ensuring pupils are making progress.

14. Any Other Business

All three schools were awarded the bronze Carnigi Mental Health Award.

15. Date of Next Meeting

14th December at Heacham Junior School

PB thanked everyone for attending.

Signed by Chair

Dated

Meeting ended at 1915.

Signed by Chair

Dated