

**West Norfolk Academies Trust**  
**Heacham Infant and Nursery Schools**  
**Minutes of the local Governing Body meeting held on**  
**Thursday 3rd May, 2018 at 6.30pm at Heacham Infant School**

**Queries/questions - in Blue Replies to queries/questions - in Green Key Issues in Purple**

**Present:** Mrs. Zoe Back, Mr. Simon Bamber, Mrs. Jillian Carr, Mr. Robert Dale (Chair), Mr. Andrew England, Mrs. Charlotte Ferguson, Mr. Brian Griffin, Mrs. Emma Hunt, Ms. Louise Jackson (Executive Head), Mrs. Joanne Kellythorn, Mrs. Vicky Neal, Mrs. Vicki Proctor, Mrs. Jo Ranson, Mrs. Rachel Richardson, Mrs. Rachael Sandle, Rev. Simon Wilson, Mr. Simon Wilson and Mrs. Debbie Woods.

**In attendance:** Andy Johnson (CEO of West Norfolk Academies Trust) and Jane Hill (Clerk)

		<u>Action</u>	<u>By whom</u>
	Documents for the meeting had been circulated to Governors prior to the meeting with hard copies available on the day.		
	<p><b>Welcome and Introduction</b></p> <p>The Chair welcomed Governors from both schools and Andy Johnson. He thanked Brian Griffin and the Governors of Heacham Junior School for all that they had done for the school. With both schools coming together under one Executive Head Teacher these were exciting times ahead and an opportunity for Governors to work together to take both schools to greater heights.</p> <p>Governors introduced themselves in turn. The vast majority had ties with either or both schools, some had parents who had attended the schools, had attended the schools themselves or had children at the schools now or in the past or had taught at one or both schools.</p> <p>The Chair invited Andy Johnson to speak as he had to leave at 7pm Andy Johnson said how good it was to see so many Governors present.</p> <ul style="list-style-type: none"> <li>• The Trust hold a Heads and Chairs meeting every term and the last one had been recently. Among the things discussed was the Scheme of Delegation which could evolve as the Trust develops.</li> <li>• He explained that Lee Stevens had decided to retire and praised the outstanding work he had done for the Trust and his career as an exceptional head. The Trust are in the process of searching nationally for his replacement as Director of Primaries - the post will be for three days a week.</li> <li>• Sustainable schools: He was delighted to say that all the primary schools in the Trust had been recognised as sustainable and praised Louise Jackson and the other Heads of the primary schools for their good financial management.</li> </ul>		
<b>1.</b>	<b>Apologies for absence .</b>		
	Apologies were received and accepted from Gavin Batterbee due to an unforeseen last minute work commitment.		
<b>2.</b>	<b>Governors' Register of Business Interests</b>		
	None of the Governors had any interests to declare on any item on the agenda.		

3.	<b>Minutes of the previous meetings of both schools on 15th and 20th March.</b>	<u>Action</u>	<u>By whom</u>																								
	<p>The clerk said the minutes had been circulated to the Governors of each individual school.</p> <p><b>Heacham Junior School:</b> Governors of the school were happy with the minutes of the meeting on 15th March.</p> <p><b>DECISION: Governors unanimously agreed that the minutes of 15th March were a true and accurate record of the meeting.</b></p> <p><b>Heacham Infant and Nursery School:</b> Governors of the school were happy with the minutes of meeting on 20th March.</p> <p><b>DECISION: Governors unanimously agreed that the minutes of the meeting of 20th March were a true and accurate record of the meeting.</b></p> <p>The minutes were signed by the Chair.</p>																										
4.	<b>Matters arising</b>																										
	<p><b>Heacham Junior School:</b> There were no matters arising that were not covered on the agenda.</p> <p><b>Heacham Infant and Nursery School:</b></p> <p><i>Items 5 and 6:</i> The Ofsted criteria for leadership and management and presentation of 8 week plan to be an agenda item for another meeting.</p> <p><i>Item 7:</i> A date for Prevent training had been set for 20th June and the Head said that it would be good to have governors represented at this training session especially the safeguarding governors.</p> <p><b>Q: Jillian Carr noted said that although she was happy to continue as Vice Chair, she felt that there was this role should perhaps go to someone on from Heacham Junior School. Andy Johnson said that the Trust had decided on the role of the Chair, but it was up to the Governors to decide on the role of Vice Chair. He did explain that Governors should be working together and should not view themselves as part of one school or the other. Robert Dale said the role of Vice Chair will be covered in the next item.</b></p> <p><b>ACTION: Clerk to add Ofsted criteria for leadership and management and presentation of 8 week plan to the agenda for the next meeting</b></p>	Add Ofsted Criteria for Leadership and Management to the next agenda	Clerk																								
5.	<b>Membership roles and dates for new local</b>																										
	<p>The following was agreed with governors from both schools:</p> <table border="0" data-bbox="296 1478 1273 1747"> <thead> <tr> <th></th> <th><i>HIS</i></th> <th><i>HJS</i></th> </tr> </thead> <tbody> <tr> <td>Safeguarding:</td> <td>Vicki Proctor</td> <td>Jo Ranson</td> </tr> <tr> <td>SEND</td> <td>Charlotte Ferguson</td> <td>Simon Bamber</td> </tr> <tr> <td>EYFS</td> <td>Rachel Richardson</td> <td></td> </tr> <tr> <td>Attendance</td> <td>Rachel Richardson</td> <td></td> </tr> <tr> <td>Health and Safety</td> <td>Joanne Kellythorn</td> <td>Debbie Woods</td> </tr> <tr> <td>Pupil Premium</td> <td>Robert Dale</td> <td>Brian Griffin</td> </tr> <tr> <td>Looked after children</td> <td>Robert Dale</td> <td>Brian Griffin</td> </tr> </tbody> </table> <p><b>Andy Johnson explained that the Pupil Premium Governors need to do a report to Governors once a year. Robert Dale said that the Health and Safety Governors need to do a visit of both schools.</b></p> <p>7pm Andy Johnson left the meeting having given his apologies about having to leave early at the beginning of the meeting.</p> <p>Governors then discussed joint and link roles across both schools.</p>		<i>HIS</i>	<i>HJS</i>	Safeguarding:	Vicki Proctor	Jo Ranson	SEND	Charlotte Ferguson	Simon Bamber	EYFS	Rachel Richardson		Attendance	Rachel Richardson		Health and Safety	Joanne Kellythorn	Debbie Woods	Pupil Premium	Robert Dale	Brian Griffin	Looked after children	Robert Dale	Brian Griffin		
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	<p><i>Transition:</i> Governors agreed there was a need for this role to be covered both for the transition from Infant to Junior schools and transition from Junior to High schools.</p> <p><b>Simon Wilson, as Head of Smithdon, was keen to take on this role and Jillian Carr said that she would work with him. Simon Wilson stressed the importance of mitigating any drop in education that the children have when transitioning from one school to another.</b></p> <p><i>Transition:</i> Simon Wilson and Jillian Carr</p> <p><i>Safer Recruitment:</i> Jo Ranson, Debbie Woods and Rachel Richardson who had all had safer recruitment training.</p> <p><i>Teaching and Learning:</i> The Head explained this involved learning walks, reading with the children etc.</p> <p>Gavin Batterbee, Rev. Simon Wilson and Rachael Sandle</p> <p><i>Evaluating performance and providing challenge:</i> Andrew England.</p> <p><b>Date of next meeting:</b> Governors agreed to hold the next meeting on Tuesday 10th July 2018 at 6.30pm at Heacham Junior School. <b>Q: In reply to a question from a Governor, the Executive Head said that the meetings will alternate between both schools.</b></p> <p><b>Election of Vice Chair:</b> It was agreed that Governors would forward their expression of interest in taking up the post to the Clerk and this will be an agenda item for the next meeting.</p> <p><b>ACTION: Governors to forward their expression of interest in the post to the clerk.</b></p> <p><b>Clerk to add Election of Vice Chair to the agenda for the next LGB meeting.</b></p>	<p>Send interest in post of V.Chair to Clerk</p> <p>Add Election of V.Chair to next agenda</p>	<p>Govs.</p> <p>Clerk</p>
<b>7.</b>	<b>Tour of the school</b>		
	Governors agreed to do the tour of the school before the next item - Head Teacher's report. The Executive Head urged them to ask her questions afterwards.		
<b>6.</b>	<b>Head Teacher's report</b>		
	<p>The Executive Head said how excited she was with working with Heacham Infant and Junior schools to improve outcomes for the children and she was pleased that Emma Hunt shared her vision.</p> <p>She had given a full report to Heacham Infant at the last meeting which included the staff skills in the school - she was still learning about those at Heacham Junior school. At the end of her report there is always an on-going total of key data that Governors should be aware of and this will be included for both schools.</p> <p><i>Pupil Numbers - Heacham Infant:</i> As the village has an ageing population and there is little social housing, the pupil numbers are reducing, this may improve again in a few years' time. The school attracts children from outside the village. The school is moving forward with increasing pre-school numbers by adding two year olds to school age range.</p> <p><i>Staffing - Heacham Junior:</i> The TA qualifications for the Junior school will be included next time.</p> <p><i>Curriculum highlights:</i> Heacham Junior Year 5/6 trip to Hunstanton Heritage Trail was a success and there is a project being developed that the school could take part in towards gaining a Heritage Award</p> <p><i>Heacham Infant:</i> There has been a visiting story teller and artist to link</p>		

	<u>Action</u>	<u>By whom</u>
<p>with GoGo Hare project. One class is going back to the Sainsbury centre and the Head said what an excellent workshop there was for the children.</p> <p><b>Q: Simon Bamber asked if the school used pupil premium funding for the visits? It is only used if parents are struggling, the money is used for learning hubs and cafés - one is being started at the Junior School. Vicky Proctor how good these cafés were and how both her children were able to benefit from the extra reading. The Head praised the hard work done by the excellent TA who runs the cafes.</b></p> <p><i>SEF:</i> SEF and the judgements will be reviewed at the next meeting as the Head wanted quality assured judgements for the SEF and will be getting advice about this.</p> <p><i>Monitoring - Heacham Junior:</i> Maths is the focus and there will be a 8 week plan for extended writing.</p> <p><i>Heacham Infant:</i> The focus is on English and there is an 8 week plan for spelling and HFW to increase outcomes in writing.</p> <p><b>Q: Andrew England asked when the schools were last Ofsted inspected? Heacham Junior in June 2015 and Heacham Infant in November 2016. Robert Dale said that the English had been identified as a priority for the Infant School and Maths for the Junior School and how a common approach across the schools would help the pupils. The Head explained that the plan is to have a structure in place across all three schools with the Assistant Heads focusing one on English and the other on Maths across the schools.</b></p> <p><i>Teaching expectation:</i> there is a 10 week plan to identify school actions, putting in place a baseline point and measuring the impact of the work and consistency across the school. Louise Jackson and Emma Hunt said how well the teaching expectation meeting had gone at the Junior School and how positive the staff had been. There will be performance reviews across the schools.</p> <p><i>Behaviour - Infant School:</i> few issues are reported to the Head - occasional issues at play/toilets.</p> <p><i>Junior School:</i> Higher level of issues are reported by staff particularly at lunch and break times, including boys toilets in Y3/4. <b>Q: In reply to a question from the Chair, the Head explained that plans are put place to address behaviour issues with a more restorative circle approach. This approach was explained to a Governor and the training staff receive for this. Simon Bamber mentioned that boys behaviour in the toilets often involved splashing water etc and how it might be worth the school having a presentation about the value of water and not wasting and charities such as Water Aid.</b> It was agreed to ask Gavin Batterbee about this as he works for Anglian Water.</p> <p><i>Attendance - Heacham Junior:</i> The attendance is well below average at 93.73%. There is low data for attendance but it shows the many children are having authorised illnesses particularly for school anxiety. Governors discussed mental health and anxiety issues that children across the country are facing. <b>Q: Reverend Simon Wilson asked how these figures compared to those of Smithdon? It is similar but it has a much bigger impact on a smaller school.</b> The Head explained the measures being put in place to ensure children come into school and they feel safe when they are there. The Head explained that the number of warning letters will be sent to say that illness is no longer authorised without medical evidence, attendance meetings will be arranged with parents to set attendance targets and help find solutions where necessary. Those with less than 85% unauthorised across 12 weeks will be referred for fines.</p>		

		<u>Action</u>	<u>By whom</u>
	<p><i>Racism - Heacham Junior:</i> <b>Q: The Chair asked about the incident of racism. The Head reported that one child had discussed experiencing racist behaviour and the parents had been informed and were supportive of the school actions.</b> Governors discussed this issue fully. <b>Emma Hunt said that children did not always understand the meaning of the words they used and another governor said that children pick up information from YouTube. Vicky Proctor said she was doing work on addressing bullying in school and on social media and volunteered to run something similar to address racism in school.</b> As Norfolk is not multi cultural county, <b>Simon Bamber suggested using sport and in particular football as a way of introducing multi-culturalism to the children.</b> Governors said that every child needs to feel valued and were pleased with the action being taken by the school.</p>		
<b>8.</b>	<b>Safeguarding</b>		
	<p>Date for Prevent Training has been set for 20th June.          Louise Jackson and Emma Hunt are the designated safeguarding leads.          Shona Waters and another member of staff are receiving training so there is good coverage across the schools.          CIN : Heacham Infant and Junior schools have 2 CIN in each school.</p>		
<b>9.</b>	<b>Staff meeting and training for Governors</b>		
	<p>The Head said that a list of staff meetings for the summer term had been circulated to Governors. Governors were invited to attend any of the meetings and training and just needed to turn up - it would be a good way for them to get to know the staff across both schools.</p>		
<b>10</b>	<b>Update on Cluster and Trust</b>		
	<p><i>Trust:</i> The Chair reported on the recent Trust meeting of Heads and Chairs. One of the points discussed was Governor challenge and he encouraged Governors to ask questions and Louise Jackson is always pleased for Governors to look round the schools.  <i>Cluster:</i> From September SEN funding will no longer come through the Cluster but will now come direct from the LA. There will be one more Cluster SEN panel to allocate the rest of the funding. <b>Q: Will the process be done electronically? Yes.</b>          There is less money to pay Cluster staff and it has been agreed to continue with the sports coordinator. Vicky Proctor mentioned Year 9-10 at Smithdon and the work they have done as young leaders supporting year 7 children. Year 7 children could support Year 5 and how good if this practice is embedded across the Trust and Cluster.  <i>Moderation:</i> It was good to have the Trust schools as well as the Cluster schools working on moderation as this gives a wider group to work with.  <i>DfE SSIF application:</i> The Head explained how she had the support of the Trust and NCC Teaching for the bid being put forward.</p>		
<b>11</b>	<b>Policy Schedules</b>		
	<p>There will be a policy meeting in September. The Head to check the DfE website to ensure policies are up to date and the schools have all the policies they should. Debbie Woods said there will be some policies that will come from the Trust as this will give consistence across the Trust.</p>		
<b>12</b>	<b>Governor training and monitoring</b>		

	<p><i>Heacham Junior:</i> <b>Brian Griffin that the monitoring calendar was up to date up to Easter.</b></p> <p><i>Monitoring:</i> Learning Walk Monday 21st May 9am to 12 noon starting at the Junior School then moving on to the Infant School: Charlotte Ferguson, Vicky Proctor, Governors will be looking at behaviour, punctuality and attendance.</p> <p>Simon Bamber and Rev. Simon Wilson to meet the pastoral team on 21st May.</p> <p>Safeguarding and checking the children are happy in school on 22nd May 9.30am: Rev. Simon Wilson and Jillian Carr will see the poppies at the same time.</p>		
<b>13</b>	<b>Date and time of next meeting</b>		
	Tuesday 10th July 2018 at 6.30pm at Heacham Junior School.		
	<p>The Chair thanked all the Governors for coming to the first joint local Governing Body meeting.</p> <p>There being no further business, the meeting closed at 8.50pm</p>		

Signed:

Dated: