

**West Norfolk Academies Trust**  
**Heacham Infant and Nursery and Heacham Junior Schools**  
**Minutes of the local Governing Body meeting held on**  
**Tuesday 10th July, 2018 at 6.30pm at Heacham Junior School**

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

**Present:** Mr. Gavin Batterbee, Mrs. Charlotte Ferguson, Mr. Brian Griffin, Mrs. Emma Hunt, Ms. Louise Jackson (Executive Head), Mrs. Vicky Proctor, Mrs. Jo Ranson, Mrs. Rachel Richardson, Mrs. Rachael Sandle, Rev. Simon Wilson, Mr. Simon Wilson.

**In attendance:** Mrs. Kate Watson and Jane Hill (Clerk)

|           |   | <b>Action</b> | <b>By whom</b> |
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|           | Documents for the meeting had been circulated to Governors prior to the meeting with hard copies available on the day.<br><br>Brian Griffin chaired the meeting in the absence of Robert Dale. All the Governors were welcomed to the meeting along with Kate Watson as a prospective new Governor.   |               |                |
| <b>1.</b> | <b>Apologies for absence .</b>  |               |                |
|           | Apologies were received and accepted from Zoe Back, Simon Bamber, Jillian Carr, Robert Dale, Andrew England, Joanne Kellythorn, Vicky Neal and Debbie Woods.  |               |                |
| <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.   |               |                |
| <b>3.</b> | <b>Election of Vice Chair and new Governor</b>  |               |                |
|           | <b>Vice Chair:</b> The clerk said she had received only one expression of interest in the post and this was from Jillian Carr.<br><b>DECISION: Governors unanimously agreed with Brian Griffin's proposal that Jillian Carr be elected Vice Chair unopposed.</b><br><br><b>New Governor:</b> When invited at the end of the meeting to become a Governor Kate Watson agreed that she would be happy to stand as a co-opted Governor.<br><b>DECISION: Simon Wilson proposed that Kate Watson be appointed as co-opted Governor, this was seconded by Jo Ranson and all the Governors voted in favour of this proposal.</b> |               |                |
| <b>4.</b> | <b>Minutes of the previous meeting of both schools on 3rd May</b>   |               |                |
|           | The minutes had been circulated to the Governors prior to the meeting. Governors of the school were happy with the minutes.<br><b>DECISION: Brian Griffin proposed that Governors agreed the minutes of 3rd May as a true and accurate record of the meeting, this was seconded by Jo Ranson.</b><br>The minutes were signed by Brian Griffin as the chair of the meeting.  |               |                |
| <b>5.</b> | <b>Matters arising</b>  |               |                |
|           | <i>Item 6:</i> Gavin Batterbee said that he was happy to investigate what Anglian Water could offer the children in the way of educational courses, the Executive Head suggested having a workshop across the three   |               |                |

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|    | <p>schools. She mentioned the Dr. DNA presentation that the children had for science.</p> <p><b>ACTION: Gavin Batterbee to explore what educational courses or material Anglian Water can offer the schools.</b></p>   | <p><b>Action</b><br/>Explore courses</p> | <p><b>By whom</b><br/>GB</p> |
| 6. | <p><b>Head Teacher's report</b></p>  |  |                              |
|    | <p>Governors felt the information in the report was just right. Simon Wilson explained his report for Smithdon was structured in the format of the Ofsted criteria with more data. The Executive Head said the primary schools were waiting to hear from the Trust about what they would like the HT reports to include as these will be standardised and follow the secondary school model. She explained she was anxious for her report to reflect the strengths of the schools and contain information that was easy for Governors to remember. She agreed with Simon Wilson about having data reports in the autumn, Easter and Summer terms just before half-term.</p> <p><i>Number on roll:</i> These had been broken down in year groups for both sites, The balance of boy-girl was fairly even except in Year 1 where there are 16 boys and 8 girls.</p> <p><i>2 Year Olds:</i> In reply to a question from Vicky Proctor, Louise Jackson said that there no plans to roll out the 2 year old facility at the Infant School until January. There was not yet a 100% commitment to this project due to the massive financial investment involved. Various possibilities were being investigated including starting with 8 children and 3 members of staff which would reduce the cost and amount of building work needed. In reply to a further question from a Governor, the project would not generate much income but would help with early intervention, getting to know the children and supporting the families.</p> <p><i>Governor responsibilities:</i> Governors went through the responsibilities and the following changes and additions were made to the list:</p> <p>Looked after children: Reverend Simon Wilson (replacing Robert Dale and Brian Griffin)</p> <p>Curriculum: Reverend Simon Wilson</p> <p>Maths: Brian Griffin</p> <p>Literacy: Simon Wilson</p> <p>SIDP: Attainment &amp; Achievement<br/>(inc. Higher Achievers): Robert Dale</p> <p>SIDP: Teaching and Learning: Simon Wilson</p> <p><i>Staffing:</i> Following a rigorous interview process two Assistant Head Teachers had just been appointed for Heacham Junior and Katherine Tuckwood for Heacham Infant. In reply to a question from Vicky Proctor, the Executive Head explained that both were teaching full time but would be given a day release a week for management time and how their classes will be covered during that time. The Executive Head explained how their roles will be divided and that they will be working with the subjects leaders and holding them to account. Jo Ranson praised the school council who asked very good questions at the interviews and discussed them afterwards. In reply to a question from Vicky Proctor, Jo Ranson said most of the staff were away on trips so was not able to say</p> |  |                              |

|  | <u>Action</u> | <u>By whom</u> |
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| <p>what their reaction was to the appointments. Simon Wilson said that it was good to have a good leadership structure in place.</p> <p><i>Forest School:</i> In reply to a question from Vicky Proctor, the Executive Head said that Forest School was still continuing and being lead by a trained Forest School teacher. She stressed the importance of using outdoor learning for teaching of maths, English and the wider curriculum</p> <p><i>Attendance:</i><br/> <i>HIS:</i> 96.11% attendance outcomes are maintained with the weekly attendance bear celebrations, awards, texts home, learning café and drop-ins. These all have a positive impact on pupil attendance.</p> <p><i>HJS:</i> 94.41% in June . The attendance is improving but remains below the 97% nationally. Persistent absence is well above national average but has improved since April going down from 14.2% to 11.7%. Simon Wilson say how impressive it was that the persistent absence figures had improved so much since April especially in the third term of the year and it was certainly bucking the trend and asked how this was done? The Executive Head said that there was now an administrator who records the children's attendance first thing in the morning and transfer this to the relevant system so that it is easy to see where the children are, the reason for the absence and the unauthorised absences. Staff can then ring home when there are concerns if the child is not at school. The Executive Head said that letters home along with the clear expectation the school has about attendance along with meetings with parents have helped. In reply to a question from Rev. Simon Wilson, there were no longer any authorised absences for school reluctant or anxious children. Parents have been made aware of the measures in school to support these children and to help them feel safe and this has helped. One child with very low attendance has moved to another school. Simon Wilson talked about the new system he will be using in September at his school recording the number of sessions attended. The Executive Head said that raising teacher awareness about children's absence and notifying the right person quickly was very important as any absence could be a potential safeguarding issue.</p> <p><i>Teaching and Learning Monitoring:</i> There has been frequent drop-ins by the Senior Leadership team to observe and assess the performance of the schools this term.<br/> <i>HIS:</i> There have been drop-in observations by Deputy Head Teacher for reading, writing, EYFS, behaviour and curriculum plus a deep dive Governor visit. There was also a drop in from WNAT/SLT for risk assessment. Most aspects of teaching, learning, curriculum and assessment are good particularly in EYFS, 80% of teaching and learning is good with 30% outstanding and TAs are highly skilled.</p> <p>The Executive Head said that everyone from the WNAT who visited the schools had agreed with the schools' judgements.</p> <p><i>HJS:</i> Aspects of teaching, learning, curriculum, behaviour and assessment need to improve. 57% of teaching is good and 16% outstanding. Good teachers need to pair up with teachers who either have difficult children to deal with or need support. Emma Hunt said conversation about what is good teaching and learning will be discussed</p> |               |                |

|  | <u>Action</u>                     | <u>By whom</u>       |                      |                 |     |                      |       |     |                      |                              |              |
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| <p>with staff where necessary and that some lessons could improve to help children push themselves. She outlined the areas where teaching was outstanding. The Executive Head explained that the school were going to invest in a Teaching Intervention programme and the commitment she was expecting of staff to this programme.</p> <p><i>Governor monitoring:</i> Although Governors had done monitoring, they were encouraged to continue doing more.<br/> Rachel Richardson had observed a lesson<br/> Rev. Simon Wilson had completed a learning walk<br/> Simon Wilson had been in school with the Year 7 children reading to the Year 5 children.<br/> Jo Ranson was involved in the transition day to Smithdon.<br/> Robert Dale and Jo Ranson had attended Prevent Training in school<br/> <b>ACTION: The Clerk to email Governor monitoring template to Governors.</b></p> <p><i>End of Year data submitted 2018</i><br/> EYFS: GLD 72% National 2017 70.7%<br/> APS 34.2 National 2017 34.5</p> <p>Progress and attainment is good across all subjects. <i>Is there a high level of SEN in the class? Yes and this affects the GLD but the progress of these children is good. One child has just joined with behaviour problems. Simon Wilson asked if there was any school that HIS could compare themselves to. The school compares themselves to the national average and the only school that they could itself with is Dersingham, the other schools have very small cohorts.</i> There is a need to push the children into higher attainment.</p> <p><i>Phonics - Year 1:</i> 87% passed against National 81% with PP 100%. The Executive Head praised the work of Katie Pugh.<br/> <i>KS1 data is lower than historically but there are high needs children within this cohort.</i><br/> <i>KS2 had come out that day.</i></p> <table border="0"> <tr> <td>Grammar, Punctuation and Spelling</td> <td>75%</td> <td>National average 78%</td> </tr> <tr> <td>English reading</td> <td>71%</td> <td>National average 75%</td> </tr> <tr> <td>Maths</td> <td>72%</td> <td>National average 76%</td> </tr> </table> <p>Greater Depth<br/> Reading 11%, GPS 31% and Maths 14% just below national average.<br/> Read, Write, Maths: 58% National average 64%</p> <p>Within the group of 36 children taking this were two children with EHCP.<br/> Progress data is at national average.<br/> The Executive Deputy Head Teacher said it was frustrating that so many of the children did not perform as well on the day as they had in the tests done previously. A significant number of children were just one mark off from greater depth.</p> <p>It was decided to carry out the following cases studies:</p> <ul style="list-style-type: none"> <li>• Boys reading case study</li> <li>• Girls English case study</li> <li>• Lower attainers pupil premium children study</li> </ul> <p>The Year 7 Smithdon pupils coming to read to the Year 5 children to help them engage will be monitored to see the impact and to make sure it is a success.</p> | Grammar, Punctuation and Spelling | 75%                  | National average 78% | English reading | 71% | National average 75% | Maths | 72% | National average 76% | <p>Email monitoring form</p> | <p>Clerk</p> |
| Grammar, Punctuation and Spelling  | 75%                               | National average 78% |                      |                 |     |                      |       |     |                      |                              |              |
| English reading  | 71%                               | National average 75% |                      |                 |     |                      |       |     |                      |                              |              |
| Maths  | 72%                               | National average 76% |                      |                 |     |                      |       |     |                      |                              |              |

|  |  | <u>Action</u> | <u>By whom</u> |
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|  | <p>Parent Governors talked about the books their children enjoyed reading. Jo Ranson explained that at library time children have to choose a one fact book and one story book and she will monitor which books the children are taking out. <a href="#">Charlotte Ferguson</a> praised how the children were rewarded for reading at Smithdon and how this encouraged them.</p> <p><i>Behaviour and Equality Duties</i></p> <p><a href="#">In reply to a question from a Governor</a> the Executive Head explained how <a href="#">movement and settings affect learning and creates low level disruptions</a>. Emma Hunt explained how TAs move around the school and how it will be beneficial to the children for the TAs to remain in one class. <a href="#">In reply to a question from Rachel Richardson</a>, the Executive Head explained how it will be more effective for the children to spend the majority of their time with one teacher rather than spending shorter periods of time with different teachers for different subjects. <a href="#">Rev. Simon Wilson</a> said it will also help anxious children to settle in if they spend more time with just one teacher.</p> <p>Much time has been spent on discussing equality and diversity within the schools at the assemblies. The benefits of restorative approach in dealing with behaviour giving all children a voice along with daily circle time is helping to solve problems quickly.</p> <p>Suggested updates for Accessibility and Equality plan at the schools for 2018-2020 were listed and was still being worked on.</p> |               |                |
|  | <b>7. Ofsted criteria for leadership and management - presentation</b>   |               |                |
|  | <p>The Executive Head reminded Governors that both schools were expecting two days of Ofsted inspections in the next academic year. It is a chance for Governors to show the inspectors what they know about the school and to speak proudly of what makes the school work well.</p> <p><i>HJS</i> - the areas for improvement were improving the pace of teaching and learning with increased focus on the more able. There will be 8 week projects to help improve subjects such as reading and maths.</p> <p><i>HIS</i>: areas of focus will be maths and more able</p> <p>Teachers will be encouraged to model and assess Characteristics of Effective Learning so that learning attitudes can continue to be developed through to the Junior phase.</p> <p>Governors were asked questions about their knowledge of the schools:</p> <p><i>Pupil Premium funding</i>: A governor said HJS received £55, 220 funding but said it was difficult to find this information on the HIS website. <i>Since the meeting the information which was on the website had been emailed to them and amendments made to the HIS website to make it easier to access.</i></p> <p>What it was used for? Governors were able to reply to this and listed what they had found on the website.</p> <p>PE and Sports premium: Governors were able to report on what was on the website.</p>   |               |                |
|  | <b>8. Safeguarding</b>   |               |                |
|  | <p><i>Prevent Training</i>: Staff from both schools joined together for Prevent Awareness training on 20th June - this was attended by two Governors (Robert Dale and Jo Ranson)</p> <p><i>Designated Safeguard Lead training</i>: had been completed by Louise Jackson and Emma Hunt.</p> <p><i>Keeping children safe in Education 2018</i>: All three schools will join</p>  |               |                |

|           |   | <b>Action</b>                     | <b>By whom</b> |
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|           | <p>together for training on the new guidance on 4th September. Governors were invited to attend. All Governors need to have safeguarding checks as part of this new guidance.</p> <p><i>DBS checks:</i> The Executive Head to check with the Trust whether further DBS checks are needed for Governors now that the Infant School has joined the Trust.</p> <p><i>HIS:</i> 4 children assessed at S47 and cases ongoing. The school has been praised for the way the records are compiled and ordered chronologically.</p> <p><i>HJS:</i> 2 children have had child in need meetings this term. The families will continue to receive support from the school and the Early Help team. Staff are quick to report concerns and are completing the right forms. The Reverend Simon Wilson said that the behaviour issues discussed at the last meeting had improved and he had observed the children happily playing outside. Jo Ranson said that the learning hub had also helped. The Deputy Executive Head said that the Lego Club which is supervised has helped the children who needed more support and these children are enjoying coming into school more.</p> <p>Vicky Proctor said during her visit she had observed the children playing well and the adults in control of the situation. The Executive Head said that the introduction of the restorative practice was working well.</p> <p><b>Health and Safety:</b> In reply to a question from Gavin Batterbee, the Executive Head explained that the accident that happened at the Infant School was caused by a child cycling in the playground which is not allowed. A letter has gone out to parents to remind them that children are not allowed to ride their bikes in the school grounds and that children should come straight into school. The injured child was looked after by the first aid staff and received the appropriate medical care and has now recovered.</p> |                                   |                |
| <b>9</b>  | <b>SIDP Priorities</b>  |                                   |                |
|           | Was covered under agenda items above but the main priorities were:<br>Maths and Reading and 8 week projects<br>Teaching and Learning<br>Focus on more able and pupil premium children.  |                                   |                |
| <b>10</b> | <b>Pupil Premium</b>  |                                   |                |
|           | Was covered under agenda items above  |                                   |                |
| <b>11</b> | <b>Sports Grant</b>   |                                   |                |
|           | PE and Sports premium to be an agenda item for the next full Governing Body meeting.<br><b>ACTION: Clerk to add PE and Sports Premium to the agenda for the next full Governing Body meeting.</b>   | Add PE & Sports Premium to agenda | Clerk          |
| <b>12</b> | <b>Analyse School Performance data</b>  |                                   |                |
|           | Was covered under agenda items above.   |                                   |                |
| <b>13</b> | <b>Annual Report for SEN</b>  |                                   |                |
|           | The reports for both schools had been circulated to Governors with Governors invited to ask questions. There was Simon Wilson mentioned the recent Information Sheet that mentioned that 65% of requests had been rejected. The Executive Head said she had attended  |                                   |                |

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|           | the Education Leaders' meeting and had not applied for too much top-up funding and had used the cluster methodology in her applications which she hoped would be successful.<br>Top-up funding applied for: HIS £4,094 and HJS £5,328 approximately. | <b>Action</b> | <b>By whom</b> |
|           |  |               |                |
| <b>14</b> | <b>Governor training and monitoring</b>  |               |                |
|           | <i>Safeguarding Training on 4th September:</i> Governors were invited to attend this training with staff.  |               |                |
|           |  |               |                |
| <b>15</b> | <b>Date and time of next meeting</b>   |               |                |
|           | Tuesday 25th September 2018 at 6.30pm at Heacham Infant School.  |               |                |
|           | The Chair thanked all the Governors for coming.<br><br>There being no further business, the meeting closed at 8.30pm   |               |                |

Signed:

Dated: