

**West Norfolk Academies Trust
Heacham Infant and Nursery Schools
Minutes of the local Governing Body meeting held on
Wednesday 12th December 2018 at 6.30pm at Heacham Junior School**

Queries/questions - highlighted in yellow

Present: Mr. Gavin Batterbee, Mrs. Jillian Carr, Mr. Robert Dale, Mrs. Emma Hunt, Ms. Louise Jackson (Executive Head), Mrs. Jo Ranson, Kate Watson, Revd. Simon Wilson and Mr. Simon Wilson

In attendance: Jane Hill (Clerk)

	The Chair welcomed all the Governors to the last meeting of 2018.	<u>Action</u>
1.	Apologies for absence .	
	Apologies were received and accepted from Charlotte Ferguson, Brian Griffin, Vicky Proctor and Rachel Richardson. The Chair informed Governors that since the last meeting Zoe Back, Simon Bamber, Joanne Kellythorn, Vicky Neal and Debbie Woods had resigned due to work commitments and relocation. Governors joined the Chair in expressing their gratitude for all that they had done for both schools by the work and commitment they had put into their roles as Governors. Governors also noted that Simon Bamber had also taught at the school as well as being a Governor. The Chair said that at the present time there was no plans to recruit more Governors as the Governing Body was a good size.	
2.	Notification of any urgent business	
	Workload for Teachers: Governors agreed to discuss the item at this point on the agenda. The Executive Head explained that the Government were concerned about the workload for teachers with 50% of new teachers leaving after 4 years. The three schools joining together has meant that teachers have been asked to attend two meetings a week to develop a common vision and values and ways of working together. These will now be decreased to one a week with teachers from all the schools present. A system of marking which is more effective will be used to prevent teachers having to take books home to mark. Teachers will give verbal feedback to children about work in their books which is relevant to their progress. Robert Dale asked what impact did the Executive Head think this will have on marking feedback? Teachers will be observing children while they are doing their work and can see if they have understood the lesson and address things where necessary there and then. They will also be using a visualiser to help children correct their mistakes. In reply to a question from Jillian Carr, the Executive Head explained how the visualiser worked. Robert Dale asked how frequently will be children's progress be assessed? Every six weeks and there will be a push on work collection. In reply to a question about what mechanisms are in place to assess the children's progress, the Executive Head and Deputy Head explained about the tools used including PiXL and how this helps identify the gaps in the children's learning that need to be addressed. Children are being given more challenging work to help them push themselves further. What is the impact on the workload of teachers with these mechanisms in place? Work needs to be done as the data for outcomes is low but the schools have the context for this. The priority is to improve outcomes, ensure better teaching and learning is in place with a broad and balanced curriculum and that children are learning is a key priority. Simon Wilson said that the teachers need to work smart and make sure that what they are doing makes a greater impact.	

	<p>Quality of teaching: In reply to a question from Simon Wilson about whether the quality of teaching had improved at HJS, the Executive Head said that some teaching across both schools had been outstanding and some not as good but there was no longer any inadequate teaching. There is long term support for some teachers who need it. Robert Dale said that the structure had changed at the Junior School and the pupils were no longer moving around the school with no wasted time between lesson and this has helped. He said that improvement in Teaching and Learning is being seen. The Executive Head said that a new teacher on UPS scale was starting in January. Simon Wilson said that improvement at a pace is not easy to achieve and the Executive Head might not see the fruition quickly. The Executive Head explained that the aim was for teachers and staff taking ownership of their work towards improvement in school. Emma Hunt explained how the outstanding teachers are being allowed to develop and fly.</p> <p>Governors noted the examples of good work on display in the staff room and the Executive Head Teacher said it was important that all the displays in the school are current.</p> <p>The priority is to improve work collection and there was a ban on using worksheets.</p>	<u>Action</u>
3.	Declaration of business/pecuniary interests and conflict of interests	
	<p>Jillian Carr, The Reverend Simon Wilson and Simon Wilson completed their Register of Business and Pecuniary interest and conflict of interests forms and returned them to the clerk for filing in the schools. None of the Governors had any interests to declare on any item on the agenda.</p>	
4.	Election Vice Chair	
	<p>The Chair explained that Brian Griffin had said that he did not want to be considered for the role. Jillian Carr explained her views on taking the role at the moment. It was agreed that the clerk would find out from the Trust if the KGB needed to have a Vice Chair in place.</p> <p>Discussion about the post of Vice Chair to be an agenda item for the next local Governing Body meeting.</p> <p>ACTION: Clerk to contact the Trust about the role of Vice Chair and add this to the agenda for the next local Governing Body meeting.</p>	Clerk
5.	Minutes of the previous meeting on 26th September	
	<p>The minutes had been circulated and Governors were all happy with them.</p> <p>DECISION: Governors unanimously agreed the minutes as a true and accurate record of the meeting.</p>	
6.	Matters arising	
	<p>Item 8: Gavin Batterbee said that Richard Parks from Anglian Water should have made contact with the Executive Head about 4 or 5 weeks ago at all three schools. The Executive Head asked to pass on her apologies as she had not received the email. Gavin said he would contact Richard Parks and give him Louise Jackson's email address.</p> <p>ACTION: Gavin Batterbee to ask Richard Parks to contact the Executive Head again on the email address he was going to give him.</p> <p>Monitoring template, staff code of conduct and governor job description had all been received from the Trust.</p> <p>Item 15: Reverend Simon Wilson said how good the Safeguarding training on 6th November had been and how well represented the school was at the training session. He also explained that he had completed the on-line Prevent training which he found most useful.</p> <p>ACTION: The Executive Head said she would circulate the link to the</p>	<u>GB</u>

	<p>on-line Prevent training course to Governors. Clerk to contact Tina Brown about the fact that Governors had not received their certificates for the Safeguarding training.</p>	<p>Action EHT Clerk</p>
<p>7.</p>	<p>Head Teacher's report</p>	
	<p>The Executive explained that the report was in a standardised format agreed with the Heads in the Trust which also contains a table of staff absences.</p> <p><i>Strengths:</i> The Executive Head Teacher (EHT) listed the strengths as follows</p> <ul style="list-style-type: none"> • Strong quality of teaching and learning in EYFS and Y6. • Impact evident from training from September and assessments • Impact of the SIDP focus and the senior leadership team were gathering evidence of this. • There is also no longer any setting. • Newly formed and motivated senior leaders. • Pace of movement towards a shared vision. <p>The Executive Head said how good it was to work with the Senior Leadership team which not only included Emma Hunt but also Kelly Jones and Catherine Tuckwood.</p> <p><i>Concerns:</i> Progress in KS1 and Y4 and 5 and curriculum progression and</p> <p><i>Strong concerns:</i> Middle leadership - evidence of assessment of the wider curriculum.</p> <p>Nick Butt from VNET had visited the school and his report had not yet been received. The Executive Head Teacher reported that his visit had been successful. She reported that the judgements were realistic overall but that the judgements for leadership and personal development were cautious. As a result we are reviewing evidence to place ourselves for a good judgement in those areas.</p> <p><i>Pupil numbers:</i> The number of SEN children and children with EHCP was higher than national average. The number of pupil premium children are lower than national average although the number was high in some year groups. The number of girls and boys are not too far apart.</p> <p><i>Staff absence:</i> Staff absence at the Junior School was far higher than at the Infant School and the EHT explained that there were two long term absences one for a teacher and another for a TA. A Governor asked if these absences were work related, but was told they were not and the support in place for them was outlined. Most staff absences are medical but there were a couple of cases of staff suffering from stress.</p> <p><i>CPD:</i> The high level of quality training is having an impact in supporting staff knowledge and skills. There has been an audit to ask staff about their training gaps and these will be filled across both schools.</p> <p>Governors went through the list of training completed so far.</p> <p>The EHT said that there was huge push to improve the quality of teaching and learning and discussed the actions for this which are included in the school improvement plan.</p> <p>Jillian Carr commented on how engaged the children were when she witnessed the poppy craft day.</p> <p><i>Attendance:</i> Governors were pleased to note that both schools were above average with 96.6% at the Infant School and 96.36% at the Junior School. Attendance has improved considerably from last year at the Junior School with persistent absence being tackled with meetings with the families. Rev Simon Wilson asked if this was making a difference, yes, and so is the request of evidence of illness and the robust attendance policy that is being used across the Trust. The attendance gets checked every morning and the new system shows instantly if a child is not in school and the office staff are able to check on the child and where necessary the child can be visited which helps with safeguarding.</p>	

	<p>Unauthorised absences include one SEN child who had had an operation and another one who has been part of targeted attendance sessions.</p> <p><i>SEND:</i> There are 20 SEND children at the Infant School and 29 at the Junior School representing 18% and 19% of pupils. Some children have been removed from the SEN register as the school is using focused teaching to address learning gaps instead of TA intervention. In reply to a question from a Governor, the EHT said that if any child needs to be referred for extra support they will be.</p> <p>Both schools have children with high level needs and EHCP with some undergoing assessment. There are 7 at the Junior School which is above national average. Close support from teachers, TAs and other practitioners enables good inclusion for these children to make progress. The children are included in the school data. Governors were pleased to hear about the top-up funding secured of high needs pupils obtained by the EHT as the school was one of a small number of schools to be able to evidence provision to justify this.</p> <p><i>Behaviour and Exclusions:</i></p> <p><i>Behaviour:</i> Behaviour in lessons is improving across all the schools with positive attitudes to learning demonstrated in most classes. Enthusiasm and engagement is also increasing. In Years 1, 6 and 4 there have real improvements in behaviour as the subject matter interests them with a differentiated and appropriate curriculum so that children who have previously demonstrated poor behaviour have been transformed through the care and guidance offered.</p> <p><i>Exclusions:</i> There have been four fixed term exclusions: 1 at HIS and 3 at HJS. These are for children with challenging behaviour. This is to set a clear line that violence and aggressive behaviour will not be tolerated. Robert Dale asked if there were other methods used? A child can be removed from their own class to work in another one. Staff are all trained to defuse situations where needed. In reply to a further question from a Governor, the EHT said that the fixed term exclusions, the parents and LA are informed and there is an reintegration interview when the child come back into school.</p> <p><i>Safeguarding:</i> Family Support Plan: 3; Children under Section 47 (Child Protection: 3</p> <p>Training for Designated Safeguarding Leads have been completed. Louise Jackson is the lead and alternates are Emma Hunt, Shona Waters and Ellie Jones, all have job descriptions which are signed and filed. The EHT explained how time consuming the Family Support process was and how it increased the workload.</p> <p><i>Forest School:</i> The EHT said how successful this has been and how enthusiastic Emily was in engaging the children in age related activities. In reply to a question from a Governor, the EHT said that it helps the children's personal development and it broadens the curriculum. Some children who struggle in class flourish in the Forest School and it helps build their self-esteem. Does the Forest School depend on Emily? She is inspiring this but other members of staff go out with her to observe and help. Gavin Batterbee asked if parents can observe the Forest School? 12 parents from across all three schools have shared this with the children.</p> <p>The Chair thanked the Head for her excellent report.</p>	Action
8.	Pupil Premium - plans and strategies	
	<p>Money is being put into quality first teaching to help pupil premium children with a high level of support and interaction to help them achieve their potential.</p> <p>The funding put into Forest School is having a good impact especially for those pupil premium children who do not get the support at home.</p> <p>The EHT to ensure all teachers are aware of the pupil premium children in</p>	

	<p>their class. There will also be frequent feedback on their progress at the pupil progress meetings. Training will be bought in. Simon Wilson said that it was good for Governors to monitor the pupil premium strategy as pupil premium was important to Ofsted.</p>	Action
9.	Sports Premium	
	The schools were working with Tracey Bower and supporting an inclusive approach to PE. The PE lead is auditing the skills to decide where to go next.	
10	Overview of Year Groups (2017-2018 data)	
	<p>Governors discussed the data which had been circulated to them. Emma Hunt said that all the lead teachers were aware of the strengths and weaknesses of their year groups. Reading by the end of Year 6 has been lower than national average and this is a focus. In reply to a question from Simon Wilson, the EHT said that it would be beneficial for Year 7 from Smithdon to come and hear Year 5 read again as last term. Jo Ranson to contact Smithdon about arranging this. Boys were not doing as well as girls in reading and writing and there was to be a reading project next term to get the reading culture to improve. ACTION: Jo Ranson to contact Smithdon re working together on reading with Year 7. Year 6 Maths, there was no pupil at greater depth. Emma Hunt explained that the scale scores from the tests had been used which made the picture look worse than it is. In reply to a question from Simon Wilson, the EHT and Emma Hunt explained what measures were being taken to increase the proportion of children working at greater depth. This included having a good quality curriculum and using it well. It was agreed that parents who support their children can help their progress and how important it was to have skilled teachers who can push them. It was also agreed that children should be occupied during their downtime but it was important to keep them focused on the joys of the world.</p>	J. Ranson
11	Policy Review	
	The following policies had been agreed by Governors: Intimate Care, Safer Recruitment and First Aid.	
12	Safeguarding	
	Was covered under item 7.	
13	Governor Training and Monitoring	
	<p><i>Safeguarding training:</i> A large group of Governors had attended Safeguarding Training at Hunstanton Primary School on Tuesday 6th November from 6pm to 8pm. This was covered under item 6. <i>Ofsted Briefing:</i> Simon Wilson said that there was an Ofsted Briefing at Smithdon High School on Tuesday 8th January at 3.15pm (SW to confirm time). The EHT said that all the staff would attend and Governors said they would also try and attend. <i>School Council:</i> Simon Wilson would come and meet the School Council. ACTION: Jo Ranson agreed to organise date with his secretary. Governor monitoring: The EHT said there were not enough evidence of visits in the Governor visits file. Robert Dale would carry out SEN and Pupil Premium monitoring in January. Other governors to organise visits with the EHT.</p>	J. Ranson

14	Date and times of future meetings	<u>Action</u>
	Ofsted Briefing: Tuesday 8th January at 3.15pm at Smithdon High School . LGB meetings Wednesday 13th February 2019 at 6.30pm at the Infant School Wednesday 20th March 2019 at 6.30pm at the Junior School Wednesday 8th May 2019 at 6.30pm at the Infant School Wednesday 10th July 2019 at 6.30pm at the Junior School	
	The Chair thanked all the Governors for coming to the meeting. There being no further business, the meeting closed at 8.41pm	

Signed:

Dated.....