

West Norfolk Academies Trust
Heacham Infant and Nursery and Junior Schools
Minutes of the local Governing Body meeting held on
Wednesday 13th February 2019 at 6.30pm at Heacham Junior School

Queries/questions - highlighted in yellow

Present: Mrs. Jillian Carr, Mr. Robert Dale, Mrs. Charlotte Ferguson, Mr. Brian Griffin, Mrs. Emma Hunt, Ms. Louise Jackson (Executive Head), Mrs. Vicky Proctor, Mrs. Jo Ranson, Mrs. Rachel Richardson, Mrs. Kate Watson, Revd. Simon Wilson.

In attendance: Becky Steed, Trust Primary Director and Jane Hill (Clerk)

	The Chair welcomed Becky Steed and all the Governors to the meeting.	Action
1.	Apologies for absence .	
	Apologies were received and accepted from Gavin Batterbee and Simon Wilson.	
6.	<p>Tour of the Heacham Junior School</p> <p>Governors started with this item and visited all the classes in the Junior school looking at feedback, engagement , challenge and questioning and changes since their first walk round.</p> <p>Following their visit each Governor commented in turn on what they had seen. They were impressed with the changes for the better, the vibrancy of the classes and were particularly impressed with the doors.</p> <p>Some of the points made were:</p> <p>The classes were clear of clutter and the children's up to date work was on the walls. It is clear from each class what the children are working on.</p> <p>There was focus on reading and the rain forest display was outstanding and it was clear that the children are enjoying the work on the rain forest.</p> <p>Governors were shown the year book where the children put in anything they are proud of. In reply to a question from Simon Wilson, Emma Hunt confirmed that the items were chosen by the children. The year book idea will be rolled out to other classes.</p> <p>One Governor commented on how good the classes looked now and was impressed with the Marvellous Mistakes posters that allow the children to make mistakes and give them a chance to rethink and correct their mistakes. The student voice in the library was really good with the comments on the books they really liked.</p> <p>There were good up-to-date displays which were child friendly and tactile. The Chair and Governors said how good the Forest School was and the Head explained how the leader was incorporating some of the curriculum into this and how it helps to build children's confidence.</p> <p>One Governor asked if the parents had been to see the changes in the school. The Executive Head said there was going to be maths workshop they could attend. Another Governor said that it was not always possible for some parents to attend the workshop and the Executive Head agreed that it would be a good idea to reinstate the practice of parents attending assemblies. Another suggestion from Vicky Proctor was to have an open morning at both schools so that parents can visit the two schools.</p> <p>Governors agreed there was good pupil engagement and parent engagement needed to be improved.</p> <p>The Executive Head said that it was being stressed to teachers the importance of work collection and that working walls should be up to date and reviewed regularly.</p> <p>Jillian Carr and the Governors congratulated the Executive Head and the Senior Leadership team for their excellent work and for the example they are</p>	

	setting their staff.	<u>Action</u>
	<p>The Executive Head said that the environment at the Infant School had also been refreshed, with a good art display in one class and each classroom featuring the poster about Marvellous Mistakes. In reply to a question from a Governor, there is a good synergy between both schools. The transition team is being extended across both schools. One Governor said how good it was to get the children used to have to move to the next class.</p> <p>In reply to a question from the Chair, Becky Steed said she had been spending one day a week since January at the Junior school which was one of the Trust's focus schools and Louise Jackson said how useful her advice was. In reply to a further question from a Governor, she outlined the areas that needed improvement which included some areas of teaching and learning and subject leadership. She will also be spending time at the Infant School. The Executive Head said she had been spending time with schools outside Norfolk which has given her a fresh look at expectation, pace and enrichment of the curriculum.</p> <p>Nick Butt report: Governors discussed the report. Becky Steed backed his assessment of Teaching and Learning and this an area that Governors and the Senior Leadership team were pushing. In reply to a question from a Governor, the Executive Head said that pupil behaviour had improved, pupil voice was being captured and there were good British values in school.</p> <p>Rev. Simon Wilson asked about attendance and he was told that it was good and there was not a vast gap with pupil premium children. The number of daily incidents have decreased and restorative justice and mentoring of children seems to have helped this.</p> <p>LJ and BS stated that though the improvements were taking place, the Junior School remained RI in SEF due to teaching and learning and subject leadership not being consistently good enough yet - accurate actions were taking place to improve these areas but more impact needs to be gathered. Some aspects of teaching and learning at the Infants also did not meet expectations.</p> <p>Nick Butt will be going to the Infant School. Overall outcomes are good with EYFS outcomes are robust. In reply to a question from a Governor, the Executive Head said that the trainer trainer model was working well..</p> <p>Data: Robert Dale asked what the expectation were of the data this summer for Heacham Junior School: 75% reading writing and maths and work will need to be done to get higher attainment. Maths is a focus and is being lead by Emma Hunt and this subject was a concern across the Trust.</p> <p>Year 6 more able pupil premium children are performing well and the gaps are closing.</p>	
2.	Notification of any urgent business	
	None	
3.	Declaration of business/pecuniary interests and conflict of interests	
	None of the Governors had any interests to declare on any item on the agenda.	
4.	Minutes of the previous meeting on 12th December 2018	
	<p>The minutes had been circulated and Governors were all happy with them.</p> <p>DECISION: Simon Wilson proposed that Governors agree the minutes as a true and accurate record of the meeting, this was seconded by Jo Ranson and all the Governors voted in favour of this proposal.</p>	
5.	Matters arising	
	<i>Item 4: Election of Chair:</i> Governors were pleased that Jillian Carr was	

	<p>happy to take on the role of Vice Chair.</p> <p>DECISION: Governors voted unanimously in favour of Jillian Carr being elected Vice Chair.</p> <p><i>Item 6: Anglian Water:</i> The Executive Head said that Gavin Batterbee had organised a visit from Anglian Water. A presentation by Anglian Water had been made to Heacham Junior and Snettisham schools and with one planned for Heacham Infant School after half term.</p> <p><i>Safeguarding</i> The Executive Head had circulated the link to the on-line Prevent training course to Governors. The certificates for the Safeguarding training course had been received and were in the office for Governors to collect.</p> <p><i>Item 10 and 13:</i> The Executive Head and Jo Ranson said that Simon Wilson from Smithdon had been to read with Year 5 and had attended an school council meeting. Jo Ranson said how impressed he was with how well they organised themselves and how well they spoke at the meeting.</p> <p><i>Ofsted Briefing:</i> Simon Wilson, Jo Ranson and Robert Dale? and several staff attended the Ofsted briefing at Smithdon.</p>	<u>Action</u>
6.	Tour of the School	
	Covered at the beginning of the meeting.	
7.	School Improvement and Development Plan	
	<p>Had been discussed at the last meeting. Work on the curriculum and subject leadership are ongoing and there is a short burst plan for maths. How strong is the subject leadership? Not as consistent as it could be and work was being done to improve confidence of some subject leaders..</p> <p>Michelle and Jess would give a presentation of science to Governors at their next meeting. What impact has destination reader made on the subject?</p> <p>The outcomes in Year 6 are better in reading than maths and work collection and quality of teaching and learning is being looked at. Is reading an issue nationally? Yes, and it is also found to be so across the Trust. The Executive Head said that reading was at the heart of what the schools do and is being used in maths. The use of PiXL helps teachers identify the gaps that children have so that they can make the necessary adjustments to help them fill the gaps. The staff have been coached on the use of PiXL.</p> <p>ACTION: Michelle and Jess to give a presentation on science</p>	Executive Head to arrange
8.	Report by Nick Butt, Pupil Premium and PE Review	
	<p>Was covered under item 6 Tour of the School at the beginning of the meeting</p> <p>Governors agreed to cover Pupil Premium and PE review at the next meeting'</p> <p>ACTION: Clerk to add Pupil Premium and PE funding review to the agenda for the next LGB meeting.</p>	Clerk
9.	Data - Autumn 2 including more able and Year 6 focus	
	<p>Also covered under item 6.</p> <p>Emma Hunt said that a second round of data was just being compiled and all year groups will be assessed on 4th March with PiXL and the current data was now out of date.</p> <p>Governors discussed the data and noted that the data at the Infant school was not above average as it used to be.</p> <p>In reply to a question from Brian Griffin about why the attainment in Maths in Year 6 does not look good, Emma Hunt explained that this was due to prior attainment based on Year 1 score.</p> <p>Emma Hunt said that the schools had data on progress and attainment for each year group which will help with any inspection.</p> <p>There will be a new set of data for the next meeting.</p>	

	ACTION: Clerk to add data to the agenda for the next LGB meeting	Clerk
		Action
10	Policy Review	
	Governors discussed the marking Policy and live marking. DECISION: Governors unanimously agreed to adopt the Marking Policy.	
11	Safeguarding	
	Already partly mentioned under item 4. The following was reported: 1 FSP and 1 CP 1 CP case and there have been 15 concern forms completed since December and the Executive Head explained how the school was talking the to the families and how some were referred to CADs. Governors discussed the importance of on-line safety being taught to the children. Vicky Proctor had been in to monitor staff safeguarding training, and had seen how all the pupil safeguarding forms were up to date with the necessary evidence The Single Central Record had been checked by Vicky Proctor on 7th January 2019.	
12	Governor Training and Monitoring	
	<i>Deep Dive:</i> Governors agreed with the Executive Head that a deep dive was needed the dates agreed were under item 13. <i>Ofsted Briefing:</i> Revd Simon Wilson, Jo Ranson and Robert Dale and several staff attended the Ofsted briefing at Smithdon and Revd Simon Wilson's report had been circulated to Governors. Robert Dale had also attended the briefing at Mattishall about Ofsted which had covered similar grounds and his report was also circulated to Governors who discussed what they needed to know for an inspection. Kate Watson had completed a learning walk. Brian Griffin had an overview of the current maths practice with Emma Hunt and he reflected on the change there had been in a positive and structured way. The Chair asked Governors to collect their feedback reports into an evidence folder on Governorhub marked Governor visits 2018-2019. The Executive Head also asked Governors to sign the Governor visits folder to record their visit in the folder held in the office. <i>Training:</i> Governors were also asked to record the training they had completed under their name on Governorhub. ACTION: Governor to put their monitoring reports on to Governorhub and record any training undertaken under their name on Governorhub and sign visits folder in school following a visit. Governors to attend deep dive (dates below).	Governors
13	Date and times of future meetings	
	Learning Walks: Monday 11th March from 9am to 12noon. This will be during science week and Governors will visit both schools The following agreed to take part: <i>Heacham Junior Infant:</i> Robert Dale, Jo Ranson, Charlotte Ferguson and Jillian Carr - Louise Jackson will be at the school. <i>Heacham Infant School:</i> Vicky Proctor, Kate Watson, Simon Wilson and Rachel Richardson - Emma Hunt will be at the school. LGB meetings Wednesday 20th March 2019 at 6.30pm at the Infant School Wednesday 8th May 2019 at 6.30pm at the Junior School	

	Wednesday 3rd July 2019 at 5.30pm at the Junior School	Action
	The Chair thanked all the Governors for coming to the meeting. There being no further business, the meeting closed at 8.46pm	

Signed: Dated.....