

**West Norfolk Academies Trust**  
**Heacham Infant and Junior School**  
**Minutes of the local Governing Body meeting held on**  
**Tuesday 17th September 2019 at 6.00pm at Heacham Infant School**

**Queries/questions - highlighted in yellow**

**Present**, Mr Robert Dale, (Chair), Mrs. Emma Hunt, Ms Louise Jackson. (Executive Head), Mrs. Vicky Proctor, Mrs. Rachel Richardson, Mrs. Kate Watson and Ms Jo Ranson

**In attendance:** Sara Nolan (Clerk)

**Apologies:** Mr. Gavin Batterbee, Mrs. Jillian Carr, Rev Simon Wilson, Ms Charlotte Ferguson, Ms Amanda Gibbins

Paperwork for the meeting had been circulated to Governors prior to the meeting.

<b>1.</b>	<b>Apologies for absence</b>	
	Apologies were received and accepted from Charlotte Ferguson, Jillian Carr, Amanda Gibbins, and Reverend Simon Wilson due to work commitments and illness.	
<b>2.</b>	<b>Introduction of New Curriculum – EYFS &amp; KS1. Reported by Catherine Tuckwood</b>	
	<p>The background to the knowledge-rich curriculum was explained to Governors. The Trust has been working with the West London Free School for the last 6 months and staff have then been involved in the writing of the curriculum. All the primaries in the Trust have been collaborating on the plans. The curriculum map is written which details for every half term the specific topics. It is structured to ensure that all children gain knowledge. The Executive Headteacher explained about the sequence of lessons. For example, in Year 1 the children starting learning about themselves and then the environment that they live in so the concept is developed about growing around yourself. Things are repeated and more knowledge added on.</p> <p>There are planning sessions every half term to review and produce the plan for the next 6 weeks. The knowledge organisers were shown and explained. This goes home with children at the start of each topic. It includes key information and the vocabulary to be learnt. All the schools have the same plans and therefore have been moderated across the Trust.</p> <p>The Chair commented that Ofsted would be <b>interested in why this curriculum had been chosen and why were the chosen topics relevant for West Norfolk?</b> In response the Executive Head, said that local aspects were <b>included when it had been appropriate to do so.</b> There is a focus on local heritage and more diverse units for KS2. However, the aim was to broaden horizons beyond the immediate locality.</p> <p>The Chair asked <b>how the impact will be measured?</b> At the end of units there are quizzes. There is repetition. Teachers review and monitor.</p> <p>It was asked <b>how aspirations are nurtured and how is this measured?</b> In response it was stated that school can measure itself against national outcomes. The principle behind this curriculum is that the children will have greater knowledge, which in turn will increase outcomes for the children. It was also noted that there is an enrichment map and there are ambitions for every child. Trips are included which are relevant and linked to the needs of the children.</p>	

	<p>Emma Hunt commented that the children should know more and remember more, so at the end of the year it will be good to see the progress made. They should retain knowledge so that they can access the next stage of their education.</p> <p>The Chair commented that children are different and have different needs so how <b>does the curriculum align for these children?</b> Emma Hunt responded that there are strategies in place which help the children. The learning is incremental. The Executive Headteacher added that the experiences which are part of it should ensure that every pupil will recall something.</p> <p>Governors discussed how children are different and they wanted to be assured that the curriculum was accessible to all. The staff concluded that they do have high expectations and aspirations for all pupils.</p> <p>Kate Watson asked about the <b>workload for teachers and how this curriculum impacts on workload?</b> Catherine Tuckwood replied that there is a lot to do at the moment and it is a new way of working but one of the advantages is that teachers have the planning done. English and Maths is done, so long term there will be benefits and once the year has gone around, there will just be tweaks to be done.</p> <p>Emma Hunt added that people are working hard at the moment but then all the resources will be done.</p> <p>The Executive Headteacher added that they have adjusted workload for marking. Live marking is expected so books can be marked in lessons.</p> <p>The Chair asked <b>whether the introduction of the KR Curriculum</b> had added things, for example with <b>preparation of books or reports.</b></p> <p>Catherine Tuckwood thought not and Executive Headteacher added that the end of year reports have been reduced.</p> <p>It was explained that assessments use multiple-choice questions and are linked to each unit of work.</p> <p>Vicki Proctor asked if there were <b>opportunities for differentiation?</b></p> <p>Governors were assured that access for all is key.</p> <p>Governors were then shown around the school and were able to see all the classrooms with their displays. Governors were very impressed with what they saw.</p>	
3.	<p><b>Declaration of business/pecuniary interests and conflict of interests</b></p>	
	<p>Vicky Proctor informed the committee that her husband's business is currently contracted to work at Smithdon High School, which is part of West Norfolk Academies Trust.</p> <p>There were no additional declarations beyond those already recorded.</p>	
4.	<p><b>Minutes of the previous meeting on 11<sup>th</sup> July 2019</b></p>	
	<p>The minutes had been circulated and Governors were all happy with them.  <b>DECISION: Governors unanimously agreed the minutes as a true and accurate record of the meeting.</b></p>	

<p><b>5. Matters arising</b></p>	<p>Governor Training: There is a curriculum session to which all governors have been invited on 18<sup>th</sup> September at Gaywood Primary School. Nick Butt is also delivering sessions on Monday 30<sup>th</sup> September on an Update for the New Ofsted Framework.</p> <p>Page 5 Self Review: Emma Hunt said that she would welcome a dialogue with governors with regard to her NPQH project. Emma will send an email out and for Governors to respond to.</p>	<p>EHT</p>
<p><b>6.</b></p>	<p><b>Headteacher's Report and Overview of Headline Impact from last year</b></p> <p>A summary report was circulated with the data for Heacham Infant school. The Executive Headteacher explained the data. Read, Write, Ink has been taken on. Reading outcomes are good. They are just below national for greater depth and at KS1 and Reception they are around national average. There are less children therefore classes are smaller. The layout and the way the spaces are being used is making a big impact on a range of activities. There are 78 children on roll. There are 30 children in the nursery. As long as there are round 20 coming in every year it is manageable. Budgets are fine.</p> <p>There is strong collaboration with staff.</p> <p>Feedback received from Governors and parents has been responded to – for example there is a greater presence in the playground. The start back to the new academic year has been positive. There will be a survey form sent out for feedback.</p> <p>Staff also now meet pupils in the playground at Heacham Juniors which is having an impact. Leaders are being developed.</p> <p>Rachel Richardson commented that as <b>teachers have been outside, parents have spoken to them</b>, so should feel more involved, therefore improving communication and maintaining engagement.</p> <p>The Executive Headteacher said that with regard to the data there are fewer girls than boys, fewer Pupil Premium students and fewer ECHPs than average. There is an increase in the need of SEN support. She added that recruitment is still difficult, but support is being offered to staff.</p> <p>The Chair noted that the school deprivation indicator should be 0.8%</p> <p>The KS1 data looks good. This has been moderated and is good against national outcomes. There is good progress which supports the pace of learning. There are still areas to be improved but there is nothing to be alarmed about. Phonics is a slight concern but the school is doing the best it can and wants every child to be a reader.</p> <p>The Chair asked whether <b>the male to female ratio is a potential issue</b>? The Executive Head responded that the curriculum supports male learning.</p> <p>The Chair also asked <b>about summer born v autumn born gaps</b>? There will be further information available at the next meeting.</p> <p>It was also noted that the SSIF bid has progressed and on average outcomes are higher.</p>	<p>Executive Head</p> <p>Executive</p>

	<p>Vicky Proctor asked about the reading café and whether it would be re-instated?</p> <p>Executive Headteacher said that the space had now been refreshed and she would speak to staff.</p> <p>Vicky Proctor commented that it might work if individual classes had a different reading time.</p> <p>Executive Headteacher to review and find opportunities for a reading café.</p> <p>It was suggested that perhaps there could be time set aside before school with each class having a designated space.</p>	Head
6.	<p><b>Governing Body Self-Review</b></p> <p>The various aspects of the curriculum need to be reviewed. The approach to this was discussed and it was agreed that those governors who are available on Monday 23rd September, starting at 9.00am would support the school with this activity.</p> <p>The Chair &amp; Rachel Richardson will visit and review History after half term The format for the deep dive and form to be completed will be emailed.</p> <p>Link roles for Governors will be reviewed.</p> <p>There is some concern about governor attendance and a few people have missed several meetings. The chair will reflect on this and consider the best way to approach the situation.</p>	Chair
7.	<p><b>Staff Well-Being</b></p> <p>Along with feedback from staff a draft document has been produced. Leadership capacity is being developed. There is confidence and assurance about systems and there is capacity due to the level of collaboration that there is across the Trust. The schools are ready for the changes and currently is in a developing phase. The Head does work across three schools and there is a focus due to Ofsted. There is a lot of CPD in place. Teaching and Learning is being supported rather than being judged. Staff are working hard and conversations are about “what went well” and “it could have been even better if” Staff are getting use to the new system and staff are being positive about the opportunities that are available. Communication, praise are key. There is “whats app” group which some staff use and others prefer not to. There is respect for each other and their well-being. It was noted that the Trust is working on a Trust wide policy.</p> <p>Staff had received a well-being “goody” bag.</p> <p>There are opportunities to meet up to develop the team spirit. It will be interesting to see how staff feel this time next year. Staff have a “buddy” and are encouraged to write nice messages to each other. Relationships are building and there is support for new staff. One of the principles is to keep &amp; nurture staff.</p> <p>The Chair agreed that as recruitment is difficult the schools needed to look after staff.</p> <p>A member of staff would be leaving at the end of term. It is hoped that this person will return in the future and the link with the school will be maintained</p>	<u>Action</u>

	<p>as they will be the “international correspondent for the school”.</p> <p>The job will be advertised; currently there are two positive enquiries.</p> <p>Vicky Proctor asked about the <b>Forest School</b>. She asked whether it was something that could be invested in. She also felt that parents were keen for it to continue. The Executive Head replied that there are various options available to the school; it is a provision that she was aware was highly-regarded.</p> <p>These sorts of activities are supported by the Trust. It was also mentioned that there are staff at the other schools who may be able to support.</p> <p>Referring back to well-being the Executive Head felt that the school had always been fair to staff with regard to their commitments and recognise that family life is important.</p> <p>Kate Watson asked if someone was <b>looking after the leadership team</b>. The Executive Head confirmed that the Trust is mindful of wellbeing. She assured governors that they worked together as a good team.</p> <p>Rachel Richardson commented that the <b>pace of lessons is fast</b> and whether this is a concern. It was also noted that the first term is always busy.</p>	
7.	<p><b>Safeguarding</b></p> <p>Governors confirmed that training had been attended. The policies had previously been circulated. It was stressed that there is revised Keeping Children Safe in Education document.</p> <p>Vicky Proctor reported that the <b>Single Central Record was up to date</b> and that she would review it when she next visited the school.</p> <p>There was also a comment about the Code of Conduct and if anyone ever does have any concerns, senior management should deal with them.</p>	
8.	<p><b>Policy Review</b></p> <p>Agreed to adopt all policies.</p> <p>It was noted that the format may need adjusting. Sam Simms will be asked to ensure any polices are in the Trust format.</p>	
9.	<p><b>Sports and Pupil Premium Statements</b></p> <p>These documents had previously been circulated. A brief summary of the content was explained. With regard to PE, inclusion is important. As many clubs as possible are involved. Health is a priority. The PTA also have some ideas for fun activities. There is also support and interaction, from Smithdon. Smithdon Sport Leaders have supported several activities.</p>	
	<p><b>The meeting closed at 8:10pm</b></p>	

Signed: .....

Dated.....