

**West Norfolk Academies Trust
Heacham Infant and Nursery Schools
Minutes of the local Governing Body meeting held on
Wednesday 20th March 2019 at 6.00pm at Heacham Junior School**

Queries/questions - highlighted in yellow

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

In attendance: Shona Waters and Jane Hill (Clerk)

	The Chair welcomed all the Governors to the second meeting of the spring term on National Happiness Day.	<u>Action</u>
1.	Apologies for absence .	
	Apologies were received and accepted from Charlotte Ferguson, Vicky Proctor, Jo Ranson, Rachel Richardson and Reverend Simon Wilson due work commitments and illness.	
2.	Notification of any urgent business	
	One item was for Governors to ensure that their safer recruitment training is up to date. The Head said that the senior leadership team, Shona, Emma and Catherine are doing safer recruitment training. DECISION: It was decided that it would be better to arrange an in-school safer recruitment training session so that staff and governors could all have the training at the same time. There had been an audit of both websites and Governorhub by Educator Solutions and Governors were pleased that the websites were in order. Governors were urged to make use of Governorhub and to input any training that had completed as it is a good way of keeping a record and show the robust skills that the LGB has. ACTION: In school safer recruitment training to be arranged. Governors to make use of Governorhub	Head Govs.
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 13th February	
	The minutes had been circulated and Governors were all happy with them. DECISION: Governors unanimously agreed the minutes as a true and accurate record of the meeting.	
5.	Matters arising	
	Robert Dale asked if there had been any feedback from Rebecca Steed (the Trust's Primary Director) after the last LGB meeting and tour of the Junior School by Governors which she had observed. The Executive Head said that the school was making progress. Rebecca Steed visited the school frequently and coached its leaders to reflect on priorities. Currently, these were enhancing progress in lessons and work collections to further evidence improvements in teaching and learning on our journey to a Good assessment. Governors needed to continue to look for triangulated evidence to know with confidence that our overall effectiveness is good, and to have high expectations of school leaders.	

	<p>In reply to a question from Jillian Carr, the Executive Head said that Rebecca was in all schools in the trust and always offered support and challenge. The Trust aimed to create a strong core of values, policies and procedures to ensure that the staff keep going in the right direction and Rebecca Steed is helping with this. Jillian Carr thought the comments made by Rebecca were very constructive and positive and having her on board will help it happen.</p> <p>Simon Wilson had carried out a monitoring visit at the Junior school and had heard the student voice and observed British values.</p> <p>Jillian Carr and Robert apologised that they had not been able to take part in the Learning Walks. The Executive Head said there had been a good turnout and it had been worthwhile.</p>	Action
6.	Presentation on ArtsMark	
	<p>Shona gave a presentation on Artsmark to Governors and how it is evolving. The Infant School had always been involved in Artsmark and had a gold Artsmark. She explained about the visits from artists and museums the children had experienced.</p> <p>Staff from both schools took part in an art exchange about teaching subjects through art. They had also attended the ArtsMark meeting at Smithdon. At the Junior School there is a teacher who has art training and good arts skills who is helping other teachers with the subject. Art is a thread running through all the classrooms. The ArtSpine had been discussed with the High school.</p> <p>The impact of art and creative work at both schools is that it can engage children who cannot access other subjects as readily. Art can be linked across all the subjects, an example was writing about an artist. Are there any resources needed that could enhance the creative and art curriculum? There are enough resources in the schools at the moment but the Arts Spine and access to artists and musicians would be next step along with more CPD for staff to improve outcomes.</p> <p>The Arts subject leaders are: Jess Morgan at Heacham Junior, Shona Waters at the Heacham Infant and Catherine Harvey at Snettisham.</p> <p>Two Year Old Room at Heacham Infant School</p> <p>Shona Waters reported that the room opened in January with transition time with families staying so that they can see children settling in.</p> <p>13 on roll with 4 starting after Easter, the children start when they turn 2. There are three members of staff, but one, Regan, who is training is currently off sick.</p> <p>In reply to a question from Simon Wilson, Shona said the ratio was 1 adult to 4 children. Why have a two year old room? It is positive for the school and the reputation is spreading by word of mouth and a waiting list might need to be started. It is also about unlocking talent and fulfilling the children's potential as per the DfE document shown to Governors. In reply to a further question from a Governor, one child has a funded place, the others are self-funded, the cost is £4 an hour. Can you break even at that cost? We just about break even but it is not about the money it is about closing the gap and giving support. The numbers will be able to be increased once Regan has completed her training. A Governor said that this was a good way to attract children to the school and make use of an empty room. Children were coming from outside the catchment area and the closure of a local pre-school has also had an impact. What do staff do with the children? It is child-led in the moment planning. The atmosphere is always calm and purposeful and children make use of the garden. Staff do a daily risk assessment of the</p>	

	<p>garden and the Nursery Room lead is working with the contractor who is still developing the garden. How are relations with parents? The staff are very welcoming and open and the transition works well as the parents get to know the staff and what the room looks like. In reply to a question from Simon Wilson, the Executive Head and Shona that 2 year old room will be inspected separately by Ofsted under the Early Years framework.</p> <p>Is there a lot of conversation in the setting? Staff and children talk about experiences and staff talk to the children about what they are doing.</p> <p>The Head explained about the funding of £300,000 she had secured for the Trust. The Executive Head mentioned the social mobility project she was running in relation to the successful SSiF bid she had secured for the Trust and how this will be help with early language intervention. In reply to a question from Brian Griffin about whether there was any funding for such activities, the Executive Head said that the SSiF bid had provided funding to support 11 schools to develop staff training on language and development.</p> <p>The Chair praised the lovely environment in the 2 year old room.</p> <p>The Chair thanked Shona for her report and she then left the meeting.</p> <p>Shona Waters left the meeting.</p>	Action
7.	Head Teacher's report	
	<p>The Executive explained that the report was in the Trust agreed format. Governors went through the strengths.</p> <p><i>Strengths - Staffing - Maths</i> The appointment of a teacher for HJS who will be leading maths across the schools. The Executive Head explained the strengths and experience of the new teacher and how this will help improve the outcomes in maths.</p> <p><i>Vulnerable children:</i> Provision had been put in place for the children vulnerable to exclusion and this has helped transform their behaviour. They are happy to be included in the class and their enthusiasm, engagement and concentration levels have improved significantly. In reply to a question from a Governor, the Head said that the children came from both the Infant and the Junior schools.</p> <p>Brian Griffin said that he had met with Emma to monitor Maths.</p> <p><i>Attendance:</i> has improved and persistent absence reduced and looks positive and consistent and is a real improved picture. There have been letters sent home and conversations opened up with parents which has helped improve attendance.</p> <p><i>Behaviour:</i> Governors were pleased that the number of behaviour incidents had been reduced as seen on the chart in the Head's report and that behaviour in lessons is good with positive attitudes to learning demonstrated. Simon Wilson said how good it was the measures put in place were having a good impact.</p> <p><i>Strong concerns:</i> Pupils outcomes in Year 2 and Year 6 need to improve to show quantative impact and progress from prior key stage. Robert Dale mentioned Year 6 and Y2. Year 2 have had low tests results but it did show where the gaps are and not enough of the curriculum has been covered. Where progress is not good support is being offered.</p> <p><i>Concerns:</i> Progress in KS1 and Y4 and 5 and curriculum progression and progress from prior key stage. Staff have started going through the data and the following was highlighted.</p> <p><i>SPAG:</i> in the test the children obtained 65% which is in line with national average and 20% at greater depth which is above national average.</p> <p>How reliable is the data? , it is through PiXL.</p> <p><i>Reading:</i> came out above national average when last year it was below, historically the Junior School had underperformed in reading. There have been measures put in place to improve reading.</p>	

	<p><i>Writing:</i> Part of the comparative writing and data looks at expected. Reading, writing, maths: 73% at expected which is above national average and 25% greater depth.</p> <p>Simon Wilson said that this was a real improvement and the Executive Head explained the measures put in place to help bring this about.</p> <p>Infant School has a new timetable to increase the pace.</p> <p><i>Pupil Numbers:</i> The PAN will remain at 30.</p> <p><i>Staff absence:</i> has been high in both schools due to significant illness amongst staff with three staff being hospitalised and having surgery. The Executive Head said how staff had been pulling together to fill the gaps.</p> <p><i>Safeguarding:</i> In reply to a question from Robert Dale the Executive Head said that the Single Central Record had been checked by Vicky Proctor (Safeguarding Governor). She completes the checks thoroughly at both schools including sports coaches and all staff who work across the schools.</p> <p>Robert Dale said he liked the information about the Curriculum for both schools in the report and on the website.</p>	<u>Action</u>
8.	Review of Pupil Premium and PE funding	
	<p><i>Pupil Premium:</i> The Executive Head said she was waiting for the results of the SATS PiXL data to include the statistics in for the improvement.</p> <p><i>PE:</i> With the increased funding over the years, there is now a new impact form. The PE subject leaders were: Debbie at the Infant School and Naomi Cater at the Junior School. Staff are being trained to deliver PE and the emphasis is on daily activities with coaches being brought in to implement some of the activities. In reply to a question from Jillian Carr, the children have a full size pool (Oasis, Hunstanton) to learn to swim in. Simon Wilson said that he liked the format of the report and the increase in the daily activity for children. The EHT explained about the children doing a daily mile.</p>	
9.	SEND Review	
	<p>The Executive Head and the SENCO, Teresa Menday, meet regularly and have frequent discussions, work collection checks, with pupils to ensure they are happy and included. The characteristics of effective learning strategy introduced has made a strong impact on inclusion and equality particularly for those with additional needs. Charlotte Ferguson, the SEN Governor, was coming in to do an SEN audit. Simon Wilson said the vision coming through was impressive and the staff have had quality first training. The EHT said how pleased she was that a child who has been able to remain in the mainstream setting with the help of advice from the SRB outreach. There are enough staff to support the children who need it, however if they receive 1 to 1 support it can take away the children's aspirations and prevents them from being included with the other children which is not the aim of the school as per the inclusion and access plan circulated to Governors.</p> <p>The plan shows that both schools are inclusive and staff training is embedded and ongoing. The Executive Head explained the work done to try and work with parents to encourage their children to attend extra curricular activities and school clubs. In reply to a question from Robert Dale, the Executive Head said that staff are able to identify the children who need different approaches and help. Brian Griffin mentioned the access to equipment that EHCP children might need. The Executive Head explained about referrals made by Teresa Menday to obtain laptops for the children from the LA and the training needed by the support staff to use the software. Some staff are being trained at the KLIC and the expertise at Churchill Park is very good. Governors agreed to do a deep dive to ensure that the children have good access.</p> <p>ACTION: Governors to do deep dive of SEN access.</p>	Governors

10	Data Overview of Year Groups (2017-2018 data)	<u>Action</u>
	Governors will be given an update at the next meeting.	
11	Safeguarding	
	<p>Was also covered under item 7 Head Teacher's report</p> <p>Training for Designated Safeguarding Leads has been completed. Louise Jackson is the Lead and alternates are Emma Hunt and Ellie Jones. They have also undertaken family support training this term. Governors had attended safeguarding training at Hunstanton Primary. All DSLs trained across the three schools are booked onto multi agency training including family support and signs of safety training in order to offer a good Early Help system to families</p> <p>1 Family Support Plan 2 Child in Need 1 Child Protection</p>	
12	EEF guide	
	<p>The document had been circulated to Governors and will be discussed at the next full Local Governing Body meeting.</p> <p>ACTION: Clerk to add EEF Guide to the agenda for the next meeting.</p>	Clerk
13	Governor Training and Monitoring	
	<p><i>Learning Walk:</i> Governors attended a learning walk at the Infant School and there was a lot of challenge and support, they looked at the changes in the learning environment and asked questions of the subject leaders and looked for consistency across the school.</p> <p><i>Governor visits:</i> Simon Wilson reported on his visit to the school. He heard Year 5 read and praised them for how well they read and what good ambassadors they were for the school. He encouraged Governors to come in and hear them read. He said how much the school had improved and how it felt more purposeful and calm. He also met the School Council. He said the next steps were the children need to read more and the need to check their reading records and Year 7 to come and hear them read.</p> <p>The EHT played the recitation by a pupil from Y6; Governors were delighted with how well the pupil spoke and his progress since being at the school.</p> <p>Brian Griffin said that he had met with Emma to monitor Maths</p>	
14	Date and times of future meetings	
	<p><i>Governor Self Review:</i> Wednesday 1st May 2019 at 4.30pm Joint Governor self review with Snettisham at Heacham Infant School.</p> <p><i>Local Governing Body Meeting:</i> since the meeting has been changed to Wednesday 22nd May at 6.30pm at the Junior School</p> <p>Wednesday 3rd July 2019 at 6.30pm at the Infant School (changed from the date set earlier in the year).</p>	
	<p>Simon Wilson praised Louise Jackson for the excellent job she was doing with the schools. This was his last meeting as he was moving away to be head of another school. Governors thanked him for his support and wished him well in his new job. The Chair thanked all the Governors for coming to the meeting and wished them a happy Easter.</p> <p>There being no further business, the meeting closed at 8.10pm</p>	

Signed: Dated.....