



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**  
**Minutes of the Joint Local Governing Body Meeting**  
**Held on 15<sup>th</sup> July 2020 at 4.30pm**  
**Meeting held remotely via video conferencing call**  
**due to the Corona Virus Pandemic**

<b>Present:</b>	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Robert Dale – Vice Chair (RD)	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Kate Watson – (KW) joined meeting 5.15pm	Trust Governor
Reverend Simon Wilson (SW)	Trust Governor
<b>In Attendance:</b>	
Stella Kaye (SLK)	Clerk
<b>Absent: No Apologies Received</b>	
G Batterbee	Trust Governor
C. Ferguson	Trust Governor
L Goodwin	Trust Governor
V Proctor	Trust Governor
D Rodrigues	Trust Governor
N Scott	Staff Governor

This meeting was not recorded.

<b>1.</b>	<b><u>Apologies</u></b>
1.1	<i>To receive apologies for absence</i> Apologies were received from: J. Ranson, A. Gibbins, C. Rumens, R. Richardson, R. Ford P. Bland, S. Dark and R. Steed (Trust Director for Primary Standards). C Rumens had also sent apologies for not attending the previous meeting. <b>ACTION: RD to try and contact C. Ferguson, as no contact or response had been received for several months – RD</b>
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
<b>2.</b>	<b><u>Pecuniary and Other Interest</u></b>
2.1	<i>Declaration of any pecuniary or other interest with regard to items on the agenda</i> No declarations of pecuniary interest were received.
<b>3.</b>	<b><u>Minutes of the Previous Meetings</u></b>
3.1	<i>To approve the minutes of the joint LGB meeting held 17<sup>th</sup> June 2020</i> The minutes of the joint LGB meeting held on 17 <sup>th</sup> June 2020 were agreed and accepted as a true record by the LGB. Clerk advised she would continue to hold printed copies of the agreed minutes until they could be signed by the Chair at the next face to face meeting. <b>ACTION: Agreed minutes to be signed by AG at the next face to face meeting to be held – Clerk/AG</b>
3.2	<b><u>Agreed Minutes for the Schools' Websites</u></b> Following a query from the Clerk, governors confirmed copies of the agreed LGB minutes

Signed by Chair

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	<p>were to be posted on the Heacham schools' websites.          Agreed minutes were already being posted to the Snettisham school website.  <b>ACTION:</b> Copies of agreed LGB minutes to be uploaded to all of the schools' websites – Clerk</p>
3.3	<p><b>Review of Actions from Previous Meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Access to Online Training for Governors:</b> Clerk advised confirmation was awaited from Educator Solutions about current subscription to access online "Bitesize" training.  <b>ACTION:</b> Clerk to continue to try and ascertain if either school had a current subscription with Educator Solutions for governor support – Clerk  <b>ACTION:</b> If subscription held, details of the online training available to be advised to all governors – Clerk</li> <li>• <b>Action Monitoring Record (AMR):</b> Following a query from the Clerk, governors agreed the AMR used by the Snettisham LGB was to be continued for the joint LGB.</li> </ul> <p>All remaining actions had either been completed, were to be covered under items on the agenda or had been carried forward to the Autumn term due to the Covid 19 restrictions.</p>
4.	<p><b>Governing Body Membership</b>  <i>To Review and Record Appointments, resignations, Vacancies and End of Term of Office</i></p>
4.1	<p><b>Re-appointment of Trust Governor</b>          Jo Ranson had been re-appointed as a Trust Governor for a further four-year term.</p>
5.	<p><b>Head teacher's Verbal Update</b>          LJ reported all of the schools had remained open, in one form or another, since 20<sup>th</sup> March 2020.          The schools had been able to provide provision beyond the eligible groups.          Initially numbers attending had been small, but had gradually increased.          Numbers were now consistent.          Places for Reception and nursery children had been popular as had places for Year 6.          All but one Year 6 pupil at Snettisham were attending.          Newsletters had continued to be issued to parents celebrating what was being achieved during the pandemic, plus news and dates etc. Copies had been provided to all governors, together with copies of all the information letters sent to parents.          Staff at Snettisham had arranged their annual sports awards to be held via video.</p>
5.1	<p><b>Arrangements for September</b>          The INSET day due to be held on Friday 4<sup>th</sup> September 2020, would now be a transition day giving children the chance to meet their new teachers.          Pupils would be invited into school in small groups.          Welcome videos and school tours had been uploaded to Class Dojo, also transition videos were available to new classes.          LJ expressed her thanks to KW for these videos.          RD enquired about the progress gap between those pupils in school and those who were not. LJ advised those children accessing the online Oak Academy, either at home or at school, had been picking things up quickly.          LJ and EH advised there would be a big difference but a true indication would not be known until September when all pupils could be assessed together.          RD asked if the schools had been monitoring engagement with learning.          LJ reported approx. 80% of pupils had engaged in some learning, at some point, during the lockdown, but this would not have been every day. Engagement would be by either printed work packs, BBC Bitesize or the online Oak Academy.          AG queried if any requests had been received from the Government for feedback on the Oak Academy. EH replied there was a portal available to upload good work. LJ advised she had sent feedback via email.          RD asked what the progress gap would mean for curriculum delivery in the new academic year.</p>

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Accelerated Learning system would be used at the start of each lesson to help fill the progress gaps. It was hoped the gaps would be plugged quickly and many pupils would get back on track.

EH explained the Trust would be using a PIXL diagnostic assessment tool.

Tests would be undertaken and then taken again after two weeks in order to assess catch up progress.

The schools wanted to return to the Trust Knowledge Rich Curriculum in September.

EH advised in the event of another lockdown R. Steed and E. Jones at the Trust were working on an online strategy using the Class Dojo platform to deliver online learning using the school curriculum. Pupils would be expected to complete the work uploaded and teachers would be able to provide feedback.

A three-week trial for Year 6 pupils had seen the number of pupils engaging rise from 43% to 65%.

Families had been contacted and asked why they hadn't engaged.

Access to technology could be a barrier, as most pupils did not have their own laptop or I-pad. No pupils had been eligible under the Government free laptop scheme.

AG suggested for families that did not have a laptop the Oak Academy could be accessed via a Smart TV.

LJ confirmed the Government had announced Year 2 Phonics would be assessed and reported on next year. Parents were being provided with access to phonics learning resources over the Summer.

SW queried if any parents were anxious about sending their children back to school in September. LJ advised a questionnaire had been sent out to parents asking for any concerns and some had responded yes. There was some anxiety about returning to school. EH and LJ explained the schools had thought long and hard about how to get pupils to return to school safely.

Parents also had concerns about possible gaps in learning and the need for intervention. Parents with any concerns were being reassured.

There were concerns of possible bottlenecks in some places on the first full day back to school on 7<sup>th</sup> September and also with groups of parents gathering.

This would be monitored.

RD queried if there were any distance markings outside the schools.

LJ explained NCC had provided some social distancing signage, but there were no markings on the pavement, although NCC had advised this would be permitted if it became an issue. There were some markings on the playgrounds.

AG commented he thought the plans in place for re-opening in September were very thorough and complimented the person who had written the letters to parents, detailing the arrangements, as they had been very clear.

5.2

#### SEND

All families of children with an EHCP had been encouraged to send them into school.

100% of pupils with EHCPs were in school at Heacham Infants and three out of the five children at Snettisham were attending. One of the two pupils with an EHCP at Heacham Junior was in school. A risk assessment was being drawn up for the other pupil to be able to return to school in September.

The LAC (Looked After Child) at Snettisham was attending regularly.

5.3

#### Wellbeing

Staff were really positive and had been happy with the rota system put in place.

Staff had been in constant contact with one and other via staff WhatsApp groups and support had been provided throughout by R. Steed – Trust Director Primary Standards.

RD asked about the pupils social and emotional wellbeing.

LJ replied a member of staff from each school had attended Lego therapy training, as recommended by the Educational Psychologist.

Staff CPD around nurture had been increased during the pandemic, including ADHD training.

EH had attended bereavement training which had been shared with staff.



<p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p>	<p>RD asked if any staff had expressed concerns about returning to school in September. LJ confirmed all staff were expected to return to school in September. LJ had been contacting those that had not yet been on site. One staff member had a child who was shielding. This had been addressed and the member of staff could wear PPE if wished to do so. AG queried if there would be the need for a slightly longer working day, for some staff, with the staggered start and end times. EH replied at the moment this had not been taking any extra time, but situation could be reviewed, if need be.</p> <p><b><u>Risk Assessments</u></b> RD queried the responsibility for Health &amp; Safety in school, and who would be responsible for reviewing the school re-opening Risk Assessments. LJ explained all decisions would be made by the Trustees and then shared with the Senior Leadership Team and Head teachers. Risk Assessments were completed by, and the responsibility of, the Trust. Governors would not be the responsible for the Risk Assessments. Health &amp; Safety checks i.e. legionella continued to be carried out. Fire drills had been held on all three sites. LJ together with the site manager, was responsible for the school sites.</p> <p>KW joined the meeting at this point.</p> <p><b><u>Attendance</u></b> AG enquired about the attendance figures. LJ reported on average 21% of pupils had attended at Heacham Junior, 31% at Heacham Infant and 35% at Snettisham. The percentage figures were similar to other schools</p> <p><b><u>Vulnerable Pupils</u></b> For two vulnerable pupils with medical needs, medical advice would be taken to get them back into school safely. There was also a parent who was vulnerable and advice would be taken on ways to keep them safe.</p> <p><b><u>Staffing</u></b> LJ reported the schools were in a good place with new staff joining to carry on building on what had been started. The new staff members had recorded introduction videos that had been uploaded onto Class Dojo. Their photographs had also been included in the school newsletters. Some of the new staff had already been into school. EH would be teaching three days a week next year, which would change the leadership structure slightly. LJ informed governors the Government guidance would allow the use of supply teachers, but the schools would probably not do so unless thought through very carefully. KW asked if this would be an opportunity to update and support TAs to be able to provide breaks for the teachers. LJ replied the schools had some good TAs who were able to help teachers with workload.</p> <p>AG expressed a massive thank you to LJ and EH for all their hard work and dedication over the year and requested thank you be passed on to all members of staff. <b>ACTION: Thank you from the LGB to be passed on to all staff members for all their hard work and dedication – LJ and EH</b></p>
<p>6.</p> <p>6.1</p>	<p><b><u>Governor Monitoring, Development and Training</u></b> No governor monitoring or training had been undertaken since the previous meeting.</p> <p><b><u>Monitoring of Provision During Lockdown</u></b> Following a query from KW, governors agreed monitoring reports should be drawn up to cover the learning provision and support available during the pandemic. <b>ACTION: Short monitoring reports to be written up on what things were like in school</b></p>



6.2	<p>during lockdown and re-opening and also for the online learning available – KW  <b>ACTION:</b> AG to chase up L. Goodwin for monitoring reports on provision during lockdown and re-opening – AG and LG  <b>ACTION:</b> All governors to be requested to write up monitoring reports on the learning provision available during the pandemic – AG/ ALL Governors  <u>Monitoring for the Autumn Term</u>  Governors agreed AG, RD and LJ should meet to discuss governor monitoring for the Autumn term.  <b>ACTION:</b> AG, RD and LJ to arrange video conference call to discuss governor monitoring from September 2020 onwards – AG RD and LJ</p>
7	<p><b><u>Vulnerabilities</u></b>  Vulnerabilities remained unchanged from the previous meeting.  LJ informed governors there was a concern about the impact on families, later on in the Autumn term, who could possibly have lost their jobs due to the Covid 19 lockdown.</p>
8 8.1 8.2	<p><b><u>Any Other Business</u></b>  <u>Closure of Sedgeford Primary</u>  Confirmation had been received that Sedgeford Primary School was to close.  Copies of the determination notice and report had been issued to all governors prior to the meeting.  <u>Numbers on Role</u>  LJ informed governors due to the majority of the Sedgeford Primary pupils moving to Heacham, most classes would now be full to capacity.  The PAN (Published Admission Numbers) had been reduced at Heacham to 30.  There would be five classes this year decreasing to four classes the following year.  AG reported some pupils may also join from Dersingham Primary, due to changes there.  AG advised, due to the good work by Eunice and Danielle, the numbers attending Bobtails at Snettisham were increasing, with 25 children currently in the nursery.  The impact of this was something to consider on the numbers coming into Reception at Snettisham  <b>ACTION:</b> Thanks to be passed on to Eunice and Danielle at Bobtails for all their hard work – LJ and EH</p>
9.	<p><b><u>Date of Next Meeting</u></b>  <i>To Agree Date and Time of the Next Meeting</i>  Pros and cons of holding meetings face to face as opposed to via video conference call or holding a mixture of the two, were briefly discussed.  <b>ACTION:</b> Timings and format for LGB meetings moving forward to be discussed at first meeting of the academic year – Clerk  <b>ACTION:</b> Date and time of the next LGB meeting to be agreed and advised to all governors – AG/LJ and Clerk  <b>ACTION:</b> LGB meeting schedule for 2020/2021 to be drawn up for agreement at the first meeting of the academic year – Clerk</p>

AG wished everyone a restful Summer break.

Meeting closed at 5.50pm  
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