



**HEACHAM INFANT AND NURSERY SCHOOL,  
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**  
**Minutes of the Joint Local Governing Body Meeting**  
**Held on 30<sup>th</sup> September 2020 at 5pm**  
**Meeting held remotely via video conferencing call**  
**due to the Corona Virus Restrictions**

<b>Present:</b>	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Gavin Batterbee (GB)	Parent Governor - Heacham
Amanda Gibbins (AGN)	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Vicky Proctor (VP) left meeting 6.05pm	Trust Governor
Reverend Simon Wilson (SW)	Trust Governor
<b>In Attendance:</b>	
Stella Kaye (SLK)	Clerk
<b>Absent: No Apologies Received</b>	
P Bland	Trust Governor
C. Ferguson	Trust Governor
R. Ford	Parent Governor - Snettisham
N Scott	Staff Governor - Snettisham

This meeting was not recorded.

<p><b>Annual Safeguarding Training Update for Governors</b> LJ provided all governors present with an on-screen Power Point safeguarding training session, including the updated guidance from Keeping Children Safe in Education 2020. LJ requested all governors to complete and return a safeguarding quiz sheet. The results from which would act as a mini safeguarding audit and identify any training needs.</p> <p><b>ACTION: LJ to send safeguarding Power Point presentation to Clerk. Clerk to then upload to GovernorHub – LJ/Clerk</b> <b>ACTION: Safeguarding quiz sheets to be completed by all governors and returned to LJ by 9<sup>th</sup> October 2020 – ALL Governors</b></p> <p><u>Safeguarding Procedures – Evidence of Checks</u> LJ explained in order to complete the school records governors would be requested to provide some copies of their identification documents. GB queried these documents would have already have been provided when the DBS checks were carried out. LJ replied the documents would have been seen and checked but copies were not taken for the records. AG and GB queried if it was in line with GDPR for the school to hold copies. LJ advised this had been checked with the Trust but would double check before sending out the document request to governors.</p> <p><b>ACTION: LJ to check with Trust HR re holding photocopied ID for governors and then send out requests for required documents – LJ</b> <b>ACTION: Governors to complete and return requested identification documents by 9<sup>th</sup> October 2020 – ALL Governors</b></p>
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18/10/20

<p>1. 1.1  1.2</p>	<p><b>Apologies</b> <i>To receive and consider apologies for absence</i> Apologies were received from: J. Ranson, C. Rumens, R. Richardson, D. Rodrigues, L. Goodwin, K. Watson and R. Steed (Trust Director for Primary Standards). <b>ACTION: RD to try and contact C. Ferguson, as no contact or response had been received for several months – RD</b></p> <p><i>Consent/Non consent to absence</i> Apologies accepted by the LGB.</p>								
<p>2. 2.1  2.2</p>	<p><b>Pecuniary and Other Interests</b> <i>Declaration of any pecuniary or other interest with regard to items on the agenda</i> No declarations of pecuniary interest were received.</p> <p><i>Completion of New Declarations of Interest Forms</i> New declaration of interest forms had been issued to all governors prior to the meeting for completion and return. <b>ACTION: Declaration of Interest forms to be completed and returned to the Clerk as soon as possible - ALL Governors</b></p>								
<p>3</p>	<p><b>Election of Vice Chair of the Joint Local Governing Body (LGB)</b> No nominations for the position of Vice Chair were received. LJ informed the meeting she had previously spoken to R. Dale who would be willing to continue as Vice Chair. Governors agreed to elect R. Dale as Vice Chair of the Local Governing Body.</p>								
<p>4 4.1  4.2  4.3</p>	<p><b>Governing Body Membership</b> <i>Review and Record Appointments, Resignations, Vacancies and End of Term of Office</i> <b>Chair and Vice Chair</b> AG informed governors that both he and R. Dale were giving notice that they would be stepping down as governors at the end of the academic year. AG requested all governors to consider taking over as either Chair or Vice Chair from September 2021. LJ explained the need to have succession planning for this change in place. <b>ACTION: Governors to consider taking on position of Chair or Vice Chair with effect from September 2021 – All Governors</b></p> <p><b>End of Terms of Office</b> Clerk reported the following governors' terms of office were all due to come to an end on 24<sup>th</sup> January 2021: R. Dale, G. Batterbee, V. Proctor and R. Richardson. G. Batterbee and V. Proctor confirmed they wished to continue as Trust Governors for a further four- year term.</p> <p><b>Review Allocation of Link Governor Roles</b> List of suggested Link Governors from LJ, showing with the member of staff to be contacted for monitoring and a couple of ideas for remote monitoring, had been issued to all governors prior to the meeting. LJ explained she planned for staff members to contact the relevant Link Governor and invite them to a Zoom video conference call so monitoring could be carried out remotely. <b>Following a query from SW it was agreed he would also be LAC Link Governor for Heacham.</b> Link Governor roles agreed as detailed below.</p> <table border="1" data-bbox="261 1783 1401 1984"> <thead> <tr> <th>Governor</th> <th>Subject links</th> <th>Teacher associate</th> <th>Overarching</th> </tr> </thead> <tbody> <tr> <td>Andy Gee (Snettisham)</td> <td>Maths Computing Safeguarding/Pupil groups – HA/PP/LAC</td> <td>Jo Moore Vicky Neal (SCR)</td> <td>Safeguarding/PP Behaviour</td> </tr> </tbody> </table>	Governor	Subject links	Teacher associate	Overarching	Andy Gee (Snettisham)	Maths Computing Safeguarding/Pupil groups – HA/PP/LAC	Jo Moore Vicky Neal (SCR)	Safeguarding/PP Behaviour
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	Robert Dale (Heacham)	History Learning Behaviour	Ellie Jones (Emma Hunt)	Pupil Premium SEN/Behaviour
	Amanda Gibbins (Heacham)	English French	Ellie Jones (Emma Hunt) Lucy Gledhill	Curriculum
	Kate Watson (Heacham)	Phonics/English EYFS	Catherine Bennet	Curriculum
	Rachel Richardson (Heacham)	Maths Science	Gemma/Rachel P Claire Chadderton	Curriculum
	Gavin Batterbee	PE Health and safety	Louise Prosser Louise Jackson	Health and Safety Personal Development
	Victoria Proctor (Heacham)	Safeguarding SEN	Lauren Thrower (SCR) Louise Jackson	Safeguarding
	Simon Wilson	Arts  Computing LAC	Jess Morgan Shona Waters Louise Jackson	Curriculum
	Laura Godwin (Snettisham)	English History Art/PSHE	Clare Enters	Curriculum
	Rachel Ford	PE	Anne Marie Louise Prosser	Personal Development
	Danielle Rodrigues	EYFS SEN Computing	Jo Moore Louise Jackson	EYFS Curriculum
	Paul Bland	Music /Enrichment	Clare Enters	Personal Development
	Nicky Scott	Geography French	Cerrie Smith	Curriculum
	Cheryl Rumens	Phonics Science	Claire Dack	Curriculum
4.4	<p><i>Acceptance of Trust Code of Conduct</i> Copy of the Trust Code of Conduct had been issued to all governors prior to the meeting. Code of Conduct accepted by governors.</p>			
5.	<p><b><u>Minutes of the Previous Meeting</u></b></p>			
5.1	<p><i>To approve the minutes of the joint LGB meeting held 15<sup>th</sup> July 2020</i> The minutes of the joint LGB meeting held on 15<sup>th</sup> July 2020 were agreed and accepted as a true record by the LGB. <b>ACTION: Copies of agreed minutes to be sent through to the Snettisham school office for printing and then for signature by Chair – Clerk/ AG</b></p>			
5.2	<p><b><u>Matters Arising</u></b> No items were raised.</p>			
5.3	<p><i>Review of Actions from Previous Meeting</i></p> <ul style="list-style-type: none"> <li><b><u>Subscription to Educator Solutions Governor Support Package:</u></b> As previously advised Clerk confirmed the schools had a Governor Support subscription up until 31<sup>st</sup> August 2020. <b>ACTION: Renewal of Educator Solutions Governor Support Package</b></li> </ul>			



**subscription to be confirmed – LJ**

All remaining actions had either been completed, or would be covered under items on the agenda.

**6. Head teacher's Verbal Update**

**6.1 Covid 19 Arrangements**

LJ reported all three schools had successfully re-opened.  
Since reopening Snettisham had been closed for one day due to drain flooding.

SW asked if there was any anxiety about a second surge.

LJ replied not really. There was a low R rate in the area and schools would likely remain open in any second surge.

**6.2 Attendance**

Attendance was above expectations

Infants 95.7%

Junior 96.6%

Snettisham 96.5%

Two pupils due to start Reception in September were now likely to start in January 2021.

All Covid 19 tests had so far been negative.

Children were still getting the normal coughs and colds and parents were developing a sensible approach as to whether it was a cold or Covid 19.

Protocols were in place if a child developed symptoms while in school.

A very small number of parents had chosen to home educate their children.

All the NCC guidelines had been followed, with all paperwork completed and shared with the Home Education Team. Children Missing in Education policy guidelines had also been followed.

Some families had indicated they would look to return after the pandemic had ended.

**6.3 Home Learning**

Families were responding well to home learning, especially to Class Dojo.

EH reported good feedback had been received from parents engaged in home learning.

Pupils who had returned homework was being monitored by leaders.

VP asked if the Knowledge Organisers could be put onto Class Dojo. LJ advised all the Knowledge Organisers were on the website.

SW queried if there were any children who could not access Class Dojo due to lack of the necessary equipment.

LJ advised long term the schools may look to invest in devices such as dongles to help families with online access. Hard packs were provided for those families unable to access the work online

VP queried no feedback was being received yet on work that had been submitted online.

EH advised feedback was maybe being given as more of a whole class response.

The Assistant Headteacher at Heacham was working on a Home Learning Strategy including looking at ways to provide audio feedback with a more personal touch

AG reported how Year 6 pupils were engaging with the online SATs companion and were all comparing scores.

LJ advised the schools had invested in online resources including Accelerated Reader and SATs Companion.

**6.4 Safeguarding**

Across the schools there were currently no children with current active social worker involvement

There were no LAC.

Two or three Operation Encompass calls had been received by each school.

**6.5 Health & Safety**

A Covid 19 spot check had been carried out earlier that week, over the telephone, by the HSE (Health & Safety Executive). No further actions had been required.

HSE were pleased with the way the Trust and the schools had managed the guidance and good procedures were in place.



<p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p>LJ then briefly talked through some of the arrangements and procedures in the risk assessments including use of PPE. Copy of the risk assessment for each of the schools had been issued to all governors prior to the meeting. No queries were raised. LJ advised normal Health &amp; Safety checks continued to take place i.e. Legionella checks and fire extinguisher checks.</p> <p><u>Staffing</u> With EH now teaching three days a week this would have a knock-on effect on the leadership capacity. Currently LJ had no PA in place. The Trust was recruiting for the position. Seven members of staff were on or due to go on maternity leave. AG queried if the Trust could help with maternity leave cover. LJ replied the schools were managing at the moment with dedicated supply cover linked to the schools, to help minimise people coming into school from outside. TAs were also providing cover</p> <p><u>Wellbeing</u> Staff had been working very hard They were tired but not depressed. There was buoyancy across the three schools. Remote communication was draining, but staff were now more confident using technology and using the systems to balance their workload. The home learning systems like Class Dojo were being used more effectively. LJ commented staff had not had as much holiday time as normal.</p> <p><u>Year Group Targets</u> LJ and EH had started looking at Year Group Targets. The schools would continue to have high expectations and all targets would be set in line with the most recent National figures or above.</p> <p><u>SIDP (School Improvement &amp; Development Plan) and SEFs (Self Evaluation Form)</u> Copies of the updated SIDP and the individual updated SEFs had been issued to all governors prior to the meeting. AG commented the documents read well and he liked the pictogram included at the end of the SIDP showing overview of support.</p>
	<p>At the request of LJ items 7 and 8 were looked at together</p>
<p>7 &amp; 8</p>	<p><b><u>Review of Performance and Pupil/Teacher Data – Baseline following Reintegration</u></b> LJ explained the transition strategy and the Pixel diagnostic system, including Question Level Analysis (QLA), being used for the baseline tests carried out following reintegration at the start of September. Reports would be received the following day. The indications from the early data were talked through by LJ. Staff reported finding children in KS2 were relatively similar, with similar gaps being seen as before i.e. use of capital letters and fluency. It was the younger children who had missed more of their education. Year 5 looked mostly positive. At Heacham Junior they would be looking at some math booster work. Concerns in Year 3 at Snettisham for maths. Aspects to look at for Year 6 at Snettisham included Reading and some elements of maths. AG asked if the data would be available to share with governors for the next meeting. LJ confirmed it would be, and then screen shared and talked through the Pixel group average bar graphs. LJ reminded governors this was very early data. Therapies and interventions were being delivered to get children back to where they should be. Vulnerable children were being prioritised. Catch up work included after school tutoring. LJ reiterated the staff were passionate about the new Knowledge Rich Curriculum, embedding the vocabulary and achieving consistent pedagogy across the three schools.</p>



9.	<p><b><u>Pupil Premium</u></b>  <i>To review and agree Pupil Premium Statements for 2019/2020, including impact.</i>  Copies of the Pupil Premium Reports for each of the three schools had been issued to all governors prior to the meeting.  No queries were raised. AG commented there was nothing alarming on any of the reports. Pupil Premium Reports for the three schools were agreed by the LGB.</p>
10.	<p><b><u>Sports Grant Premium</u></b>  <i>To review and agree the annual statements for 2019/2020 including impact.</i>  Copies of the Sports Grant reports for each school had been issued to all governors prior to the meeting.  LJ advised new equipment continued to be purchased for the PE curriculum.  AG queried that the percentage figures for pupils able to swim were not shown on the Heacham report. LJ confirmed this data was a statutory requirement and should have been included. LJ checked the records on her laptop and read out the Heacham swimming data figures to governors.  LJ advised none of the schools were currently going swimming.  Sports Grant Premium Reports for both schools agreed by the LGB.  <b>ACTION: Swimming data to be added to the Heacham Sports Grant Report before publishing on the school website – LJ</b>  VP left the meeting at this point.</p>
11.	<p><b><u>Governor Monitoring, Development and Training</u></b>  <i>Monitoring</i></p> <p>11.1 <b><u>SCR Checks</u></b>  LJ explained how the termly SCR checks could be undertaken by the Safeguarding Governors using Google Drive folders.  <b>ACTION: SCR checks to be set up via Google Drive and Safeguarding Governors be provided access – LJ</b>  <b>ACTION: SCR Checks to be carried out in the Autumn Term – AG &amp; VP</b></p> <p>11.2 <b><u>Site Safety Walkabout and Audit of Health and Safety Records</u></b>  Copy of the report from GB following his Health &amp; Safety monitoring visit to Heacham, prior to lockdown on 17<sup>th</sup> February 2020, had been issued to all governors prior to the meeting. LJ confirmed overloading of extension leads had been raised with all staff and improvements made at the Infants.  AG asked GB if he would be willing to carry out the same Health &amp; Safety visit at Snettisham as he had done for Heacham. GB confirmed he would be happy to do so, but queried if this could be undertaken. LJ advised as visitors, including governors, were currently not permitted on site this would be something that could be looked at after half term.  LJ suggested a zoom call could be held with the caretaker.</p> <p>11.3 <b><u>Monitoring Report on Covid 19 Arrangements</u></b>  Monitoring report from KW had been issued to all governors prior to the meeting  The report focused on some of the key areas specified within the Covid 19 guidance issued by the West Norfolk Academies Trust and how these had been implemented in class and at home.</p> <p>11.4 <b><u>Monitoring of Provision During Lockdown &amp; School Reopening</u></b>  <b>ACTION: AG to follow up with L. Goodwin for monitoring report of school provision during lockdown and re-opening – AG</b></p> <p>11.5 <b><u>Trust Head teacher and Chair of Governors Meeting</u></b>  Report from AG on the Trust Head teachers and Chair of Governors meeting held on 7<sup>th</sup> September 2020 had been issued to all governors prior to the meeting.</p> <p>11.6 <b><u>Website Compliance Checks</u></b>  Website compliance checks to be undertaken:  SW - Heacham Infants  GB - Heacham Juniors  AG – Snettisham  <b>ACTION: Website compliance checks to be undertaken in the Autumn term – SW, GB</b></p>



	<p><b>&amp; AG</b>  <b>ACTION: Website compliance checklist to be issued to SW, GB and AG – Clerk</b>  <i>Training</i></p>
11.7	<p><u>Keeping Children Safe in Education 2020</u>  Copy of Keeping Children Safe in Education 2020 had been issued to all governors prior to the meeting.  <b>ACTION: All governors to read Keeping Children Safe in Education 2020 and complete declaration on GovernorHub once they had done so – ALL Governors</b></p>
11.8	<p><u>Safeguarding Children in Education</u>  VP was booked to attend Safeguarding Children in Education training in November 2020, if this went ahead.</p>
11.9	<p><u>Bitesize Online Training</u>  During the Summer term and over the Summer holiday period the following online training sessions had been undertaken via the Educator Solutions Bitesize learning.  Governors Visits: R Dale  Make Monitoring Work: L. Goodwin  Workload &amp; Wellbeing: L Goodwin  SEND The Governors Role: L Goodwin</p>
12.	<p><b><u>Policy Reviews</u></b>  Copies of the policies for review had been issued to all governors prior to the meeting.</p>
12.1	<p><i>Safeguarding Policy</i>  AG pointed out that the Safeguarding Policy for Snettisham under item 3.2 referred to the Heacham LGB. AG suggested that as the schools now had a joint LGB reference be made in the policy to reflect this.  <b>ACTION: AG to forward suggested wording for inclusion in the Safeguarding Policies reflecting the joint LGB's responsibility for all three schools – AG &amp; LJ.</b>  Safeguarding Policies for each school were agreed and accepted by the LGB subject to this change.</p>
12.2	<p><i>Home Learning Policy</i>  Home Learning Policy was agreed and accepted by the LGB without any amendments.</p>
12.3	<p><i>Uniform Policy</i>  Uniform Policy was agreed and accepted by the LGB without any amendments.</p>
13.	<p><b><u>Vulnerabilities</u></b>  LJ confirmed there were no new vulnerabilities to report.  The main vulnerability remained being able to retain achievement and attainment and reaching phonics targets.</p>
14	<p><b><u>Any Other Business</u></b>  No items were raised.</p>
15.	<p><b><u>LGB Meeting Schedule for 2020/2021</u></b></p>
15.1	<p><i>Meeting Schedule to be agreed for the academic year 2020/2021</i>  Copy of the proposed LGB meeting schedule for 2020/2021 had been issued to all governors prior to the meeting.  Meeting schedule for 2020/2021 agreed without any amendments.  Meetings would continue to be held via video conference call unless there was a change in the Government restrictions or guidance. Governors agreed to look again at this matter in the new year, when it was hoped face to face meetings could re-start.  <b>ACTION: Copy of agreed meeting schedule to be issued to all governors and the Trust. Meeting dates to be uploaded to the GovernorHub calendar – Clerk</b></p>
15.2	<p><i>Date of Next Meeting</i>  The next LGB meeting would be held on Wednesday 18<sup>th</sup> November 2020 at 4.30pm  Meeting to be held via video conference call.</p>

Meeting closed at 6.20pm Total number of pages 7

Signed by Chair



Dated

18/11/20

