



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**
DRAFT Minutes of the Joint Local Governing Body Meeting
Held on 18th November 2020 at 4.30pm
Meeting held remotely via video conferencing call
due to the Corona Virus Restrictions

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Gavin Batterbee (GB)	Parent Governor - Heacham
Robert Dale (RD) left the meeting after item 7	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Amanda Gibbins (AGN) joined the meeting during item 5.5	Trust Governor
Vicky Proctor (VP)	Parent Governor - Heacham
Rachel Richardson (RR)	Trust Governor
Danielle Rodrigues (DR)	Trust Governor
Nicky Scott (NS)	Staff Governor - Snettisham
Kate Watson (KW)	Trust Governor
In Attendance:	
Rebecca Steed (RS)	Trust Director of Primary Standards
Stella Kaye (SLK)	Clerk
Absent: No Apologies Received	
C. Ferguson	Trust Governor
R. Ford	Parent Governor - Snettisham

This meeting was not recorded.

1.	<u>Apologies</u>
1.1	<i>To receive and consider apologies for absence</i> Apologies were received from: P. Bland (Trustees meeting) J. Ranson, C. Rumens, and Rev. S. Wilson. ACTION: Clerk to try and confirm contact details for C. Ferguson, as no contact or response had been received for several months – Clerk A Gibbins had sent apologies to join the meeting late.
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
2.	<u>Pecuniary and Other Interests</u>
2.1	<i>Declaration of any pecuniary or other interest with regard to items on the agenda</i> No new declarations or declarations of pecuniary interest were received.
2.2	<i>Completion of New Declarations of Interest Forms</i> Governors were reminded to complete and return to the Clerk their Declaration of Interest forms, if they had not already done so. ACTION: Declaration of Interest forms to be completed and returned to the Clerk as soon as possible - ALL Governors

Signed by Chair

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<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>Governing Body Membership <i>Review and Record Appointments, Resignations, Vacancies and End of Term of Office</i></p> <p><u>Trust Governor – Resignation</u> L. Goodwin had resigned as a Trust Governor, due to work commitments. AG advised that he had been speaking to LJ and an advert was being put together for the Church magazine, Snettisham magazine and the Parish Council to try and recruit new people from the community to be appointed as Trust Governors for the next academic year.</p> <p><u>End of Term of Office</u> Clerk advised the terms of office for G. Batterbee and V. Proctor, Parent Governors for Heacham, would come to an end on 21st January 2021. Following a brief discussion G. Batterbee and V. Proctor agreed to stay on for another term and become Trust Governors. This would mean elections could then be held in January 2021 for two new Parent Governors at Heacham. ACTION: At the end of their terms of office G. Batterbee and V. Proctor to be moved across to become Trust Governors – Clerk ACTION: Parent Governor elections to be held at Heacham Infant and Heacham Junior in January 2021 – LJ</p> <p>RR left the meeting at this point</p> <p>R. Richardson’s term of office as a Trust Governor would also come to an end on 21st January 2021. ACTION: Clerk to contact RR and enquire if wished to continue as a Trust Governor for a further term of office – Clerk</p> <p><u>Chair and Vice Chair of the LGB</u> As advised at the previous meeting both AG and RD would be standing down as governors at the end of the academic year. ACTION: Governors to consider taking on position of Chair or Vice Chair of the LGB with effect from September 2021 – ALL Governors</p> <p><i>Review Allocation of Governor Link Roles: PSHE, English, History and Art</i> Due to the resignation of L. Goodwin new Link Governors would need to be allocated for English, History, Art and PSHE. NS raised a query around her role as Link Governor for Geography and French. It was agreed LJ and AG would review the allocation of Link Governor roles, including looking at what bubbles the relevant Subject Leaders were located in. ACTION: Allocation of Link Governor roles to be reviewed for the next meeting – AG & LJ ACTION: LJ to speak to NS re monitoring in school – LJ ACTION: Blank monitoring form to be emailed to NS – Clerk</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of the Previous Meeting</p> <p><i>To approve the minutes of the joint LGB meeting held 30th September 2020</i> The minutes of the joint LGB meeting held on 30th September 2020 were agreed and accepted as a true record by the LGB. ACTION: Copies of agreed minutes to be sent through to the Snettisham school office for printing and then for signature by Chair – Clerk/ AG The agreed minutes from the meeting held in July 2020 had been signed electronically by AG. Clerk to clarify, if possible, the current guidance regarding use of electronic signatures.</p> <p><u>Matters Arising</u> No items were raised.</p> <p>RR re-joined the meeting at this point</p>



4.3	<p><i>Review of Actions from Previous Meeting</i> <u>Keeping Children Safe in Education 2020</u>: Clerk reminded governors to please complete their online declaration re Keeping Children Safe in Education 2020, as some were still outstanding.</p>
4.4	<p>ACTION: All governors to read Keeping Children Safe in Education 2020 and completed online declaration via GovernorHub – ALL Governors <u>Governor Identification Documents and DBS Checks</u>: Clerk informed the meeting that several governors had not yet sent through the identification documents and DBS check details requested by the Trust, in order to complete the HR Audit to be carried out on 14th December 2020.</p>
4.5	<p>ACTION: Clerk to chase up those governors with outstanding identification/DBS documentation required by HR to complete the school records – Clerk/ALL Governors <u>Swimming Data – Sports Grant Report</u>: ACTION: LJ to double check swimming data for Heacham had been added to the Sports Grant report before uploading to the school website – LJ</p>
4.6	<p>All remaining actions had either been completed, or would be covered under items on the agenda.</p>
5.	<p><u>Head teacher's Written Report</u> Copy of the Head teacher's Reports had been issued to all governors prior to the meeting. AG questioned the workload for LJ in having to complete two separate reports and asked if consideration could be given to combining the reports. LJ advised the workload in compiling the reports was shared with EH. Heacham Infant and Junior had already been combined into one report, as the two schools covered the primary school range. ACTION: The Head teacher at Clenchwarton Primary to be contacted about producing combined Head teacher's Reports – LJ At AG's request LJ then talked through the main items in the report.</p>
5.1	<p><u>Strengths and Concerns</u> LJ drew governors' attention to the long list of strengths in both schools. Gaps in Writing Spelling and Grammar were a concern, but progress was already being made in these areas. With gaps in English being highlighted, RD queried what the situation was with Maths. LJ replied skills across the schools were better than expected. Staff were working with individual pupils and classes to fill the gaps. Assessment week was being held to check the impact and improvement in the core subjects. RD followed up by querying that the schools appeared to be better placed than most. LJ advised it was early days but things looked good. Concentration was better and pupils could listen and recall what they had been taught. Work in books across all three schools was good. RD asked if there had been smaller gaps than expected upon return from lockdown. LJ replied the children were coping well and the work and pace at which pupils had got back to was amazing. RD commented this could clearly be attributed to all the work by the school team this year. LJ confirmed yes, but added it was also due to all the work carried out in the previous year and all the staff CPD and training over the past year. Staff had hit the ground running and this had really helped pupils with their learning.</p>
5.2	<p><u>Behavior</u> Behaviour was generally on track with one or two pupils needing additional support.</p>
5.3	<p><u>Parental Engagement</u> Engagement with families was good, with the vast majority of comments received being positive. EH reported the online parents' evenings had been very good, with good parental engagement.</p>



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5.4	<p><u>Curriculum</u> Pupils were engaging with the new Knowledge Rich Curriculum and had a great attitude to learning. Staff were confident with the strategy. Work with the Subject Leaders was ongoing with moderation planned to take place. Additional enrichment activities were being looked at in the absence of school trips and visits.</p>
5.5	<p><u>Safeguarding</u> The schools had been working with outside agencies including: Operation, Encompass, Pandora's Project, and the Early Help and Inclusion Team at NCC. Staff across the schools now had a higher level of confidence in managing the systems. AG commented Attendance across the three schools looked good.</p> <p>AGN joined the meeting at this point 5.07pm</p>
5.6	<p><u>Staff Wellbeing</u> Staff survey had been carried out in March 2020, just before lockdown. Summary of the results had been included within the Head teacher's Reports. LJ reported there had been a lot of positives both for the schools and the Trust and also some items to take forward. Work was being carried out on providing more computing equipment and an increase in enrichment was already underway.</p>
6.	<p><u>Review of Catch-Up Funding</u> The Covid 19 Catch Up Plans for each of the schools had been issued to all governors prior to the meeting. LJ explained how the assessment data would be used to identify which children were in need of additional support, at home and in school. Booster groups were planned with TAs being asked if they would like any overtime. Early Years would be looked at, as proportionally these pupils would have missed more of their learning, i.e., with phonics. AG queried the amount of funding for Heacham and asked if LJ felt it would be enough for the additional work planned. LJ explained research based evidence would be used to put the right resources in place, including CPD (Continuous Professional Development) for staff to provide quality first teaching. The funding received would help towards this. The schools should be able to effectively spread the funding. RD queried to what extent was LJ confident auditing of the spending would be able to evidence and justify the CPD. LJ replied she was confident about this. The schools were using proven resources such as Read Write Inc for spelling with additional CPD for staff on Talk for Reading CPD would enhance the use of techniques. There was evidence for the use of Myon, a web-based reading tool. AG thanked LJ for the detailed reports.</p>
7. 7.1	<p><u>Review of Baseline Data and Targets</u> Copy of the baseline data and targets for each of the three schools had been issued to all governors prior to the meeting. The Baseline Data Report for Heacham was screen shared during this agenda item AG commented the reports clearly showed the strengths and weaknesses of the Year Groups LJ confirmed the baseline data across the schools had been quite low, but would be built on. Targets were national expectations, with the ambition to retain performance and increase Greater Depth across all the year groups.</p> <p><u>Heacham</u> AG queried that Year 2 at Heacham were an area of concern. LJ confirmed yes, and advised there had been lower baseline scores, but the impact of intervention was looking good. Moderation was due to take place shortly, with samples to be compared across the schools.</p>



<p>7.2</p> <p>7.3</p>	<p>RR advised when she had met with the Maths Subject Leader, there had been concerns but things had improved since the baseline data, with pupils now at expected levels.</p> <p><u>Snettisham</u></p> <p>LJ confirmed the red flags for Snettisham were Year 1 and Year 3, with Year 3 the cohort to watch.</p> <p>The phonics data for Year 3 had been lower than average.</p> <p>LJ cautioned that with smaller cohorts, individual children could have a much bigger impact on data figures.</p> <p>LJ reminded governors the range of pupils at Snettisham was more diverse, with more than a third of pupils eligible for FSM (Free School Meals) This figure was possibly higher than any other schools in the Trust.</p> <p><u>Year 5 and Year 6</u></p> <p>AG commented the data for Year 5 and Year 6 for both Heacham and Snettisham was looking good, with the schools in a good position going into SATs.</p> <p>LJ replied the schools had built on what went before, and were looking for higher combined scores and more Greater Depth (GD). Pupils were interested in learning and confident.</p> <p>KW queried with all the lovely resources, which were predominately electronic, what intervention was being provided for those children who did not have access to the online resources. LJ advised laptops were being loaned out to families across all the schools.</p> <p>Snettisham had received six devices from the DfE, but Heacham Infants had not received any. School equipment was also being loaned out, with difficult choices having to be made to make sure devices were going to the right families.</p> <p>The schools were trying to purchase 30 laptops for use in each school.</p> <p>VP asked what the engagement was like from those pupils who were self-isolating, and were they accessing Class Dojo. LJ replied there had been more engagement when whole bubbles had been self-isolating, but in general there had been good engagement.</p> <p>Staff were the investigating reasons for non-engagement and this was mainly due to the family only have one mobile phone or device.</p> <p>Staff continued to encourage pupils and families to engage and get on board with the home learning.</p> <p>Hard packs were also being sent home to some families.</p> <p>RD left the meeting at this point 5.40pm</p>
<p>8.</p>	<p><u>Pupil Premium Plans and Strategies</u></p> <p>AG asked if there had been any specific changes since the previous meeting.</p> <p>LJ and EH advised no.</p>
<p>9.</p>	<p><u>Curriculum Update</u></p> <p>This had been covered under the Head teacher's Report. Item 5.4 refers.</p>
<p>10.</p>	<p><u>Review of School Development Plan (SDP) and Self Evaluation Form (SEF)</u></p> <p>Copies of the SDP and SEF had been issued to all governors prior to the meeting, together with a copy of the Quality Assurance timeline.</p> <p>LJ explained the SDP had been RAG rated and was working well.</p> <p>AG commented the SDP was easy to read and represented each school well.</p> <p>RS queried if a Covid 19 section had been included. LJ confirmed this had been added to the SDP. RS suggested a section also be added to the SEF.</p> <p>ACTION: SEF to be updated re Covid 19 – LJ</p> <p>As no questions were raised, governors were requested re-read and to post any questions they may have onto GovernorHub to be discussed/minuted at the next meeting.</p> <p>ACTION: Governors to post any questions on the SDP or SEF into GovernorHub or bring to the next meeting – ALL GOVERNORS</p>
<p>11.</p> <p>11.1</p>	<p><u>Governor Monitoring, Development and Training</u></p> <p><i>Monitoring</i></p> <p>Blank monitoring form was available for all governors in the Monitoring Folder on GovernorHub</p> <p>Monitoring by the Link Governors had begun.</p> <p>KW had held monitoring meeting the previous week and report was to follow.</p>

<p>11.2</p> <p>11.3</p> <p>11.4</p>	<p>ACTION: Monitoring report to be completed following meeting with Subject Leader and copy sent to LJ and the Clerk – KW GB advised he had not yet had contact from staff members to arrange monitoring meetings. LJ to follow up on this ACTION: LJ to remind staff members to contact relevant Link Governors to arrange remote monitoring to be undertaken – LJ ACTION: Clerk to check access for GB to Trust email account – Clerk AG suggested monitoring reports contain short bullet points. <u>Single Central Record (SCR) Checks</u> Remote SCR monitoring checks had been undertaken by AG and VP. Reports to follow. VP commented she liked the way the SCR was now set out, as it allowed any comments from LJ to be seen and that the actions had been carried out. ACTION: Monitoring forms for the SCR checks to be completed and forwarded to LJ and the Clerk - AG & VP</p> <p><u>Website Compliance Checks</u> AG had begun looking at the websites and reported the Snettisham website looked good. RD had advised earlier in the meeting that guidance had been issued that week on what schools were required to publish on their website in regard to Covid 19. RS confirmed the Trust website manager had received the new compliance checklist and all the Covid 19 catch up funding plans were now on the schools' websites. AG queried, for the academy finance items, it would be expected just to see a link to the Trust website. RS confirmed this was correct. ACTION: Updated website compliance checklist to be sent to AG – Clerk ACTION: Website compliance checks to be completed – AG</p> <p><u>Training</u> No training had been undertaken since the previous meeting.</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Policy Reviews Copies of the policies for review had been issued to all governors prior to the meeting. In response to a query from AG it was confirmed there had always been policies for Maths and English. The Trust was looking at more central cross Trust policies, which would have the same pedagogy and values</p> <p><u>Attendance Policies</u> AG enquired if governors thought a Link Governor for Attendance would be required. Governors agreed attendance would be covered as part of the Safeguarding Governor's role. VP asked if any of the schools had an Attendance Officer LJ advised no Attendance Policy for each of the three schools were agreed by the LGB without any amendments</p> <p><u>SEN Policies and Annual Reports</u> SEN policy and Annual SEN Report were agreed for each of the three schools by the LGB without any amendments. ACTION: Details of SEN Governor shown in SEN Policies and annual SEN Reports to be checked – Clerk ACTION: DR and CP to be contacted about the role of the SEND Governor – LJ</p> <p><u>English Policy</u> English Policy agreed by the LGB without any amendments</p> <p><u>Maths Policy</u> Maths Policy agreed by the LGB without any amendments.</p>
<p>13.</p>	<p>Vulnerabilities Main vulnerabilities continued to be the impact of Covid 19 on pupil's learning, together with any additional safeguarding concerns identified and containing and controlling the spread of infection in the schools. All concerns, including those identified as strong concerns, had been detailed in the Head teacher's Reports. Item 5.1 refers.</p>



<p>14 14.1</p>	<p><u>Any Other Business</u> <u>Snettisham Memorial Hall</u> LJ reported the Snettisham Memorial Hall Committee had agreed the school could use the car park and MUGA (Multi Use Games Area) on the field. Relationship with the committee was back on a good footing.</p>
<p>15. 15.1</p>	<p><u>Date of Next meeting</u> A later start time for meetings being held via video conference call was discussed with governors agreeing the meeting start time would remain unchanged at 4.30pm. Any governors subsequently wishing to amend the start time were requested to contact AG. The next LGB meeting would be on Wednesday 10th February 2021 at 4.30pm. As the chances of being able to hold face to face meetings by that time was unlikely, the meeting would be held via video conference call.</p>

Meeting closed at 6pm
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Signed by Chair



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