



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**
Minutes of the Joint Local Governing Body Meeting
Held on 10th February 2021 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) joined the meeting at the start of item 11	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Amanda Gibbins (AGN)	Trust Governor
Vicky Proctor (VP)	Parent Governor - Heacham
Rachel Richardson (RR)	Trust Governor
Nicky Scott (NS)	Staff Governor - Snettisham
Kate Watson (KW)	Trust Governor
In Attendance:	
Rebecca Steed (RS)	Trust Director of Primary Standards
Jillian Davis (JD)	Guest – Potential new Trust Governor
Stella Kaye (SLK)	Clerk
Absent: No Apologies Received	
C. Ferguson	Trust Governor
R. Ford	Parent Governor - Snettisham

AG welcomed everyone to the meeting and introduced J. Davis, a potential new Trust Governor. Clerk reminded all governors about remote meeting protocols and confidentiality. This meeting was not recorded.

1.	<u>Apologies</u>
1.1	<i>To receive and consider apologies for absence</i> Apologies had been received from: P. Bland (Trustees meeting), D. Rodrigues, J. Ranson, and Rev. S. Wilson. R Dale had sent apologies to join the meeting late.
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
2.	<u>Notification of Any Other Urgent Business</u> No urgent items were raised.
3.	<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> Clerk reported several Declarations of Interest forms had still not yet been completed and returned. ACTION: Reminder to complete and return Declaration of Interest forms to the Clerk as soon as possible to be sent to those governors who had not yet done so – Clerk

Signed by Chair

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4	<p><u>Governing Body Membership</u> <i>Review and Record Appointments, Resignations, Vacancies and End of Term of Office</i></p>
4.1	<p><u>End of Term of Office – Trust Governor</u> Clerk advised the term of office for S. Wilson was due to come to an end on 15th March 2021. In the absence of S. Wilson this matter was carried forward to the next meeting.</p>
4.2	<p><u>Parent Governor Vacancies</u> It had not been possible to hold Parent Governor elections due to the new lockdown starting at the beginning of January 2021. Parent Governor elections were to be held at Heacham Infant and Heacham Junior once all pupils returned to school. ACTION: Parent Governor elections to be held at Heacham Infant and Heacham Junior – LJ</p>
4.3	<p><u>Trust Governors</u> S. Dark had stepped down as a Trust Governor with effect from 31st December 2020. ACTION: Thank you letters to be sent to S. Dark and L. Goodwin - Clerk G. Batterbee and V. Proctor had been appointed as Trust Governors, upon the end of their Term of Office as Parent Governors during January 2021. R. Richardson had been re-appointed as a Trust Governor for a further four-year term. J. Davis confirmed she wished to join the LGB as a Trust Governor. ACTION: Appointment process to be completed for J. Davis – Clerk ACTION: Arrangements to be made for DBS check to be undertaken by J. Davis – LJ</p>
4.4	<p><u>Non-Attendance of Trust Governor</u> Clerk advised that C. Fergusson had not attended any LGB meetings for over eighteen months and no response had been received to emails and attempts to contact her. Governors agreed as her Term of Office was due to end on 9th July 2021, this would be left to run its course and wait and see if any contact made prior to it.</p>
4.5	<p><u>Link Governor Roles</u> Governors agreed these were to be reviewed by AG and LJ after half term. ACTION: Allocation of Link Governor roles to be reviewed after half term – AG & LJ</p>
4.6	<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>
5.	<p><u>Minutes of the Previous Meeting</u></p>
5.1	<p><i>To approve the minutes of the joint LGB meeting held 18th November 2020</i> The minutes of the joint LGB meeting held on 18th November 2020 were approved 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</p>
5.2	<p><u>Matters Arising</u> No items were raised.</p>
5.3	<p><i>Review of Actions from Previous Meeting</i> <u>Keeping Children Safe in Education 2020:</u> Clerk reported a few governors were still to complete their online declaration re Keeping Children Safe in Education 2020. ACTION: Governors who had not yet completed the Keeping Children Safe in Education 2020 online declaration via GovernorHub were to be reminded to do so as soon as possible before the next meeting – Clerk</p>
5.4	<p><u>Governor ID/DBS Documentation:</u> LJ advised documents requested had been received and the schools had achieved a Green rating for the Trust HR audit undertaken in December 2020.</p>
5.5	<p>All remaining actions had either been completed, or would be covered under items on the</p>



	agenda.
6.	<p>Head teacher's Verbal Update LJ reported it had been a very interesting and busy period since January. One of the strengths was all three schools continuing to work together as a team. Everyone had played a part in maintaining pupils' education.</p>
6.1	<p>Remote Learning The effort of all staff across the schools had been incredible, even though some aspects may have been difficult for them. Children who spoke to staff enjoyed being in school. The Zoom online meetings had been good for wellbeing.</p> <p>LJ left the meeting at this point due to technical issues.</p> <p>EH continued, the schools had provided a good varied offer, with the same full and varied curriculum being provided at school and at home. Engagement with remote learning was monitored. Tuition via Randstad had been set up for some pupils who had not been engaging. EH explained there were a limited number of places for the tuition with three pupils in each group. Devices such as I pads and laptops had been provided to families. The amount of engagement had increased with numbers across the schools now showing as: Snettisham 92% Heacham Infants 94% and Heacham Juniors 96%. Staff were still working with those pupils who were not engaged, including offering places in school.</p> <p>LJ returned to the meeting.</p> <p>RS made governors aware of the positive remote learning report sent to Ofsted from a DfE officer.</p>
6.2	<p>Number on Roll LJ advised numbers on roll were stable at Snettisham and Heacham Junior and growing at Heacham Infants Heacham Infants: 131, Juniors: 137 and Snettisham: 97. Intake for September 2021 was looking good and the intake numbers coming through looked healthy.</p>
6.3	<p>There were a growing number of FSM (Free School Meals) pupils across the three schools</p> <p>Staffing One member of staff had returned a positive covid test. They had not been on site at the time and were still signed off. Two families were isolating due to a positive test for one of the parents. At Snettisham two pupils had been isolating over the Christmas holiday period. A Year 6 bubble at Heacham Juniors was currently closed due to an unconfirmed case. This involved four members of staff and nine pupils. One member of staff at Nursery was shielding, and also one at Juniors. Two members of staff were still on maternity leave. LJ reported the schools had been juggling staff, but schools were running as usual with other members of staff providing cover.</p>
6.4	<p>Attendance Infants 95%, Juniors: 96.4% and Snettisham: 94.8% There was a lower attendance rate at Snettisham, with work being carried out around regular attendance. LJ provided Pupil Premium attendance figures for comparison Infants 96.32%, Juniors 96.49%</p>
6.5	<p>Safeguarding There was one child at Heacham Infants under Child Protection. The school had pushed for</p>



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<p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>NCC to be aware of this child and lines of communication were now in place. At Heacham Junior they had been working with social worker and outside agencies for Child Protection case.</p> <p>There had been three family support meetings held at Snettisham.</p> <p>KW advised when speaking to parents it was evident the weekly phone calls were being consistently carried out and staff were pushing to speak to pupils. It was genuinely felt that staff were happy to talk for however long was needed</p> <p>RS confirmed some home visits had been undertaken.</p> <p>RS was putting together a pupil voice capture sheet for use after half term.</p> <p>SEND</p> <p>LJ advised another growing strength was the work across the three schools to develop the SEND provision and audit what was being provided.</p> <p>A staff self-evaluation for SEN was being worked on and would be shared with all staff and governors after half term.</p> <p>Pupil Premium</p> <p>Copy of the Pupil Premium Report had been issued to all governors prior to the meeting.</p> <p>The number of Pupil Premium pupils was currently: Infants 18 out of 131 pupils Juniors: 36 out of 137 and Snettisham 38 out of 97 The figure at Snettisham was a very high percentage of the number on roll. This reflected the community and the current situation It was felt the number of Pupil Premium children on roll might grow. The schools were reaching out to families to see what was needed, with another community meeting due to be held the following evening via Zoom</p> <p>Community Engagement</p> <p>There had been good feedback from parents at the community meetings. Assemblies and workshops had also been held for parents. Good feedback had also been received to the risk assessments.</p> <p>AG advised from a parents' point of view the schools had provided a great offer of remote learning during the pandemic. It was outstanding what had been achieved over the twelve months AG asked for his thanks to be passed on to all staff members.</p> <p>ACTION: Thank you and well done to be passed on to all staff members from the LGB for their continuing outstanding work during the pandemic LJ/EH</p>
<p>7.</p>	<p>Review of Catch-Up Funding</p> <p>Catch- Up Funding Spring Update had been issued to all governors prior to the meeting.</p> <p>LJ advised as March would be half way through the year the target spend was 50%.</p> <p>LJ talked through the plans and strategies detailed in the report.</p> <p>EH had organized the national tutoring which, if successful, would continue.</p> <p>AG asked if the remaining funding was adequate to meet the needs. LJ advised the schools were managing the allocation of different resources to meet the ambitious plans.</p> <p>The tutoring was subsidised by the DfE.</p> <p>AG then queried if the catch-up funding would continue for the next academic year. LJ replied she could not comment on this, as nothing was known at that time.</p>
<p>8.</p>	<p>Key Exam Groups Progress Review</p> <p>Autumn data report for each of the three schools had been issued to all governors prior to the meeting, together with PIXL National Comparison Report for the Autumn Term.</p> <p>EH talked through the data, with the data reports for each school screen shared while being discussed.</p> <p>EH advised she was surprised and happy with the reading outcomes across the three schools and happy with the way Phonics was going.</p> <p>Phonics for Heacham was 88% with the most recent national figure 82%.</p> <p>Snettisham was at 77%, which was close to National, but with such a small cohort one child could make a large difference to the percentage figure.</p> <p>Year 1 phonics for Heacham was already looking good at 63% with two terms to get pupils on target.</p> <p>RH explained Writing was lower at Snettisham, which it would normally be at this point of</p>



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11.	<p><u>Governor Monitoring, Development and Training</u> RD joined the meeting at this point 5.42pm <i>Monitoring</i> LJ confirmed she would contact NS after half term about monitoring at Snettisham. ACTION: NS to be contacted after half term about monitoring at Snettisham – LJ AG thanked governors for all the monitoring undertaken since the previous meeting. ACTION: LJ to arrange with staff members to contact relevant Link Governors, if they have not already done so, and arrange remote monitoring to be undertaken – LJ</p>
11.1	<p><u>Safeguarding & Single Central Record (SCR) Checks</u> AG had undertaken an online safeguarding review meeting for Snettisham with LJ and J. Moore (DSL) on 25th January 2021. Review had included safeguarding procedures during lockdown. VP had undertaken an online safeguarding review meeting for Heacham with LJ on 2nd February 2021. SCR check had also been carried out.</p>
11.2	<p><u>SEND</u> GB had undertaken an online SEND monitoring meeting with LJ on 14th December 2020, with the current SEND Policy and reporting being discussed.</p>
11.3	<p><u>Maths</u> Online meeting had been held with the Maths Subject Leader on 2nd December 2020 by AG</p>
11.4	<p><u>French</u> AGN had held online meeting with the French Subject Lead for Heacham Junior on 2nd December 2020.</p>
11.5	<p><u>EYFS</u> KW had held an online review meeting with C. Bennett the EYFS Lead 12th November 2020. Topics discussed included English and Phonics for EYFS, staff and pupil welfare and measures implemented from the action plan.</p>
11.6	<p><u>Remote Learning – Heacham Junior</u> Report on the remote learning provision at Heacham Junior had been written up by KW. KW commented all the monitoring reports had shown that the remote learning provision had improved</p>
11.7	<p><u>Engagement – Heacham Junior</u> VP had written up a report on engagement at Heacham Junior, with observations based on discussions with her children in Year 3 and Year 6.</p>
	<p>Monitoring reports for all the monitoring detailed above, had been issued to all governors prior to the meeting.</p>
11.8	<p><u>Home Schooling during Lockdown</u> RR had compiled a monitoring report on home schooling, with observations as a parent home-schooling a Year 2 and a Year 6 child and communication with other parents who were also home-schooling. Report had been received too late for distribution for this meeting and would be issued for review at the next meeting in March, LJ advised she would like to respond to query raised by RR in her report about why live lessons were not being used for subjects such as RE and History, which pupils had poorer engagement levels with. LJ advised the schools had to be mindful of not excluding pupils who had to share equipment. The schools were not doing live lessons as they could be difficult for families to manage access to. Zoom sessions were mainly used for wellbeing purposes. LJ took on board the point raised and would continue to talk to staff about more live sessions. NS suggested producing mini videos for the subjects pupils were not engaging with as much. LJ agreed this might be helpful for some subjects. KW asked if the schools would consider taking forward and continuing with some of the things introduced during lockdown i.e. not getting changed for PE and the manageability of lunchtimes. LJ confirmed some things would be considered and taken forward.</p>



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	<p>the school year, with improvement seen as the year progressed. KW commented the Oak Academy was good, but the school curriculum encouraged writing LJ confirm Oak Academy was only being used for certain items. Year 5 at Snettisham were a strong cohort, with 50% already achieving combined. There was some work to do with Maths for Year 6, with catch up sessions already being looked at. Five pupils were already at Greater Depth. EH advised Snettisham were building year on year, with the teacher assessed figure for last year being around 58% and the last Dashboard figure for 2019 at 47%. Combined was currently at 39%. EH informed governors of the input from the Trust Maths Team, led by B. Overton, with planning and delivery. A teacher at Heacham Juniors was being mentored by B. Overton and they in turn were providing support to the Maths Leads. EH was confident about the consistency across the schools with English. EH advised the updated data had now been uploaded to GovernorHub. ACTION: Any questions on the updated data to be sent through to LJ and EH – ALL Governors. Governors queried if there was any provision provided for children to read at home. LJ advised reading was promoted via Class Dojo and the challenges set. Children were also reading aloud on Zoom. Everything was now ready for the click and collect book bundles. RS explained it had taken a while to get this scheme in place as the Trust had to check the legalities around what could be done with books, due to Covid, and consultation had also taken place with some parents. The schools had invested in the Myon and Accelerated Reader schemes, although there had been some difficulties communicating passwords for these with parents. VP asked if it would be possible for the school office to draw up a document which showed the log ins and passwords for all the online schemes used. LJ replied this would be quite a large job, but it was something for the schools to look into.</p> <p>8.1 <u>Parents Evenings.</u> AG queried if Parent Evenings were to be held via Zoom. LJ confirmed online Parents Evenings were to be held on 8th March 2021, with a newsletter going out to parents shortly. AG suggested when talking to parents at Parents Evening would it be possible for teachers to provided them with all their logins at that time. LJ advised she would consider this.</p> <p>8.2 <u>PIXL Comparison Data</u> The PIXL National Comparison Report was screen shared during this item. Following a query from AG, the colour coding used was explained by LJ. LJ explained across the three schools they were performing better than the PIXL family schools. Due to the effort of staff, the schools had kept to the Trust curriculum and progress was being maintained.</p>
9.	<p><u>More Able Pupils</u> LJ explained there was no current data available to share with governors. The schools were working on maintaining Greater Depth levels The Curriculum had high expectations and included Step for Depth and challenge for more able pupils. LJ advised data for more able pupils would be looked at again when all pupils were back in school.</p>
10.	<p><u>ICT Provision</u> RS informed governors the computing curriculum was currently being reviewed and the Trust was looking to move away from Purple Mash and not be linked to a brought in product. Support was being provided by the Computing Hub leads. The Trust was looking to invest in and improve the computing infrastructure, with the IT Department working behind the scenes to provide consistent infrastructure to allow the schools to deliver the National Curriculum.</p>



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11.9	<p>Website Compliance Checks EH advised the websites were currently being upgraded. Website compliance checks to be undertaken: Heacham Infant - SW Heacham Junior – GB Snettisham - AG ACTION: Website compliance checks to be completed – AG, GB and SW</p>
11.1	<p>Training No training had been undertaken since the previous meeting.</p>
12.	<p>Policy Reviews There were no policies due for review at this meeting.</p>
13.	<p>Vulnerabilities Vulnerabilities remained unchanged, as the challenges faced by the Covid 19 pandemic.</p>
14 14.1	<p>Any Other Business Appointment of New Clerk SLK confirmed she would be stepping down as Clerk with effect from 1st May 2021, having clerked for Snettisham Primary since 2014. The Trust had been advised and would be looking to appoint a new Clerk as soon as possible. AG thanked SLK for all her work as clerk, which had included amalgamating the three LGBs into one joint LGB</p>
15.	<p>Date of Next Meeting Meeting start times were discussed as the 4.30pm start time was difficult for some governors Governors agreed to trial a slightly later start time of 5pm for the next meeting. Next LGB meeting to be held on 24th March 2021 at 5pm. AG advised LJ if it would put staff under too much pressure, with schools hopefully re-opening to all pupils around that time, then the March LGB meeting could always be re-arranged.</p>

Meeting closed at 6pm
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Signed by Chair



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