



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**
Minutes of the Joint Local Governing Body Meeting
Held on 24th March 2021 at 5pm
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)	Trust Governor
Jillian Davies (JD)	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Vicky Proctor (VP)	Parent Governor - Heacham
Danielle Rodrigues (DR)	Trust Governor
Kate Watson (KW) joined the meeting during item 6.11	Trust Governor
Rev. Simon Wilson (SW)	Trust Governor
In Attendance:	
Rebecca Walker (RW) joined the meeting during item 6.11	Trust Director of Primary Standards
Stella Kaye (SLK)	Clerk
Absent: No Apologies Received	
C. Ferguson (CF)	Trust Governor
R. Ford (RF)	Parent Governor – Snettisham

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 (PB) (Trustee meeting), C. Rumens (CR), R. Richardson (RR) and A. Gibbins (AGN).
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>
3.1	<i>Declaration of any new interests, pecuniary interests or other interest with regard to items on the agenda</i> No new declarations or declarations of pecuniary interest were received.
3.2	<i>Completion of New Declarations of Interest Forms</i> Clerk reported three Declaration of Interest forms had still not yet been completed and returned. ACTION: Declaration of Interest forms to be completed and returned to the Clerk as soon as possible _ RF, CF and CR
4	<u>Governing Body Membership</u>

4.1	<p><i>Review and Record Appointments, Resignations, Vacancies and End of Term of Office</i></p> <p><u>End of Term of Office – Trust Governor</u> S. Wilson confirmed he was happy to continue as a Trust Governor for a further four year term. ACTION: Re-appointment process as a Trust Governor to be completed for S. Wilson – Clerk</p>
4.2	<p><u>Parent Governor Vacancies</u> There remained two Parent Governor vacancies for Heacham Infant and Heacham Junior School. It had not been possible to hold Parent Governor elections due to lockdown. ACTION: Parent Governor election to be held at Heacham Infant and Heacham Junior after Easter – LJ</p>
4.3	<p>Following a query from the Clerk. AG kindly offered to contact R. Ford about her position as Parent Governor for Snettisham ACTION: AG to contact R Ford about role as a Parent Governor - AG</p>
4.3	<p><u>Trust Governor Resignation</u> Jo Ransom had resigned as a Trust Governor with effect from 22nd March 2021 due to work commitments. Clerk confirmed the term of office for C. Ferguson would come to an end on 9th July 2021.</p>
4.4	<p><u>Staff Governor Resignation</u> Nicky Scott, Staff Governor at Snettisham, had resigned with effect from 21st March 2021 due to work and family commitments. ACTION: Staff Governor election to be held at Snettisham – LJ ACTION: Thank you letters to be sent on behalf of the LGB to J. Ransom and N. Scott – Clerk</p>
4.5	<p><u>Recruitment of New Governors</u> Following a discussion on various ways to try and recruit new governors, the following actions were agreed. ACTION: Governor recruitment posters to be printed off and put up around Snettisham and Heacham – AG & LJ ACTION: Article requesting new governors to join the LGB to be put into the Heacham Village Newsletter – VP</p>
4.6	<p><u>Review of Link Governor Responsibilities</u> Due to the recent resignations and Parent and Staff Governor elections due to be held, it was agreed the review by AG and LJ of the Link Governor responsibilities would be carried forward to the next meeting. ACTION: Allocation of Link Governor roles to be reviewed - AG & LJ</p>
4.7	<p><u>Chair and Vice Chair of the LGB</u> AG informed the meeting he would now be continuing as a governor on the LGB after September 2021, and not stepping down as was originally planned. AG would be available for the Ofsted inspection, which was due to take place possibility as soon as September 2021. LJ advised succession work was in progress for the positions of Chair and Vice Chair of the LGB. Any governors who were interested in taking on either role were requested to contact LJ, AG or EH. ACTION: Governors to consider taking on position of Chair or Vice Chair of the LGB with effect from September 2021. Anyone wishing to express an interest to contact either LJ, AG or RH – 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 10th February 2021</i> The minutes of the joint LGB meeting held on 10th February 2021 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></p>

<p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>No items were raised.</p> <p><i>Review of Actions from Previous Meeting (AMR – Action Monitoring Record)</i></p> <p><u>Keeping Children Safe in Education 2020</u>: Clerk reported there were still governors who had not yet completed their online declaration re Keeping Children Safe in Education 2020.</p> <p>ACTION: Clerk to chase again those Governors who had not yet completed the Keeping Children Safe in Education 2020 online declaration via GovernorHub. Governors were to be reminded to do so as soon as possible before the next meeting – Clerk. CR, RF and CF</p> <p>ACTION: Keeping Children Safe in Education 2020 to be issued to JD – Clerk</p> <p>ACTION: Once Keeping Children Safe in Education 2020 has been read, online declaration to be completed via GovernorHub – JD</p> <p><u>Updated Data Reports</u>: No questions had been raised by governors since the previous meeting.</p> <p>All remaining actions had either been completed, or would be covered under items on the agenda.</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><u>Head teacher’s Verbal Update</u></p> <p><i>Heacham Junior</i></p> <p>EH provided the verbal report for Heacham Junior</p> <p><u>Strengths</u></p> <p>All children had returned to school and settled well.</p> <p>Attendance was good overall.</p> <p>Teaching of the curriculum had been maintained.</p> <p>Staff were buoyant</p> <p>There had been good opportunities for enrichment including virtual visit from an author and bedtime stories.</p> <p>Good feedback had been received for the National Tutoring Programme.</p> <p><u>Concerns</u></p> <p>Stamina for Writing</p> <p>Resilience for Reading and Writing</p> <p>SEN Attendance: Overall attendance was 96.37% SEN pupil’s attendance was at 94%</p> <p>Pupil Premium attendance was also slightly lower at 95%</p> <p><u>Staffing</u></p> <p>One member of staff was on maternity leave, another had just returned from maternity leave.</p> <p>One member of staff who had been shielding and teaching remotely would now be retiring on 12th April 2021.</p> <p>Performance Management for TAs had been completed.</p> <p>Performance Management review for teachers was in process.</p> <p><u>Covid 19</u></p> <p>There had been one confirmed case of Covid 19 at Heacham Junior.</p> <p>Weekly testing for staff was helping them feel reassured.</p> <p>Home learning was still being provided for pupils that were self isolating.</p> <p><u>Staff Wellbeing</u></p> <p>Wellbeing was good and staff felt supported.</p> <p><u>Mental Health Training</u></p> <p>EH along with one of the TAs had undertaken Mental Health Champion training.</p> <p>Three members of staff were booked to attend Mental Health First Aider training.</p> <p>The aim was to have one mental health trained person in each class.</p> <p><u>Safeguarding</u></p> <p>Attendance figures for vulnerable children were being reported weekly to the Local Authority (LA)</p> <p>Any safeguarding concerns were shared at the regular DSL (Designated Safeguarding Lead) meetings.</p> <p>Social workers and family workers were now being asked to come back into school.</p>

6.8	<p><u>Behaviour</u> Behaviour across the three schools was good, particularly at lunchtime. Learning behaviours were generally good. Pupils were back into the school routines. Moving forward consideration was to be given to the playground bubbles remaining in place. AG raised a query around the importance of packed lunches being stored in a fridge. LJ replied she would think about this and get back to AG, as there could be an issue of crossing bubbles.</p>
6.9	<p><u>Monitoring</u> Monitoring by LJ, EH and RW continued across all three schools. Working walls were up to date. Step for Depth was included on the Working Walls as well. The class environments were looking good, with displays being refreshed.</p>
6.10	<p><u>Areas for Improvement</u> Marking was to be tightened up. Presentation and handwriting. Stamina needed to be developed for Writing</p>
6.11	<p><u>CPD for Staff</u> The Trust English Lead was working with the schools. EH advised a Learning Walk had been undertaken with them, which had been really useful. Work was currently being undertaken on the Maths Knowledge Organisers. LJ briefly explained to governors what the Knowledge Organisers were and how they worked. EYFS training had been undertaken, as had DSL refresher training. Staff induction, including safeguarding had been provided for all new members of staff. KW and RW joined the meeting at this point 5.42pm</p>
6.12	<p><u>Transition</u> VP asked if there were any thoughts about transition to be undertaken in the Summer term. LJ replied unfortunately last year transition had not taken place until September due to Covid 19 restrictions. It was planned for pupils to have a better transition this year and the plans from the local high schools were awaited.</p>
6.13	<p><u>Parental Engagement</u> KW asked how the schools planned to maintain the level of parental engagement, especially as parents could not gather at the school gates. LJ advised the schools would like to continue with the online Zoom meetings, including the SEN clinics. Staff were still speaking to parents. Class Dojo would continue to be used as the vast majority of families found this platform enjoyable and easy to use</p>
6.14	<p><i>Heacham Infants</i> LJ provided the verbal update for Heacham Infants Number on roll was 140. It was hoped the potential numbers joining the Infants school in September 2021 would be good. All children were back in school and attendance was positive at 95.36%, although there had been some illness.</p>
6.15	<p><u>Concerns</u> EYFS – listening skills, length of focus Significant speech and language needs LJ reported on work being undertaken with Year 2 as the gaps identified for this year group were not the same as EYFS. The largest gaps in learning were being seen in the younger children. RD commented this was consistent with reports from elsewhere and queried how the schools planned to practically overcome and make good pupils focus and concentration. LJ replied training and CPD was being provided by the Assistant Head teacher at Heacham who was also modeling good practice. There was a balance for EYFS with play and learning. The school continued to work with families via Zoom meetings. There would also be more work with EYFS families.</p>

<p>6.16</p> <p>6.17</p> <p>6.18</p> <p>6.19</p> <p>6.20</p> <p>6.21</p> <p>6.22</p>	<p>AG asked if additional TA support would help with modeling good practice. LJ advised staff were returning from maternity leave and the Trust had invested in resources to be used. There was also catch-up funding available.</p> <p><u>Staffing</u> Moving forward, VP queried if LJ was feeling positive about staff retention levels. LJ advised she felt good about the staff levels.</p> <p><u>Covid 19</u> There had been one positive case at the Infants school. Two members of staff were shielding and one was self-isolating. Any staff absences had been covered.</p> <p><u>Safeguarding</u> Reports of safeguarding concerns from MASH and social workers had increased. The schools continued to work with outside agencies i.e. CADS (Children’s Advice & Duty Service) There was one pupil on Child Protection.</p> <p><i>Snettisham</i> LJ provided the verbal update for Snettisham Number on roll was 98. Attendance was 96.4%. The school were working with one FSM (Free School Meals) family over concerns with attendance. 40% of pupils were Pupil Premium compared to 23% Pupil Premium at Heacham Infants 19% of pupils were SEND</p> <p><u>Concerns</u> Reading speeds Writing resilience Support for NQT (Newly Qualified Teacher) Persistent absence for one FSM family</p> <p><u>Safeguarding</u> There were eight pupils currently receiving Early Help.</p> <p><u>Staff Wellbeing</u> Staff wellbeing across the schools was good, with a good sense of team working. Staff were proud of what they were doing and good feedback had been received in letters from parents. Staff appreciated the support being provided by RW and the Trust. Online quizzes had been held to celebrate staff members birthdays and an initiative based on Desert Island Discs had been held. All events had been optional to help keep staff moral positive and try and keep a balance.</p>
<p>7.</p>	<p><u>Review of Catch-Up Funding</u> LJ informed governors the National Tutoring Programme was having a good impact. DR provided feedback on the tutoring programme from a personnel point of view as a parent. Pupils loved the tutoring and got a lot from it, although now back in school there were worries that pupils were missing out on what was happening in class. The work produced had been of a good quality and quantity. EH confirmed the programme had been secured for the Summer term. AG asked about the amount of Catch-up funding spent to date. LJ advised spending was on track as planned.</p>
<p>8.</p>	<p><u>SEND Review</u> <i>To review the report from the SENDCo</i> The Spring Term SEND Report had been issued to all governors prior to the meeting. RD queried the report indicated a high level of SEN, which was up on the previous year, and asked what impact this was having in the class room. LJ confirmed the number of EHCPs (Educational Health Care Plan) had risen, but there was not an extraordinary impact in the class room</p>

	<p>Staff were working closely to re-focus some SEN pupils. Staff training had been adjusted to match the needs of pupils. Both the Trust and the Local Authority were investing in SEN VP voiced concerns over the Attendance figures for SEN pupils. LJ replied, as shown in the report, the biggest gap in Attendance between SEND and non-SEND pupils was at Heacham Junior. Some improvement had been seen and the schools continued to work with families and the NCC Attendance Team. Some absence was due to illness. LJ invited the SEND Link Governors to attend an online staff SEN strategy meeting to be held after school the following day. ACTION: SEN Governors, if available, to attend online SEN strategy meeting on 26th March 2021 – GB, DR and JD.</p>
9.	<p><u>Looked after Children (LAC) Report</u> <i>To review the report from the Designated Teacher for LAC Children and previously LAC children</i> LJ confirmed across the three schools there were currently no LAC. LJ gave a brief update on the one previously LAC pupil at Snettisham.</p>
10.	<p><u>School Development Plan (SDP) and Self-Evaluation Form (SEF)</u> <i>Termly review of progress towards progress.</i> Copy of the SDP had been issued to all governor prior to the meeting. LJ and EH advised that some elements of the SDP the schools had not yet been able to undertake due to the Covid 19 pandemic. A strong body of work around the new Knowledge Rich Curriculum had been covered. There were different timescales with the SDP for different elements. Some timescales were within six months others within a year. No Red areas were anticipated at the end of the three year plan. AG commented on the one item currently colour coded as Red under Year 1 2019/2020 - To achieve higher attendance across schools, particularly those with SEN. LJ advised a lot of progress had been made with attendance. A discussion then took place as to the colour coding/RAG (Red Amber Green) system used for the plan. KW queried what the measurable outcome would be for item B2 - Low level incidents are managed without adult mediation. LJ explained how this item was based around behaviour and restorative justice. The evidence would be a reduced rate of reported incidents. RD queried item E3 Standards raised in English in EYFS had not been colour coded. LJ advised the SDP would be reviewed and updated again at the end of the Summer term.</p>
11	<p><u>Governor Monitoring, Development and Training</u></p>
11.1	<p><u>Monitoring</u> LJ confirmed she would be speaking with staff members to contact their relevant link governors, if they had not already done so, to arrange remote monitoring to be undertaken. ACTION: Staff members to be reminded to contact relevant Link Governors to arrange remote monitoring to be undertaken – LJ</p>
11.2	<p><u>Website Compliance Checks</u> Website compliance checks were carried forward until after 31st March 2021 when new websites for each of the three schools were due to go live. ACTION: Website compliance checks to be undertaken – GB, AG & SW</p>
11.3	<p><u>Safeguarding</u> T. Duce, the Deputy Head teacher at Marshland High School, had been appointed as the new Safeguarding Lead for the Trust. Safeguarding audits were to be undertaken for each school. A new safeguarding assessment document had been issued to all Trust Safeguarding Governors. Clerk confirmed a copy was also available via GovernorHub, in the Monitoring folder. ACTION: Safeguarding Governors to complete new Trust safeguarding monitoring</p>

<p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p>	<p>form and provide copy to LJ – AG & VP</p> <p><u>SEN Monitoring</u> SEN monitoring meeting, covering all three schools, had been held via video conference call on 25th February 2021 between GB and LJ. The monitoring had focused on the NCC SEND IPSEF – Inclusion and Provision Self Evaluation Framework. Copy of the monitoring report had been uploaded to GovernorHub earlier that day. GB talked through his report and advised follow up monitoring was planned for the Summer term. ACTION: Follow up SEN monitoring to be arranged for the Summer term – GB GB queried where the posters, as discussed in the meeting, to help remind staff of the expected SEND provision, were located in schools. LJ advised the posters were available in each staff bubble and also accessible in the staff break areas. LJ thanked all governors for the monitoring they had undertaken.</p> <p><u>Virtual Learning Walks</u> AG raised the issue of governors feeling isolated from school, and enquired if it would be possible for governors to see videos of the classrooms showing the environment and pupils work. LJ advised some of the videos which had been sent out to parents could be updated and then issued to governors. RW suggested a virtual tour of the school /Learning Walk could be set up which would allow governors to see the working walls and pupils' work. ACTION: Virtual tours/Learning Walks to be set up for governors for each of the three schools – LJ and EH</p> <p><i>Training</i> No training had been undertaken since the previous meeting. AG and KW had attended the Norfolk Governors and Trustees briefing on 11th February 2021. RD advised he was booked to attend an effective governance programme and managing complaints training. ACTION: All governors to look at completing some of the online training modules available via GovernorHub – ALL Governors</p> <p><u>New Governor Induction</u> ACTION: Online Governor Induction training to be completed via GovernorHub – JD</p> <p><u>Safeguarding Training</u> Safeguarding training was to be undertaken by JD. ACTION: Details of safeguarding training to be sent through to JD – EH & JD</p>
<p>12.</p>	<p><u>Policy Reviews</u> <i>SRE (Sex and Relationships Education) Policy</i> Copy of the SRE Policy had been issued to all governor prior to the meeting. LJ confirmed this was the Trust central policy for all primary schools SRE Policy approved and accepted by the LGB. ACTION: Arrangements to be made for agreed SRE Policy to be signed by AG – LJ & AG</p>
<p>13.</p>	<p><u>Vulnerabilities</u> Concerns had been raised under the Head teacher's Verbal Report (Items 6.2, 6.10, 6.15 and 6.20 refer)</p>
<p>14</p> <p>14.1</p>	<p><u>Any Other Business</u> <u>Trust Chair of Governors and Head teachers Termly Meeting</u> AG and LJ reported on the Trust Chair of Governors and Headteachers meeting they had attended earlier that week. A positive feeling was reported across the Trust. A Director of Music had been appointed to work across all the Trust schools. From a Trust point of view. they continued to provide over-arching support for LGBs and help to maintain a consistency of Governance. Catch Up funding had been discussed. No SATs would be held in the academic year.2020/2021.</p>

14.2	<p>Assessment of pupils would carry on, in line with the Government recommendations. RW advised schools would still have to provide reports to parents at the end of each Key Stage and EYFS.</p> <p>Assessments would be held as late as possible, at the end of June.</p> <p>VP commented there was a skilled staffing team in place across the schools, including LJ who was an assessor, to undertake the assessments and review the data.</p> <p>RW added cross moderation would take place with other Trust schools.</p> <p>Transition work for Year 2 and Year 6 was to be carried out.</p> <p><u>Clerk to Governors</u></p> <p>SLK confirmed this would be her last meeting as Clerk to Governors.</p> <p>The Trust was in the process of appointing a new Clerk.</p>
15.	<p><u>Date of Next Meeting</u></p> <p>Governors agreed the start time for LGB meetings would continue as 5pm.</p> <p>Next LGB meeting would be held on 12th May 2021 at 5pm.</p> <p>Meeting to be held via video conference call subject to any changes in the Covid 19 restrictions.</p>

Meeting closed at 6.45pm
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