

Heacham Junior, Heacham Infants, Snettisham Primary Schools
Local Governing Bodies Meeting 2/6
Jan 4th 2023

Present Louise Jackson, Emma Hunt (EH), Barbara Herring, Kirsty Kerr, Alic Taylor, Emma Hall (EHL) , Vicky Proctor, Paul Bland, Kate Watson, Rebecca Walker

Apologies Gavin Batterbee, Cheryl Rumens, Rachel Richardson, Amanda Gibbins

Clerk Hayley Roberts

Minutes of Previous Meeting	
Agreed.	
ACTION: HR to print minutes and send to school office for KK and BH to sign.	
Matters Arising	
Agenda Item	Actions
1. Absence	
2. Notification of any other urgent business Points from SPS parents emailed by Cheryl Rumens	
3. Pecuniary and other interests None	
4. Governing body membership Welcome to Emma Hall who has joined as a parent Governor. Daughters go to HJS & HIS. Proposed by BH and seconded by AT. Gavin Batterbee has not communicated or attended for a while. Letter to be sent.	ACTION: KK & BH to get a message from the chairs to put into the newsletter ACTION: HR to liaise with KK & BH to arrange a letter to send to GB to see if he wishes to continue as a Governor.
5. Headteachers report A document was circulated prior to the meeting New staff who joined as ECT's have made a good start. Behaviour improved last term across all three schools. Now pushing for high expectations in behaviour/ SPS Ofsted published and HIS soon to be published. AT asked if any comments from parents were concerning	

LJ replied that families would like to come to the schools and see for themselves how children are learning and behaviour. Not a concern but a next step.

BH asked if there is any way that an events calendar could be considered so that Governors can attend events.

LJ replied that events are communicated within the newsletters but that she will also inform governors when events are upcoming.

BH asked if children have settled with the longer school day or not.

LJ explained that the hours were the lowest at HIS, so their increase has been the most. Generally, she is really pleased with how pupils have responded there. For example, there's more time for things like story time at the end of the day which is a relaxing and calm end to the day.

KK said she purposefully didn't tell her son that the day was going to be any longer and he has been none the wiser.

KK enquired re pupil numbers at HJS; document says 107 on roll but PP entry states out of 115.

LJ- there are 107 on roll. The figure of 115 is a mistake.

KW asked re the extra maths tuition, if there is any indication of how successful it's been.

RW replied that it will be part of the next LGB agenda so that the data will be available.

BH enquired about the HIS summary on page 2 which includes concerns and strategies for year 1. BH asked what the strategies are and how they are monitored.

LJ replied that staff look at the behaviour and how well children are able to regulate and pay attention. There is also a focus on learning at the beginning of the year vs to where they are now. This is done via teacher assessment.

AT asked whether the pre-Christmas period of ill health nationally, affected the schools and whether it was a challenge to manage staffing-wise.

LJ replied that people were quite unwell in December which created more absence. There were occasions when pupils did have to go home and some came in with general colds, but it was manageable. Staff followed the government advice whilst keeping a focus on attendance.

KK asked whether the term 'new starters' referred to students who started between September and December.

LJ confirmed that KK was correct.

KK asked if those students have brought any significant impact as sometimes new starters have been children with low social mobility which can change the data.

LJ explained that some nice settling has been displayed and that there hasn't been any real impact so far. The new children been welcomed and are settling well.

ACTION: LJ to look at data ready for the next heads report.

6. OFSTED

A document was circulated prior to the meeting

LJ explained that the OFSTED questions are examples that have been asked by Ofsted inspectors during other WNAT school inspections recently and are the sorts of things that Governors should be prepared to answer. They are examples of how Governors can challenge the quality of the schools.

BH stated that they have been a really helpful read

EHL asked when HJS are due an inspection

LJ replied that it is possible that it's 4-5 years which would make it around May 2023 as May 2019 was the last one.

7. Safeguarding: E. Hunt

A document was circulated prior to the meeting

Training is all up to date. Ms Tilbrook from HJS is now an additional DSL at HJS.

EH continues to monitor closely to ensure that there is an adequate level of DSL cover across the schools.

BH has been in to check the SCR.

There are currently three pupils with social work involvement.

VP asked about persistent absences

EH explained that they are using a text message system to alerting families that 95% upwards is expected attendance-wise. There have been improvements but it's a difficult time to boost. However, it is at and above, the national average at the Heacham schools and the data is shared with the government.

KK referred to the figure relating to incidents or issues of bullying; whether it was same child having multiple occurrences, or different children.

BH added that as governors they have asked this before but were told that it's not possible to see individual columns for this.

EH- replied that NH was right and that although she has played around with the columns, she cannot get it to report exactly who and what.

KW asked if there are other systems in place to ensure that parents are kept in the loop, other than just via electronic communication.

EH explained that there is always a section in the newsletter, but that they don't have any families that they know of that don't have any access to technology at all. Staff have quite a good relationship with their families and tend to spot things really quickly.

VP added that she got a lot from physically going in to school and the face to face communication was invaluable.

KK added that as a parent she feels that she gets a lot of communication from the school and that different platforms are used; for example; Dojo, letters, texts, other parents on the playground etc.

<p>8. LGB skills audit</p> <p>Uploaded to Governor Hub ready for everyone to fill in.</p>	<p>ACTION: All to fill in the Skills Audit by 5th Feb and send to HR.</p> <p>ACTION HR to put on the GH noticeboard for those who are absent.</p>
<p>9. Autumn data review: Emma Hunt</p> <p>A document was circulated prior to the meeting</p> <p>There will be a deeper look at the data in the next meeting. No questions were raised .</p>	
<p>10. EYFS Baseline & whole school targets</p>	<p>ACTION: HR to move EYFS Baseline & whole School Targets to LGB3 agenda.</p>
<p>11. Risk Register</p> <p>Document circulated prior to the meeting</p> <p>KK and LJ met and RAG rated where we are.</p> <p>LJ has also written extra information on there to give context.</p>	<p>ACTION: HR to add Risk register to the next agenda as the next one will be due in Spring term.</p>
<p>12. Governor monitoring and training</p> <p>BH has been in to monitor SCR.</p> <p>KK and LJ met to do the Risk register.</p> <p>BW asked Governors to do reports on any school events that they attend as it helps to monitor enrichment.</p> <p>BH asked if Governors need to do monitoring reports for Trust events or just the school events.</p> <p>RW replied that just the school's events are necessary as Trust reports are captured at a Trust level. BW added that another idea is for Governors to be present at Parents evenings if and where possible, just as another opportunity.</p> <p>Next monitoring session 23rd Jan AM. Divide between SPS & HJS.</p> <p>BH, KW & KK to take on website compliance checking.</p> <p>EHL, AT and BH to do Monitoring training.</p> <p>EHL needs to do Governor Safeguarding training.</p>	<p>ACTION: KK to do a monitoring report on the Art exhibition.</p> <p>ACTION: LJ to provide a list of Parents evening dates at LGB3.</p> <p>ACTION: HR to send over website compliance tick sheet to BH, KW, KK.</p> <p>ACTION: BH, EHL, AT to watch the training video on Governor monitoring.</p> <p>ACTION: EH to arrange Governor Safeguarding with EHL</p>
<p>13. Policy reviews</p> <ul style="list-style-type: none"> • Behaviour- tweaked the bit around classroom removals. The step by step process has been simplified – Approved • Home learning – Approved 	<p>ACTION: HR to add all of the policies that are stored in folders, to the LGB3 agenda.</p>

<ul style="list-style-type: none"> • First Aid (HIS) – Approved • LAC (HIS) – Approved • Maths – Approved • Online Safety – Approved • Phonics – Approved • Medical Needs – Approved 	
<p>14. Current focus</p> <p>Consistency in teaching and learning and supporting new staff to implement consistent behaviour management strategies.</p> <p>KW asked how easy or difficult it has it been to make trips affordable to parents.</p> <p>LJ replied that they look for funding for things like transport costs and work with the Trust and parents to find a good balance of taking pupils out into the wider world, whilst being aware of costs for trips being more expensive than they once were. There is the hardship fund available too.</p> <p>Kw asked if the hardship fund comes with any criteria</p> <p>LJ explained that the Government produced a new document over the summer which triggered a Trust-wide policy on how trips are done. The Government document included stipulations on what is classed as an educational trip. They have got stricter on what would qualify. It says on the Trust form about how families can seek financial help for trip.</p>	<p>ACTION: Add SEF review to LGB3 agenda.</p>
<p>Any Other Business</p> <p>CR sent in some questions via email which were answered during the Headteacher’s report.</p> <p>See email.</p>	
<p>Date of Next Meeting – Wed 8th Feb Snettisham 1730</p>	