

**West Norfolk Academies Trust  
Heacham Infant and Nursery and Junior Schools  
Minutes of the local Governing Body meeting held on  
Wednesday 5th February 2020 at 5.15pm at Snettisham Infant School**

**Queries/questions - highlighted in yellow**

**Present**, Mr. Gavin Batterbee, Mr Robert Dale, (Chair), Mrs. Emma Hunt, Ms Louise Jackson. (Executive Head), Mrs. Jo Ranson, Mrs. Rachel Richardson and Mrs. Kate Watson

**In attendance:** Mrs. Jane Hill (Clerk)

**Apologies:** Mrs Charlotte Ferguson, Ms. Amanda Gibbins, Mrs. Vicky Proctor, and Reverend Simon Wilson

5.15pm The meeting was preceded by a joint discussion with the Governors of Snettisham Infant School about the idea of all three schools having one Governing Body. The meeting was attended by Jo Borley and Lesley Bambridge who gave their view on how this worked for their schools from the point of view of an Executive Head and a Chair and Governor. They also answered questions from Governors from all three schools. Jo Ranson, one of the Governors from Heacham Infant and Junior Schools local Governing Body explained how well it has worked when Heacham Infant and Heacham Junior Schools decided to have one Governing Body and how much that Governor had enjoyed being part of the new joint Governing Body.

Governors from both Governing Bodies discussed the problems and benefits of joining together could have. The general consensus was there was a lot to gain for all three schools by the governing bodies joining together.

**DECISION: It was agreed that the Governing Bodies would meet as a group at their next meeting on 25th March at 5pm at Snettisham School.**

Jo Borley, Lesley Bambridge and the Chair and Governors of Snettisham School then left the meeting.

Paperwork for the meeting starting at 6pm had been circulated to Governors.

1.	<b>Apologies for absence</b>	<b>Action</b>
	Robert Dale welcomed all the Governors to the meeting. Apologies were received and accepted from Charlotte Ferguson, Amanda Gibbins, Vicky Proctor and Reverend Simon Wilson due to other commitments and illness. <b>Governors noted that Charlotte Ferguson had not been able to attend recent meetings and were concerned about her welfare. The Chair said that he would make contact with her. Governors wished Simon Wilson a prompt recovery.</b> <b>ACTION: The Chair to make contact with Charlotte Ferguson.</b>	Chair
2.	<b>Notification of any urgent business</b>	
	Discussion about meeting with Snettisham Governing Body (see item 4).	
3.	<b>Declaration of business/pecuniary interests and conflict of interests</b>	
	All the Governors had completed their register of business/pecuniary interest and conflict of interests forms. There were no additional declarations beyond those already recorded.	

4.	<p><b>Membership of the Governing Body</b></p> <p>The Chair discussed the content of the meeting with Snettisham School Governors.</p> <p><i>Governing Body:</i> Also discussed was the composition of the Governing Body and it was agreed that there should be one parent governor and one staff governor for each school on the governing body.</p> <p><b>ACTION: The Chair, Robert Dale, to speak to the Chair of Snettisham School, Andy Gee, about the composition of the Governing Body.</b></p> <p><i>Terms of Reference:</i> Governors felt that the Trust standard terms of reference for local Governing Bodies would cover any new joint Governing Body with Snettisham.</p> <p><b>DECISION: Governors unanimously agreed to the joining of Snettisham Infant, Heacham Infant and Heacham Junior schools under one Governing Body.</b></p> <p><b>Governors agreed the next joint meeting with Snettisham to be on Wednesday 25th March at 5pm which was their normal meeting date.</b></p>	Chair																																							
5.	<p><b>Minutes of the last meeting on 11th December 2019</b></p> <p>The minutes of the meeting had been circulated to Governors and they were all happy with them.</p> <p><b>DECISION: Governors unanimously agreed the minutes as a true and accurate record of the meeting and they were signed by the Chair.</b></p>																																								
6.	<p><b>Matters arising</b></p> <p>Governors were pleased to learn that the Chair had thanked Jillian Carr for all her work for the school over her years as a Governor.</p> <p><i>Governor responsibilities</i></p> <p>Governors went through their responsibilities as follows. Governors noted that Simon Wilson had agreed to be curriculum governor:</p> <table border="0"> <thead> <tr> <th><i>Subject</i></th> <th><i>Member of Staff</i></th> <th><i>Governor</i></th> </tr> </thead> <tbody> <tr> <td>Maths and Science</td> <td>Gemma Williamson</td> <td>Rachel Richardson</td> </tr> <tr> <td>SEND</td> <td>Teresa Menday</td> <td>Gavin Batterbee</td> </tr> <tr> <td>English - Writing</td> <td>Ellie Jones</td> <td>Amanda Gibbins</td> </tr> <tr> <td>English - Phonics</td> <td>Catherine Tuckwood</td> <td>Kate Watson</td> </tr> <tr> <td>EYFS</td> <td>Catherine Tuckwood</td> <td></td> </tr> <tr> <td>Curriculum</td> <td>Emma Hunt</td> <td>Robert Dale/ Simon Wilson</td> </tr> <tr> <td>Safeguarding</td> <td>Louise Jackson</td> <td>Vicky Proctor/ Jo Ranson</td> </tr> <tr> <td>Enrichment</td> <td>Jess Morgan</td> <td>Jo Ranson</td> </tr> <tr> <td>Health and Safety</td> <td>Louise Jackson</td> <td>Gavin Batterbee</td> </tr> <tr> <td>Attendance</td> <td>Louise Jackson</td> <td>Vicky Proctor</td> </tr> <tr> <td>Pupil Premium</td> <td>Louise Jackson</td> <td>Robert Dale</td> </tr> <tr> <td>Behaviour link</td> <td></td> <td>Amanda Gibbins</td> </tr> </tbody> </table> <p>There was a vacancy for a PE Governor and Governors voted in favour of Gavin Batterbee being PE Governor.</p> <p><i>Monitoring</i></p> <p>Robert Dale said that he would be monitoring history the following week.</p> <p>Rachel Richardson had met with Gemma to monitor maths and science and would report on this at the next meeting. She had attended the Year 5/6 science day and Emma Hunt said how well this had gone with many parents attending.</p> <p>Gavin Batterbee said he would come in and monitor PE along with his responsibilities of Health and Safety and SEND.</p> <p>Emma Watson was meeting up with Catherine Tuckwood the next day to</p>	<i>Subject</i>	<i>Member of Staff</i>	<i>Governor</i>	Maths and Science	Gemma Williamson	Rachel Richardson	SEND	Teresa Menday	Gavin Batterbee	English - Writing	Ellie Jones	Amanda Gibbins	English - Phonics	Catherine Tuckwood	Kate Watson	EYFS	Catherine Tuckwood		Curriculum	Emma Hunt	Robert Dale/ Simon Wilson	Safeguarding	Louise Jackson	Vicky Proctor/ Jo Ranson	Enrichment	Jess Morgan	Jo Ranson	Health and Safety	Louise Jackson	Gavin Batterbee	Attendance	Louise Jackson	Vicky Proctor	Pupil Premium	Louise Jackson	Robert Dale	Behaviour link		Amanda Gibbins	
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	<p>monitor phonics and EYFS.</p> <p>Governors discussed how to do monitoring at Snettisham and it was agreed that subject leaders there should contact Governors.</p> <p><b>ACTION: Subject leaders from Snettisham to contact Governors. Rachel Richardson to give an update on maths and science at the next meeting and clerk to add this to the next agenda.</b></p> <p><b>Presentations from subject leaders:</b></p> <p>In reply to a question from a Governor, the Executive Head said that there was the same maths leadership strategy for Snettisham as the other two schools. It was agreed that the first presentation to Governors was to be from the Maths lead about how the schools were approaching maths. This to include the difference between the schools on the nature and intent of the curriculum and how it is being delivered. The presentation to last 20 minutes with time for Governors to ask questions. In reply to a question from a Governor, the Executive Head said that they all use White Rose for planning. As agreed at the last meeting the next two presentations would be as follows:  Summer 1: General Curriculum review  Summer 2: SEND</p> <p><b>ACTION: Maths lead to give a presentation about Maths at the next meeting. Clerk to add this to the agenda.</b></p>	<p>Subject Leaders</p> <p>R. Richardson</p> <p>Clerk</p> <p>Maths Lead</p> <p>Clerk</p>
7.	<b>Head Teacher's verbal report</b>	
	<p>In reply to a question from a Governor, Emma Hunt mentioned that the new Trust format of reporting to Governors used by the Head Teacher made better use of their time.</p> <p>Robert Dale asked the Executive Head if with the smaller amount of resources will the schools still be able to deliver a good education. She explained that the two schools are very good at sharing their resources and therefore able to maintain the balance needed.</p> <p><i>School Context:</i></p> <p><i>Heacham Junior School:</i> Emma Hunt said that the number of pupils on roll has declined and this will continue over the next few years. 52 children moved up to High School in September 2019, while the intake in Year 3 was 24 with a possible two more joining. The percentage of SEN and disadvantaged pupils at Heacham Junior is within an average range. In total there are fewer girls than boys in the school. The current Year 6 cohort has 22 boys compared to 15 girls.</p> <p><i>Heacham Infant and Nursery School:</i> The total number of pupils is 127 with 52.8% boys and 47.2% girls. It is expected that there will be a good number joining in September and this should ensure that numbers remain stable.</p> <p><i>Attendance</i></p> <p><i>Heacham Junior School:</i> Emma Hunt said that the low attendance at this point in the year is a concern following improvements in 18/19, particularly disadvantaged attendance which is very low. Attendance since November has declined rapidly with high levels of illness causing a trend of absence across the school. This has been reflected in the wider community with other local schools and the Queen Elizabeth hospital reporting high levels of illness. Attendance is being closely monitored with informal and fast track meetings being held to set targets for improvement.</p> <p><i>Heacham Infant School:</i> The attendance is 93.36% with boys at 92.82% and girls at 93.97%. Again, there has been a large amount of illness. The Executive Head explained the measures put in place to help including</p>	

	<p>hand sanitiser pumps to clean hands.</p> <p>Robert Dale asked if the schools will finish the year near the national average or will the attendance be affected by the persistent absentees? The Executive Head said that the procedure around attendance were a focus this year as absence was unusually high between Nov 19- Jan 20. There are four significant cases and two of which have school phobia and there are measures in place to help these children back into school some of which appear to be working. If these children were taken out, then the schools are likely to just meet the national average.</p> <p>What is the reason for non attendance, is it because parents are taking their children on holiday? No, it is mostly illness and this is reflected in the number of cases at the Queen Elizabeth hospital. All the schools in the Trust are experiencing the same problem. Governors wondered whether this was because of the delay in giving children the flu jab, but there were other non specific viruses along with cases of chicken pox, glandular fever and sickness and diarrhoea.</p> <p><i>Exclusions:</i></p> <p><i>Heacham Junior School:</i> There have been three fixed term exclusions to date. One girl (2 separate occasions) and one boy. A member of staff is doing some social/emotional and behavioural work with one of the pupils one afternoon a week. Furthermore, some weekly small group anger therapy sessions lead by a TA are also helping the other pupil access some strategies to better manage feelings of anger. The school is actively trying to reduce the number of fixed term exclusions in favour of internal exclusions in an effort to promote inclusion. In reply to a question from a Governor about how are internal exclusions managed? Emma Hunt explained that depending on the severity of the severity, pupils are taken to work in EH's office or taken out of class by a TA to work in another class.</p> <p><i>Heacham Infant and Nursery School:</i> There have been no exclusions.</p>	
8.	<p><b>Assessment update</b></p> <p><i>Results:</i></p> <p>Governors went through the figures in detail for both schools (copies attached to the report).</p> <p>Governors were very pleased with the work and the results that Ellie Jones has had with her subjects. They also noted there were high achievers at the Infant school. There is great teaching in Year 6 and Kate Watson said she had observed a brilliant lesson about the holocaust and how engaged the children were.</p> <p>Robert Dale queried the fact that there were no differentials between boys and girls on the results and Emma Hunt said that a comment could be included for that. It would also help if there was a narrative about summer born and autumn born children for both boys and girls and if this affects their performance.</p>	
9.	<p><b>Safeguarding.</b></p> <p><i>Attendance and Exclusions</i> were covered under the Head Teacher's report. CPOMS is going well and is being used effectively to support training. The <i>Safeguarding audit.</i> Vicky Proctor and the Executive Head had met to go through the safeguarding audit...</p> <p><i>SCR:</i> The Executive Head mentioned there was a new administrator at the Infant School Lauren. Vicky Proctor to look at the SCR record with her along with the one at the Junior School as now members of staff had joined.</p> <p><b>ACTION: Vicky Proctor to check SCR again.</b></p> <p><i>Website audit.</i> Robert Dale mentioned the need for a website audit to be done. Emma Hunt explained that she was spending time getting</p>	<p>V. Proctor</p> <p>Website</p>

	<p>photographs for it.</p> <p><b>ACTION: Website audit to be carried out</b></p> <p><i>SEN:</i>  <i>Heacham Infant School:</i> 15% with two children with EHCP. Teresa Menday is being supported by Emma and the Executive Head working on the Trust strategy  <i>Heacham Junior School:</i> 18%</p> <p>The Executive Head explained how the provision they need is put in place and how adult support for them is prioritised across both schools.</p> <p><i>Child Protection:</i> The Executive Head said there had been a case conference about three children across both schools and how the case had been downgraded from a section 47 to CIN section 17.</p> <p><i>LADO;</i> no reference to LADO</p> <p><i>Racism and homophobia:</i> There were no incidents of either of these.</p> <p><i>Behaviour:</i> General behaviour has been transformed particularly at the Junior School where pupils are focused, calm and learning is priority. The Executive Head explained how the playground, sports areas and pirate ship are shared between the children. Children are all well supervised. Emma Hunt explained how she goes to observe the children every day.</p> <p><i>Forest School:</i> Emily has left but relates to the school via the portal on YouTube. Robert Dale said that it was shame that the Forest School was reliant on one person, but was told that other members of staff were involved. Sports Council have asked to do pond dipping. It was decided to discuss this at a further meeting.</p> <p><b>ACTION: Forest School to be discussed at the next meeting. Clerk to add to the agenda.</b></p>	audit to be completed
		Clerk
<b>10.</b>	<b>Premises and Health and Safety</b>	
	<p>The risk assessment is going to be reviewed this half term to ensure that the data and the contractors are all up to date.</p> <p>The electricity for the staff room was deemed inadequate and some of the equipment had to be taken out as there was not enough power. More plugs were needed in the ICT suite.</p> <p>Gavin Batterbee to join meeting to review ICT on 17th February at 9.30am at the Infant School.</p> <p>Risk assessment will include looking at finger guards, site security, trip hazards, rubbish securely stored away etc.</p> <p>In reply to a question from Robert Dale, the Executive Head said there was currently no problem with trees as both schools are in line with the timeframe from the assessment carried out in 2019.</p> <p><b>ACTION: Gavin Batterbee to attend meeting re ICT on 17th February at 9.30am at the Infant School.</b></p>	G Batterbee
<b>11</b>	<b>Policy Review</b>	
	<p><i>Home School Agreement:</i> Was a Trust policy.</p> <p><b>DECISION: Governors agreed to adopt Home School Agreement.</b></p> <p><i>SEND Policy:</i> Governors went through the policy and the amendments needed were noted. The amended policy will be circulated to Governors.</p> <p><b>DECISION: Governors agreed to adopt the SEN Policy subject to the agreed amendments.</b></p>	
<b>12</b>	<b>Governor training and monitoring</b>	
	Covered under item 4	
<b>13</b>	<b>Date of the next meeting</b>	
	The date of the next meeting: <b>25th March 2020 at 5.00pm at Snettisham</b>	

	<b>School.</b>	
	There being no further business the Chair thanked Governors for attending the meeting with the Governors of Snettisham School and the local Governing Body. The meeting closed at 7.30pm	

Signed: .....

Dated.....