

**West Norfolk Academies Trust**  
**Heacham Infant and Nursery Schools**  
**Draft Minutes of the local Governing Body meeting held on**  
**Wednesday 26th September, 2018 at 6.30pm at Heacham Infant School**

**Queries/questions - highlighted in yellow**

**Present:** Mr. Simon Bamber, Mr. Robert Dale, Mrs. Charlotte Ferguson, Mr. Brian Griffin, Mrs. Emma Hunt, Ms. Louise Jackson (Executive Head), Mrs. Vicki Proctor, Mrs. Jo Ranson, Mrs. Rachel Richardson, Mrs. Kate Watson.

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

		<u><b>Action</b></u>
<b>1. Apologies for absence .</b>		
Apologies were received and accepted from Zoe Back, Andrew England, Joanne Kellythorn, Vicky Neal, Revd. Simon Wilson, Mr. Simon Wilson and Debbie Woods. Rachael Sandle has sent in her resignation as Governor due to work commitments and wished the two schools well in the future		
<b>2. Notification of any urgent business</b>		
Pupil admission number at Heacham Junior School.		
<b>3. Declaration of business/pecuniary interests and conflict of interests</b>		
All the Governors present completed their Register of Business and Pecuniary interest and conflict of interests form and returned them to the clerk for filing in the schools		
<b>3. Election Vice Chair</b>		
At the last meeting Governors had elected Jillian Carr. As she was not present it was decided to postpone the election of the Vice Chair to the next meeting. <b>ACTION: Clerk to add election of Vice Chair to the agenda for the next LGB meeting.</b>	Clerk	
<b>4. Membership of the Governing Body</b>		
Discussion took place about the need for Governors to attend meetings regularly. The Clerk said that it is useful if Governors can, if possible, give a reason for not attending so that this can be recorded.		
<b>5. Review Statutory requirements</b>		
Governors responsibilities had been discussed at the last two meetings and these were the responsibilities agreed at this meeting. SEND Charlotte Ferguson Simon Bamber Safeguarding including Prevent Vicky Proctor Jo Ranson Looked after children Rev. Simon Wilson Pupil Premium Robert Dale Brian Griffin Attendance Rachel Richardson Robert Dale Health and Safety Joanne Kellythorn Gavin Batterbee D.Woods EYFS Rachel Richardson Curriculum Kate Watson Revd Simon Wilson English Kate Watson Maths Brian Griffin Literacy Simon Wilson Science Gavin Batterbee SIDP Attainment and Achievement (including Higher Achievers) Robert Dale		

	SIDP Teaching and Learning Governors had a successful learning walk last term and it was agreed to conduct another one this year.	Simon Wilson	<b>Action</b>
<b>6.</b>	<b>Review Governors' Code of Conduct</b>		
	Had not changed since last year. <b>Governors were all happy to adopt the Code of Conduct.</b>		
<b>7.</b>	<b>Minutes of the previous LGB meeting 10th July</b>		
	The minutes had been circulated to the Governors prior to the meeting and they were happy with the minutes. <b>DECISION: Vicky Proctor proposed that Governors agreed the minutes of the 10th July as a true and accurate record of the meeting; this was seconded by Charlotte Ferguson.</b>		
<b>8.</b>	<b>Matters arising</b>		
	<p><i>Item 5:</i> <b>Gavin Batterbee said that he was still investigating courses run by Anglian Water. Governors agreed with his suggestion of the presentation being made to all three schools and to the Deputy Head's idea of linking this to Forest school.</b></p> <p><i>Item 6:</i> It was agreed for the clerk to ask Sara Nolan at WNAT to email a Governor monitoring template, staff code of conduct and governor job description.</p> <p><i>Item 10 and 11 - Pupil Premium and Sports Premium:</i> to be agenda items for the next meeting.</p> <p><i>Email addresses:</i> <b>In reply to a point raised by Brian Griffin about email addresses on emails to be bcc as advised to PCCs by the Diocese of Norwich in the light of the latest GDPR regulations,</b> Governors fully discussed the issue and wanted to continue with the present arrangements as the emails are just sent to Governors.</p> <p><b>DECISION: Emma Hunt proposed that the email addresses of Governors continue to be visible, this was seconded by Rachel Richardson and all the Governors voted in favour of this proposal</b></p> <p>It was also agreed to continue using Governors' own emails until they are given Trust email addresses.</p> <p><i>Website compliance:</i> A website had recently been audited by someone from WNAT. Governors also listed items they felt needed addressing and explained them to the Executive Head including some of the links that work on one school's website and not the other. The Executive Head is going to arrange a meeting with the school's website manager and update all the information needed.</p> <p><b>ACTION: Clerk to add Pupil Premium and Sports Premium to the agenda for the next meeting.</b></p> <p><b>Clerk to ask Sara Nolan at WNAT to email a Governor monitoring template, staff code of conduct and governor job description.</b></p> <p><b>Gavin Batterbee to report back about Anglian Water courses available.</b></p>		Clerk GB
<b>9.</b>	<b>Head Teacher's report</b>		
	<p>The Executive Head gave a verbal report. She explained that the Heads in the Trust had agreed a format for the Heads' reports and explained the information it will contain.</p> <p><i>Strengths:</i> The strengths are that the two schools are working to pull together and are sharing CPD and having more joint meetings.</p> <p><i>Concerns:</i> are that the attainment at the Junior School and reading has been below national average for the last three years. Progress across the school has been difficult and teaching and learning needs to be refreshed. <b>Is HJS a coasting school? This definition has been removed by the Minister of</b></p>		

	Action
<p><b>State for Schools but the outcomes could raise concerns with the DfE, Any Ofsted Inspection will be a two-day inspection.</b> Teaching and learning needs to gain pace and there needs to be evidence of progress in the children's books and the lessons need to be good. <b>How are you going to move things on quickly? This is outlined in the SIDP.</b> The Head and Deputy Head are working on the teaching that needs improving and strong teachers are sharing their strengths to help others.</p> <p><i>SIDP:</i> There are sharp targets set out in the SIDP</p> <p>SIDP is a one year ambitious plan and support has been brought in by the Trust.</p> <p>1) Raise attainment in the Junior School above national average - through questioning the pace of delivery, clear expectations of outcomes and good use of resources.</p> <p>2) Increase good and outstanding practice, there will be frequent drop-ins and the Head explained how she had observed a good lesson and how this experience is shared with staff. <b>In reply to a question from Simon Bamber, The Head said that staff were happy to observe outstanding teaching and there will be additional help and support and training for staff who are not acting on the advice given.</b></p> <p>3) Reading: <b>In reply to a question from Simon Bamber about reading The Head outlined the plans in place.</b> Books in the library need to be reviewed and refreshed and this is being done with help from Marilyn Brocklehurst. Jo Ranson is working on the new library at the Junior School with new shelving to motivate children to enjoy reading. Staff are also being trained on reading. The Deputy Head outlined the short-burst plan to develop reading, whole-class guided reading with targets and achievements that can be measured. Reading will be discussed every week with staff. The Head said that it was about children being taught to read with enthusiasm. <b>Would parental involvement help and do they need more guidance for encouraging children to read at home? Kate Watson mentioned the 100 books to read before a certain age sent by the school and how good it was for the children.</b> The Head was very pleased with the offer from one or two Governors to come and hear the children read at the Junior School and a letter will be sent out asking for other volunteers to come and hear reading. Another suggestion by a Governor was to have Bedtime Stories as in the Infant School, but these would have to be adapted for the age group such as having scary stories.</p> <p><i>Monitoring:</i> <b>The Chair summarised the things that Governors could do to help.</b> Monitoring to see if the children are more enthusiastic about learning, particularly reading, see if targets are reflected in the books and if the books show progress, Look at working walls and see if there are attractive displays and observe the teachers' enthusiasm and questioning skills in lesson delivery and whether the children are being pushed. It was suggested that monitoring should be done before half term.</p> <p><b>It was agreed to do the monitoring of both schools in a day on Thursday 8th November starting at the Junior School at 8.45 to see the children coming into school then going to the Infant school in the afternoon.</b></p> <p><b>The focus was outlined to the Governors who agreed to take part: Rachel Richardson, Charlotte Ferguson, Kate Watson, Gavin Batterbee, Simon Bamber, Robert Dale, The Revd. Simon Wilson and if he can Brian Griffin.</b></p> <p><i>Settings:</i> <b>Brian Griffin asked if setting had been abandoned? The Head explained that it has been shown that mixed ability groups promote higher outcomes for all the children.</b> Teachers have their own class for longer; this also reduces movement of children around the school promoting a more positive and warm atmosphere and reduced low level disruption.</p>	

	<p><i>Attendance - HJS</i> Has improved at the Junior School, there have been meeting with families and persistent absence has reduced.</p> <p><i>HIS:</i> The attendance at the Infant School was better last year than this year..</p> <p><i>SEND:</i> <b>In reply to a question from a Governor, the Head said that SEND children had poorer attendance but explained the work being done with the families.</b></p> <p><i>Staffing - HJS:</i> Working hard with some staff to make sure they give the children the best teaching and learning and improve their lessons to help children push themselves and what plans were in place to achieve this.</p> <p><i>HIS:</i> One staff member is being supported by Catherine Tuckwood with a particularly challenging class. The school are getting support from the SRB for one child.</p> <p>The two year old provision will be starting in January and the school is liaising with the Trust over this.</p> <p><b>PAN Number:</b> After a full discussion Governors agreed on a PAN of 30 for Heacham Junior School.</p> <p><b>DECISION:</b> Robert Dale proposed that Governors agree to a PAN of 30 for Heacham Junior School, this was seconded by Jo Ranson and all the Governors voted in favour of this proposal.</p>	<b>Action</b>
<b>10</b>	<b>SIDP</b>	
	<p>Was covered under item 11. <b>The Chair asked about transition and whether the families and pupils were happy? The Head said that it had gone well and everyone seems happy.</b></p> <p><b>In reply to a question about Year 6 transition, Jo Ranson said that this had gone well and there had been a lot of preparation for this and she will report back on any further feedback from pupils about how the transition had worked for them.</b></p>	
<b>11</b>	<b>Finance - SSif Bid</b>	
	<p>The Head explained about the success of the application she had made and the funding of £300,000 secured for the Trust. The aim of the project was to unlock talent and reduce the gap for disadvantaged children and this will be implemented across 11 local schools, including both Heacham Infant and Junior schools. <b>The Chair congratulated the Executive Head on this achievement which he hoped the Trust will recognise.</b></p>	
<b>12</b>	<b>Safeguarding</b>	
	<p>There are issues at both schools; 2 FSP, one early intervention, 2 CIN have been have been closed but there are still two active cases. <b>Do you have the resources to deal with these cases? The staff have been congratulated by the police and social services for how well the records are kept which makes it easier for them to deal with cases. Do you have any good practice examples that could be used across the Trust? The Head explained there are safeguarding leads in both schools and how the records are kept in chronological order.</b></p> <p><b>Safeguarding Training:</b> All the staff have completed the safeguarding training and have returned the signed forms about this along with their questionnaires showing they had understood the training. Safeguarding forms from the NCC safeguarding policy are being used across both schools.</p> <p><b>The schools need evidence of good British values; this needs to be refreshed and will discussed by the school council - what is democracy and how it applies to their lives. There will also be an assembly on British Values.</b> Governors discussed the importance of raising awareness of cultural and racial diversity and ensuring that children do not repeat racist language they can learn on social media.</p>	

		<b>Action</b>
<b>13</b>	<b>Attendance targets</b>	
	<p><b>It was agreed that the target for attendance should be above national for both schools.</b></p> <p>The Head explained how families were being challenged about absence and how the schools were asking for medical certificates. Parents of persistently absent children are being called to meetings at the school. The electronic system is working well in highlighting the absent children and this helps with safeguarding of the children by flagging up any children missing.</p>	
<b>14</b>	<b>Policy Review</b>	
	<p>Governors discussed the Safeguarding and Keeping Children Safe in Education and the Behaviour policies.</p> <p><b>DECISION: Emma Hunt proposed that Governors adopt the Safeguarding and Keeping Children Safe in Education and the Behaviour policies, this was seconded by Charlotte Ferguson and all the Governors voted in favour of this proposal.</b></p> <p>The Intimate Care, Safer Recruitment and First Aid policies will be agenda items for the next meeting.</p> <p><b>ACTION: Clerk to add review of Intimate Care, Safer Recruitment and First Aid policies to the agenda for the next full Governing Body meeting.</b></p>	Clerk
<b>15</b>	<b>Governor Training and Monitoring</b>	
	<p>The Head mentioned the meeting she had had with Marion Dawe. While she had been in school, a Fire Drill had been held and the school was evacuated very quickly.</p> <p><i>Safeguarding training:</i> The following Governors signed up to attend Safeguarding Training at Hunstanton Primary School on Tuesday 6th November from 6pm to 8pm: Robert Dale, Gavin Batterbee, Charlotte Ferguson, Vicky Proctor, Jo Ransom, Rachel Richardson, Kate Watson and Revd Simon Wilson.</p> <p><b>ACTION: Governors to attend Safeguarding Training</b></p>	Govs.
<b>16</b>	<b>Date and time of next meeting</b>	
	<p>Governors agreed the following dates for the meetings for the year</p> <p>Readiness for Ofsted training: Thursday 6th December 2018</p> <p><b>LGB Meetings:</b></p> <p>Wednesday 12th December 2018 at 6.30pm at the Junior School;</p> <p>Wednesday 13th February 2019 at 6.30pm at the Infant School</p> <p>Wednesday 20th March 2019 at 6.30pm at the Junior School</p> <p>Wednesday 8th May 2019 at 6.30pm at the Infant School</p> <p>Wednesday 10th July 2019 at 6.30pm at the Junior School</p>	
	<p>The Chair thanked all the Governors for coming to the meeting.</p> <p>There being no further business, the meeting closed at 8.41pm</p>	

Signed: .....

Dated.....