

Heacham Infant and Nursery School
Minutes of the meeting of the Governing Body held on
Monday Tuesday 20th March, 2018 at 6.00pm

Queries/questions - in Blue Replies to queries/questions - in Green Key Issues in Purple

Present:

Mr Gavin Batterbee	Mr. Robert Dale (Chair)	Mrs. Charlotte Ferguson
Mrs. Louise Jackson (Head)	Mrs. Joanne Kellythorn	Mrs. Vicki Proctor
Mr. Simon Wilson		
In attendance:	Mr. Roger Livesey	Mrs. Jane Hill
		Action
		By whom
Documents for the meeting had been circulated to Governors prior to the meeting with hard copies available on the day.		
Welcome and Introduction The Chair welcomed Roger Livesey, the Chair of the West Norfolk Academies Trust to the meeting and all the Governors especially Simon Wilson who was joining the Governing Body. The Chair explained that Simon was the new Head of Smithdon School and it was a great advantage to have someone with secondary experience on the Governing Body. The Chair explained that some of the items have been changed round to allow time for Governors to hear from Roger Livesey.		
1. Apologies for absence . Apologies were received and accepted from Jillian Carr, Andrew England, Vicky Neal and Rachel Richardson. Governors agreed with the Chair that it was extremely unusual to have so many Governors absent		
2. Governors' Register of Business Interests Simon Wilson had completed his Register of Business and Pecuniary form and this was returned to the clerk for filing in school. Joanne Kellythorn mentioned that, although she had left her substantive role in the school, she had been called in on occasion to do casual work for the school. None of the other Governors had any interest to declare on any item on the agenda.		
3. Talk by Roger Livesey Roger Livesey gave Andy Johnson's apologies. Although he would have liked to have been present, he has had to cut down on meetings in the evening as his wife was ill. He explained that with Louise Jackson taking over as Head of the three schools, Heacham Junior, Infant and Snettisham, the Trust would like the Governing Bodies of Heacham Infant and Junior schools to join together to become one Governing Body. Both schools will remain separate and will not merge as it would not make financial sense. He said the Governing Body of Heacham Infant school was excellent and praised their experience in challenging the Head which is what was needed. The Trust would like Robert Dale to be the Chair of the new joint Governing Body and also for the Vice Chair to continue in the role. He hoped that the Governors would be happy with this new arrangement as he was keen for the Governing Body of		

<p>Heacham Infant school to play a leading role in the new Governing Body.(will this upset the Junior GB???).</p> <p>Brian Griffin, the Chair of Heacham Junior was happy to step down and for Robert Dale to become chair but wanted remain on the Governing Body. Roger Livesey hoped that Governors of Heacham Junior school will want to remain on the new Governing Body.</p> <p>The role of the new Governing Body was to challenge Louise Jackson's leadership of both schools and it will be good to be able to oversee the children from when they start school to leaving at age of 11.</p> <p>Roger Livesey invited questions from Governors.</p> <p>Q: Robert Dale asked if the Trust had experience of bringing two governing bodies together and what was the outcome? Roger Livesey sited the example of Clenwarton, West Lynn and Walpole Cross Keys governing bodies merging. He explained about the background of the Governing Bodies of all three schools. The merged Governing Body included two governors from West Lynn and a staff governor from Walpole Cross Keys and he said the new Governing Body was very good although they had just lost their Chair who had been replaced by a Trustee. The same model will not be used for the three schools as Snettisham have their own very good Governing Body chaired by Andy Gee who is about to become Chair of Smithdon.</p> <p>Roger Livesey explained that if the Trust had not taken over Walpole Cross Keys the local authority would have closed it.</p> <p>Q: Vicky Proctor asked what would happen about Governor responsibilities - she mentioned that she was safeguarding governor for the school and there was obviously a safeguarding governor at the Junior school. The Head said she had been asked the same question when she attended the meeting of the local Governing Body at the Junior School. One suggestion she had made was to have a buddy system with a Governor from the Junior school doing a learning walk with a Governor from the Infant School sharing their knowledge and this would help find out who is in the best position to fill each post. This can be discussed at the joint full Governing Body meeting. Q:</p> <p>Roger Livesey said that the two schools were in different places</p> <p>Q: The Chair asked what does the Trust see as the priorities for Louise Jackson in terms of her support for this school and other two schools? Roger Livesey said that Louise Jackson was her own boss and the Trust tends not to interfere too much. Simon Wilson said that Heads in the Trust share the vision and everyone had their part to plan.</p> <p>Roger Livesey said that had the school had an inspection based on the Education Challenge partner report, they would have been outstanding. It is important for Louise to know that she has the support of the Governors and Trust. Louise Jackson said she was excited and happy about her new role.</p> <p>At the Governing Body meeting at Heacham Junior school, Louise Jackson had been asked if she had any plans for a management team across the three schools. She had replied that she needed time before deciding on this as she had to establish where the strengths and skills of the staff lay as she was anxious to build a structure that was sustainable with a team from within the schools.</p> <p>Q: In reply to a question about working with Emma Hunt, Louise Jackson said that she was liaising with her via email and meetings. She was ready to share a lot of ideas with her such</p>	<p>Action</p>	<p>By whom</p>
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<p>as the possibility of schools sharing such projects as Power of Reading and teaching and learning and reviewing class structures.</p> <p>Vicky Proctor said that a lot of parents were very excited with the changes. The Head had received a lot of very lovely comments from parents.</p> <p>The Chair said how important transition was and Vicky Proctor said that Michelle Welham had got plans for this. The Head said that Joan Low had also given some ideas about this, and Simon Wilson stressed the importance of having knowledge on entry of where the children are from the start and not having to spend the first six months finding that out.</p> <p>Louise Jackson mentioned that she was visiting other federations with infant and junior schools on the advice of VNET to see how their structure work and get advice from them.</p> <p>She explained how the school had joined the VNET Junior School network.</p> <p>Governors had no further questions for Roger Livesey.</p>	Action	By whom
<p>4. Minutes of the previous meeting on 1st February 2018</p> <p>Governors were all happy with the minutes which had been circulated to them.</p> <p>DECISION: Charlotte Ferguson proposed that the Governors agree the minutes as a true and accurate record of the meeting, this was seconded by Joanne Kellythorn and all the Governors voted in favour of this proposal.</p>		
<p>5. Matters arising from the minutes</p> <p><i>Single Central Record:</i> Vicky Proctor confirmed she had checked this.</p> <p><i>Item 5: Head Teacher's report:</i> Ofsted criteria for leadership and management to be added to the agenda for the next joint meeting with Heacham Junior Governing Body.</p> <p>ACTION: Clerk to add Ofsted criteria for leadership and management to the agenda for the next meeting.</p> <p><i>Item 11: Policies:</i> Is an agenda item.</p>	Add Ofsted criteria for L & M to agenda	Clerk
<p>6. Update on SEF and SIDP</p> <p>The Chair explained that in order to shorten the agenda Beth Sleet and Catherine Tuckwood would present the 8 week plan at the next meeting. The plan had been circulated to Governors.</p> <p>ACTION: Clerk to add presentation by Beth Sleet and Catherine Tuckwood about 8 week plan to the agenda for the next Governors' meeting.</p>	Add presentation of 8 week plan to next agenda	Clerk
<p>7. Head Teacher's report</p> <p>The Head said that she had sent out a full report and hoped the information was succinct and coherent.</p> <p>Number of roll: 116 and these had been divided in the various groups. Governors noticed that pupil premium numbers were reducing. The number on roll were reducing due to the low birth rate in the area and the village does not attract young families. The Head went through the numbers on roll in the past and how these have fluctuated. The school was fortunate that there will 3 single year group classes next year. The following year there will be a possibility of move staff around the schools if needed. Roger</p>		

<p>Livesey said that it was the Trust's vision to keep schools open. The Head said that the planned development of 400 houses had not received planning approval.</p> <p>Staffing: The school was fortunate to have staff with a range of skills who have chosen their own training and have been successful in gaining good qualifications. Some TAs have NVQ3. The staff and their qualifications were listed in the report. Q: What about Katie? The Head said how sorry she was that Katie has resigned from the end of the year. She had received a lot of support and will remain in teaching but be nearer her family and perhaps work part-time. Vicky Proctor said how well Katie had come on since being at the school. Her post is being advertised and the Head read out the text of the advertisement. Simon Wilson praised the wording of the advertisement to attract suitable candidates.</p> <p>Data: Year 2: Some of the data for Year 2 is not as good as it has been in the past, with progress not being as rapid as the Head would like. However if the high needs children are extracted then the figures are better. There are three children in that class who would in the past have had statements and there are a number of summer born children in that class. The Head outlined the example of a summer born child who scored 2 out of 40 when joining the school now scored 14 out of 16. The Head urged Governors to question her again at the next meeting about Year 2. In reply to a question, the Head said that teaching and learning has taken a bit of dip. It is important to make sure teachers are delivering at a more rapid pace.</p> <p>EYFS: The current EYFS data is very good with children making good progress towards higher than average outcomes.</p> <p>Year 1 progress is strong across all the subject and outcomes should be good.</p> <p>Simon Wilson remarked that Year 1 are better readers and writers. The Head explained about teacher assessment and moderation in school and this would be looked at.</p> <p>Simon Wilson asked about moderation? Louise Jackson said that she had been trained by the LA and passed her assessment to be a moderator in February. She listed the schools she had worked with including Gaywood, Dersingham and Docking.</p> <p>Roger Livesey said that it is helpful if children can read before they start school. Very few children begin to learn to read before they start school and only start when they join reception.</p> <p>Vicky Proctor said that when she comes to hear children read she can tell which ones do reading at home. The Head explained the need for children to be fluent readers for the test due to the large amount of text they have to read and understand in KS1 and KS2. Working with parents to encourage them to read to their children and hear them read is key. Q: Robert Dale asked how many families came to the café? 15 a day and includes a broad section including parent of pupil premium EAL children and fathers as well as mothers. The Head agreed that more modelling approach to reading could be offered as it has in the past.</p> <p>Robert Dale commented that it was good there were no large variations in the data between groups of pupils such as boys and pupil premium.</p> <p>Curriculum: The Head stressed the importance of having a wider curriculum and explained about the curriculum map used by staff that</p>	<p><u>Action</u></p>	<p><u>By whom</u></p>
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<p>links quality stories and books to teaching sequences, Robert Dale commented how good the learning journals were but wondered how much time it took for teachers to mark these? It takes times but it is an important part of the wider curriculum and it helps highlight what children are good at. However it is also important to maximise the quality of teaching reading, writing and maths as well.</p> <p>Monitoring: At lot of monitoring by staff and Governors has taken place as set out in the report.</p> <p>Attendance: The Chair said it was good to note that pupil premium attendance is higher than other pupils at 97%. The reason for absence amongst the SEN children is mostly medical hence the 94.3% attendance. The Head explained that how families were called if the attendance dropped, but also texts were sent to those with 100% attendance. Meetings were arranged with families with poor attendance and attendance targets set with them and this seemed to work better than sending letters out to them. Robert Dale stressed the clear link between attendance and achievement</p> <p>Safeguarding: The number of open cases has dropped from 10 to 1 with successful intervention. There is 1 CIN case.</p> <p>Prevent: This was explained to Governors and Governors will be invited to attend the Prevent Training being organised by the Head for staff.</p> <p>ACTION: Head to organise Prevent training and invite Governors to attend.</p> <p>GDPR: Governors praised the Trust for being so pro-active and employing a law firm and auditor to assess and provide a strategy for each of its schools. The school had had an audit of the current processes and the outcome was that the school was aware of what was needed. Simon Wilson and the Head discussed things they had learnt during training and the precautions staff need to take in particular with information about children. Discussion took place about whether Governors should have nsix email accounts to communicate with the school, about the need to keep school information secure at home or in the car and whether school information for governors can be stored electronically such as on Governorhub. The importance of breaches being reported immediately were stressed and the Trust has a senior person that can investigate such breaches. The Chair said that it was important that any privacy notices could be understood by staff, children and parents.</p> <p>Parent/Carer and Local Links: The Chair praised the workshops being run for parents to improve the links between parents and the school. Governors were all happy with the report and said it was very good. The Chair thanked Louise for producing such a good and comprehensive report.</p>	<p>Action</p> <p>Organise Prevent training and invite Govs.</p>	<p>By whom</p> <p>HT</p>
<p>8. Joan Low Review - Pupil Premium report</p>		
<p>The report was circulated to Governors. The Chair explained that Joan Low from VNET had carried out a review of the Pupil Premium</p>		

provision. She has recommended the school's practise to a school in Norwich who is coming to visit soon. She gave the school good feedback and recommendations and identified progress for more able children as the next step. It was a rigorous review but it is good to be reassured about the school's strategy and paperwork . Data analysis did not show gaps in pupil groups and that data was used to target intervention appropriately. Governors were pleased to note the school's paperwork was exemplary. Governors were invited email any questions they had to the Head.	Action	By whom
9. Finance		
<p>This is now dealt with by the Trust. The school get sent a monthly report (copy of which was circulated to Governors at the meeting). Vicky Proctor asked about pupil premium funding and whether projects such as Talk for Writing and Power of Reading would be able to continue. The Head was keen to share these projects with the Junior School.</p> <p>Topic books were discussed and what a good record they were of the children's progress and achievement.</p> <p>The Chair noted there was a small deficit but Roger Livesey said this was not of concern to the Trust.</p> <p>Transition: Simon Wilson talked about the dip in Year 6 and the importance of collaboration between the schools to help with transition and how this had been discussed at the Cluster meeting.</p>		
10. Safeguarding		
Was covered under item 7 Head Teacher's report.		
11. Health and Safety Monitoring		
<p><i>Canteen:</i> The Head thanked the Trust for the work that had been done to the canteen and how happy the staff were with the improvement. Governors were delighted to hear that the environmental health officer has now rated the canteen 5 out of 5 for food and hygiene.</p>		
12. Prevent Strategy		
<p>Was covered under item 7 Head Teacher's report</p> <p>ACTION: Head to organise Prevent training and invite Governors to attend.</p>		
13. Update on Data Protection - General Data Protection regulation		
Was covered under item 7 Head Teacher's report. The WNAT audit had been completed.		
14. Policy Review		
<p>PE Policy: Had been circulated to Governors who were all happy with it.</p> <p>DECISION: Vicky Proctor proposed that Governors adopt the PE Policy, this was seconded by Charlotte Ferguson all the Governors voted in favour of this proposal.</p> <p>Governors asked for the thanks to be passed on the TA who had written the policy.</p>		
15. Urgent matters not covered elsewhere		
The Head apologised that there were two items that had not been		

<p>included on the agenda.</p> <p>Well-Being Survey by WNAT: There was 98% satisfaction from staff and children. There were comments about the workload from staff, Roger Livesey said that this was a common theme with other schools with teachers and TAs concerned about the workload and this is something the Trust wants to address including the reduction in the amount of marking done. Governors were pleased to see how high the job satisfaction was. The Head read out some of the comments made.</p> <p>Cluster SEND and High Needs funding</p> <p>The Head explained Cluster funding for SEND will cease to be delegated to school clusters from the end of September 2018, however clusters will be funded with 6/12ths at the reduced rate to be used up by end of September 2018. Application for SEND top up funding will be made centrally to the Virtual School for SEND.</p> <p>At the Cluster meeting on 9th March it had been agreed that each Cluster school, with the exception of Smithdon, would pay 50% of their notional funding to continue the present arrangement with Tracy Bowers, the Schools Sports Coordinator.</p> <p>The Cluster used to buy the services of the Educational Psychologist, School to School support and Engage from the cluster SEN funding. Buying these services as a Cluster ensured they obtained them at a reduced price. If schools could pay in the full amount of their notional funding to the Cluster, the Cluster could continue to buy into these services. The Cluster was meeting again on 23rd March to know the final decision made by the schools in the Cluster. The Trust also had a package to cover these services but if this was taken up this would exclude the small schools in the Cluster.</p> <p>DECISION: Governors unanimously agreed to pay the full amount of notional funding so that the Cluster can buy into the services of the Educational Psychologist, School to School support and Engage (or similar agencies if these no longer exist) for the next year.</p> <p>The Head to report the decision to the Cluster at the meeting on 23rd March. Simon Wilson explained that Smithdon were in a different position to the other schools.</p> <p>The Chair asked about the future of the Cluster activities? The meetings with Heads and Governors will continue along with monitoring which will also include schools in the Trust, school council meetings, country dancing along with the sporting activities. etc. Gayle Platt was not taking funding for managing the cluster and staff all work together for free.</p>	<u>Action</u>	<u>By whom</u>
15. Date and time of next meeting		
<p>Joint Local Governing Body meeting: Thursday 3rd May at 6.30pm</p> <p>This date was agreed to fit in with the dates of the meetings of Heacham Junior School.</p> <p>ACTION: Governors to note the change of date and time for the next full Governors' meeting which is now Thursday 3rd May at 6.30pm</p>		
<p>The Chair thanked everyone for coming.</p> <p>There being no further business the meeting closed at 8.20pm.</p>		

Signed:

Date.....

