

**Heacham Infant and Nursery School**  
**Draft Minutes of the meeting of the Governing Body held on**  
**Monday 18th December, 2017 at 7.00pm**

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

**Present:**

Mr. Gavin Batterbee	Mrs. Jillian Carr	Mr. Robert Dale (Chair)
Mrs. Charlotte Ferguson	Mrs. Louise Jackson	Ms Vicky Neal
Mrs. Vicki Proctor	Mrs. Rachel Richardson	
<b>In attendance:</b>	Mrs. Jane Hill (Clerk)	
		<b>Action</b>
		<b>By whom</b>
Documents for the meeting had been circulated to Governors prior to the meeting with hard copies available on the day.		
<b>Welcome and Introduction</b> The Chair welcomed all the Governors to meeting.		
<b>1. Apologies for absence</b> Apologies were received and accepted from Andrew England and Joanne Kellythorn. In his email Andrew England explained that work commitments prevented him from attending the meeting.		
<b>2. Governors' Register of Business Interests</b> Gavin Batterbee and Charlotte Ferguson completed their register of business interest forms for filing by the clerk. All the other Governors present had completed their register of business interest forms. None of the Governors had any interest to declare on any item on the agenda.		
<b>3. Minutes of the previous meeting on 20th September 2017</b> Governors were all happy with the minutes which had been circulated to them. <b>DECISION:</b> Jillian Carr proposed that the Governors agree the minutes as a true and accurate record of the meeting, this was seconded by Vicki Proctor and all the Governors voted in favour of this proposal. <b>ACTION:</b> Clerk to forward minutes to the Trust		
		Forward minutes to the Trust
		Clerk
<b>4. Matters arising from the minutes</b> <i>Item 4:</i> Clerk updated list of Governors' term of office, responsibilities and attendance for 2016-17. <i>Item 5:</i> Minutes had been sent to the Trust. <i>Item 11:</i> Website had been reviewed and clarification had been sought from the Trust about certain items such as the curriculum page. All the other outstanding items were on the agenda.		
<b>5. Trust LGB Terms of Reference</b> The latest terms of reference received from the Trust had been circulated to Governors. These were fully discussed by Governors. <b>Q:</b> How can we as Governors keep an eye on the school finances as we are not currently being kept informed of financial matters by the Trust? <b>Q:</b> I thought it was the Trust's responsibility to look after the finances and the school to look after the teaching and learning. Another Governor said Governors regularly reviewed the school's		



	Action	By whom
<p><b>Staffing:</b> The new NQT is proving to be strong and has had to deal with more complex issues than normally and the outcomes of the children seem to be accelerated.</p> <p><b>Progression and Assessment:</b> journey towards greater depth is being embedded in reception, Year 1 and Year 2.</p> <p>Teaching of the wider curriculum and teaching and learning assessment are good.</p> <p><b>Equality Award:</b> is progressing and with staff involvement.</p> <p><b>LGBT:</b> The plan has been updated. <b>Q: Is there any evidence of poor behaviour and non inclusiveness?</b> There is none.</p> <p><b>KSI moderation:</b> is based on a standard test. The NCC have invited 60 schools to be trained in January and the Head will be leading the training and will be able to visit other schools. Good opportunity to moderate with the test in February. <b>Governors said how good this was for the Head.</b></p> <p><b>Funding:</b> <b>Q: Does the school get the funding or the Trust?</b> The Trust receives the funding but it is spent on the school.</p> <p><b>Early Years:</b> are working well, with high quality staffing. <b>Q: Is the plan being sent to the Trust?</b> Yes.</p> <p><b>SKIT:</b> The Head informed Governors about the SKIT students teacher and the school has been asked to be a lead for Cambridge, this gives the school access to good students. <b>Where is do the students come from?</b> There is a central hub which fans out so they come from a wide area. It is good for the Trust to be involved with this. <b>One Governor praised the Head for this initiative and another Governor commented that this gave the school the pick of the good students. Two more SKIT student teachers were joining the school in January.</b></p> <p><b>Safeguarding:</b> A number of children are being assessed, 10 by Social Services and there are quite a few families and vulnerable children who are receiving a lot of support from the school and the Trust.</p> <p><b>Safeguarding Training:</b> Jillian Carr and Vicky Proctor had attended safeguarding Governor training at Docking School.</p> <p><b>ACTION: Clerk to chase up Educator Solutions for the certificates which have not yet been received.</b></p> <p>Canteen staff to do safeguarding training at the Junior School in January.</p> <p>Vicky Proctor agreed to check the Single Central Record</p> <p><b>ACTION: Vicky Proctor to check Single Central Record.</b></p> <p><b>SEN:</b> 30 SEN children with 3 with EHCP. <b>Q: In reply to a question about the SEN children, the Head explained the most of the SEN children will need intervention and a smaller number will have long term needs. Q: Does this impact on how the data is analysed?</b> In terms of the IDSR this is challenging for the school. The school is also going to have 10 more children with significant needs will joining the school, seven moving into the area and the others coming from out of the catchment area. <b>Q: In reply to a question from a Governor, the Head said that the school can evidence progress and mentioned the learning journals as an example.</b></p> <p><b>Attendance:</b> over 95%. <b>Q: Is this a problem?</b> A number of children have been fast tracked and this has affected the attendance record but the school is working on this. The Head said she would break down the attendance into groups for the next meeting (is that right??)</p> <p><b>ACTION: Head to break down the attendance into groups for Governors for the next meeting (????????? is that correct?).</b></p>	<p>Chase up certificates</p> <p>Check SCR records</p> <p>Break down attendance into groups</p>	<p>Clerk</p> <p>V. Proctor</p> <p>Head</p>

7. Data update IDSR/FFT	Action	By whom
<p>Governors went through the data page by page (copy attached to the minutes)</p> <p>Page 2 Whole School context: The school has a high number of FSM but not many EAL children and high number of SEN, EHCP and white British children.</p> <p>Page 3: Year group data: The data for Year 1 and 2 is historical and there are high number of FSM children in both years.</p> <p>Prior attainment includes current Year 2 where the prior attainment was lower than national average in reading, writing and maths. This year includes SEN and EAL children and reading and writing is a focus. The Head explained that families of EAL children are more able to help them with their maths but not with their reading and writing. In reply to a question from the a Governor, the Head explained that progress data attainment is based on historical data.</p> <p>Page 4 and 5: Reading, writing and maths KS1: The data was discussed. Q: There is an achievement gap between disadvantaged and other pupils. The disadvantaged group includes SEN and EHCP children and the attainment would be above national average if these are taken out. The school are continuing to work to remedy this and support the families. The data looks poor for disadvantaged children but it is above national average. This is good but it is important that the more able children are not neglected while work is being done to help SEN children.</p> <p>KS1 attainment 2017 actual results: Governors were pleased to see that pupils were above national average in all groups and above national average in greater depth. Progress in writing is the least strong and is a focus along with disadvantaged gap.</p> <p>All the pupils are making good progress and governors noted the support put in place to help SEN and FSM children.</p> <p>Governors all felt that the way the data was presented was easier to understand and follow. One Governor mentioned that there had been a study at the high school about the correlation with poor results with poor attendance.</p>		
8. Performance Management		
<p>The Chair said that the Head Teacher's performance management had taken place that day with the Trust and Nicky Butt, an Ofsted facilitator, being involved. Targets set at the beginning of the year had been fully met and the new targets were set by the Trust. The importance of maintaining pupil numbers was mentioned.</p>		
9. SEND Audit		
<p>Andrew Severn, a Senior Adviser, along with a colleague are monitoring and auditing how the LA and Cluster funding is being used by the Cluster schools. They started by visiting Dersingham School and are visiting other schools in the Cluster including Heacham Infant. The Head outlined to them details about how the funding is spent on the children it is for, on request also showed the attendance record for the SEN children. On being questioned about progress of the SEND children, the Head stressed the importance the school has about SEN children having equal access to the wider curriculum. A TA was doing makaton training and another is running a nurture group and the school is buying in time from the school psychologist. In reply to his request the Head provided exclusion data with two children receiving fixed term exclusions, the children have now left the school. The Head said that the school may</p>		

received a report about the audit and she explained that it was helpful to know that the school is working within good practice. Q: Did you receive any feedback? He seemed happy with what he saw.	<b>Action</b>	<b>By whom</b>
<b>10. Pupil Premium Strategy</b>		
<p>The report had been circulated to Governors who went through it in details. The following was highlighted:  The total funding for 2017/18: £37,100. The in-school barriers including high levels of FSM and very high levels of additional needs with some parents hard to reach and the measures taken to overcome these barriers. Governors went through the planned expenditure, including the success of Talk4Writing and targeting parents who needed support via the learning cafes. Two Governors said how good the reading cafe was. During the Inset Day, power of reading was discussed along with the maths step up challenge. The Head explained that everyone will be given a booklet about step up maths for parents to use and this will be launched next term with help for parents with the homework. The Head will give more details next time. In reply to a question from a Governor, the Head confirmed that the school are spending more than they are receiving in funding with the rest coming from school budget and this is allowed.</p> <p>It was decided that Governors would bring any queries about the pupil premium strategy to the next meeting.</p> <p><b>ACTION: Clerk to add Pupil Premium Strategy to the agenda for the next full Governing Body for Governors to raise any queries or points they would like to make about it.</b></p>	Add pupil premium strategy to the agenda	Clerk
<b>11. Data Protection - General Data Protection Regulation</b>		
<p>This will be dealt with by the Trust. The Head has been appointed to deal with the GDPR in school. The key things to have in place are:  Make sure the website carries the right statement  Find out what the school is doing about the data, why they are collecting it and how long they are keeping it. The Head explained about the training that Amanda had received and how this had been fed back to her including the need to screen lock.  The Chair mentioned the need to ensure that all the data relating to children is securely disposed of in a confidential bin by a proper contractor this will be done in conjunction with the Trust.</p>		
<b>12. Policy Review</b>		
<p>To be reviewed at the next meeting.</p> <p><b>ACTION: Clerk to add Policy Review to the agenda for the next meeting.</b></p>	Add policy review to the agenda	Clerk
<b>13. Academy News</b>		
<p><i>Arts Mark meeting:</i> is a good opportunity to meet and discuss the arts mark and do development training.</p> <p><i>Heads and Chairs meeting:</i> will be on 8th January, although the agenda has not yet been received, the Chair said what a good meeting this had been last year.</p> <p><i>Cluster:</i> is beginning to fall apart as schools have joined academies. The Trust and Cluster schools have been invited to a forum to discuss school improvement.</p>		
<b>14. Governor Training and Monitoring</b>		

<p><b>Training:</b> Jillian Carr and Vicky Proctor attended safeguarding training at Docking School on 2nd October.</p> <p><b>Governor Monitoring</b></p> <p><i>SEND Q &amp; A:</i> Charlotte Ferguson reported on this and how some parents would like more progress and achievement reports, It was decided to put a note in the newsletter inviting parents who wanted more information about their child's progress and achievement to make an appointment to come and see the Head. This was felt to be the best way to communicate this information to all parents.</p> <p><i>Stay and Play:</i> Gavin Batterbee report on his monitoring of stay and play and how well organised and structured it was with children in groups of ten and how engaged they all were.</p> <p>Dates to be set for monitoring in the new year for the following subject: reading, maths, SEN books and learning walks. The learning walks to take place on January 15th.</p>	<u>Action</u>	<u>By whom</u>
<b>15. Urgent items not covered elsewhere</b>		
<p>The Head showed the governors the idea put forward by one of the new teachers to twin the school's toilets with some of those of a school in the Democratic Republic of Congo and Governors thought this was a good idea.</p> <p>Jillian Carr mentioned that some older ladies who used to go to the school would like to come round and visit to see how it was now. The Head thought this was an excellent idea and it would be good if they could talk about their time at the school to the children.</p> <p>Vicky Proctor mentioned about how well attended and good was the service in the Church with the school filling the church.</p>		
<b>16. Date and time of next meeting</b>		
<p>The dates of the full Governing Body Meeting for the rest of the academic year were as follows:</p> <p>Thursday 1st February 2018</p> <p>Thursday 13th March 2018</p> <p>Thursday 26th April 2018</p> <p>Thursday 12th July 2018</p> <p>Jillian Carr gave her apologies for the next two meetings.</p>		
<p>The Chair thanked everyone for coming and wished everyone a very happy Christmas.</p> <p>There being no further business the meeting closed at 9.10pm</p>		

Signed: .....

Date: .....