



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL:
Minutes of the Joint Local Governing Body Meeting
Held via Remote Video Call on 12th January 2022 at 1700**

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Paul Bland (PB)	Trust Governor
Danielle Rodrigues (DR)	Trust Governor
Emma Hunt (EH)	Staff Governor- Heacham
Kirsty Kerr (KK)	Trust Governor
Kate Watson (KW)	Trust Governor
Barbara Herring (BH)	Trust Governor
Jane Cooksley (JC)	Trust Governor
Amanda Gibbins (AG)	Trust Governor
Cheryl Rumens (CR)	Parent Governor- Snettisham
Apologies:	
<i>Robert Dale</i>	<i>Trust Governor</i>
<i>Gavin Batterbee (GB)</i>	<i>Parent Governor- Heacham</i>
Vicky Proctor	Parent Governor- Heacham
Lucy Reay	Trust Governor
Rachel Richardson	Parent Governor - Heacham
In Attendance:	
Rebecca Walker (RW)	Trust Director of Education
Hayley Roberts (HR)	Clerk

AG welcomed everyone to the meeting and introductions were then made.

<p>1. <u>Apologies</u></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from Vicky Proctor (VP), Lucy Reay (LR) Rachel Richardson (RR). 1.2 Apologies accepted by the LGB.</p>
<p>2. <u>Notification of any other urgent business</u></p> <p>No urgent items were raised</p>

Signed by Chair

Dated

3. Pecuniary and other interests

Declaration of other new interests, pecuniary interests or other interest with regard to items on the agenda

3.1 No new declarations or declarations of pecuniary interest were received.

4. Governing body membership

Review and record appointments, resignations, vacancies and end of term of office

5.1 Membership

Welcome to JC.

VP would like to step aside from her SCR/Safeguarding role. BH covers these at Snettisham, but this means we need someone to take this responsibility for both Heacham schools.

Jillian Davis has resigned.

5. Minutes of the previous meeting

To approve the minutes of the joint LGB meeting held 29th September 2021

5.1 The minutes of the joint LGB meeting held on the 29th September 2021 were approved and accepted as a true record by the LGB.

ACTION: Clerk to record 'who' it was that left the LGB1 meeting. KW confirmed it was her that had to leave early. Also to add names of Policies.

ACTION: Copies of agreed minutes to be sent through to school office for printing and then for signature by chair – Clerk/AG

5.2 Matters Arising

No items were raised

6. Headteachers Report

A document had been circulated prior to the meeting.

There has been lots of work on diversity and year 5 students attended a Mosque in Peterborough to pull together their learning. LJ felt it was a powerful experience. Along with this, Early Years students took part in Diwali dance workshops which they really enjoyed.

Classical Music Rocks returned to Heacham Jnr and Snettisham and an Opera specialist performed to the school which was received really well by staff and students.

Phonics outcomes are higher than they were due to the *Read, Write, Inc* programme. This is in all year groups.

LJ explained that students at the infants have significant gaps in their learning, but that new staff are bringing new energy which has been helpful.

It has been powerful to share staff across the three schools when there has been staffing gaps.

There is an Assistant Headteacher in post at Heacham Junior whom LJ and EH are impressed with. She is doing learning walks of the school to ensure that everyone is working well as per the learning policy and knowledge rich curriculum.

The number of Pupil Premium students on roll at Snettisham has increased. The classes are often half Pupil Premium or students receiving FSM (free school meals). The numbers at Heacham schools are at the national average.

KW felt that the document demonstrated a huge effort in encouraging families to feel that schools are safe for their children and asked if attendance had improved? LJ explained that staff are working with families where there is still a trend in absence. Attendance is currently best at Snettisham School.

JC questioned the lower Key stage 2 results and what might be holding those students back. LJ replied that there are a handful who didn't meet the standard threshold; three students at Heacham Junior and four at Snettisham. Staff continue to work with them including increasing their supervised reading time. These are students of lower cognitive ability who need working with more than other students.

BH asked if the staff absence from last term has improved in this first week back this term? LJ replied that it's been better than anticipated so far. LJ and EH are managing absence and supporting where necessary.

AG asked if breakfast clubs and extracurricular clubs have started up again? LJ replied that they have all started this week and that there are external companies coming into the schools to run clubs as well as staff. Re breakfast clubs, they are continuing and staff have chipped in to cover where needed due to absence.

KW asked if disadvantaged students and their families have needed more support with regards to wellbeing following the return to school? LJ explained that there is access to the inclusion team and outside agencies and systems if needed. However, some great work is done within the schools. For example, EH has spent time with specific pupils to identify their needs and some families were invited in to read with their children. One student at Snettisham who has been doing this before school has really benefitted.

One of the teaching assistants has done some Lego Therapy with students and there is currently recruitment for a pastoral support officer to work closely with families. So far there has been a lot of interest in this position and some really strong candidates.

EH added that there had been some reading CPD with parents and some virtual bed time stories which had been successful. Parents loved seeing the environment that their children were learning in.

KK said that as a parent she found the knowledge organiser really helpful.

7. Safeguarding

A document had been shared prior to the meeting

AG pointed out that the Trust Code of Conduct was accepted in Autumn 2021 and not 2019.
ACTION: EH to change the date on the document

At Heacham Junior School there had been work on one incident of sexual harm.

KW felt that the new curriculum Evolve sessions had been brilliant for online safety.

AG asked if the numbers reported were of high concern? EH replied that the CPOMS programme that is used by staff to report concerns, is used to record *any* type of incident so that there's a record of everything. This means that staff will record anything at all that they hear, even if it's not high-level, so that if necessary they can join up the dots and have a bigger picture. Staff are encouraged to log everything to ensure that the school are well informed of any sort of concerns or issues.

BH asked if it is possible to add another row so that Governors can see individual student numbers as the high number at the top represents incidents as opposed to numbers of students. EH replied that she needs to check with the Trust DSL as they all work from the same documents.

ACTION: EH to check amending the template with Tom Duce

8. Pupil Premium Review

A document had been circulated prior to the meeting

The Knowledge Rich Curriculum is very supportive for these students. Pupil progress meetings are held and are a really effective way to see how to fill the gaps.

Live marking is still an effective tool as it is feedback in the moment which has a big impact.

Accelerated Reader is still used and continues to be effective.

In EYFS quality interactions are needed at this age due to lower than normal social skills due to the impact of Covid.

DOJO continues to work well as a platform to communicate with families.

LJ felt pleased with the early autumn data.

9. Autumn Data Review

A document had been circulated prior to the meeting

No questions on the data

10. Review of Development Plan

A document had been circulated prior to the meeting

AG asked if the subject leads have pulled together the subject priorities? LJ replied that they have Trust meetings with Trust leads.

AG asked what T.F.R meant under the heading of English. LR explained that it stands for *Talk For Writing* where children begin to understand writing structures and can then implement them in their own writing.

AG asked what the yellow and green highlights were for in the three year objectives target dates? LJ replied that yellow signifies things that are being worked towards and that green means things that have been completed.

JC challenged the 97% target attendance figure for Snettisham considering the reality of attendance nationally. JC suggested including something in the development plan in reference to the current situation as 97 is a target that the school won't meet.

BH replied asking whether it could be changed as if it was a Trust policy it might be generic.

RW confirmed that the document is adapted to suit each school.

LJ replied that she would be happy to edit the development plan as suggested.

ACTION: LJ to adapt the Development plan.

11. Governor Monitoring, development and training

11.1 Monitoring

This terms reports have been received and circulated.

LJ thanked all Governors for coming into the schools.

AG is meeting LJ and staff next Friday to do some maths monitoring.

11.2 Training

AG reminded everyone to keep an eye out for the bespoke training sessions that HR sends round.

RW added that they are recorded for those who are unable to attend.

KW added that the Ofsted one was really useful.

12. Policy Reviews

Policies had been circulated prior to the meeting:

- Attendance
- Online Safety
- LAC
- EYFS

All policies unanimously accepted.

13. Current Focus

There was some significant staff absence last term. LJ hopes that those who have been off with sickness will return. It's been a challenge but staff worked as a team to get through it.

RW praised how well the staff teams had worked, in particular EH and LJ who have worked tirelessly across the three schools, taking on various roles to cover absence.

14. Any Other Business

No other business was reported.

15. Date of Next Meeting

Wednesday 23rd February at the earlier time of 1630

AG thanked everyone for attending.

Meeting closed at 18.42