



SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY
Minutes of the Local Governing Body Meeting
Held on Wednesday 10th July 2019 at 4.30pm in the school

Present:
Andy Gee (AG) – Chair, Louise Jackson (LJ) - Executive Head teacher, Emma Hunt – (EH) Deputy Headteacher, Danielle Rodrigues (DR), Rachael Ford (RF), Sue Lunnun –(SL) and Stella Kaye (SLK) – Clerk Guest: R. Steed (RS) - Trust Director of Primary Standards

1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apologies were received from L. Goodwin, N. Scott, P. Bland and S. Dark.
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
2.	<u>Pecuniary and Other Interest</u>
2.1	<i>Declaration of any pecuniary or other interest with regard to items on the agenda</i> No declarations of pecuniary interest were received.
3.	<u>Governing Body Membership</u>
3.1	<i>Review and record appointments, resignations and vacancies</i> S. Lunnun would be retiring as a Trust Governor with effect from the end of the Summer term. Governors thanked S. Lunnun for all her valuable contributions, hard work and support since she joined the LGB in 2013. A thank you card and small gift were then presented by AG on behalf of the LGB. Governors queried if the Trust would be arranging a replacement Trustee to be appointed to the LGB. AG and SL advised at the time it was not known if this would be possible. ACTION: Trust to be contacted about replacement Trustee being appointed to Snettisham LGB – AG ACTION: Details of any potential new Trust Governors to be provided to AG – ALL
3.2	<i>Parent Governor Resignation</i> P. Murrell had resigned as a Parent Governor with effect from 11 th June 2019. RF advised someone had shown an interest in becoming a parent governor. ACTION: Potential Parent Governor to be spoken to about vacancy – AG ACTION: Parent Governor election to be held in September 2019 – LJ/EH
3.3	<i>Position of Vice Chair</i> AG informed the meeting that having spoken to S. Dark he wished to step down as Vice Chair, but continue as a governor although he would probably not be able to attend many, if any, LGB meetings. S. Dark had not attended any LGB meetings this academic year. Governors agreed they were happy for S. Dark to remain as a Trust Appointed governor. ACTION: Appointment of new Vice Chair to be an agenda item for the next LGB meeting – Clerk
4.	<u>Minutes of the Previous Meeting</u>
4.1	<i>To approve the minutes of the meeting held 27th March 2019</i> The minutes of the meeting held on 27 th March 2019 were agreed and accepted as a true

4.2	<p>record by the LGB. Minutes signed by AG. <i>Review of March Action Monitoring Record (AMR)</i></p> <ul style="list-style-type: none"> <u>Writing Presentation</u>: LJ advised the writing presentation had been sent through to the Trust website manager to be uploaded to the school website before September. <p>All remaining actions on the AMR had either been completed or were to be covered under agenda items.</p>
4.3	<p><i>Any Matters Arising Not Covered Under a Separate Agenda Item</i> No items were raised.</p>
5.1	<p>5. <u>Head teacher's Written Report</u> <i>To discuss any items arising from the report</i> Copy of Head teacher's Report had been issued to all governors prior to the meeting. LJ drew governors' attention to the Strengths and Concerns section in the report.</p> <p>5.1 <u>Strengths</u> LJ talked through the strengths which included Attendance and improved behavior, as observed during the tour of the school undertaken earlier that day by LJ and RS. There was good curriculum provision and the school had experienced sporting success over the year including the Tri-golf tournament and the £1,000 of funding won for being the top school in the King's Lynn Mini Gear. The school had won the Trust Year 6 maths challenge and Year 4 had achieved full marks in their times tables check. Staffing was stable. Families were choosing to send their children to Snettisham.</p> <p>5.2 <u>Concerns</u> LJ advised the school had already started to act on the unexpected dip seen in the Year 1 phonics. Read Write Inc training had begun for staff. <u>SL queried if Year 1 and Year 2 being taught together had been to the detriment to Year 1.</u> LJ advised this issue had already been discussed and plans were being made to balance the teaching time for Year 1 and Year 2 and the transition from Year 1 to Year 2. LJ and RS explained the school had to prioritise and was pleased with the Year 2 outcomes. DR added there had been no permanent class teacher in place until January 2019.</p> <p>5.3 <u>Number on Roll</u> Number on roll remained stable at 97. <u>AG queried if the school was full, with the Year 5/6 Class already totaling 31 pupils.</u> EH explained the school was reluctant to take any more older pupils, although there were places in other year groups, including Reception. <u>AG then asked if the school would be able to do so under the Admission Policy.</u> EH advised the school would be able to, if not in the best interest of children with classroom size and capacity. Year 5/6 would be moving to the larger classroom. Families could always appeal.</p> <p>5.4 <u>Attendance</u> Attendance was good in each year group with an overall figure of 96.48%. <u>In response to a query from AG it was confirmed this was above the previous year's national average figure of 95.8%.</u></p> <p>5.5 <u>Staffing</u> LJ informed governors that Mrs. Rose, the school secretary, would be taking up a new role in September as a PA working with the executive team across the three schools. <u>SL asked if Mrs. Rose would still be based at Snettisham.</u> LJ advised this was still to be looked at. Mrs. Rose would provide initial support for the new school secretary.</p>
6.	<p><u>Review of Data including SATs Results</u> <i>To review end of year performance data</i> Copy of the Summer Term Data Report, for all year groups, had been issued to governors prior to the meeting.</p>

6.1	<p><u>KS2 Results</u> EH handed out to all governors present KS2 Data Results sheet for 2019 and progress data for Reading Writing and Maths. EH advised the Year 6 predictions had been in line, although with such a small cohort there had been some anomalies. Prediction for combined had been 8 out of 13 6 had achieved Expected, with one child missing the Reading paper by 2 marks. This was an improvement on the figures for 2018, although the percentage of pupils achieving combined was a concern. AG asked if the figures could trigger an Ofsted inspection. RS confirmed they could. SL asked if the Reading paper had been reviewed. EH replied the class teacher had looked at the paper, but it would not be sent back for re-marking. RS drew governors' attention to February 2019 figures when only 8% of pupils had been at Expected for combined Reading Writing and Maths. (RWM).</p>
6.2	<p><u>Greater Depth</u> Some Greater Depth had been achieved this year. 15% in Reading, 8% in Maths and 23% in Writing. SL queried what was happening with Greater Depth pupils as more able pupils were not reflected in books or in the data. AG commented on the Year 4 pupils who had been shown as working at Greater Depth in Year 3. LJ advised she was working with teachers about pace and high expectations and Greater Depth would be included in the new SIDP for 2019/2020. From September 2019 LJ would be spending more time at Snettisham and be looking to sharpen the pace and sense of urgency to get pupils to Greater Depth. RS advised she would be spending one day a week at Snettisham.</p>
6.3	<p><u>Pupil Premium</u> AG queried the figures for disadvantaged pupils. EH confirmed the figures were in line with National. Good figures had been seen for Year 2 Pupil Premium children.</p>
6.4	<p><u>Progress Figures</u> LJ explained the progress figures issued and advised the official data would not be available until October 2019. The progress measure data provided had been uploaded by NCC. In response to a query from AG, the figures were explained and clarified for governors. 2 children had no KS1 data available.</p>
6.5	<p><u>EYFS</u> SL commented the EYFS figures looked good, but there appeared to be some inconsistencies with the number in cohort. EH explained the changes to the cohort number. One child had joined the school from abroad so no progress data available.</p>
6.6	<p><u>Year 1</u> AG commented on the figures for Pupil Premium children and queried if KS1 could be taken out into a different environment, to provide some release for SEN/Pupil Premium pupils if feeling the pressure. LJ replied this was something to consider. Transition in KS1 was already being looked at. RS explained more formal work was being undertaken, in line with the new EYFS Policy, so moving up should not be such a big change. This year's Reception class were more ready to move up to Year 1.</p>
6.7	<p><u>Year 5</u> Governors raised concerns about the current Year 5. In response to a query from SL, the number in the cohort was confirmed as 13. LJ explained work had begun with Year 6 teachers to develop leadership elements.</p>
6.8	<p><u>Curriculum</u> AG expressed concerns about mixed year group classes with the new curriculum. RS explained every lesson plan had been written for teachers and included a step for Greater Depth. Embedding the new curriculum would be part of the new SIDP.</p>

	<p>Staff who had not yet visited the West London Free School to observe the model new curriculum would do so at the beginning of the Autumn term.</p> <p>Staff were working together across the Trust in teams i.e. SEN, Maths, science, to influence the Teaching and Learning Policies and to bring Teaching and Learning in line across the Trust.</p>
7.	<p><u>Review of SIDP and SEF</u> <i>To review end of year progress of SIDP and SEF</i></p>
7.1	<p><u>School Self Evaluation Form (SEF) 2018/2019:</u> Copy of updated SEF had been issued to all governors prior to the meeting. LJ confirmed the SEF was to be re-written over the summer holiday period. No queries raised.</p>
7.2	<p><u>School Improvement & Development Plan (SIDP):</u> New SIDP was to be written using Trust template. Item carried forward.</p>
8.	<p><u>Review of Governor Skills Audit</u> Copy of Skills Audit summary had been issued to governors prior to the meeting. Skills Audits had been completed by all governors, except S. Dark. Clerk summarised the Skills Audit findings for governors. No items had shown lower than a 3 overall. (Level of experience/skill: 1 = none, 5 = extensive). Those sections with a rating of 3 contained at least one governor with extensive knowledge (5), and were mainly items like procurement and purchasing which were dealt with centrally by the Trust. Only one section deemed as essential for an LGB, Performance Management, Pay and HR, had rated as 3, but within the LGB there were three members with extensive experience. No gaps in skills or training had been identified.</p>
9.	<p><u>Governor Action Plan</u> <i>To agree Governor action Plan for 2019/2020 following LGB Self Review and Skills Audit</i> Copy of new Governor Action Plan drawn up following the LGB Self Review meeting held on 1st May 2019 and completion of a Skills Audit, had been issued to all governors prior to the meeting. Governor Action Plan agreed by the LGB. ACTION: Implementation of GAP to be agenda item for the next LGB meeting – Clerk.</p>
10.	<p><u>Governor Monitoring Schedule</u></p>
10.1	<p><i>To update Governor Monitoring Schedule</i> Update of Governor Monitoring Schedule for 2018/2019 was carried forward to the next meeting. New Governor Monitoring Schedule to be drawn up for next academic year 2019/2020 ACTION: Governor Monitoring Schedule for 2018/2019 to be updated and new schedule for 2019/2020 to be drawn up – AG & LJ</p>
10.2	<p><i>To receive report/s on Governor monitoring.</i> <u>Website Check:</u> AG advised he had undertaken a quick check of the school website and everything seemed to be compliant, but this had not been a full compliance check.</p>
10.3	<p><u>Single Central Record (SCR) Check:</u> Check of the SCR had been undertaken on 3rd July 2019 by AG. AG reported the Trust SCR template was now being used. Historical issues identified with some incomplete staff files were being addressed.</p>
11	<p><u>CPD for Governors</u> <i>To review any training undertaken or required</i></p>
11.1	<p><u>New Governors Induction Training</u> R Ford and N. Scott had attended New Governor Induction training on 11th June 2019.</p>
11.2	<p><u>Pupil Premium and Vulnerable Groups</u> L. Goodwin had attended Pupil Premium and Vulnerable Groups training on 16th May 2019.</p>

11.3	<u>Safer Recruitment:</u> SL would be undertaking Safer Recruitment training before the end of the Summer term
11.4	<u>Prevent Training:</u> Online DfE Prevent training had been completed by AG.
12.	<u>Policy Review</u> <i>To approve any policies due for review</i>
	Copies of policies due for review had been issued to all governors prior to the meeting.
12.1	<u>Teaching and Learning Policy:</u> LJ informed governors lesson observations had been taken out of the policy and replaced by Learning Walks. LJ explained how staff had been involved in the writing of the policy and how live marking was being trialled. Policy agreed and accepted by the LGB without any amendments. Policy signed by AG
12.2	<u>EYFS Policy:</u> Policy agreed and accepted by the LGB without any amendments. Policy signed by AG.
12.3	<u>Marking Policy:</u> Policy agreed and accepted by the LGB without any amendments. Policy signed by AG.
12.4	<u>LAC Policy:</u> Policy agreed and accepted by the LGB without any amendments. Policy signed by AG.
12.5	<i>New Policy Review Cycle</i> LJ explained that Vickie Rose would be developing a new Policy Review Cycle, which would align the review cycles across all three schools.
12.6	<i>Advice to Governors re Trust Complaints Policy</i> Copy of Trust Complaints Policy had been issued to all governors prior to the meeting. AG explained the Trust Complaints Policy was to be followed if any complaints were brought to governors. All complaints were now dealt with by the Trust. Copy of Complaints Policy was available on the school website.
13.	<u>Correspondence</u> <i>To discuss or deal with any items of correspondence received</i> No items had been received, other than resignation letter from P. Murrell.
14.	<u>Vulnerabilities</u>
14.1	<i>Update on Identified Vulnerabilities</i> Vulnerabilities had been covered in the Head teacher's Report. Item 5.2 refers.
14.2	<i>Identify any New Potential Vulnerabilities to Report to Trust</i> Dip in Year 1 phonics had been identified as a new vulnerability. Item 5.2 refers.
15.	<u>To Agree Governor Meeting Date Schedule for 2019/2020</u>
15.1	<i>To agree Governor meeting schedule for 2019/2020</i> Copy of proposed Governor Meeting Date Schedule 2019/2020 had been issued to all governors prior to the meeting. Governors confirmed they were happy for meetings to continue to be held on Wednesday evenings starting at 4.30pm Governor Meeting Date Schedule 2019/2020 was agreed by the LGB. ACTION: Agreed meeting date schedule to be issued to all governors – Clerk ACTION: Meeting dates for 2019/2020 to be uploaded to the GovernorHub calendar over the summer holiday period– Clerk.
15.2	<i>Date of Next Meeting</i> Next LGB meeting would be held on Wednesday 25 th September 2019 at 4.30pm.

S. Lunnun expressed her thanks to everyone associated with Snettisham Primary, past and present, as she had loved working with the school.

A. Gee thanked all governors and the Clerk for their work over the past year.

Meeting closed 6.05pm
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