



**SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY**  
**Minutes of the Local Governing Body Meeting**  
**Held on Wednesday 19<sup>th</sup> September 2018 at 5pm in the school**

**Present:**

Chair: Andy Gee (AG), Stuart Dark (SD) left after the safeguarding training session, Louise Jackson (LJ) - Executive Head teacher, Danielle Rodrigues (DR), Laura Goodwin (LG), Paul Bland (PB), Yvette Pratt (YP) and Stella Kaye (SLK) - Clerk

**Safeguarding Training**

A safeguarding training session for governors was held prior to the meeting led by L. Jackson. Training included updates on the new Keeping Children Safe in Education September 2018. At the end of the session all governors completed a safeguarding quiz.

**Welcome**

AG welcomed everyone to the meeting and invited them to take a look around the school which was looking fantastic due to the hard work of D. Wing the site manager, over the Summer. Governors asked for their thanks be passed onto D. Wing  
A memorial garden linked to the Snettisham 45 project was to be built.

<b>1.</b>	<b><u>Absence</u></b>
1.1	<i>To receive apologies for absence</i> Apologies were received from Sue Lunnun and Emma Hunt. Governors were reminded that all apologies for absence must be sent to the Clerk.
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
<b>2.</b>	<b><u>Pecuniary and Other Interest</u></b>
2.1	<i>Declaration of any pecuniary or other interest with regard to items on the agenda</i> No declarations were received.
2.2	<i>Completion of New Trust Declaration of Business Interests Forms</i> Declarations of Business Interest forms were completed by all governors present. <b>ACTION: Clerk to update Register of Business Interests and send copy to the Trust.</b>
<b>3.</b>	<b><u>Governing Body Membership</u></b>
3.1	<i>Review and record appointments, resignations and vacancies</i> <b>Parent Governors:</b> Having spoken to the Trust it had been agreed that L. Goodwin would step down as a Parent Governor and be appointed as a Trust Governor. <b>ACTION: Clerk to confirm this to the Trust and update all LGB records</b> <b>ACTION: LJ and AG were to meet with two new prospective Parent Governors.</b>
3.2	<b>Staff Governors:</b> It was proposed that E. Hunt become the new Staff Governor for Snettisham. Discussion took place about appointing a further Staff Governor, after the Clerk queried this would mean the membership of LGB would include three staff members (Although a Trust Governor DR was a member of staff at Snettisham) plus the Head teacher which with a total current membership of nine would mean over a third of the LGB were members of staff. AG was to speak to R. Livesey at the Trust about this, as the LGB agreed they were happy to appoint E. Hunt and one other Staff Governor. If no objection from WNAT then the school was to look to appoint another Staff Governor.

<p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p><i>Appointment of Vice Chair</i> PB proposed and DR seconded that S. Dark continue as Vice Chair. S. Dark duly elected to continue as Vice Chair.</p> <p><u>Succession Planning:</u> AG advised he planned to remain as Chair although he was now also the Chair of Governors at Smithdon High School. SD had indicated in the future he would not look to take on the role of Chair. LG expressed an interest in stepping up into the role of Vice Chair. <b>ACTION LG to consider booking any available training for Chairs/Vice Chairs via Educator Solutions.</b></p> <p><i>Acceptance of WNAT Code of Conduct</i> Copy of the WNAT Code of Conduct had been issued to all governors prior to the meeting. All governors present signed to acknowledge receipt</p> <p><i>Completion of WNAT Annual Conflicts of Interest Acknowledgement Statements</i> Copy of the WNAT Conflicts of Interest Policy had been issued to all governors prior to the meeting. All governors present completed and signed Annual Conflicts of Interest Acknowledgement Statements.</p> <p><i>Review of Link/Lead Governor Roles</i> AG and LJ explained that following the recent WNAT Chair of Governors and Head teachers meeting all schools in the Trust would now have the same structure for meetings and the Lead/Link Governors roles <b>ACTION: AG to send copy of the WNAT Lead Governors job description to all governors.</b> Lead Governors for 2018/2019 were agreed as follows:</p> <table border="1" data-bbox="263 1025 1449 1377"> <tr><td>Safeguarding including Prevent</td><td>A. Gee</td></tr> <tr><td>SEND</td><td>D. Rodrigues</td></tr> <tr><td>Looked after Children</td><td>D. Rodrigues</td></tr> <tr><td>Pupil Premium</td><td>L Goodwin</td></tr> <tr><td>Attendance</td><td>S Lunnun</td></tr> <tr><td>Curriculum</td><td>S Lunnun</td></tr> <tr><td>EYFS</td><td>D. Rodrigues</td></tr> <tr><td>More Able Pupils</td><td>S Lunnun</td></tr> <tr><td>Health &amp; Safety</td><td>S Dark</td></tr> <tr><td>Training</td><td>S Kaye (Clerk)</td></tr> </table> <p>The roles of Curriculum Governor and Health and Safety Governor were to be confirmed with S. Lunnun and S. Dark It was agreed a Cluster Governor would no longer be required. <b>ACTION: Clerk to draw up Governor Responsibilities List and circulate to all governors.</b></p> <p><b>4. <u>Minutes of the Previous Meeting</u></b></p> <p>4.1 <i>To approve the minutes of the meeting held 12<sup>th</sup> July 2018</i> The minutes of the meeting held on 12<sup>th</sup> July 2018 were agreed and accepted as a true record by the LGB. Minutes signed by AG</p> <p>4.2 <i>Review of July Action Monitoring Record (AMR)</i></p> <ul style="list-style-type: none"> <li>○ <u>School on A Page (SOAP):</u> <b>ACTION: Issues and suggestions regarding the SOAP were to be fed back to L. Stevens at WNAT by SL and LJ.</b></li> <li>○ <u>School/Trust Email Addresses for Governors:</u> <b>ACTION: All Governors to confirm to the Clerk they can access their new Trust email accounts. Clerk to then update the email contact details on GovernorHub.</b></li> <li>○ <u>Governor Self -Review:</u> In the absence of S. Lunnun, query regarding if a WNAT Governor Self-Review was available was carried forward to the next meeting.</li> <li>○ <u>Website Audit:</u> Trust had advised a website audit had not been undertaken, but a</li> </ul>	Safeguarding including Prevent	A. Gee	SEND	D. Rodrigues	Looked after Children	D. Rodrigues	Pupil Premium	L Goodwin	Attendance	S Lunnun	Curriculum	S Lunnun	EYFS	D. Rodrigues	More Able Pupils	S Lunnun	Health & Safety	S Dark	Training	S Kaye (Clerk)
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4.3	<p>summary had been sent to all head teachers detailing what should be included on school websites.</p> <ul style="list-style-type: none"> <li>○ <u>Monitoring of More Able Pupils</u>: This was due to be undertaken by S. Lunnun in October 2018</li> <li>○ <u>Visit by HMI Inspector</u>: Monitoring report not yet completed. <b>ACTION: SD to complete monitoring report following HMI Inspector's visit in the Summer term.</b></li> <li>○ <u>Renewal of Educator Solutions Subscription</u>: LJ advised the subscription renewal was in hand.</li> </ul> <p><i>Any Matters Arising not Covered Under a Separate Agenda Item</i></p> <ul style="list-style-type: none"> <li>○ <u>5.7/ Head teacher's Report – Safeguarding</u>: LJ wished to clarify the Head teacher's Report had stated to two Children In Need (CIN) not Section 47, as SD had referred to. There were no active Section 47s nor were there last term.</li> </ul>
5.	<p><b><u>Head teacher's Verbal Report including SIDP</u></b>  <i>To receive and consider the Head teacher's Report</i>  A copy of the new SIDP had been issued to all governors prior to the meeting. AG requested a hard copy, as the document had been hard to read on screen.  <b>ACTION: LJ to arrange a hard copy of the SIDP to be provided to AG.</b>  LJ talked through the SIDP, high lighting the key priorities were linked to Ofsted and were all about the quality of teaching and learning.  The SIDP was also linked to Performance Management.  The SIDP was a three year document, with termly plans to be put in place.  Governors then raised the following questions.  AG asked if there would be good support and mentoring LJ confirmed support, mentoring and training would be put in place. LJ advised twilight training sessions had been arranged for the TAs  <b>ACTION: LJ to check with the school office that details of the twilight training sessions had been issued to all TAs, as DR had not received any information.</b>  AG queried how progress on the SIDP would be reported to governors.  LJ advised this would be via the Head teacher's Reports.  AG explained from the next meeting there would be a new format for the Head teacher's Report and how data would be presented.  The Governor Monitoring Schedule was to be married up with the SIDP  LJ informed governors challenging targets had been set which may not be met. AG added the targets set had been challenged by schools at the Trust Chair of Governors and Head teachers meeting.  LJ advised how targets would be recorded in each pupils' book and then explained how the school would look to build up a culture of life skills like resilience and positivity in addition to the curriculum. LG enquired how this could be reported back to pupils. LJ advised this would be in their books and with stickers. DR then showed governors an example from one of the pupil's books in the classroom and the stickers.  AG suggested inviting Subject Leaders to LGB meetings to discuss the new initiatives and programmes being used and the impact they were having.  <b>ACTION: LJ to invite J. Moore the Maths Subject Leader to make a presentation to governors at the next LGB meeting.</b>  LJ reported eight responses had been received on Parent View. AG and LG were promoting Parent View to parents and LJ had raised it at the Parents Forum. Parents were to be asked to complete a questionnaire at the Parents Evenings.  <b>ACTION: AG to provide LJ with an electronic copy of the previous questionnaire used at Parents Evening.</b></p>
6. 6.1	<p><b><u>Pupil Premium</u></b>  <i>To Agree the Pupil Premium Statements</i>  Copy of the Pupil Premium Strategy Statement had been issued to all governors prior to the meeting.  DR asked if the training to be provided would be just for teachers, or would it include TAs</p>

	<p>as well. LJ advised training for TAs had already been planned via VNET (Viscount Nelson Educational Trust).</p> <p>Governors queried that Read Write Inc resources were referred to in the statement but it had been reported at the previous LGB meeting the school would no longer be using Read Write Inc. LJ apologised and the reference to Read Write Inc. was to be taken out.</p> <p>A discrepancy between the figures shown for Thrive was raised. LJ advised the total cost included £500 for resources which she would make clearer in the report.</p> <p>LJ and DR informed governors of how Thrive had been working had the impact it had on learning behavior and concentration.</p> <p>Governors queried who decided how the £1000 funding for after school clubs, trips and residential trips would be allocated</p> <p>LJ explained how this funding would work and the decisions would be made by herself and E. Hunt.</p> <p>AG questioned the total figure received for 2018/2019 was shown as £29,000 with a total budgeted cost of £32,900. LJ advised she would check the figures, as there may have been a glitch, but the school could overspend with additional funds from the school budget. LJ confirmed the amount received as £29,000.</p> <p>Governors agreed the Pupil Premium statement subject to the amendments discussed being made.</p> <p><b>ACTION: LJ to amend the Pupil Premium Strategy Statement as agreed and then upload amended version to the school website.</b></p>
<p><b>7.</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Review of Data</b></p> <p><i>To review cohort performance data, current targets and SATs Analysis Report</i></p> <p>All data had been included within the SIDP, which was covered under the previous item. SATs Analysis Report had been issued to all governors before the end of the Summer term.</p> <p><b>EYFS:</b> Outcomes were slightly below National. LJ commented there was an upward trend thanks to the work of J. Moore.</p> <p><b>KS1:</b> Outcomes were disappointing, with some aspects in line with National. Work was needed on Greater Depth (GD). Power Maths had been brought in.</p> <p><b>KS2:</b> Outcomes for Reading were lower than average. With Writing so many pupils had been assessed as not on track at moderation due to lack of evidence. Moderation undertaken across the Trust. Actions had already been taken to address the issues. LJ advised with the cohort for this year 2018/2019 there was a chance to get good outcomes. Target had been set of 80%, which the school would be working towards, hoping to attain 70% or more.</p> <p>DR asked if there were any pupils expected to reach GD. LJ advised yes there were.</p> <p>AG enquired when the next snap shot of data would be available. LJ replied this would be at the end of term. Interim data would be available for governors at the next LGB meeting.</p> <p>DR queried if baselines were being undertaken for all groups. LJ confirmed the EYFS baseline assessments were underway and Year 2 and Year 6 would be taking the NFER tests at the end of term.</p>
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Policy Reviews</b></p> <p>Copies of all policies for review had been issued to governors prior to the meeting.</p> <p><b>ACTION: Clerk to re-send previous Policy Review Schedule to LJ</b></p> <p><b>8.1</b> <i>Safeguarding Policy</i> Safeguarding Policy agreed and accepted by the LGB and copy signed by AG</p> <p><b>8.2</b> <i>Homework Policy</i> AG queried there was verbal recognition of Homework, but no mention of it being marked. After some discussion it was agreed to amend the wording to show written or verbal feedback would be given. Homework Policy agreed and accepted by the LGB, with amendments. <b>ACTION: LJ to amend Homework Policy accordingly.</b></p> <p><b>8.3</b> <i>Behaviour Policy</i> LJ explained the Behaviour Card system had not been implemented yet as it was not</p>

	<p>needed. Behaviour Policy agreed and accepted by the LGB <b>ACTION: AG to arrange to come into school and sign agreed copies of the Homework Policy and Behaviour Policy.</b></p>
<b>9.</b>	<b><u>Governor Monitoring Schedule</u></b>
9.1	<i>To update Governor Monitoring Schedule</i> Schedule was to be updated at the next meeting.
	<i>To receive report/s on Governor monitoring</i>
9.2	<u>Website:</u> Compliance check of the school website had been carried out by AG <b>ACTION: AG to forward website monitoring report to LJ.</b>
9.3	<u>Single Central Record (SCR):</u> AG had carried out a visual and digital check of the SCR in July 2018.
9.4	<u>Monitoring Undertaken in the Summer Term:</u> LG had been into school to hear pupils read and had also monitored a science lesson and attended Sports Day. <b>ACTION: LG to write up monitoring reports for reading, Science lesson and Sports Day</b>
	<i>To agree monitoring to be undertaken including Single Central Record Check and Website Compliance</i>
9.5	<u>Learning Walks:</u> Focus for Learning Walks to be agreed at the next meeting. A general Learning Walk to be arranged for this term.
9.6	<u>Single Central Record (SCR):</u> LJ reported the SCR was being transferred across onto the new Trust template. The Trust would be undertaking a paper audit trail. AG would be undertaking termly checks of the SCR.
9.7	<u>Attendance:</u> <b>ACTION: SL to arrange meeting with LJ to discuss attendance.</b>
9.8	<u>Safeguarding:</u> <b>ACTION: AG and LJ to arrange safeguarding meeting in the Autumn term.</b>
<b>10</b>	<b><u>CPD for Governors</u></b>
10.1	<i>Plan future training requirements including any required by Link/Lead Governors</i> Across the schools three in house training sessions would be available via Educator Solutions. The first session to be arranged would be Safeguarding training. <u>Pupil Premium</u> LG appointed new Lead Governor for Pupil Premium <b>ACTION: LG to book Pupil Premium training.</b> <u>New Governor Training</u> <b>ACTION: YP to book Introduction to Governance training.</b> <u>Prevent Training:</u> Clerk advised most governors had now undertaken the DfE online Prevent training. <b>ACTION: Clerk to re-send link for DfE online Prevent training to the remaining governors who had not yet completed this. Governors to complete online training and forward certificate to the Clerk.</b>
10.2	<i>Agree Timescales for Governor Skills Audit to be Undertaken</i> Item to be carried forward until new governors in place.
<b>11.</b>	<b><u>Correspondence</u></b>
	<i>To discuss or deal with any items of correspondence received</i>
11.1	<u>Anonymous Letter to the LGB:</u> AG reported a letter had been received in the last week of term, when he had not been in school, regarding the changes to the fencing, gates and garden. The letter was shared with and considered by the LGB. As the letter had been anonymous the LGB were unable to reply.
<b>12.</b>	<b><u>Vulnerabilities</u></b>
	<i>Update on Identified Vulnerabilities</i>
12.1	<u>Changes in Leadership:</u> Governors agreed this was no longer a vulnerability and was to be removed.
12.2	<u>Progress of More Able Pupils, Progress of Vulnerable Groups and Maths</u> KS1 were still underperforming in Maths and GD was an issue across KS1 and KS2. Governors agreed these remained as vulnerabilities and would be looked at again after the

12.3	next set of data. <i>Identify any New Potential Vulnerabilities to Report to Trust</i> No new vulnerabilities identified.
<b>13.</b> 13.1	<b><u>Date of Next Meeting</u></b> <i>To confirm date and time of next meeting</i> The next LGB meeting was to be held on Wednesday 28 <sup>th</sup> November 2018 at 5pm

Meeting closed 7.30pm

Total number of pages 6