



**SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY**  
**Minutes of the Local Governing Body Meeting**  
**Held on Wednesday 28<sup>th</sup> November 2018 at 5pm in the school**

**Present:**

Chair: Andy Gee (AG), Louise Jackson (LJ) - Executive Head teacher, Emma Hunt – (EH) Deputy Headteacher, Danielle Rodrigues (DR), Paul Bland (PB), Sue Lunnun (SL), Paul Murrell (PM), Rachael Ford (RF) and Stella Kaye (SLK) – Clerk  
**Guests:** Nicky Scott (NS) –new Staff Governor left meeting after item 9 and J Moore -Maths Subject Leader (JM) left meeting after item 3

P. Murrell, R. Ford and N. Scott were welcomed as new governors to their first LGB meeting and introductions were made.

AG reminded everyone about confidentiality.

<b>1.</b>	<b><u>Absence</u></b>
1.1	<i>To receive apologies for absence</i> Apologies were received from L. Goodwin and S. Dark
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.
<b>3.</b>	<b><u>Presentation by the Maths Subject Leader</u></b> Presentation was given by J. Moore the Maths Subject Leader. Handouts were also provided to all governors present. JM talked through the six week Power Maths improvement project, which was focusing on fluency and number sense. There were now maths help desks in all classrooms. LJ suggested these could be monitored via governor Learning Walks. At the request of LJ, intelligent practice was explained to governors by JM. JM advised she was currently writing a whole school vision for maths and this would be shared with staff and governors once completed. The results of the fluency tests were explained. <b>SL queried why Year 3 and Year 4 had shown as so much more successful.</b> JM advised the class teacher had embraced Power Maths and had done a lot of work on calculation this term. DR added there had been intervention work carried out. The fluency tests would be re-taken at the end of the Spring term. SL commented on the amazing improvement seen for EYFS. <b>AG asked how the data was obtained.</b> JM explained the questions had come via the Norfolk Maths Lead A presentation had been made to parents, which had received positive feedback. Some of the feedback had been shared on Class Dojo in order to encourage more parents to attend the next presentation. Use of the grant funding available was discussed, as some funding was to be used to inspire and support girls with maths. <b>AG queried that looking at the Autumn data in some years, i.e. Year 5, it was the boys who were not performing in maths.</b> LJ explained this was a different data set and did not match up with the assessment system. The grant would not just focus on girls. EH advised a couple of different projects were being looked at.

	<p>Governors thanked JM for her presentation and for taking the time to attend the meeting. JM left the meeting at this point.</p>
<b>4.</b>	<p><b><u>Governing Body Membership</u></b>  <i>Review and record appointments, resignations and vacancies</i></p>
4.1	<p><u>Parent Governors</u>  Rachael Ford and Paul Murrell had been elected as the new Parent Governors. Parents were to be notified of all new governors via the school newsletter.</p>
4.2	<p><u>Staff Governor</u>  Nicky Scott had agreed to become the new Staff Governor.  <b>ACTION: Clerk to inform WNAT and arrange for appointment form etc. to be completed by N. Scott. Trust email to be set up if required.</b></p>
4.3	<p><u>Trust Governors</u>  Y. Pratt had resigned as a Trust Governor on 2<sup>nd</sup> November 2018 due to work and family commitments. Trust had been informed by the Clerk.  <b>ACTION: All governors to continue to look for potential new Trust Governors</b>  Clerk advised P. Bland's term of office would come to an end on 19<sup>th</sup> January 2019. P. Bland confirmed he wished to continue as a Trust Governor for a further four year term.  <b>ACTION: Clerk to advise Trust and update records accordingly.</b></p>
<b>5.</b>	<p><b><u>Minutes of the Previous Meeting</u></b></p>
5.1	<p><i>To approve the minutes of the meeting held 19<sup>th</sup> September 2018</i>  The minutes of the meeting held on 19<sup>th</sup> September 2018 were agreed and accepted as a true record by the LGB. Minutes signed by AG</p>
5.2	<p><i>Review of September Action Monitoring Record (AMR)</i></p> <ul style="list-style-type: none"> <li>○ <u>GovernorHub</u>: In order to increase the use of GovernorHub, which was GDPR compliant, Clerk was to set up a laptop at the next meeting and provide a brief demonstration for governors.  <b>ACTION: All governors to confirm to the Clerk that they could now access GovernorHub using their school/Trust email details.</b></li> <li>○ <u>HMI Inspector Visit</u>: <b>ACTION: AG to check with SD if a report was to be received from the visit in the Summer term, or if this was just general research by the HMI</b></li> <li>○ <u>Twilight Training Sessions for TAs</u>: LJ confirmed details of the twilight training sessions had been issued to all TAs.</li> <li>○ <u>Pupil Premium Statement</u>: LJ confirmed figures in the Pupil Premium Statement had been updated and the reference to Read Write Inc removed. Updated statement had been uploaded to the school website.</li> <li>○ <u>Homework Policy</u>: Homework Policy had been amended to show verbal and/or written recognition would be given.</li> <li>○ <u>Monitoring Reports</u>: Outstanding monitoring reports from LG, for Reading, Science lesson and Sports Day were carried forward.</li> </ul>
5.3	<p><i>Any Matters Arising not Covered Under a Separate Agenda Item</i>  <u>Governing Body Self Review</u>  SL had been advised by WNAT, that they had undertaken a LGB Review.  <b>ACTION: SL to contact A. Johnson at WNAT to request evidence of Trust LGB Review, as proof for Ofsted, and if there were any areas of concern or improvement that should be addressed from the Trust review.</b>  LJ suggested one option would be for a governor from another school to come in and help the LGB carry out a self-review.  <b>ACTION: Clerk to try and obtain an up to date Governing Body Self Review template</b></p>
5.4	<p><u>Staff Training Tab for School Website</u>  LJ advised with all the staff training that was being undertaken, she would be asking if a tab could be added to the school website so parents could see what was being carried out and show how the school was improving.</p>

5.5	<p><b>ACTION: LJ to speak to Trust Website Manager about adding a Staff Training tab to the school website.</b></p> <p><u>Trust Email Addresses</u> All governors had been issued with secure Trust email addresses which were to now be used for all governor/school related matters. Clerk confirmed personal email addresses would no longer be used. <b>ACTION: AG to inform the Trust IT department of some issues experienced when downloading documents from the Trust email address.</b></p>
6.	<p><b><u>Head teacher's Report</u></b> <i>To discuss any items arising from the report</i> Head teacher's Report had been issued to all governors prior to the meeting. LJ explained the new format for the report which was being used for all schools across the Trust. The following questions/comments were then raised</p> <p>6.1 <u>Strengths &amp; Concerns</u> <b>SL asked when the new Year1/Year 2 class teacher would be starting.</b> LJ advised the new teacher had started that week and had made a positive start, including managing behavior. SL commented the displays in the classroom where the meeting was being held, looked great, and it was nice to come into a classroom where the children's work was celebrated.</p> <p>6.2 <u>Pupil Numbers</u> LJ congratulated EH on the increase in pupil numbers. The number on roll would be 98 in January 2019. <b>SL queried where the new pupils were coming from.</b> EH advised they were from all over. AG commented the magic number was 105, as below this number the school would be included under the NCC Small School Report. DR advised the number leaving Bobtails in July 2019 would be 12, which was the highest number for 5 years, and it would be interesting to see how many started in Reception at Snettisham.</p> <p>6.3 <u>Staff Absence</u> LJ advised the member of staff on sick leave had now resigned.</p> <p>6.4 <u>CPD</u> LJ drew governors' attention to all the staff training that had been taking place. The Power Reading had been successful across the three schools. PIXL had also been successful.</p> <p>6.5 <u>Attendance</u> LJ reported the overall Attendance figure of 96.52% was higher than last year. The national figure was 96%. <b>SL queried what the school target was.</b> LJ advised the target was 97%. <b>AG asked if letters were being sent to parents in line with the Attendance Policy.</b> LJ confirmed letters were being sent and families were being invited in to school for meetings. The school would be adopting the Trust policy which was more vigorous than the current NCC policy. <b>SL enquired if there were any patterns seen with the persistent absences.</b> LJ advised there were a few, but not many. Most absence was holidays and sickness. The persistent absence figure was slightly higher than national. For Pupil Premium children the persistent absence figure was above national, but this related to only 4 pupils.</p> <p>6.6 <u>SEND</u> <b>SL queried that LJ was still the SENDCo for all three schools, and if there was a succession plan in place.</b> LJ advised one of the new appointments was interested in the role, but an investment in training would be required. This led to a discussion about options for the SENDCo role, including having a SENDCo appointed across all three schools. AG advised he would talk to the Trust about this, as there would be budget implications.</p>

<p>6.7</p> <p>6.8</p> <p>6.9</p>	<p><b>Behaviour and Exclusions</b>  AG asked if there were any Year 6 playground ambassadors. DR advised some Year 6 children were carrying out this role on their own. The buddy bench was also in place. SL advised behavior at break and lunchtime would be part of the Deep Dive monitoring day.  There had not been any Fixed Term Exclusions, although lunch time exclusions had been used, but the children stayed on site.  One incident of bullying had been reported, and this was currently being investigated.</p> <p><b>Trips and Events</b>  SL and PB commented on the wonderful Trust Remembrance Concert that pupils had taken part in.  LJ talked about the impact of the Snettisham 45 project.</p> <p><b>Forest School</b>  LJ informed governors of the new proposed site for the Forest School and the reasons for the change. The Forest School was popular with pupils and families would want to come to Snettisham because of the Forest Schools programme.  AG raised concerns over the distance children would have to walk to the new site and if a Risk Assessment had been undertaken. Discussion took place and LJ agreed to think about other options.</p>
<p>7.</p> <p>7.1</p>	<p><b>Pupil Premium</b>  <i>To discuss plans and strategies</i>  Copies of the Pupil Premium Statement and plan were handed out to all governors present.  <b>ACTION: All governors were to read through the documents and bring any questions back to the next meeting.</b></p>
<p>8.</p> <p>8.1</p>	<p><b>Review of Data</b>  <i>To review cohort performance data.</i>  Copy of the data report for the Autumn term had been issued to all governors prior to the meeting.  EH advised the school would be using the PIXL tests this year, which were different to the NFER tests used the previous year. EH asked governors to bear in mind the tests were year end tests.  The data had not yet been shared with staff.  Attainment and progress were explained by AG for the new governors present. LJ also explained teacher assessments.  EH advised with the end of year forecast figures for each subject, the school was hoping for 75% which should be in line with National.  AG asked what the school was doing to make sure the targets were met.  LJ replied moderation was being carried out within the Trust.  Staff across the Trust schools were meeting to compare books and curriculum and regular conversations were held as to how writing was meeting outcomes.  DR queried what was predicted for Year 1, as 6 out of 11 pupils were below standard for Reading. EH advised it was early on in the school year, but pupils should be on track for targets. There had also been changes to the class teacher, which might have affect the data The new teacher would look to increase the number of pupils on track for expected standard.  SL commented the Year 3 group was a small cohort but queried if there were a high number of SEN pupils. EH confirmed 4 out of the 11 pupils were SEN.</p>
<p>9.</p>	<p><b>SIDP</b>  <i>To review progress of the SIDP</i>  Copy of the new joint WNAT Priority Improvement Plan Autumn 2018 had been issued to all governors prior to the meeting.  LJ explained how the joint termly plans would complement the overall 3 year plan.  The targets set for Year 6 were rigorous.  The new SLT (Senior Leadership Team) were meeting weekly to assess the impact,</p>

	<p>gather evidence and agree monitoring.  <b>AG queried what the blue colour coding represented.</b> LJ advised this was exceeding target or impact.  LJ talked about the impact being seen and explained how the plan would develop and be re-written over the year.  LJ reminded governors any references in the plan to Heacham were confidential.  <b>SL asked if any Subject Leaders had been appointed across the three schools.</b> LJ advised this had been considered but decided against.  <b>ACTION: Governors to bring any questions back to the next meeting.</b>  NS left the meeting at this point 7.15pm</p>
<b>10</b>	<p><b><u>Policy Reviews</u></b>  <i>To agree policies due for review</i>  Copies of all policies due for review had been issued to governors prior to the meeting.</p> <p>10.1 <u>Health and Safety Policy</u>  Health and Safety Policy agreed and accepted by the LGB without any amendments</p> <p>10.2 <u>Online Safety Policy</u>  Online Safety Policy was agreed and accepted by the LGB without any amendments.</p> <p>10.3 <u>Acceptable Use ICT Policy Staff, Visitors and Volunteers</u>  <b>Following a query from governors, it was agreed any references to the Social Media Policy were to be amended to read "within the Online Safety Policy"</b>  Acceptable Use of ICT Policy agreed and accepted by governors, with the one agreed amendment.  <b>ACTION: LJ to make agreed changes to the Acceptable Use of ICT Policy.</b>  <b>ACTION: AG to come into school and sign a copy of all agreed policies</b></p> <p>10.4 <u>Policy Review Working Party</u>  <b>DR queried if a Policy Review Working Party was to be set up again.</b>  <b>ACTION: LJ to consider setting up new Policy Review Working Party.</b></p>
<b>11.</b>	<p><b><u>Governor Monitoring Schedule</u></b></p> <p>11.1. <i>To update Governor Monitoring Schedule</i>  <b>ACTION: AG and LJ to discuss the Governor Monitoring Schedule. AG to then issue new Governor Monitoring Schedule for 2018/2019.</b>  <i>To receive report/s on Governor monitoring</i></p> <p>11.2 <u>Fluency in Numbers</u>  Fluency in Numbers presentation to parents by J. Moore (Maths Subject Leader) had been attended by AG and RF. Monitoring report from AG had been issued to all governors prior to the meeting. No queries raised.</p> <p>11.3 <u>Learning Environment</u>  Learning environment monitoring had been carried out by AG.  <b>ACTION: AG to refer Learning Environment monitoring form to LJ and then send out to Clerk for distribution to all governors together with blank monitoring form.</b></p> <p>11.4 <u>Trust Remembrance Concert</u>  <b>ACTION: PB to complete monitoring form for the Trust Remembrance Concert.</b></p> <p>11.5 <u>Memorial Garden for the Snettisham 45</u>  <b>ACTION: PB to complete monitoring form on the memorial garden for the Snettisham 45</b></p> <p>11.6 <u>Safeguarding:</u>  As Safeguarding Governor AG had met with LJ.</p> <p>11.7 <u>Website Compliance Check:</u>  Website Audit/Compliance Check had been carried out by AG  <b>ACTION: AG to forward website check to LJ.</b></p> <p>11.8 <i>To agree monitoring to be undertaken in the Spring term</i>  <u>Deep Dive Monitoring Day</u>  It was agreed to undertake a governor Deep Dive Monitoring Day on 10<sup>th</sup> December 2018 starting at 9am. Monitoring would include: Attendance, Safeguarding, Behaviour and More</p>

	Able pupils. AG and SL confirmed they would be able to attend. <b>ACTION: Clerk to invite all governors to take part in the Deep Dive Monitoring Day.</b>
<b>12</b>	<b><u>CPD for Governors</u></b> <i>To review any training undertaken or required</i>
12.1	<b><u>Safeguarding Training:</u></b> RF and PM had attended the Cluster safeguarding training session at Hunstanton Primary, provided by Educator Solutions. <b>ACTION: Clerk to print off training certificates for RF and PM, once available on GovernorHub.</b>
12.2	SL had attended Safeguarding training at Clenchwarton Primary School. <b><u>New Governor Training - Governance Now</u></b> All newly appointed governors were to book Governance Now training via GovernorHub <b>ACTION: PM, RF, NS and EH to book new Governance Now training.</b>
12.3	<b><u>Online Prevent Training</u></b> Some governors were still to undertake the online DfE Prevent training. <b>ACTION: Clerk to re-send online Prevent training link to those governors who had not yet undertaken it.</b> <b>ACTION: Copy of certificate to be provided to the Clerk once training completed by governors.</b> <b>ACTION: Clerk to send online Prevent training link to LJ, for TAs</b>
12.4	<i>Agree Timescale for Governor Skills Audit to be Undertaken</i> Following the appointment of three new governors, it was agreed a Governor Skills Audit was to now be undertaken. Skills Audit to be completed ready for review at the next LGB meeting in January 2019. <b>ACTION: Clerk to issue Skills Audit form to all governors</b> <b>ACTION: All governors to complete and return Skills Audit form to the Clerk before the end of term.</b>
<b>13.</b>	<b><u>Correspondence</u></b> <i>To discuss or deal with any items of correspondence received</i> No items received.
<b>14.</b>	<b><u>Vulnerabilities</u></b> <i>Update on Identified Vulnerabilities</i>
14.1	<b><u>Greater Depth/Progress of More Able Pupils</u></b> Achievement of Greater Depth was still concern across the school. More Able pupils would be monitored on the Governor Deep Dive day.
14.2	<b><u>Maths in KS1</u></b> New maths programme was in place. Item 3 refers.
14.3	<i>Identify any New Potential Vulnerabilities to Report to Trust</i> No new vulnerabilities were identified.
<b>15.</b>	<b><u>Date of Next Meeting</u></b>
15.1	<i>To confirm date and time of next meeting</i> Next LGB meeting was to be held on Wednesday 30 <sup>th</sup> January 2019. An earlier start time of 4.30pm was agreed for this meeting. <b>ACTION: Clerk to inform all governor of the change to the start time for the January 2019 LGB meeting.</b>

10 Meeting closed 7.30pm  
11 Total number of pages 6