



SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY
Minutes of the Local Governing Body Meeting
Held on Wednesday 30th January 2019 at 4.30pm 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), Nicky Scott (NS) and Stella Kaye (SLK) – Clerk Guest: Rebecca Steed (RS) – WNAT Director of Primary Standards.

R Steed, as the new Director of Primary Standards, was welcomed to the meeting and introductions made.

1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apologies were received from L. Goodwin, S. Dark, P. Murrell and R. Ford
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>
	<i>Review and record appointments, resignations and vacancies</i>
3.1	<u>Trust Governor:</u> P. Bland had been re-appointed as a Trust Governor for a further four year term.
3.2	<u>Staff Governor:</u> Appointment forms had now been completed by the new Staff Governor N. Scott. ACTION: All governors to continue to look for potential new Trust Governors. Details to be provided to AG.
4.	<u>Minutes of the Previous Meeting</u>
4.1	<i>To approve the minutes of the meeting held 28th November 2018</i> The minutes of the meeting held on 28 th November 2018 were agreed and accepted as a true record by the LGB. Minutes signed by AG
4.2	<i>To consider if agreed minutes were to be uploaded to the school website</i> A brief discussion took place as to whether copies of the agreed LGB minutes should be available on the school website. Governors agreed, LGB minutes, once agreed, were to be uploaded to the school website. ACTION: Clerk to arrange for copies of the agreed minutes to be sent to the Trust website manager to be uploaded to the school website. AG queried the Annual Governance Statement for July 2018 did not appear to be on the website. ACTION: AG to forward copy of Annual Governance Statement July 2018 to LJ and the Clerk.
4.3	<i>Review of November Action Monitoring Record (AMR)</i> <ul style="list-style-type: none"><u>Staff Training Tab for School Website:</u> LJ advised this item was still being looked into. Carried forward to the next meeting.<u>Downloading Documents from Trust Email Addresses:</u> AG advised this had now

4.4	<p>been resolved.</p> <ul style="list-style-type: none"> • <u>Access to GovernorHub</u>: Clerk advised confirmation had not yet been received from one governor about access to GovernorHub. ACTION: SD to confirm to the Clerk that he can access GovernorHub, via Trust email address. • <u>Trust External Review of LGB</u>: ACTION: SL to contact A. Johnson at WNAT and request evidence of LGB Review undertaken by the Trust. • <u>LGB Self Review</u>: Clerk advised LGB Self Review templates had been obtained via The Key. It was suggested the LGB Self Review be combined with a Policy Review meeting. ACTION: Clerk to forward copy of LGB Self Review forms to RS. ACTION: RS to provide Clerk with copy of Self Review tick list. • <u>Agreed Policies</u>: Wording of the Acceptable Use of ICT Policy had been updated by LJ as agreed. Copies of all agreed polices had been signed by AG. LJ and AG to meet and consider setting up Policy Review meeting/working party. <p><i>Any Matters Arising not Covered Under a Separate Agenda Item</i> <u>SENDCo</u>: SL enquired what the latest news was as regards to the role of SENDCo. LJ advised there was no progress as yet. LJ was still undertaking the role and establishing systems and structures. Currently there was no capacity, across the three schools, for someone to take on the role and no funds available to spend to bring someone in. There were plans to be able to make changes in a year or so.</p>
5.	<p><u>Head teacher's Report including Progress of the SDP</u> <i>To discuss any items arising from the report</i> Copy of the Head teacher's Report had been issued to all governors prior to the meeting.</p> <p>5.1 <u>Staffing</u> LJ reported staffing was now stable and the ethos felt consistent. The school had been lucky to recruit an experienced KS1 teacher. The member of staff who had been on absent long term had now left. ACTION: LJ was to look at providing termly absence figures for staff for the next report.</p> <p>5.2 <u>Concerns and Strong Concerns</u> Concerns were Writing in Year 1 and attainment for boys in English. Writing attainment in Year 5 and Year 6, RWM combined for Year 6 and Reading progress and attainment Year 2 were strong concerns.</p> <p>5.3 <u>Number of Roll</u> Governors congratulated the school on the number on roll now standing at 101. LJ reported the number of children who had Snettisham as their first choice for Reception in September 2019 was 15. This was equal to the PAN. DR added the number leaving in Year 6 was 12. DR commented at the moment there would be 14 children leaving Bobtails in July. New children were joining all the time. LJ drew governors' attention to the number of Pupil Premium pupils which was 30%. This was an interesting statistic and higher than national average.</p> <p>5.4 <u>Attendance</u> There had been a small dip seen in the Spring Term. Overall attendance figure was 96.38%. SEND and Pupil Premium were in line with non-Pupil Premium and SEND SL asked if any patterns of absence had been noticed. EH advised no patterns seen, but some families were being monitored. NS queried there were no figures shown on the report for the number of lates. LJ agreed this was a piece of work that would be looked at.</p> <p>5.5 <u>CPD</u> LJ advised CPD was being invested in across the three schools. Teachers enjoyed being</p>

<p>5.6</p> <p>5.7</p>	<p>able to talk to teachers in other schools.</p> <p><u>Evaluation and Monitoring</u></p> <p>RS briefly explained her role as the full time Director of Primary Standards.</p> <p>DR asked if RS would be attending all LGB meetings. RS responded yes, she planned to do so and would also be attending trustee meetings. DR then asked what input RS would be providing for governors. RS advised she would mainly be observing and providing support for LJ and EH. RS would also be looking at things that could be done differently and to keep up the pace of improvement.</p> <p>AG queried if there had been any consistent areas or themes from the monitoring undertaken by the SLT. LJ replied there were no common aspects. The school continued to look to improve the quality of Teaching and Learning, as per the SDP.</p> <p>The next focus for SLT monitoring would be Marking.</p> <p><u>Behaviour</u></p> <p>There had no incidents of racism or bullying.</p> <p>There had not been any Exclusions.</p> <p>SL asked about the playtime behaviour mentioned in the report. LJ advised there had been a few incidents last term, but LJ was not aware of anything similar this term. EH added setting up the Lego Club had made a difference.</p> <p>LJ advised the school had been looking into whether there was enough outside play equipment. NS commented more outdoor equipment was needed.</p> <p>ACTION: LJ to include within the next SDP to mindfully develop the resources and play buddies.</p> <p>SL enquired if the lunch break was too long. NS replied now the lunch break was split it worked well.</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><u>Preparation for SATs Year 2 and Year 6</u></p> <p>New data assessment would be undertaken before half term using PIXL. More gap analysis would then be undertaken. Teachers would also look to see if any changes were needed to the interventions. Year 6 would take next SATs practice paper in March 2019. There were a lot of new strategies in place and focused interventions.</p> <p>LJ advised governors that as with all small cohorts, where each child equaled a large percentage, there was a risk of a low outcome.</p> <p><u>Year 2</u></p> <p>19 in cohort.</p> <p>LJ reassured governors that everything possible was being done and teachers were focusing on the gaps. LJ had spoken to the class teacher about the interventions. One item that had arisen from the discussion was the HLTA would no longer be used to provide cover. Supply cover would be brought in.</p> <p>The school was working on providing more experiences for Reading.</p> <p>It was hoped Attainment would be in line with National.</p> <p>AG queried more girls than boys were a concern for Reading. LJ explained there were some SEND issues.</p> <p>EH advised Writing would need to be looked at.</p> <p>SL asked from the Pupil Progress meetings was there a level of confidence that the forecasts would be met. EH advised yes, the school was confident. LJ added there was now a more reliable assessment of outcomes.</p> <p><u>Year 6</u></p> <p>12 in cohort.</p> <p>2 new pupils had joined Year 6 without any previous data.</p> <p>LJ had meet with the Year 6 teacher earlier that day and spoke about the work to be done around the combined Reading Writing & Maths (RWM).</p> <p>AG queried that looking at the data for Year 6 there were areas showing as Red. Was this not a concern as it was almost February with the SATS in May? RS replied 83% were showing as at Expected for Reading. The red figures were progress figures. RS suggested</p>

	<p>that as Pupil Asset did not compare to National, governors should look at the attainment figures.</p> <p>Moderation was to take place the following week for Writing.</p> <p>Extra opportunities for writing were being built in.</p> <p>AG asked how many additional after school sessions there were. LJ advised there was currently one per week, but this may increase.</p>
7.	<p><u>Review of Data</u></p> <p><i>To review cohort performance data, with focus on More Able Pupils</i></p> <p>Copy of the Autumn Term Data Report had been issued to all governors prior to the meeting.</p>
7.1	<p><u>EYFS</u></p> <p>SL queried what was happening in EYFS. LJ reported provision was good including mud kitchen and a new sand pit. Learning Journeys were well kept.</p> <p>There were now 15 pupils, none of which were SEND.</p> <p>A report on EYFS had been undertaken which LJ would share with governors at the next meeting.</p> <p>ACTION: LJ to forward copy of EYFS Report to the Clerk for distribution to all governors prior to the next meeting.</p>
7.2	<p><u>Year 1</u></p> <p>LJ advised the concern with Writing in Year 1 was being addressed. The school was working to make sure the basics were in place.</p> <p>ACTION: LJ to invite C. Enters to the next meeting to provide governors with a presentation on Writing.</p>
7.3	<p><u>Year 5</u></p> <p>AG commented on the concern in maths for the Year 5 girls. EH confirmed this was something they would keep an eye on, together with Pupil Premium.</p>
7.4	<p><u>More Able Pupils:</u> SL had undertaken monitoring of More Able Pupils as part of the Deep Dive Day Item 8.3 refers. SL commented when given a choice More Able pupils were not choosing the most challenging options. NS advised the More Able Pupils were encouraged to choose something else if they picked something too low. LJ advised choice was not normally used.</p> <p>DR added Power Maths was working well.</p> <p>ACTION: SL to come in again at the end of the Spring term and undertake further monitoring of More Able Pupils.</p>
8.	<p><u>Governor Monitoring Schedule</u></p>
8.1	<p><i>To update Governor Monitoring Schedule</i></p> <p>LJ and AG advised the new monitoring schedule was still to be completed.</p> <p>ACTION: AG and LJ to arrange meeting to agree Governor Monitoring Schedule for the second half of the Spring Term and the Summer Term.</p> <p>Agreed schedule to then be sent to the Clerk for distribution to all governors.</p> <p>ACTION: LG to complete monitoring forms for Reading Science Lesson and Sports Day.</p> <p>ACTION: PB to complete monitoring forms for the Trust Remembrance concert and the Snettisham 45 memorial garden.</p>
8.2	<p><i>To receive report/s on Governor monitoring, including Deep Dive Day</i></p> <p>Monitoring reports had been issued to all governors prior to the meeting covering the Deep Dive Day, Attendance, Behaviour, Learning Walk and the Forest School.</p>
8.3	<p><u>Governor Deep Dive Day:</u> This had taken place on 10th December 2018 by AG, LS and PM. A Learning Walk of the whole school had been undertaken, plus a book scrutiny. SL had looked at behaviour and attendance. DR queried the wording on one of the monitoring forms, as it could be interpreted in different ways. It was agreed the wording should be changed so as to show it was an observation not a judgement.</p> <p>ACTION: LJ to amend wording on Deep Dive Day monitoring form.</p>
8.4	<p><u>Forest School:</u> AG reported he initially had concerns about the set-up of the Forest School,</p>

	<p>but these had all be addressed and the passion and energy of the children was wonderful to see. AG advised he would be intrigued to see what the impact would be.</p> <p>ACTION: AG to come into school and talk to pupils about what they have learnt from the Forest School.</p>
8.5	<p><u>Single Central Record (SCR) Check:</u> Check of the SCR had been undertaken by AG and PM as part of the Deep Dive Day on 10th December 2018. Minor issues raised had been dealt with promptly.</p>
8.6	<p><i>To agree monitoring to be undertaken in the Spring term</i></p> <p>ACTION: Governors to send any completed monitoring forms to LJ for agreement, who will then forward to the Clerk for distribution to all governors prior to the next LGB meeting.</p>
9.	<p><u>Skills Audit</u> <i>Review of Skills Audit</i></p> <p>Clerk advised as some skills audit forms had not been completed she had been unable to compile a summary.</p> <p>ACTION: SD, LG and NS to complete and return Skills Audit forms to the Clerk as soon as possible before the next meeting.</p>
10	<p><u>CPD for Governors</u> <i>To review any training undertaken or required</i></p> <p>Copies of the new Educator Solutions Governor Toolkit were handed out to those governors present.</p>
10.1	<p><u>Ofsted Briefing:</u> AG reported on the Ofsted briefing provided by the Trust on the new Ofsted framework from September 2019.</p> <p>Ofsted briefing had been attended by AG, SL, PB, NS and DR</p> <p>The changes to the framework were discussed and LJ confirmed the SLT were already looking at these. SL advised a useful one page summary of the changes had been drawn up by the Head teacher at Gaywood Primary.</p> <p>ACTION: Clerk to contact the Head Teacher at Gaywood Primary and request a copy of the new Ofsted Framework Summary and then distribute to all governors</p>
10.2	<p><u>New Governor Training:</u> ACTION: PM, RF and NS were to book New Governor training with Educator Solutions, via GovernorHub.</p>
10.3	<p><u>Safeguarding Training Certificates:</u> Clerk advised the safeguarding training certificates for PM and RF were not available via GovernorHub. ACTION: LJ to check if the school held copies of the certificates.</p>
10.4	<p><u>Prevent Training:</u> Clerk was requested to remind those governors who had not yet completed their on line DfE Prevent training.</p> <p>ACTION: Clerk to re-send link for DfE online Prevent training to AG, SD, PB, PM and RF. Governors to forward certificates, once training completed, to the Clerk.</p>
10.5	<p><u>Safer Recruitment Training:</u> Clerk advised AG would need to renew his Safer Recruitment training before May 2020. SL was currently arranging to renew her Safer Recruitment training by July 2019.</p>
10.6	<p><u>Pupil Premium Training:</u> ACTION: As Governor for Pupil Premium, LG to book Pupil Premium training.</p>
10.7	<p><u>Chair of Governors Training:</u> ACTION: LG to consider booking Chair of Governors training.</p>
10.8	<p><u>Monitoring Training for Governors via VNET:</u> Clerk informed governors of a Making Monitoring Work for You training session available via VNET.</p> <p>ACTION: Clerk to forward details of VNET monitoring training to all governors.</p>
11.	<p><u>Correspondence</u> <i>To discuss or deal with any items of correspondence received</i></p> <p>No items received.</p>
12.	<p><u>Vulnerabilities</u> <i>Update on Identified Vulnerabilities</i></p>
12.1	<p>Vulnerabilities had been covered in the Head teacher's Report under item 5.2</p>

12.2	<i>Identify any New Potential Vulnerabilities to Report to Trust</i> No new vulnerabilities were identified.
13.	<u>Date of Next Meeting</u> <i>To confirm date and time of next meeting</i> Next LGB meeting was to be held on Wednesday 27 th March 2019. It was agreed the meeting start time was to remain as 4.30pm, and be discussed again at the meeting in March 2019.

Meeting closed 6.05pm
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