



SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY
Minutes of the Local Governing Body Meeting
Held on Wednesday 27th March 2019 at 4.30pm in the school

Present:

Louise Jackson (LJ) - Executive Head teacher, Emma Hunt – (EH) Deputy Headteacher, Danielle Rodrigues (DR), Paul Bland (PB), Nicky Scott (NS), Paul Murrell (PM), Rachael Ford (RF)
Sue Lunnun –(SL) joined the meeting 4.50pm and Stella Kaye (SLK) – Clerk

In the absence of both Chair and Vice Chair, governors agreed the meeting was to be chaired by D. Rodrigues.

1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apologies were received from A. Gee, L. Goodwin, and R Steed – WNAT Primary Director Standards. <u>Absent: No apologies received: S Dark.</u> ACTION: Governors agreed Clerk was to contact S. Dark and ask about his future intentions as a governor.
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>Subject Leader Presentation to Governors on Writing</u> LJ explained Miss Enters had sent her apologies. LJ advised in line with the SDP short burst plans were being put in place each term. The 8-week writing plan had been led by Miss Enters who was the Writing Subject Leader across the three schools. EH added the schools were looking to do more work on pupil voice to find out why some pupils were reluctant writers. A video of Miss Enters presentation to other subject leaders on the 8- week writing project was then shown to the meeting. ACTION: EH to arrange for Miss Enters Writing presentation video to be uploaded to the school website. Next term there would be a focus on longer pieces of writing, across the curriculum, and Writing moderation would take place across the schools. A new Curriculum Statement was being developed, which would include curriculum progression and topic weeks. EH and LJ informed governors of the awards given out for outstanding writing and showed some examples of the pupils' work. The overall winner had been a pupil from Reception Class. A competition had also been run for staff, with the winner being voted for by pupils. The winner had been N. Scott. NS advised after SATs she would be taking a group of pupils to see the Henry Moore sculpture exhibition at Houghton Hall.
4.	<u>Governing Body Membership</u>
4.1	<i>Review and record appointments, resignations and vacancies</i> There had not been any changes to the membership of the LGB since the previous

	<p>meeting. There were currently vacancies for two Trust Governors. DR suggested the new Vicar could possibly be approached to join the LGB and also put forward the suggestion to approach governors at the high school as this would provide a link for items such as transition. ACTION: AG to be requested to look into any possible governors from the High School who may be interested in joining the LGB DR asked if governor vacancies were advertised. Brief discussion then took place as local advertising had been used in the past as had the old School Governor One Stop Shop (SGOSS)</p> <p>S. Lunnun joined the meeting at this point 4.50pm.</p> <p>LJ advised at Heacham there was now just one governing body for the Junior and Infant schools. ACTION: All governors to continue to look for potential new Trust Governors. Details to be provided to AG.</p>
<p>5. 5.1 5.2</p>	<p><u>Minutes of the Previous Meeting</u> <i>To approve the minutes of the meeting held 30th January 2019</i> The minutes of the meeting held on 30th January 2019 were agreed and accepted as a true record by the LGB. Minutes signed by DR</p> <p><i>Review of January Action Monitoring Record (AMR)</i></p> <ul style="list-style-type: none"> • <u>Annual Governance Statement:</u> Copy of Annual Governance Statement 2018 had not been received from AG. Governors agreed as this was now out of date it should be removed from the school website. ACTION: Clerk to request Annual Governance Statement for 2018 be removed from the school website. • <u>Safeguarding Training Certificates:</u> RM advised he understood the safeguarding certificates, following the training session held at Hunstanton Primary, were to be sent through to the school. ACTION: Clerk to check with school office if safeguarding training certificates held for PM and RF and if not refer the matter to Educator Solutions, who provided the training. • <u>Training Tab for the School Website:</u> LJ advised the school website was currently being updated. Training tab would be looked at as part of the update. Once updated the websites for the three schools would then look the same. • <u>Access to GovernorHub:</u> No contact had been received from S Dark as to whether he could now access GovernorHub. Clerk was requested to re-issue GovernorHub passwords to LJ and PB ACTION: Clerk to chase up S. Dark for his confirmation that he could access GovernorHub. ACTION Clerk to re-issue GovernorHub passwords to LJ and PB. • <u>Skills Audit:</u> Clerk advised there was now just one outstanding Skills Audit form. ACTION S. Dark to complete and return Skills Audit form to the Clerk as soon as possible. • <u>Trust LGB Review:</u> SL explained it was her understanding that the document being referred to as an LGB Review was in fact a sort of Trust Self Review, and LGBs were sub committees of the Trust. • <u>EYFS Summary Report:</u> SL commented the report was very detailed and then queried if the outdoor resources ordered in October 2018 were in place and being used. LJ confirmed the new resources were being used. • <u>Pupil Premium Statement:</u> SL commented the report would need to be updated with the number of pupils on roll etc. SL asked how many Pupil Premium pupils there were in Year 2 and Year 6. LJ replied 4 out of 13 pupils in Year 2 were Pupil

	<p>premium and in Year 6 the figures were 3 out of 18. LJ advised the school had a high percentage of Free School Meals (FSM) and SEN pupils.</p> <p>SL queried the plans for the year referred to More Able pupils; were there More Able Pupil Premium pupils. LJ confirmed there were and EH added there was a very high attaining Pupil Premium pupil in Year 5. SL advised she would look at the More Able Pupil premium pupils as part of her next More Able monitoring session.</p> <ul style="list-style-type: none"> • <u>Thrive</u>: LJ advised the school Thrive practitioner would be resigning and would not be replaced. Thrive support would now be delivered by TAs. • <u>HMI Inspector Visit</u>: Governors agreed monitoring of the visit which took place in the Summer term 2018, would now be out of date and the item should be removed from the AMR. • <u>Policy Review Working Party</u>: This item was to be carried forward to the next meeting. • <u>Deep Dive Day Monitoring Form</u>: PM queried that changes were to be made to a Deep Dive monitoring form without consulting the author. LJ advised the wording on the form had not been amended and explained the need for governors to be careful when undertaking monitoring and completing the monitoring forms, as it was not the governors' role to make judgements on teaching. <p>All remaining actions on the AMR had either been completed or were agenda items.</p>
5.3	<p><i>Any Matters Arising Not Covered Under a Separate Agenda Item</i></p> <p>No items were raised.</p>
6.	<p><u>Head teacher's Verbal Report including Progress of the SDP</u></p> <p><i>To discuss any items arising from the report</i></p>
6.1	<p><u>Number on roll</u></p> <p>Current number on roll was 102.</p> <p>Reception: 15 Year 1: 12 Year 2: 18 Year 3: 12 Year 4: 19 Year 5: 13 Year 6: 13</p> <p>Predicted number for September 2019 still remained at 102.</p> <p>There would be 2 children leaving the school at Easter with 1 child joining.</p> <p>SL queried if pupils were returning to Snettisham from other local schools. LJ replied this might be happening and added more families in Snettisham would now opt to send children to Snettisham Primary.</p> <p>LJ advised the numbers were good, with the school juggling good quality experiences for pupils while trying to grow. Class options were being looked at by LJ and EH.</p> <p>DR asked if they were looking to keep four classes for September 2019. LJ replied; yes, but decision would be made on what was best for the children.</p>
6.2	<p><u>Bobtails Nursery</u></p> <p>DR updated the meeting on Bobtails.</p> <p>Currently 32 on roll with the nursery providing 3 full days and 2 half days. The nursery was looking to provide one more full day with the aim being for 5 full days.</p> <p>DR described how being next to the EYFS area was an advantage and the relationship being built with the EYFS teacher.</p>
6.3	<p><u>Attendance</u></p> <p>Attendance at 96.46% was above the 2018 National average.</p> <p>There were 6 out of 102 pupils who were persistently absent (5.9%), which was less than the national average.</p> <p>SL asked if the six pupils were from separate families. LJ advised some were from the same family.</p>

6.4	<p><u>Teaching and Learning</u> LJ reported at least 75% of Teaching and Learning was Good, which was an improvement from September 2018. TAs were providing brilliant Teaching and Learning support in class. Progress in outcomes was not as good as it could be. LJ and EH explained how the new Marking Policy worked and how it would help identify progress in lessons and move pupils on quicker. Next steps would be included within the lesson as well. Subject leaders had visited another school where the marking system was being used. Feedback and support were being given to staff.</p>
6.5	<p><u>Staffing</u> No significant staff absence. Recruitment for a new MSA had been tricky but an appointment had now been made. NS would be staying on as an MSA until the end of term.</p>
6.6	<p><u>Budget</u> LJ had met with the Trust Finance Officer and was not aware of any concerns with the school budget.</p>
6.7	<p><u>Safeguarding</u> LJ informed governors there had been one contact with Children's Services as part of a LADO (Local Authority Designated Officer) referral. AG, as Safeguarding Governor, had been informed. This was concluding and it was believed there were no ongoing issues. There were no other safeguarding issues. RF queried what governors should do if they had a possible safeguarding concern. LJ advised a safeguarding form should be completed and handed to EH</p>
6.8	<p><u>Behaviour:</u> LJ reported that behavior had settled down. Assemblies had been held and items included on the newsletters. Pupils had opportunities to talk to teachers. EH advised several different strategies were in place including Playground Buddies, having a split lunch and split playground spaces. SL queried if the improvement in behavior had been due to a change in individuals in the school, with some pupils having left. LJ advised no.</p>
6.9	<p><u>SDP:</u> LJ confirmed SDP would be an agenda item for the next meeting.</p>
6.10	<p><u>Easter School</u> LJ informed governors that an Easter School was to be run for Year 6 pupils, which would be held at Heacham. This would also get pupils together and give them an opportunity to get to know one and other before high school. It would be social. Governors put forward the suggestion of a joint social event or trip being arranged for Year 6, after SATs. SL asked which staff members would be involved with the Easter School. LJ advised herself and EH plus other teachers from both schools. SL then queried if this was voluntary for both children and staff. LJ confirmed it was voluntary. No one had been told they had to do Easter school. Governors expressed concerns for staff wellbeing, especially with the SLT (Senior Leadership Team) giving up half of their Easter holiday. LJ commented wellbeing would improve if the results improved. Easter School was optional for the SLT. LJ spoke about the need for a broad curriculum to empower children to get good results.</p>
7.	<p><u>Report from LAC Coordinator</u> LJ explained what Looked After Child (LAC) meant, and how a lot of the monitoring was now carried out virtually with the school logging in the NCC system. LJ reported there was currently only one Looked After Child (LAC) in the school, who had joined in January 2019. The school had attended group meetings and the EHCP was RAG rated as Green. DR queried what Green actually meant, and this was explained by LJ. In response to a query from SL, LJ confirmed the pupil was in long term foster care, but it</p>

	was stable foster care.
8.	<p><u>Review of Data</u> <i>To review cohort performance data</i> Spring Assessment Data report had been issued to all governors prior to the meeting. SL queried she had not seen this report. EH apologised it had not been possible to issue the report earlier. EH talked through the data.</p>
8.1	<p><u>Year 6</u> The school was looking to boost the Year 6 outcomes for Reading, as some pupils were only one or two marks off 100. NS commented a big jump in improvement had been seen. On the back of Destination Reader almost half should achieve GD (Greater Depth). SL queried what else was being covered other than English and Maths, LJ advised there had been a trip to London for Year 5 and Year 6. EH suggested governors take a look at the displays in the school hall. With 54% expected in Maths this would be monitored closely. EH advised there was a Maths plan similar to Destination Reader, which would be put in place after Easter. DR and NS commented pupils had taken to Power Maths. Having looked at the papers DR commented the wording on paper 3, the reading of the questions was something that could be looked at. EH advised there was an 8-week plan on reasoning. LJ added Power Maths may need to be amended slightly. DR queried how the SPAG figures were looking. EH replied 69% (9 out of 13) were expected to achieve this. This figure was higher than other schools in the Trust. 8 pupils would give 62% The previous year's National average had been 64%.</p>
8.2	<p><u>SEN</u> Having talked through the figures for SEN pupils, EH was asked by SL how many EHCPs there were. EH advised there were 2 EHCPs in school.</p>
8.3	<p><u>Year 2</u> Data did not look good at the moment for Year 2. The school would be looking at the way assessments were undertaken. DR commented this was the year group that had several different teachers. In response to a query from SL it was confirmed the teacher was permanent and had made a big difference in a short time. New books had been started in January 2019 and behaviour management was in place. Transition from Year 1 to Year 2 was included in the new EYFS Policy.</p>
9.	<p><u>Governor Monitoring Schedule</u></p>
9.1	<p><i>To update Governor Monitoring Schedule</i> In the absence of AG, it was agreed this item was to be carried forward to the next meeting. ACTION: AG to meet with LJ and update the Governor Monitoring Schedule for the Summer Term. Agreed schedule to be sent to Clerk for distribution to all governors.</p>
9.2	<p><i>To receive report/s on Governor monitoring.</i> <u>Trust Remembrance Concert and Snettisham 45 Memorial Garden:</u> Monitoring reports completed by PB for the two events had been sent through to EH. ACTION: EH to scan across copies of the monitoring forms to the Clerk for distribution to all governors and uploading to GovernorHub.</p>
9.3	<p><u>Learning Environment:</u> Learning environment monitoring form from completed by AG had been sent through to EH.</p>
9.4	<p>ACTION: EH to scan across copy of monitoring form to Clerk for distribution to all governors and uploading to GovernorHub.</p>
9.5	<p><u>Trust Chair of Governors and Head teachers Meeting:</u> PB had attended the termly Trust Chair of Governors and Head teacher's meeting.</p>
9.6	<p><u>Monitoring Forms:</u> Governors were reminded of the procedure for monitoring forms ACTION: Any completed monitoring forms were to be sent to LJ, who would then</p>

	<p>forward to the Clerk for distribution to all governors prior to the next meeting</p> <p><i>To agree monitoring to be undertaken in the Summer term</i></p> <p>9.7 <u>More Able Pupils:</u> ACTION: SL to undertake follow up monitoring of More Able pupils at the beginning of the Summer term.</p> <p>9.8 <u>Forest School:</u> In the absence of AG this item was carried forward. ACTION: AG to come into school and speak to pupils about what they have learnt from the Forest School.</p>
10	<p><u>CPD for Governors</u></p> <p><i>To review any training undertaken or required</i></p> <p>10.1 <u>New Governors Induction Training:</u> ACTION: PM, RF and NS to book New Governor Induction training via GovernorHub.</p> <p>10.2 <u>Safer Recruitment:</u> SL advised she would be renewing her Safer Recruitment training via the Diocese.</p> <p>10.3 <u>Booking Taking the Chair Training and Pupil Premium Training:</u> In the absence of LG, this item was carried forward.</p> <p>10.4 <u>Prevent Training:</u> The DfE online Prevent training had been completed by all but two governors. ACTION: Clerk to re-send link to the online Prevent training to AG and SD. AG and SD to complete Prevent training and forward copy of certificate to Clerk. ACTION: Once all Prevent training certificates were received, Clerk to scan copies across to the school office.</p> <p>10.5 <i>To agree date for LGB Self Review Meeting</i> Ways in which the self-review should be undertaken and the purpose of the self-review were discussed. Governors agreed a joint LGB Self Review meeting should be held with the Heacham LGB before the May half term if possible. As the next LGB meeting was scheduled to be held on 1st May 2019 which, allowing for Easter holiday period, would only be a few school weeks since the current meeting, it was proposed this date be used for the LGB Self Review. Meeting was to be held at Heacham Infant School. Clerk was asked to lead the joint meeting. ACTION: Clerk to confirm details and put together information for joint LGB Self Review and issue to all governors and forward to LJ for distribution to the Heacham governors and the Heacham Clerk to Governors.</p>
11.	<p><u>Correspondence</u></p> <p><i>To discuss or deal with any items of correspondence received</i></p> <p>11.1 <u>Letter of Complaint:</u> LJ informed governors a letter of complaint had been received, which was linked to a LADO incident. LJ was meeting with the parents involved.</p>
12.	<p><u>Vulnerabilities</u></p> <p>12.1 <i>Update on Identified Vulnerabilities</i> Vulnerabilities had been covered in the Head teacher's Report. Item 6 refers.</p> <p>12.2 <i>Identify any New Potential Vulnerabilities to Report to Trust</i> No new vulnerabilities had been identified.</p>
13.	<p><u>Date of Next Meeting</u></p> <p><i>To confirm date and time of next meeting</i> Next LGB meeting would be joint LGB Self Review meeting with Heacham LGB. Self-Review due to held on Wednesday 1st May 2019 at Heacham Infants School. Details to be confirmed. Item 10.5 refers. Next LGB meeting would be Wednesday 10th July 2019 at 4.30pm</p>

Meeting closed 6.45pm
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