



SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY
Minutes of the Local Governing Body Meeting
Held on Wednesday 27th November 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), Cheryl Rumens (CR), Paul Bland (PB) left meeting 5.35pm, Laura Goodwin (LG) left meeting 5.35pm, Nicky Scott (NS) joined meeting 4.45pm, Rebecca Steed (RS) Trust Director of Primary Standards and Stella Kaye (SLK) – Clerk.	
Cheryl Rumens was welcomed to her first meeting as a new Parent Governor and introductions were made around the table. AG reminded all governors about confidentiality.	
1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apology was received from S. Dark. Apology received from N Scott to arrive late. Apologies from L. Goodwin and P. Bland to leave the meeting early.
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.
2.2	<i>Completion of New Declaration of Interests Forms</i> New Declaration of Business interest form completed by LG. Declaration had been completed by PB and sent through to the Clerk prior to the meeting. ACTION: AG to contact SD and arrange completion of Declaration of Business Interest form – AG
3.	<u>Governing Body Membership</u>
3.1	<i>Review and record appointments, resignations and vacancies</i> C. Rumens had been appointed as a new Parent Governor. ACTION: Arrangements to be made with school office for new governor DBS check to be carried out – CR ACTION: Appointment of new Parent Governor to be completed once DBS check undertaken, including access to GovernorHub and Trust email address – Clerk Governors reported there had been some interest and discussions with other potential new governors, although it was difficult to recruit new governors. This was the same for other local LGBs, not just Snettisham. ACTION: All governors to continue to look for potential new Trust Governors. Any names to be put forward to AG – ALL Governors. ACTION: AG to contact the new Vicar and staff at Smithdon High School about becoming governors – AG
3.2	<i>Election of New Vice Chair of the LGB</i> L. Goodwin kindly agreed to take on the role of Vice Chair of the LGB, on a temporary basis, until decision had been made on any potential merge of the LGB.

<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Minutes of the Previous Meeting</u></p> <p><i>To approve the minutes of the meeting held 25th September 2019</i></p> <p>The minutes of the meeting held on 25th September 2019 were agreed and accepted as a true record by the LGB. Minutes signed by AG.</p> <p><i>Any Matters Arising Not Covered Under a Separate Agenda Item</i></p> <p><u>Potential Merge with Heacham LGB</u></p> <p>AG had met with the Chair of the Heacham LGB about a possible merger of the two LGBs. Pros and cons of a possible merger were discussed, with governors raising concerns with the upcoming Ofsted for Snettisham and for Snettisham to not become “lost” among the two larger Heacham schools.</p> <p>ACTION: AG and LG to arrange to observe LGB meeting for Clenchwarton, Walpole Cross Keys and West Lynn, who already had a joint LGB for three primary schools with one Executive Head teacher – AG and LG</p> <p>ACTION: Dates of next LGB meetings for Clenchwarton, Walpole Cross Keys and West Lynn to be provided to AG and LG – Clerk</p> <p>NS joined the meeting at this point</p> <p><i>Review of September Action Monitoring Record (AMR)</i></p> <ul style="list-style-type: none"> <u>Grant Funding:</u> RF reported she had researched wellbeing and mindfulness funding available for schools, but to date had been unable to find any available. ACTION: RF to continue to investigate possible grant funding in relation to mental health and wellbeing – RF <p>LJ advised possible funding, via the Friends of School, had been found for new outside play equipment. ACTION: Possible funding for outside play equipment to be followed up – LJ</p> <p>NS queried if any funding would be available from the Halls Foundation. Governors understood funding would only be available for Year 6 pupils upwards. ACTION: Halls Foundation to be contacted about possible funding for the school – LG</p> <p>All remaining actions on the AMR had either been completed or were to be covered under agenda items.</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Head teacher’s Written Report</u></p> <p>Copy of Head teacher’s Report had been issued to all governors prior to the meeting. LJ apologised for the delay in report being issued.</p> <p>Number on roll 99</p> <p>No racist or bullying incidents reported.</p> <p>Two FTE (Fixed Term Exclusions) for two children Both exclusions had been for two days. Following a query from NS, the IDSR (Inspection Data Summary Report) was explained by LJ.</p> <p><u>Concerns</u></p> <p>AG asked LJ what the three biggest risks were. LJ advised all concerns, including strong concerns, were as listed in the Head teacher’s Report.</p> <p>LJ went on to explain how the school would be putting in place support to build on outcomes for KS1, having previously spent time focused on KS2.</p> <p>AG queried if there would just be SATs in 2020 for Year 6. LJ advised Year 2 would still be assessed and the figures reported to the Government up to end of the year. This would be the last cohort for Year 2 SATs, although things could change.</p> <p><u>Strengths</u></p> <p>RF referred to one of the school’s strengths being pupil development, with after school clubs asking if there would be any other after school clubs next term other than Edu-Fit. LJ advised the school would like to run more clubs but had to find people willing to run them.</p> <p>In response to a further query RS confirmed the curriculum included two hours a week for PE. DR added this included swimming.</p>

5.4	<p><u>Attendance</u> Attendance was currently at 95.69%. LJ explained figure had dropped due to sickness bug and illness and should be higher when looked at again. Meetings had been set up with a couple of families for poor attendance. If no improvement seen they would be fast tracked. LJ explained how the high levels of mobility seen at Snettisham could affect cohort data. In Year 6 out of twelve children only five had started in Reception at Snettisham. A Greater Depth pupil had recently left Year 6.</p>
6.1	<p><u>Review of Year 3, Year 4 and Year 5</u> Data for Year 3, Year 4 and Year 5 had been included within the Head teacher's Report. LJ advised the assessment data was being refreshed across the schools, with the combined outcome being a focus. No queries were raised.</p>
7.1	<p><u>Pupil Premium Plans and Strategies for 2019/2020</u> Copy of Pupil Premium Strategy for 2019/2020 had been issued to all governor prior to the meeting. LJ advised access to the new curriculum was being built in for disadvantaged pupils. AG queried when governors should be able to see data showing the gaps were closing. LJ advised this should be seen in the January 2020 data. EH confirmed Pupil Premium children did well last year and had been above National. Closing the gaps for Pupil Premium children remained a focus for the school. AG asked if the Pupil Premium Reports were on the school website. EH confirmed they were.</p>
8.	<p><u>Update on New Knowledge Rich Curriculum</u> At the request of AG, the new Knowledge Rich Curriculum was explained for new governors by LJ. Some subjects were still being developed and the Trust had three-year action plan. NS talked through the recall tests that pupils had recently undertaken. LJ provided feedback to governors following the Teaching and Learning survey undertaken by staff across the three schools. 100% had agreed or strongly agreed with the key questions asked. 100% had agreed or strongly agreed they were confident to deliver the curriculum. 100% of pupils enjoy the challenge. 100% of pupils learnt more vocabulary. AG asked what the low points had been on the questionnaire replies. LJ advised the lowest score had been 60% and this related to middle leadership. The next steps were to develop the middle leaders. 80% had been the response to question on live marking. In response to the question senior leaders help and support me the response had been 90%. DR and LG reported the children were enthusiastic and talked about the new curriculum. Some children said it was hard but they were still enjoying it. Pupils were asking more complex questions. The Junior Leadership Team had created questionnaire for pupils. A children's' SEF and short action plan were to be drawn up. AG asked if staff would be able to articulate the new curriculum. RS confirmed they would, as teachers had been involved in writing the curriculum. In response to a query from AG it was confirmed the new curriculum was already being discussed in staff meetings. Further CPD would be undertaken next week for Subject Leaders, provided by the Teaching School. LJ drew governors' attention to the large list of CPD in the Head teacher's Report. RS informed governors the books did not yet show the improvement. LJ confirmed this feedback had been provided to staff and expectations had been raised.</p>
9.	<p><u>SEF (School Self Evaluation Form)</u> Copy of updated SEF had been issued to all governors prior to the meeting.</p>

	SEF agreed by the LGB. LG and PB left the meeting at this point 5.35pm
10.	<u>SIDP (School Improvement & Development Plan)</u> Copy of updated joint SIDP (Heacham Infants, Heacham Junior and Snettisham Primary) had been issued to all governors prior to the meeting. ACTION: All governors to read through new SDP and bring any questions to the next LGB meeting.
11.	<u>Implementation of Governor Action Plan (GAP)</u> <i>To allocate actions and agree timescales</i> Copy of the GAP had been issued to all governors prior to the meeting. Governors talked through and updated the GAP Skills Audit now completed RAG changed to Green. Safeguarding Audit had also been completed. Attendance by governors at National and local governance events was still an item to be looked at. ACTION: Issue of performance review for Chairs of Governors to be raised with the Trust – RS ACTION: GAP to be updated and issued to all governors – Clerk
12.	<u>Governor Monitoring Schedule</u> <i>To agree Governor Monitoring Schedule for the Autumn and Spring Terms</i>
12.1	<u>Draft Monitoring Schedule</u> Copy of the draft LGB Monitoring Schedule was circulated to all governors present. Schedule included a deep dive session to be undertaken each half term. ACTION: Termly SCR checks and twice-yearly website compliance checks to be incorporated into the Governor Monitoring Schedule – AG & LJ ACTION: LGB Monitoring Schedule to be finalised and then issued to the Clerk for distribution to all governors – AG & LJ (Clerk) ACTION: New Trust monitoring forms to be issued to all governors – Clerk
12.2	<u>Deep Dive Monitoring Session</u> It was agreed next Deep Dive monitoring session would be undertaken on Monday 2 nd December 2019 with Year 1 reading looked at in the morning plus an SCR check. Learning Walk and book scrutiny to be undertaken in the afternoon. ACTION: Deep Dive to be undertaken on 2nd December 2019 and monitoring report written up – AG, LG and RF RS suggested for future Deep Dive monitoring a non-core subject i.e. History be chosen and governors then look at how it developed across the year groups.
12.3	<u>Website Compliance Check</u> ACTION: Website compliance check to be undertaken – NS ACTION: Website Compliance Checklist to be provided to NS – Clerk
12.4	<u>Christmas Events</u> Governors were requested to write up monitoring reports for any school Christmas events they may attend over the Christmas period. <i>To receive report/s on any Governor monitoring undertaken.</i>
12.5	<u>Governor Deep Dive</u> Deep Dive monitoring session had been undertaken by AG and RF in November 2019 focusing on Reading and Science. ACTION: Monitoring Report to be written up for November Deep Dive – AG & RF
12.6	<u>SMSC Monitoring</u> LG had carried out SMSC monitoring, including taking part in school visit to a mosque. PB had attended the Trust Remembrance Service, which pupils from Snettisham had taken part in. ACTION: Monitoring Report for Remembrance Service to be written up – PB ACTION: SMSC monitoring report, including mosque visit to be written up – LG

13	<u>CPD for Governors</u> <i>To review any training undertaken or required</i>
13.1	<u>Safeguarding Training:</u> LG had attended Safeguarding Children in Education training on 12 th November 2019
13.2	<u>Governor Toolkits:</u> Copy of the new Educator Solutions Governor Toolkit was handed out to all governors present.
14.	<u>Policy Review</u> <i>To approve any policies due for review</i>
14.1	There were no policies for review at this meeting.
14.2	<i>Update on new Policy Review Schedule</i> LJ advised new review schedule was currently being worked on ready for the Spring term.
14.3	<i>Ratification of Acceptable Use of ICT Policy and Online Safety Policy</i> Acceptable Use of ICT Policy and Online Safety Policy agreed and accepted by the LGB. AG queried if copies of the policies were to be sent home to parents. LJ confirmed they would be, and copies would also be available via the school website. ACTION: Copies of Acceptable Use of ICT Policy and Online Safety Policy were to be issued to all parents – LJ ACTION: School Facebook page to be checked for online safety warnings – LJ
15.	<u>Correspondence</u> <i>To discuss or deal with any items of correspondence received</i>
15.1	<u>Letter from National Foundation Education Research</u> After referral to RS, it was decided the school would not respond to the request from the National Foundation Education Research.
16.	<u>Vulnerabilities</u> <i>Update on Identified Vulnerabilities</i>
16.1	Concerns and strong concerns had been detailed within the Head teacher's Report (Item 5,2 refers)
16.2	<i>Identify any New Potential Vulnerabilities to Report to Trust</i> No new vulnerabilities had been identified.
17.	<u>Date of Next Meeting</u> The best day of the week and start times for LGB meetings were discussed. Governors agreed meetings would continue to be held on Wednesdays, but an earlier start time of 4pm would be trialled. Next meeting would be held on Wednesday 5 th February 2020 at 4.pm ACTION: All governors to be advised of the change of start time for the February 2020 LGB meeting to 4pm – Clerk

Meeting closed 6.05pm
Total number of pages 5