



SNETTISHAM PRIMARY SCHOOL LOCAL GOVERNING BODY
Minutes of the Local Governing Body Meeting
Held on Wednesday 5th February 2020 at 4pm 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) joined meeting 4.10pm, Cheryl Rumens (CR), Paul Bland (PB), Nicky Scott (NS), Laura Goodwin (LG) joined meeting 4.10pm and Stella Kaye (SLK) – Clerk
Also Present: Rebecca Steed (RS) Trust Director of Primary Standards.

1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apology was received from S. Dark.
1.2	<i>Consent/Non consent to absence</i> Apology 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>
3.1	<i>Review and record appointments, resignations and vacancies</i> There had been no changes to the membership of the LGB since the previous meeting. AG advised he had spoken to the new Vicar and her husband and they had politely declined to join the LGB. They wished to be involved with the school, but not as governors. ACTION: All governors to continue to look for potential new Trust Governors. Any names to be put forward to AG – ALL Governors. DBS check had been completed for CR. ACTION: CR to be set up on GovernorHub and with a Trust email address – Clerk
4.	<u>Minutes of the Previous Meeting</u>
4.1	<i>To approve the minutes of the meeting held 27th November 2019</i> The minutes of the meeting held on 27 th November 2019 were agreed and accepted as a true record by the LGB. Minutes signed by AG.
4.2	<i>Any Matters Arising Not Covered Under a Separate Agenda Item</i> No items were raised. RF and LG joined the meeting at this point.
4.3	<i>Review of November Action Monitoring Record (AMR)</i> <ul style="list-style-type: none"><u>Performance Reviews for Chairs of Governors:</u> This matter, which had been raised under the LGB Self Review, was to be carried forward. ACTION: Issue of performance reviews for Chairs of Governors to be raised with the Trust – RS<u>Grant Funding:</u> LG advised the Halls Foundation could only provide funding for buildings. Quotes for an application via the Trust were being considered for work to the Halls Room. LJ informed governors a lottery application had been made for new play equipment including a trim trail. New log pile was due to be installed in

	<p>February 2020.</p> <ul style="list-style-type: none"> • <u>Staff Wellbeing</u>: RF had looked into funding for mental health and wellbeing. While some funding was available for children’s mental health there was nothing for teaching staff. LJ advised funding for one teacher had been found via the Borough Council. RF was planning to undertake a wellbeing questionnaire with teaching staff. RS advised a Trust wide wellbeing questionnaire, for all staff, was due to be issued shortly. • <u>School Development Plan (SDP)</u>: Item carried forward to the next meeting. ACTION: All governors to read through SDP and bring any questions to the next meeting – ALL Governors. • <u>Online Safety and Acceptable Use Policy</u>: LJ confirmed online safety item had been included on the school newsletter, but was unsure if policies had been issued. ACTION: LJ to check copies of the Acceptable Use of ICT Policy and Online Safety Policy had been issued to all parents <p>All remaining actions on the AMR had either been completed or were to be covered under agenda items.</p>
<p>5. 5.1 5.2 5.3 5.4 5.5</p>	<p><u>Head teacher’s Verbal Update</u></p> <p><u>Attendance</u> Overall attendance since September 2019 was 94.87% Absence in the main was due to illness, including chickenpox and tonsillitis. One pupil was on a part time timetable and being encouraged to return to full time. Attendance for the term was better and on an upward trajectory at 97.4%. LJ was positive the school would achieve national attendance figure. Persistent absence was 13%. LJ advised this figure should decrease as the reporting system to parents using the Trust shared policy was robust.</p> <p><u>Number on Roll</u> 98 pupils on roll. Figure was rising with phone calls still being taken for prospective new pupils.</p> <p><u>SEND</u> There were three pupils with EHCP (Educational Health Care Plans) with four more pupils qualifying next year, once evidence had been collated. LJ explained the context of Snettisham was unique with 29% of pupils, approx. a third, qualifying for FSM (Free School Meals). There was a high number of dis-advantaged pupils. Resources had been put in place, including staff, for the high level needs.</p> <p><u>Safeguarding and Behaviour</u> New Behaviour Policy had produced good benefits. The number of behaviour incidents had been reduced, as had the number of complaints from parents. One particular behaviour issue was currently being looked into. There had not been any FTE (Fixed Term Exclusions) this term. There were currently no pupils on Section 47. One family involved with Children’s Services would be stepping down to the school. All information was being recorded on CPOMS (Child Protection Online Management System). Additional staff hours had been allocated to ensure all paperwork had been uploaded onto CPOMS.</p> <p><u>Staffing</u> Staffing was good and stable. There would be staffing absences due to three members of staff going on maternity leave. In response to a query from AG about timescales it was confirmed all three staff members would be off at approx. the same time. AG then queried the challenges of finding cover for maternity leave. LJ explained plans were in place to safeguard the quality of teaching and learning and how having access to three schools helped to share support and resources. LG queried if the school would be able to continue to support the potential Greater Depth pupils. LJ confirmed higher ability pupils would be supported. LJ was looking at ongoing assessments and the new curriculum supported more able pupils well.</p>

5.6	<p>AG enquired if the new member of staff was on a permanent or temporary contact. LJ replied she was not sure what contact they had been employed on.</p> <p><u>Curriculum</u></p> <p>LG commented pupils were engaged and talking about the new curriculum and coming home talking about what they had learnt. RF and CR added children were more aware and asking more questions at home.</p> <p>LJ was confident with the new curriculum the aim for attainment to increase year on year would be achieved.</p> <p>AG asked about More Able pupils which had been an element in the last Ofsted inspection.</p> <p>LJ advised challenge for More Able pupils was included within the new curriculum by way of "Step for Depth".</p>
<p>6.</p> <p>6.1</p>	<p><u>Review of Assessment Data</u></p> <p><i>To review year group progress</i></p> <p>Copy of Data Summary Report had been issued to all governors prior to the meeting. In response to a query from AG the new reporting format was explained. RS advised the format would be consistent for each meeting, and across the Trust, so all schools could be amalgamated.</p> <p>The National data figures had not yet been validated. These were due to be received in January 2020 and once received Pupil Asset would then be updated.</p> <p>EH then talked through and explained each column.</p> <p>AG queried if the data was after the first round of tests and that the data had improved. EH advised data had been produced after tests and LJ confirmed progress was being made on prior attainment.</p> <p>AG asked if data from the Year 3 and Year 5 assessments, taking place the following week, would be available for the next LGB meeting. LJ confirmed the data would be available.</p> <p>DR queried there was very little EYFS data included on the report.</p> <p>RS advised Phonics data should have been included on the report and she would follow this up with the Trust.</p> <p>ACTION: RS to follow up with Trust inclusion of Phonics data in the Data Summary Reports – RS</p> <p>AG observed the strongest cohorts appeared to be Year 3 and Year 4. LJ advised these were very small cohorts.</p> <p>AG queried what sort of questions governors should be asking in relation to the data. RS provided governors with some examples of future questions to ask.</p> <p>AG commented he felt the report would be a good tool for governors once they became familiar with the new format.</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><u>Governor Monitoring Schedule</u></p> <p><i>To receive report/s on any Governor monitoring undertaken.</i></p> <p>ACTION: LJ to forward copies of all monitoring reports received, including November Deep Dive, to the Clerk – LJ</p> <p><u>Governor Deep Dive:</u> Deep Dive monitoring session had been carried out in December 2020 by AG, RF and LG.</p> <p>ACTION: Monitoring reports for December Deep Dive to be written up – AG RF and LG</p> <p><u>Single Central Record (SCR) Check:</u> SCR check had been undertaken in January 2020 by AG. Written report to follow.</p> <p><u>Website Compliance Check</u></p> <p>Website compliance check had been undertaken by NS. Copy of report handed to LJ</p> <p>NS commented that some of the information would be hard to find for parents visiting the site. LJ advised all the Trust websites were set out in the same way.</p> <p>The quality of the photos was discussed as NS reported some were grainy.</p> <p>ACTION: School website photos to be checked for quality – LJ/EH</p> <p><u>Story Time:</u> The school Story Time event had been attended by RF.</p>

7.5	ACTION: Story Time monitoring report to be written up and sent to LJ – RF <u>Remembrance Service:</u> Monitoring report from PB for the Trust Remembrance Service in November 2019 handed to LJ.
7.6	<u>SMSC Monitoring:</u> SMSC monitoring report including mosque visit was to be written up by LG.
7.7	ACTION: SMSC monitoring report including mosque visit to be written up – LG <u>Christmas Events:</u> Any governors who attended school events over Christmas were requested to write up reports and send them through to LJ. ACTION: Monitoring reports for Christmas events to be written up and sent to LJ. LJ to then forward reports to Clerk – ALL Governors
8	<u>CPD for Governors</u> <i>To review any training undertaken or required</i>
8.1	<u>Holding School Leaders to Account:</u> AG and RF had attended the in-school training session on Holding School Leaders to Account held at West Lynn Primary School on 3 rd December 2019. RF reported the training, including the role play section, had been useful.
8.2	<u>SEND:</u> LG was booked to attend SEND Governor training the following week.
8.3	<u>Safeguarding:</u> LG had attended staff safeguarding training session at Heacham.
9.	<u>Policy Review</u> <i>To approve any policies due for review</i>
	Copies of the policies due for review had been issued to all governors prior to the meeting.
9.1	<u>SEN Policy</u> LJ advised the policy was an interim policy pending agreement of the Trust wide policy currently being produced. SEN Policy agreed and accepted by the LGB without any amendments
9.2	<u>WNAT Homework Policy</u> LJ explained this was a Trust wide policy for ratification by Governors WNAT Homework Policy ratified by the LGB.
10.	<u>Vulnerabilities</u> <i>Update on Identified Vulnerabilities</i>
10.1	LJ confirmed the vulnerabilities were Attendance and expectations for Maths, Reading and Writing across the school.
10.2	<i>Identify any New Potential Vulnerabilities to Report to Trust</i> No new vulnerabilities had been identified.
11.	<u>Date of Next Meeting</u> Next LGB meeting was due to be held on Wednesday 25 th March 2020. Due to the possible merger with the Heacham LGB, meeting date and time were to be confirmed, as a joint meeting with Heacham was to be considered. AG gave his apologies for any meeting to be held on 25 th March 2020. ACTION: Date and time of next meeting to be confirmed and governors informed if this would be a joint meeting with Heacham LGB – LJ and AG

Meeting closed 5.10pm
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