



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**
Minutes of the Joint Local Governing Body Meeting
Held on 17th June 2020 at 2pm
Meeting held remotely via video conferencing call
due to the Corona Virus Pandemic

Present:	
Andy Gee – Chair (AG)	Trust Governor
Louise Jackson (LJ)	Executive Headteacher
Paul Bland (PB)	Trustee
Robert Dale – Vice Chair (RD) joined the meeting 2.40pm	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Vicky Proctor (VP)	Parent Governor - Heacham
Rachel Richardson (RR)	Trust Governor
Reverend Simon Watson (SW)	Trust Governor
In Attendance:	
Rebecca Steed (RS)	Trust Director for Primary Standards
Stella Kaye (SLK)	Clerk

AG welcomed everyone to the meeting and thanked them for attending.

AG apologised to those governors who had been unable to attend due to work commitments, as the start time for the meeting had been agreed before the changes to the Covid 19 lockdown restrictions and the limited reopening of schools.

1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apologies were received from: J. Ranson, D. Rodrigues, L. Goodwin, N. Scott, A. Gibbins, K. Watson and S. Dark. R. Dale had sent apologies to join the meeting late due to a previous meeting overrunning.
1.2	<i>Consent/Non consent to absence</i> Apologies accepted by the LGB.
1.3	<i>Absent: No Apologies received</i> The following governors were absent with no apologies received: R. Ford, C. Rumens, G. Batterbee, and C. Ferguson,
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>Minutes of the Previous Meetings</u>
3.1	<i>To approve the minutes of the joint LGB meeting held 7th May 2020</i> The minutes of the joint LGB meeting held on 7 th May 2020 were agreed and accepted as a true record by the LGB. Clerk advised she would hold a printed copy of the agreed minutes until they could be signed by the Chair at the next face to face meeting. ACTION: Agreed minutes to be signed by AG at the next face to face meeting to be held – Clerk/AG

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p><i>To approve the notes from the meeting held via email in March 2020</i> Notes from the meeting held via email in March 2020 were agreed and accepted as a true record by the LGB,</p> <p><i>Review of Actions from Previous Meetings</i> <u>Joint Meeting 7th May 2020</u></p> <ul style="list-style-type: none"> • <u>3.3 Governor Email Addresses</u>: Clerk confirmed the change over was almost complete with the majority of governors now signed up to their Trust email accounts. • <u>4.2 Position of the Clerk</u>: J Hill the Clerk to the Heacham LGB had sadly now resigned. S. Kaye would continue in the role. ACTION: Thank you letter to J. Hill to be drafted on behalf of the Heacham governors and circulated via email for approval before being issued – Clerk • <u>7.4 First Aid Policy for Heacham</u>: LJ advised the query raised with the use of antiseptic wipes was being looked into. Currently all first aid and PPE equipment was being purchased by the Trust. First Aid boxes were being checked to ensure all items were in date. <p>All remaining items had either been completed or were to be covered under items on the agenda.</p> <p><u>Action Monitoring Record (AMR) Snettisham LGB meeting 5th February 2020</u> Copy of AMR had been issued to all governors prior to the meeting. No items raised.</p> <p><u>Heacham LGB Meeting 5th February 2020</u> Copy of minutes from meeting held 5th February 2020 had been issued to all governors prior to the meeting. No items were raised.</p> <p><i>Any Matters Arising Not Covered Under a Separate Agenda Item</i> No matters arising were raised.</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Governing Body Membership</u> There had been no changes to the membership of the governing body since the previous meeting.</p> <p><u>End of Term of Office – Trust Governor</u> Clerk reported the Term of Office for J. Ranson had come to an end on 31st May 2020. ACTION: J. Ranson to be contacted to ascertain if she wished to continue as a Trust Governor for a further four year term – Clerk</p> <p><u>End of Term of Office – Staff Governor for Heacham</u> The Term of Office for E. Hunt as the Staff Governor at Heacham had ended on 31st May 2020. As E. Hunt had also been a member of the Snettisham LGB it was agreed she would remain a member of the joint LGB under her appointment as Staff Governor for Snettisham and a staff governor election would be held for Heacham in the Autumn term. This was in line with the guidance received from the Trust. ACTION: Staff Governor election to be held at Heacham in the Autumn term – LJ/EH</p> <p><u>Co-opted Governor</u> Clerk informed governors that upon merging the records for the two LGBs it had come to her attention that K. Watson was still being shown as a Co-opted Governor. As WNAT did not appoint Co-opted Governors, the Trust had confirmed K. Watson should now be shown as a Trust Governor with all details, i.e. term of office to remain unchanged. ACTION: Governor records to be updated to show K. Watson as a Trust Governor – Clerk</p>
<p>5.</p> <p>5.1</p>	<p><u>Head teacher’s Written Reports</u> Copies of the Head teacher’s Reports for Heacham and Snettisham had been issued to all governors prior to the meeting.</p> <p><u>Update Following the Schools’ Partial Reopening to Reception, Year 1 and Year 6 Pupils</u> At the request of AG an update was provided by LJ The resilient staff team were doing well.</p>

<p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>The schools were operating well and had reopened in a way that had given staff confidence. In each setting the numbers were small, but sustainable. The children who had returned were happy and loving being back at school. As previously advised to governors there had been the one positive case of Covid 19 at Heacham. AG asked if all the other teachers had tested negative. LJ confirmed all tests had been negative.</p> <p>The systems in place, which had been developed as a Trust, were robust and working well. To provide consistency in learning between pupils in school and those still at home the Trust had agreed to use the online national Oak Academy. This had a big emphasis on vocabulary, English and maths. Lots of outdoor play was also taking place and there was a Forest School Day at Heacham.</p> <p><u>Safeguarding</u></p> <p>The senior leaders had been in touch with those families not in school, with contact lists and sheets held. Annual reviews due for pupils with EHCPs (Education Health Care Plans) had all been held either online or via telephone. LAC review had also been completed remotely online. Referrals were still being made to Early Help and alerts received from Operation Encompass. In a difficult situation, LJ felt the schools were on top of everything with regards to safeguarding.</p> <p><u>Number of Pupils in School</u></p> <p>SW asked what the attendance numbers had been like for Heacham. LJ advised the numbers were in the low twenties for each site. There had been 65 pupils in school that day, across the three Heacham schools. There were a handful of spaces available. EH advised more enquires about pupils returning were being received each day as parents were seeing that the systems in place were working. RS cautioned the schools would only be able to take the maximum number of pupils for each classroom, as per the current guidelines and the risk assessments. AG queried if all year groups returned what the numbers would be. LJ explained the classrooms, especially at Snettisham, were smaller and there would not enough toilet facilities. Schools could take 11 to 12 pupils per room. The Government limit was 15. AG enquired of the pupils who had returned was there a noticeable gap in learning and how were they responding to the learning now back in class. LJ replied pupils wanted to be in school. They were now just starting to get their listening skills and focus back. Pupils had been good at getting back into behaviour routines. There would be significant gaps in learning. LJ and EH reported having been in school teaching that week, lessons were going well and pupils were engaged and learning. LJ had noticed with the 2m distance pupils were being more self-reliant and self-confident. VP asked what would happen if the schools reached capacity. RS explained decision had been taken by Trustees that once at capacity pupils would then be put on a waiting list. The Trust would not breach the 2m social distance rule and this had been made very clear in all the letters sent to parents. AG enquired if the schools would have the capacity to do something similar to another local school which was inviting pupils in from other year groups for outdoor PE lessons or outdoor lessons. RS advised decision on something like that would be up to Trustees. The Trust was currently trialing different things for September, which would have to work and be the same across all the Trust schools. With outdoor PE lessons schools would not have the teaching capacity or the toilet facilities.</p> <p>RD joined the meeting at this point.</p> <p><u>Summer Holidays</u></p> <p>AG asked if the schools would go back to being open just for children of key workers over</p>
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	<p>the Summer holiday.</p> <p>RS advised this was not something anyone could answer at the moment it would depend on any announcements made by the Government and then on the decisions made by Trustees. AG then asked if there would there be any plans for work to be set for children at home on holiday the if the Government did decide to open schools to pupils of key workers over the Summer. RS replied it was too early to say, again it would depend on any Government decisions or guidance.</p>
5.5	<p><u>Risk Assessments for Vulnerable Pupils</u></p> <p>VP asked if risk assessments for clinically vulnerable children, who were not in school, were to be carried out for them to return in September 2020.</p> <p>LJ confirmed risk assessment had been undertaken for the one clinically vulnerable child not able to return to school. LJ was currently looking at ways to get them back into school. LJ requested VP to share any information she may have on children who were shielding. In response to a further question from VP it was confirmed there was only one child across the schools shielding for clinical or mental health issues.</p> <p>ACTION: Information on shielding children to be shared with LJ – VP</p>
5.6	<p><u>Staff Wellbeing</u></p> <p>AG enquired how staff were feeling and adapting to the changes.</p> <p>LJ advised as detailed in the Head teacher’s Reports, a few members of staff were not at work as they were shielding.</p> <p>Staff were positive and enjoying being back in school. There was a little bit of underlying anxiety, but it was easing. The vast majority were not anxious at being back in school even with the positive case.</p> <p>Staff were in communication with each other all the time via email, phone and WhatsApp groups.</p>
5.7	<p><u>Arrangements for Learning</u></p> <p>RD queried what proportion of pupils were having good engagement with the online learning. LJ replied a good number of pupils were engaging, probably around 60%. LJ believed this would be about the figure nationally.</p> <p>Pupils might not necessarily be accessing the online learning everyday, but were accessing it at some point. Many pupils were taking part in some form of learning.</p> <p>Parents who were not online were still requesting school work via hard packs.</p> <p>RS explained the Trust were working on a way to be able to monitor engagement with online learning and also assess the online learning.</p> <p>RD enquired if any attempt had been made at this stage to assess the impact of the 10-week lockdown on learning. LJ replied those who were already working below or well below ARE (Age Related Expectation) had suffered and would go backward, but this was not monitoring the softer skills i.e. their progress in language.</p> <p>It was expected some pupils would remain the same.</p> <p>RS reminded governors that pupils were not currently following the Trust curriculum. All schools were using the national online Oak Academy.</p> <p>There was a learning curve for some teaching staff as they were teaching different year groups.</p> <p>RD followed up by asking if the schools had started to think about how delays and gaps in learning would be dealt with, and what would be done with the curriculum, once the schools began to return to normal.</p> <p>RS and LJ advised they had that very conversation, earlier in the day.</p> <p>The schools would look to maximise staff to enable pupils to catch up.</p> <p>From September would also be looking to use Class Dojo more.</p> <p>VP commented that other schools were using an online package called See Saw which worked well and gave feedback.</p>
5.8	<p><u>Year 6 Transition</u></p> <p>AG asked about the transition arrangements for Year 6.</p> <p>LJ reported the transition materials were all available on the website and packs had been sent out to each child.</p>

	<p>Staff had been in contact with Smithdon High to hand over pupil records and discuss pupil needs including SEN and safeguarding.</p> <p>EH reported a letter had been issued by Alderman Peel advising, at the moment, they planned to have an induction for Year 7 pupils a few days before the other year groups returned to school.</p> <p>Staff were trying to communicate early with pupils across the school about transition and were considering the use of video messages.</p> <p>Pupils were being asked to sign up to Class Dojo.</p> <p>LJ advised she would like to have had some face to face contact but it did not look like this would be possible.</p> <p>LJ had spoken to pupils and they weren't really showing a great deal of anxiety about this, at the moment.</p> <p>AG and RD thanked LJ and EH for the very clear, re-assuring Head teacher's Reports.</p>
6.	<u>Governor Monitoring, Development and Training</u>
6.1	<p><u>Health & Safety Site Safety Walkabout and Audit of Health & Safety Records</u></p> <p>Copies of the monitoring reports following the Health & Safety site safety walkabout and audit of Health and Safety records undertaken by G. Batterbee at Heacham Infant and Nursery School and Heacham Junior School in February 2020, had been issued to all governors prior to the meeting.</p> <p>AG expressed his thanks to G. Batterbee for the good, through reports</p> <p>ACTION: G. Batterbee to be approached about undertaking the same Health & Safety monitoring at Snettisham</p>
6.2	<p><u>Head teacher Wellbeing</u></p> <p>LJ confirmed AG and RD had been in regular contact. LJ felt supported by all governors.</p>
6.3	<p><u>Access to Online Training for Governors</u></p> <p>RR advised she had been unable to access the new Bite Size online training sessions available from Educator Solutions.</p> <p>ACTION: Clerk to check schools still have subscription to Educator Solutions in order to access online training being offered – Clerk</p>
7	<u>Vulnerabilities</u>
	<p>Vulnerabilities, together with strengths, were as detailed in the Head teacher's Reports. No queries were raised.</p>
8	<u>Any Other Business</u>
8.1	<p><u>Year 6 Leavers</u></p> <p>AG queried what was being done for the Year 6 leavers, who would miss all the usual leavers events.</p> <p>EH advised video messages were already being looked into from key members of staff and also the local vicar to be available to all pupils, with a video link for those not in school. This would be via school Facebook or Class Dojo.</p> <p>Arrangements had already been made, following all social distancing guidelines, for pupils to collect their leavers hoodies.</p> <p>AG advised the vicar had contacted him as the bibles for the Year 6 leavers at Snettisham were now available. Delivery protocols were briefly discussed.</p> <p>ACTION: Vicar to be contacted and arrangements agreed for the Year 6 bibles to be delivered to Snettisham – AG</p>
8.2	<p><u>End of Year Reports</u></p> <p>RD enquired about the end of year reports.</p> <p>LJ confirmed the reports had all been completed and issued to parents the previous week, with a lot of lovely feedback being received from parents.</p> <p>RD congratulated LJ and all the staff on managing to issue the reports in the current situation.</p>
8.3	<p><u>Free School Meals (FSM) – Voucher Scheme</u></p> <p>AG queried how the announcement by the Government of the continuation of the FSM voucher scheme over the summer holiday period would affect the schools.</p> <p>LJ explained how the senior leaders at the Trust had been dealing with the FSM voucher</p>

	scheme on behalf of all the Trust schools.
9.	<u>Date of Next Meeting</u>
9.1	<i>To Confirm Date and Time of Next Meeting</i> Date of next joint LGB meeting was confirmed as Wednesday 15 th July 2020. After some discussion a later start time of 4.30pm was agreed Meeting to be held via video conferencing. ACTION: Date of next meeting and later start time to be advised to all governors – Clerk

Meeting closed at 3pm
Total number of pages 6