



**HEACHAM INFANT AND NURSERY SCHOOL,
HEACHAM JUNIOR SCHOOL AND SNETTISHAM PRIMARY SCHOOL**
Minutes of the Joint Local Governing Body Meeting
Held on Thursday 7th May 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
Gavin Batterbee (GB)	Parent Governor - Heacham
Robert Dale – Vice Chair (RD)	Trust Governor
Rachael Ford (RF)	Parent Governor - Snettisham
Amanda Gibbins (AGN)	Trust Governor
Laura Goodwin (LG)	Trust Governor
Emma Hunt (EH)	Staff Governor - Heacham
Vicky Proctor (VP)	Parent Governor - Heacham
Nicky Scott (NS)	Staff Governor - Snettisham
Kate Watson (KW)	Co-opted Governor
Reverend Simon Watson (SW)	Trust Governor
In Attendance:	
Rebecca Steed (RS)	Trust Director for Primary Standards
Stella Kaye (SLK)	Clerk

AG, LJ and RD welcomed everyone to the meeting.

As this was the first meeting of the proposed new joint LGB, it was agreed the meeting would be chaired by the Clerk until item 4 - Appointment of Chair and Vice Chair

1.	<u>Absence</u>
1.1	<i>To receive apologies for absence</i> Apologies were received from: P. Bland, J. Ranson, R. Richardson, D. Rodrigues, and S. Dark. P. Bland and J. Ranson had been unable to attend as they did not have access to the technology to be able to do so.
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>Merger of Heacham Infant and Nursery and Heacham Junior LGB with Snettisham Primary LGB</u>
3.1	<i>To confirm the two LGBs were to merge and collect comments from members of the LGBs</i> AG advised following the meeting held on 5 th February 2020 for all governors from the Heacham and Snettisham schools, to discuss and ask questions about a joint LGB, which was also attended by the Chair and Executive Head teacher from the joint Clenchwarton. West Lynn and Walpole Cross Keys LGB, no challenges or questions had been received. AG asked if, moving forward, governors had any questions or concerns around a joint LGB. No formal approval of the merger would be required by the LGBs.

<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><u>Role of Lead Governors</u> As Governor Responsible for Safeguarding, VP queried what would happen regarding the Lead Governor roles. AG advised in the current situation the lead governor roles would remain unchanged. Lead Governors across the schools could work together, if they wished, to share best practice and help share the workload. As things moved forward this might change. In response to a query from KW it was confirmed this would be the same for Subject Governors Clerk advised it was planned for Review of Lead Governor Roles to be an agenda item for a future meeting.</p> <p><u>Governor Email Addresses</u> Clerk advised some Heacham governors had not yet been provided with secure Trust/School email addresses. RS kindly offered to arrange for these to be set up. ACTION: Trust IT Department to be requested to set up Trust/school email addresses for those governors who did not yet have access to one – RS ACTION: Any governors with a Trust/school email address already in place to provide details to the Clerk. – ALL GOVERNORS Clerk to then update all records accordingly – Clerk</p> <p><u>Merger of Heacham Infant and Nursery and Heacham Junior LGB with Snettisham Primary LGB</u> Governors agreed unanimously to merge Heacham Infant and Nursery and Heacham Junior LGB with Snettisham Primary LGB.</p>
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p><u>Appointment of Chair and Vice Chair of the LGB</u> <i>Confirmation of Appointment of Chair and Vice Chair (Trust Appointed Positions)</i> A. Gee was appointed as Chair of the joint LGB. R. Dale was appointed as Vice Chair of the joint LGB. AG advised positions would be reviewed at the start of the new academic year in September 2020. AG expressed his thanks to L. Goodwin, who had been Vice Chair of the Snettisham LGB.</p> <p><u>Position of the Clerk</u> In response to a query raised by AG, the Clerk informed governors the Trust were aware of the current situation and she had been asked to take on the role until advised otherwise.</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Minutes of the Previous Meetings</u> <i>To approve the minutes of the Snettisham LGB meeting held 5th February 2020</i> The minutes of the Snettisham LGB meeting held on 5th February 2020 were agreed and accepted as a true record. 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> <p><i>Review of February Action Monitoring Record (AMR) and any Matters Arising from Snettisham Minutes not Covered Under a Separate Agenda Item</i> No matters arising were raised. In order to prioritise matters review of the AMR was carried forward to the next meeting.</p> <p><i>To Approve the Minutes of the Heacham LGB meeting held on 5th February 2020</i> The minutes of the Heacham Infant and Nursery and Heacham Junior School LGB meeting held on 5th February 2020 were agreed and accepted as a true record, with one handwritten alteration on the bottom of page 2 Emma Watson should read Kate Watson. ACTION: Agreed minutes to be signed by AG at the next face to face meeting to be held – Clerk/AG</p> <p><i>Any Matters Arising from the Heacham LGB Minutes Not Covered Under a Separate Agenda Item</i> No matters arising were raised.</p>

5.5	<p>Review of actions was carried forward to the next meeting.</p> <p><u>Notes from Cancelled Meeting</u></p> <p>Clerk confirmed agreement of the meeting notes following the cancellation of joint LGB meeting due to be held on 25th March 2020, would be an agenda item for the next meeting.</p> <p>ACTION: Any governors who had not yet acknowledged receipt of the 25th March LGB meeting papers to the Clerk were requested to do so – ALL Governors</p> <p>ACTION: Review of March LGB meeting to be an agenda item for next meeting – Clerk</p>
6.	<p><u>Head teacher's Written Report</u></p> <p>All governors present confirmed they had received and read the Head teacher's Report issued prior to the meeting, which had covered the following items in detail.</p> <p>6.1 <u>Update on Covid 19 Arrangements</u></p> <p>LJ explained the first phase of lockdown had been successful with all pupils attending the Heacham Infant site. Staff had been divided into teams and had bonded together well with good team work and good experiences from mixing staff from the three schools together. There had been a lot of support provided by the Trust and support provided to each other.</p> <p>6.2 <u>Safeguarding</u></p> <p>KW asked if any families had been struggling with the FSM (Free School Meals) vouchers.</p> <p>LJ replied the Trust had dealt with this very quickly. Families had been surprised at how much financial support there was available. RS added as a Trust, money had been sent straight away, with the vouchers initially being topped up by the Trust until it joined the national government scheme. The Trust finance team had worked extremely hard to get everything set up and working and provide help and support for the small number of problems that had been experienced by parents.</p> <p>AG queried if there were any safeguarding issues.</p> <p>LJ confirmed, as detailed in the report, LAC review and PEP meetings had been taking place remotely. EH added good systems were in place including the Police Operation Encompass. EH felt safeguarding was as robust as it could be, with everything logged on the fantastic CPOMS. (Child Protection Online Management System).</p> <p>At the request of AG, CPOMS was explained by EH for those governors who were not familiar with it.</p> <p>6.3 <u>Arrangements for Vulnerable and At Risk Pupils</u></p> <p>VP queried if the schools were still having contact with vulnerable pupils who were not in school. LJ confirmed the schools were having a lot of contact with vulnerable pupils, especially those where there were concerns. Contact included phone calls with the families and home visits, adhering to social distancing, to deliver school work to pupils.</p> <p>AGN enquired if there had been any change to the advice from social workers regarding at risk pupils needing to be in school. LJ replied not that she had been aware of.</p> <p>A LAC at Snettisham had not always been attending, but this had been risk assessed. LJ advised there was a slow push to get more vulnerable pupils into school through discussions with the professionals involved, the school and the families.</p> <p>RD asked for those pupils not in school how was the engagement with them being tracked and were there any families who had not engaged at all. LJ replied tracking was being undertaken via Class Dojo and Facebook.</p> <p>EH was in the process of producing a spread sheet to log which pupils the schools had been in touch with, which would help identify any that may have slipped off the radar. Those families that had not engaged at all was currently being looked at. In some cases, this would be due to them not having the technology to do so.</p> <p>RD enquired about the free laptops from Government. RS confirmed these laptops would go to the Local Authority and were for secondary school pupils, not primary</p> <p>6.4 <u>Working Arrangements – including Work Provision for Pupils</u></p> <p>AG asked what were the current thoughts for when pupils returned to school around assessment of the home schooling received and what levels pupils were at.</p> <p>RS replied the Trust was working on a common approach on this with Head teachers, pending the announcement from the Government at the weekend.</p> <p>When schools were back to full capacity baseline assessments would be carried out.</p>

	<p>If Year 6 pupils returned before the end of the academic year, baseline assessments would not be carried out for them, the focus would just be on preparation for secondary school. VP enquired about transition for vulnerable pupils who would still be in 12-week isolation. RS advised this was in the hands of the Government and would depend on what they said. The schools would adapt.</p> <p>AG posed the question for the first few lessons back how would pupils be integrated. RS explained one reason for deciding to use the online Oak Academy, although this did not follow the Trust curriculum, was all pupils would have the same access and standing.</p> <p>SW queried how much help would be available to help pupils coming back into school to process what had happened. LJ replied EH and other members of the SLT were working on staff being able to deliver lessons but focus more time on wellbeing and resources be available for this.</p> <p>A lot of wellbeing information and links had been uploaded to the schools' websites. Information and contact details had also been sent out in the school newsletters. Copy of the most recent newsletter to parents had been issued to all governors prior to the meeting as part of the meeting papers.</p> <p>LJ informed governors a survey was being planned for parents via a "text blast" which would ask questions such as how they were and if any support was needed.</p>
6.4	<p><u>Staff Wellbeing and Workload</u></p> <p>RD asked if the contact with families where pupils were not attending school, was all falling to LJ or was support being received. LJ explained how the Class Dojo platform was being used by class teachers to keep in touch with pupils.</p> <p>LJ was talking with the Trust about any other possible ways to stay in touch.</p> <p>VP asked, from a safeguarding perspective, what was happening in regard to testing for staff members. LJ advised full details for the Covid 19 testing had been issued to all staff members as soon as received.</p>
6.5	<p><u>Potential Return of Pupils into School</u></p> <p>RD enquired what work had been undertaken, at this stage to manage the return of pupils. LJ explained Head teachers and RS were working on a Trust strategy. Amendments required to Health and Safety risk assessments had already been discussed. Weekly SLT meetings were taking place to collate actions and put in place good transition arrangements. A lot of work had already been carried out on numbers of pupils, which sites and staff availability and fitness to work.</p> <p>Online meeting was to be held with Andy Johnson the following Monday after the Government announcement due on the Sunday evening.</p> <p>SW queried how the schools would deal with parents who were not happy to send their children back once schools re-opened. LJ assured governors this would be dealt with sensitively, with parents given slow re-assurance it would be safe to send children back into school.</p> <p>RD commented on the need to recognise coming back to school might be even more stressful for pupils, parents and staff. LJ advised the schools already had this in mind.</p> <p>RF asked about the increased need, once pupils returned, for extra hand washing stations and extra staff to cope with the demands. LJ confirmed hand washing facilities had already been discussed and there would be enough staff to maintain a good balance within social distancing requirements.</p> <p>LG advised she had been reassured, when in school, to see handwashing was very good and enforced by staff.</p>
6.6	<p>ACTION: All governors to be kept updated with any agreed changes via email - LJ/RS</p> <p><u>Reception Numbers for September 2020</u></p> <p>AG asked if the schools had received confirmed numbers for the September 2020 intakes. LJ confirmed the intakes were all healthy and would sustain the current class structures. Heacham Infant 30, Snettisham Primary 14 and Heacham Junior approx. 30.</p> <p>Following the consultation on the closure of Sedgeford Primary the schools had been receiving enquires from some families, calls were also being received from families moving from Hunstanton.</p>

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><u>Policy Reviews</u></p> <p><i>To Consider Method for Policy Reviews due to be Undertaken in the Summer Term.</i> Governors agreed that any policies due for review in the Summer term would be reviewed and agreed via email.</p> <p><u>Agreement of Online Safety Policy for Heacham Infant and Junior School</u> Copy of updated policy had been issued to governors prior to the meeting. VP queried if there should be a named governor for online safety. After a brief discussion, governors agreed this would not be necessary as online safety would come under the remit of the governor responsible for safeguarding. Online Safety Policy for Heacham Infant and Junior School was agreed and accepted by the LGB.</p> <p><u>Confirmation of Covid 19 Appendix to Safeguarding Policies.</u> Copy of the new Covid 19 appendix added to the Safeguarding Policy for each school had been issued to all governors prior to the meeting. Safeguarding Policy Appendix 5 Covid 19 was agreed and accepted by the LGB.</p> <p><u>First Aid Policy for Heacham</u> LJ followed up on the queries raised by governors following review of the Heacham First Aid Policy. Specific people had now been assigned to check the contents of the first aid boxes on a regular basis. The policies had been updated regarding the first aid training courses attended by staff members. NS advised the list of contents for the first aid boxes showed antiseptic wipes. These should just be sterile wipes, as some children could be allergic to the antiseptic. ACTION: Change to antiseptic wipes in the first aid boxes to be looked into – LJ/EH</p>
<p>8</p> <p>8.1</p> <p>8.2</p>	<p><u>Vulnerabilities</u></p> <p><i>Update on Identified Vulnerabilities</i> Due to Covid 19 the previously identified vulnerabilities remained unchanged, for both LGBs</p> <p><i>Identify any New Potential Vulnerabilities to Report to Trust</i> LJ suggested how to get pupils back to where schools wanted them to be, while being mindful of all the changes including the effect of the economy on local families, could be a potential vulnerability.</p>
<p>9</p> <p>9.1</p>	<p><u>Any Other Business</u></p> <p>Thank you to All Staff AG asked LJ to pass on the thanks and gratitude of the LGB to all members of staff for all their hard work and commitment. Governors acknowledged all the work being undertaken. LG added, having been in school and witnessed the superb work and structure put in place, the staff had been amazing. Governors congratulated LJ and EH on all their good work. ACTION: Thanks and gratitude of the LGB to be passed onto all members of staff – LJ</p>
<p>10.</p>	<p><u>Future LGB Meetings</u></p> <p><i>To Agree Dates, Times and Format for the LGB Meetings in the Summer Term</i> Date of next joint LGB meeting was agreed as Wednesday 17th June 2020 at 2pm. Meeting to be held via video conferencing. ACTION: Meeting date to be advised to all governors – Clerk</p>

Meeting closed at 3pm
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