



**Local Governing Body for
Heacham Infant and Junior Schools and
Snettisham Primary School
Notes from meeting held via email March/April 2020**

LGB Members

NAME	Governor Type	School
Andy Gee (AG) - Chair	Trust	Snettisham
Robert Dale (RD) - Chair	Trust	Heacham
Louise Jackson (LJ)	Executive Head teacher	Heacham/Snettisham
Paul Bland (PB)	Trust	Snettisham
Gavin Batterbee (GB)	Parent	Heacham
Stuart Dark (SD)	Trust	Snettisham
Charlotte Ferguson (CF)	Trust	Heacham
Rachael Ford (RF)	Parent	Snettisham
Amanda Gibbins (AGN)	Trust	Heacham
Laura Goodwin (LG)	Trust	Snettisham
Emma Hunt (EH)	Staff	Heacham/Snettisham
Vicky Proctor (VP)	Parent	Heacham
Jo Ranson (JR)	Trust	Heacham
Rachael Richardson (RR)	Trust	Heacham
Danielle Rodrigues (DR)	Trust	Snettisham
Cheryl Rumens (CR)	Parent	Snettisham
Nicky Scott (NS)	Staff	Snettisham
Kate Watson (KW)	Trust	Heacham
Rev, Simon Wilson (SW)	Trust	Heacham

Meeting papers for the joint meeting due to be held on 25th March 2020 were issued to all members of the Heacham LGB and Snettisham LGB via email and were also available via GovernorHub.

Due to the corona virus lockdown in place, and it not being possible to hold face to face meetings governors were requested to read all the papers, confirm to the Clerk when they had done so and provide any questions, queries and comments etc to the Clerk.

This was to provide an audit trail to show governors had still been provided with information and data and continued to hold the schools to account, even though a meeting could not be held.

Questions and Comments Raised by Governors

First Aid Policies

I support the proposed First Aid policy for HJS; I note that the policy for HINS is to come -RD
I think an action needs to be allocated to a first aider per school, to check that first aid kits are complete and replenished - KW.

KW happy to sort this out for HJS on an ongoing basis if helpful.

Do we display first aider names around schools and have lists been updated since training was received in March? – KW

Happy to take on responsibility for this at HJS if needed - KW.

Head teacher's Report - Heacham

I have some comments about the table describing persistent absence – which is potentially misleading as I do not believe SEND children at HINS have a persistent absence rate of 88% - this is what appears in the table: 88.03%. The heading also applies to the HJS attendance data.

School on a Page (SOAP)

The school on a page reports are helpful. Attendance has been disappointing but is not going to be an issue now this year. – RD

Progress and outcome data are going to be difficult to analyse. We need to keep watching for and trying to minimise gaps between different cohorts of children- RD

I'm not sure what all of the acronyms stand for within the 'school on a page' document, so might have to ask you about these at our next meeting - KW

SEFs (Self Evaluation Forms)

I have read and support the draft SEFs for both Heacham schools. I am not quite sure what the highlighted sections mean in the HJS document. – RD

Sedgeford Consultation

It is very sad to read the consultation about Sedgeford, but inevitable, I fear – RD

Website Audit Heacham Junior School

Website audit carried out on HJS and shared with Head teacher.

Website audit identifies no whistle blower policy on the website, but this is on the Trust website policies section – AGN

Have website amendments recommended by the website audit been delegated out to staff to complete? – KW

I only ask as I wondered whether it is still your sole responsibility to update the website and whether this is fair on you, considering your workload? - KW