



Local Governing Body Meeting

Wednesday 10th March 2021 at 7pm

Teams Meeting

PRESENT

Sophie Hankinson – Chair SH
 Marc Goodliffe – Exec Head MG
 Sam Petchey- Head of School SP
 Thomas Smith TS
 Marian Marsh MM
 Jo Hutchinson JH
 Rebecca Millin JM

ATTENDING

Sarah Rankin – Clerk SR
 Constance Tyce – Link Trustee CT

1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

	ACTIONS
The Chair welcomed Governors following the meeting with Rob Martlew, Chair of Synergy MAT. There were no declarations and no apologies.	
Governors felt that the discussion with RM was a very positive and valuable exercise, and were pleased that MG and SP have already been welcomed into the Trust and are benefitting from regular meetings and shared experiences. Governors liked the fact that the Trust is primary focussed and were impressed by the clear focus on quality of education. It was felt that the Scheme of Delegation was clear. See separate Record of Meeting.	

2. MINUTES 20th JANUARY 2021 and MATTERS ARISING

	ACTIONS
The minutes were checked for accuracy, approved and will be signed as true and accurate record of the meeting.	
Matters arising: Teams open chat meeting: outstanding. Will happen after Easter	TS/RM

3. HEAD OF SCHOOL'S REPORT

	ACTIONS
The Head of School reported the following: <ul style="list-style-type: none"> • Current 67 children on roll • 14 children on PP, 2 children with EHCP and 10 SEND 	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....



<ul style="list-style-type: none"> • Engagement with online learning was tracked 18 Jan – 26 Feb. 3 families have not been engaging. Telephone calls home have been made regularly. • SEF – implementation and impact are RI due to Covid, but should move up to ‘Good’ in the summer term • Staffing – Art teacher has agreed to teach DT as well which will be a great benefit to the curriculum. The Artsmark award is being applied for, which will be a positive outcome and have a great impact on the children. Whole school art project in action – colour monster. • School closure: up to 17 children in each day, rising to 21 in the final week of closure. The online offer was developed over time with a mix on live lessons, recorded lessons and set work. Regular story time with TAs was popular, as was the reading group. All staff were engaged with online learning, and supported each other with the technology. Parent feedback was positive. • School reopening: 96.3% attendance on Monday. Children are excited and happy to be back and adapting well. Children are very hungry, so parents have been encouraged to pack a healthy snack. Extra playtime scheduled in the afternoon, followed by story time. <p>Governors agreed the extra playtime is essential for the child’s health and wellbeing, and makes good use of the special environment at Antingham. SP advised that she wants every child to have a pair of wellies at school, so there is no excuse not to go out on the field.</p> <ul style="list-style-type: none"> • A few children are emotionally challenged but staff are being proactive in anticipating signals and signs, and feel more confident in allowing children to leave the classroom for some downtime if required. • Recovery curriculum now in place until the end of term. Focus on wellbeing, mental health, reconnection and rebuilding resilience. Light touch assessment taking place – teacher notes and observations. • Reading has improved across the board. • Year 4 identified as not making the progress expected. May need to use Fresh Start. • Forest School will restart in the summer term. <p>Governors thanked the Head for her detailed report, and were pleased to see that progress is clearly being made. SP underlined the need to celebrate children’s progress and achievements and celebrate parental input.</p>	
<p>Ofsted Section 8 visit: This took place remotely on 25th February and was an opportunity to showcase the improvement that has been carried out thus far. The visit was extremely positive and school leaders were delighted with the feedback. The three main areas to work now on are:</p> <ul style="list-style-type: none"> • Imbed curriculum • Ensuring staff understand their place within the curriculum ie ‘Why this? Why now?’ All teachers are having 3 x 2 hr sessions on the curriculum with the Head of School. • Sustainable staffing structure which supports the curriculum 	



<p>Budget 21-22: MG and SP are currently working on class structure and staffing structure for next academic year. It was agreed that there are not enough staff to have Subject Leaders, but that Synergy have appointed maths and English subject leads, and meetings have already been held. Governors asked whether there might be a need to lose staff before TUPE to Synergy. MG advised that should this be the case, EPM would be consulted immediately. MG and SP will circulate the draft staffing structure by the end of term.</p>	<p>MG/SP</p>
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4. OFSTED ACTION PLAN

	ACTIONS
The implementation and impact will begin to be monitored and seen now the school has fully reopened.	

5. SAFEGUARDING

	ACTIONS
SP reported that the LA safeguarding audit took place on 2 nd March, including an audit of the SCR and personnel files. A plan has been devised and training and strategies will be implement. Safeguarding of the children was considered robust. The report will be circulated to governors and Gill Pegg, Safeguarding Trustee once received.	SP

6. SEND

	ACTIONS
JH reported that an appointment will be made next term to meet with SP and the SENDCo Gill Leah. MG suggested using the governor toolkit to base the meeting on.	JH

7. PUPIL PREMIUM

	ACTIONS
MM reported that a meeting is scheduled on Friday 19 th at 2pm with SP. Report to follow.	MM

8. STAFF WORKLOAD AND WELLBEING

	ACTIONS
Staff wellbeing survey: CT asked if any more responses had been received for the staff wellbeing survey. SH confirmed that it had been circulated again, but only one more response had been received. Governors discussed the possible reasons for the poor response and considered the option of carrying out a face to face survey, which worked well last year. CT stressed the importance of staff understanding that governors care and are looking out for them. RM suggested that the beginning of term would be a better time to carry out a survey when staff are less tired, and agreed that face to face meetings worked	



well. It was felt that staff need to know that this is not simply a box ticking exercise.	
JH presented the draft staff wellbeing and workload plan. JH emphasised the need for a 'golden thread' to link everything governors are doing. JH asked whether there the Trust has a Domestic Abuse policy. CT thought this was included in the Trust safeguarding policy, but will check and raise with Trustees if needed. MG signposted JH to the NNAT insurance policy, which includes a section on mental health and wellbeing.	
The position of school mental health champion was discussed. It was suggested that there be a staff wellbeing champion for staff and another for children, who could work with Constance and Jo.	
JH asked governors to review the report and feedback at the next meeting.	ALL

9. MANAGEMENT COMMITTEE

	ACTIONS
MM reported on the management committee meeting held on 25 th February. The following was covered at the meeting: <ul style="list-style-type: none"> • Return to school plans • New curriculum • Update on premises • GDPR training • Risk Register • Staff Wellbeing Actions: governors were invited to attend the staff meeting on Tuesday 2 nd March. Governor responsibilities – JH is now governor for SEND and MM governor for PP. Governor monitoring: MM will attend curriculum meetings and produce a record of visit.	

10. UPDATE FROM THE TRUST

	ACTIONS
CT had nothing to report. A Trustee meeting will be taking place on Friday and CT will raise top slice and staffing. MM asked whether a Link-Trustee will remain on the LGB. CT will check.	

11. ANY OTHER BUSINESS

	ACTIONS
Website working party: This was agreed to be SP, JH and a staff member TBC.	
Confidentiality: governors were reminded that all staff have signed a confidentiality agreement. However it is clear that recently this has not always been upheld. Staff will be reminded of the importance of professionalism and confidentiality at the next team briefing.	

Antingham and Southrepps Primary School



Agenda items: Governor monitoring and EYFS to be added as standing agenda items.	
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There being no further business, the meeting was closed by the Chair at 21:20

Date of next meeting: 19th May 2021 at 19:00