



Local Governing Body Meeting

Wednesday 19<sup>th</sup> May 2021 at 7pm

Virtual Meeting on TEAMS

**PRESENT**

Sophie Hankinson – Chair  
 Marc Goodliffe – Exec Head  
 Sam Petchey- Head of School  
 Thomas Smith  
 Marian Marsh

**ATTENDING**

SH	Sarah Rankin – Clerk	SR
MG	Constance Tyce – Link Trustee	CT
SP	Richard Lord – Primary Lead	RL
TS		
MM		

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST**

	ACTIONS
There were apologies from Rebecca Millin. The Chair reported that Joanna Hutchinson has resigned as parent governor as of 14 <sup>th</sup> May.	

**2. MINUTES FROM 10<sup>TH</sup> MARCH 2021 AND MATTERS ARISING**

	ACTIONS
The minutes were checked for accuracy, approved and signed as true and accurate record of the meeting.	
<p><b>Matters arising:</b></p> <p><u>Teams open chat meeting</u>: outstanding. TS will liaise with RM over the next couple of weeks.</p> <p><u>Staffing structure</u>: on agenda</p> <p><u>Safeguarding report</u>: SH received this today. SP will now circulate widely to include Gill Pegg.</p> <p><u>Pupil Premium</u>: Report to follow</p> <p><u>Link Trustee</u>: RL confirmed that although there is no Trustee representation on local governing boards at Synergy, the CEO meets regularly with Chairs. It was noted however that there is no barrier to CT attending meetings out of interest if she wishes.</p>	<p>TS</p> <p>SP</p> <p>MM</p>



**3. HEAD OF SCHOOL'S REPORT**

	<b>ACTIONS</b>
The Head of School's report was circulated prior to the meeting. The following was discussed:	
<p><b>Pupil numbers and Admissions:</b>  <b>The reduction in projected numbers for 2021 flagged as a concern by governors.</b> SP advised that several children are transferring schools for legitimate reasons, and that two children have joined in years 2 and 4, and a further child is joining after half term. Ways to promote the school were discussed, including advertising on Facebook and newspaper articles such as one forthcoming on a book being written about the school. Paid for advertising will be discussed separately by TS and SP.                      RL noted that there is not a quick fix for the issue, and that the key is good quality teaching and learning, word of mouth, the reputation of the school and change in Ofsted category.                      Other suggestions included:</p> <ul style="list-style-type: none"> <li>• Promote nursery more widely</li> <li>• Restart the stay and play toddler group</li> <li>• After school lettings for local groups such as Active Norfolk</li> <li>• Artsmark award will be an attraction.</li> </ul>	<b>TS/SP</b>
<p><b>Persistent absence: Governors asked why this was so high at 17%.</b>                      SP advised that the number includes two children who were on a staggered returns to school and two children who were shielding.</p>	
<p><b>Pupil Survey feedback:</b>  <b>Governors were concerned that 10% of children feel that they don't have an adult they can go to at school if they don't feel safe, and that 13% of children don't enjoy coming to school.</b> SP reported that wishes and feelings work has been started with the children.</p>	
<p><b>Staffing: Redacted</b>                      SP reported that the After School lead is leaving. Activities will be led by support staff.                      Resignation has been received from NK, who will be leaving at the end of the year. SP is hopeful a good pool of applicants will be received.                      Support staff adjustments will need to take place for 21/22.</p>	
<p><b>SEF: RI</b>                      Time is needed to implement and embed the curriculum.</p>	
<p><b>Artsmark:</b> Application almost ready to submit. SP thanked SH for donating the application fee to the school.</p>	
<p><b>Events:</b>                      Planned events include a talent show, sponsored walk, sports week, activities week, Bikeability (years 5 and 6)</p>	
<p><b>Engagement with parents:</b>                      SP is working towards termly open door events for parents, such as book looks so parents can see what is happening in the classroom.                      Summer Fair - a working party will be set up to include 3 parents who are happy to help.</p>	



**4. OFSTED ACTION PLAN AND FEEDBACK FROM VNET VISIT**

	ACTIONS
<p><b>VNET Snapshot Feedback from May 21</b>  <b>Governors felt the feedback was detailed and thorough and asked if SP felt it was a fair reflection of the school.</b> SP agreed that the report was reflective of the afternoon of the visit, and felt that it identified what work still needs to be done. MG added that the report confirms that the first phase of school improvement has taken place, and that the school is now in the second phase.  <b>CT congratulated SP on the work that has been done so far, but raised concerns over the assessment of governance and the effectiveness of the LGB.</b> Governors agreed that there is an urgent need for more training and more monitoring, and that clarity is required regarding governors' roles and responsibilities. A clear monitoring record needs to be kept of every activity using the monitoring template to ensure consistent feedback.  <b>CLERK AND CHAIR TO WORK ON MONITORING SPREADSHEET</b>  <b>CT advised that the Trust will need feedback from the LGB on how it is going to address the concerns raised in the VNET report, noting that Ofsted will need to see a response.</b></p>	SR/SH

**5. BUDGET 21/22 AND STAFFING STRUCTURE**

	ACTIONS
<p>Budget has been finalised and will be approved by Trustees on 15<sup>th</sup> June.</p> <p>It was clarified that the budget and staffing structure are not LGB decisions, and that these are worked on by the Trust and the Head. <b>Governors voiced concerns at the mixed year group classes and their unpopularity with parents.</b> RL suggested that cross key stage teaching is not an issue anymore. MG added that TAs are now being deployed very effectively. RL advised that he had undertaken two learning walks at the school and had witnessed very positive behaviour and noted improvement.</p>	

*RL left the meeting at 20:00*

**6. GOVERNOR MONITORING SCHEDULE**

	ACTIONS
Discussed under item 4.	

**7. GOVERNOR RECRUITMENT AND RESPONSIBILITIES**

	ACTIONS
<p><b>Recruitment:</b> A parent governor now needs to be recruited.  <b>SP TO CIRCULATE NOTICE TO ALL PARENTS.</b>                      Community governors are also needed.  <b>Governor responsibilities</b> to be allocated: Wellbeing and Equalities.                      MM agreed to take on SEND.</p>	SP



**8. GOVERNOR TRAINING UPDATE**

	ACTIONS
To be discussed at the meeting on 23 <sup>rd</sup> June.	

**9. SAFEGUARDING**

	ACTIONS
SH reported the following: SCR training has been carried out. A lot of work is needed on the SCR. SH is carrying out a SCR audit on 25 <sup>th</sup> June at 11am.	SH

**10. SEND**

	ACTIONS
Nothing to report	

**11. PUPIL PREMIUM**

	ACTIONS
MM reported to the Management Committee. Next visit: 22 <sup>nd</sup> June at 1pm	MM

**12. STAFF WORKLOAD AND WELLBEING**

	ACTIONS
A staff wellbeing survey was discussed. It was agreed that staff need a reliable mechanism to discuss their wellbeing. The Anna Freud wellbeing survey was suggested, but 1:1 meetings were considered by some to be more productive and made staff feel they are being listened to. The importance of checking that the NNAT Wellbeing Policy is being implemented was flagged. <b>TS AGREED TO LOOK AT THE POLICY WITH RM.</b> <b>SH WILL DISCUSS TIMING AND CIRCULATION OF ANNA FREUD SURVEY</b>	TS/RM SH/SP

**13. MANAGEMENT COMMITTEE REPORT**

	ACTIONS
Report circulated prior to the meeting. The Chair asked whether SP's probation was complete and if the mid-term appraisal had been completed. MG confirmed that this was still outstanding. <b>MG TO ACTION AND ADVISE CHAIR WHEN COMPLETE</b>	MG

**14. SCHOOL POLICIES**

	ACTIONS
<b>Positive behaviour policy:</b> CT asked if this mirrored the policy at GVSN. SP confirmed this. <b>POLICY APPROVED</b>	
<b>Marking and Feedback policy:</b> Carried over to the next meeting.	



**15. UPDATE FROM THE TRUST - CT**

	<b>ACTIONS</b>
CT reported that the merger process is progressing well. CT was pleased to see RL at the meeting, and expressed her hope that Governors and the school were feeling supported.	

**16. LGB MEETING SCHEDULE**

	<b>ACTIONS</b>
It was suggested that a meeting be scheduled for June to focus on governance, Synergy expectations and to agree meeting dates for 21-22. <b>AGREED DATE: WEDNESDAY 23<sup>RD</sup> JUNE AT 4PM</b>	

*There being no further business, the meeting was closed by the Chair at 21:07*

**Date of next meeting:  
WEDNESDAY 23<sup>RD</sup> JUNE AT 4PM**