



**Local Governing Body Meeting**

**Wednesday 14<sup>th</sup> July 2021 at 7pm**

**Virtual Meeting on TEAMS**

**PRESENT**

Constance Tyce – Chair  
 Sam Petchey- Head of School  
 Marc Goodliffe – Exec Head  
 Sia Vare  
 Marian Marsh  
 Joanna Caston  
 Neil Rowe  
 Lindsey Tooke  
 Rebecca Millin  
 Gill Pegg

**ATTENDING**

SH Sarah Rankin – Clerk SR  
 SP  
 MG  
 SV  
 MM  
 JC  
 NR  
 LT  
 RM  
 GP

**ACTIONS challenges DECISIONS**

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

|   | <b>ACTIONS</b> |
|---|----------------|
| The Chair welcomed new governors to the last meeting of term. Governors introduced themselves. It was noted that MG will be leaving the LGB and was thanked for all his support and guidance over the years. Apologies were received from Robin Gainher. There were no declarations. The Chair drew governors’ attention to the confidentiality of all items on the agenda. |                |

**2. MINUTES FROM 19<sup>th</sup> MAY 2021 Accuracy**

|   | <b>ACTIONS</b> |
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| The minutes were checked for accuracy and approved. |                |

**3. INDUCTION FOR NEW GOVERNORS**

|  | <b>ACTIONS</b> |
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| The Clerk confirmed that a folder had been set up on Governor Hub with a range of induction material for new governors. Governors were advised that live training opportunities would shortly be advertised by Educator Solutions. |                |



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

|   | <b>ACTIONS</b> |
|---|----------------|
| The Head of School's report was circulated in advance of the meeting.   |                |
| <p><b>Covid:</b> The Head gave an update on the Covid situation at the school and how it is affecting staff and children. The time consuming nature of the situation was acknowledged, along with the anxiety levels felt by staff. The Head advised that all Covid safe restrictions would remain in place until the end of term.</p> <p>The Head proposed that from September one bubble be run, given there are so many sibling links across the school. Governors were asked for their opinion and the idea was supported unanimously. It was felt that this would benefit staff and children's wellbeing and provide more flexibility. It was noted that government guidance for September had not yet been released.</p>  |                |
| <p><b>Reading:</b> The improvements to KS1 and KS2 reading attainment was flagged, following the introduction of Read Write Inc last year. Children are now at the level that they should be.</p>   |                |
| <p><b>SEF:</b></p> <p><u>Quality of Education:</u> moving towards 'good'. Implementation is key. A new experienced teacher is joining in September, and doing some supply teaching for now.</p> <p><u>Behaviour and Attitude to learning:</u> Requires improvement. A consistent approach from all teachers is required. The Head reminded governors of the four R's: Readiness, Respect, Responsibility and Reading.</p> <p><u>Personal Development:</u> Good. The Head explained the variety of opportunities for development and enrichment at school, as well as the range of afterschool and lunchtime clubs.</p> <p><u>Leadership and Management:</u> Requires Improvement. Will move to 'good' in time, alongside Quality of Education.</p> <p><u>Early Years:</u> Good. The Head advised that the Early Years team were taken to visit 2 schools in Norwich on an educational visit: an outstanding school and a school in the same category as Antingham. This proved to be a very valuable learning experience.</p> |                |
| <p><b>Artsmark award:</b> It was agreed that this is a wonderful opportunity for the children, and that it includes drama and music. Plans include the introduction of a choir, recorder lessons in KS1 and ukulele lessons in KS2.</p>   |                |
| <p>Governors discussed the parents survey and noted the good feedback and ideas for improvement. <b>Governors asked whether parents receive feedback.</b> SP advised that when a survey closes, a report is generated and circulated to parents.</p>  |                |

**5. OFSTED INSPECTION**

|   | <b>ACTIONS</b> |
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| The Head advised that the draft report from the monitoring visit carried out on 15 <sup>th</sup> June had been received. The Head has asked that mention of the |                |



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| <p>National Leader in Education (NLE) who is supporting the school be added to the report. Celine Sawyer is CEO of the Inclusive Schools Trust which has five schools in Norwich. Celine has worked with the Head on the SEF, SIDP and will now support writing, teaching and learning. She is very pleased with the work that is taking place at Antingham.</p> <p>The Head reported visit headlines as follows:</p> <ul style="list-style-type: none"> <li>• Leaders are taking effective action to remove the school from special measures</li> <li>• Some inconsistencies remain in teaching</li> <li>• There is a need to develop learning behaviours in teachers (engaging teaching) and children (ready to learn).</li> <li>• The development of subject leadership will be the next focus of work. This will empower staff and push the school forward.</li> </ul> <p><b>Governors asked who the subject leaders will be.</b> SP confirmed the following:<br/>                 Sam Petchey – English and Maths<br/>                 Adrian Platt – Science and STEM<br/>                 Charlotte Collinson – History, Geography, RE and Music<br/>                 Ruth de Neve – Early Reading, phonics and Forest School<br/>                 Emma Olliver – Art and DT<br/>                 Tina Land – PE</p> <p>The Chair noted that there will be help forthcoming from Synergy Trust, Trustwide English and Maths leads.</p> <ul style="list-style-type: none"> <li>• Clearer thinking, planning and consistency required for SEND pupils. Examples included pre-teaching opportunities such as resources in picture form, discussion on new topics before being addressed in class, sending resources home prior to starting a new topic. It was felt that this would improve confidence and access to learning.</li> </ul> |  |
| <p>The strengths of the school noted in the monitoring visit include:</p> <ul style="list-style-type: none"> <li>• Clear curriculum intent</li> <li>• Broader and more ambitious curriculum</li> <li>• Read Write Inc has clear structure and is well implemented</li> <li>• Maths is well structured and coherent</li> <li>• Children are knowing more and remembering more</li> <li>• Science needs to be showcased.</li> </ul>   |  |

**6. SIDP PRIORITIES FROM OFSTED INSPECTION**

|  | ACTIONS |
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| <p>The Head reported the SIDP priorities as follows:</p> <ol style="list-style-type: none"> <li>1. Ensure that the curriculum is implemented effectively to match leaders intentions and ambitions.</li> <li>2. All teachers have the curriculum knowledge and skills to implement the curriculum across all subjects</li> <li>3. Expectations of learning: behaviours are consistent across the school</li> </ol> |         |



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| <p>4. Develop leadership and capacity of the Local Governing Body and ensure this is sustainable.</p> <p>It was noted that teachers and governors need to feel part of the improvements and capacity of the school.</p> <p>The Head advised that a pupil handbook will be created over the summer, which will include clear expectation on learning and behaviour. <b>Governors asked whether this will be referred to in class.</b> The Head confirmed this.</p> |  |
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**7. GOVERNOR MONITORING INCLUDING SEND AND PP REPORTS**

|  | ACTIONS           |
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| <p><b>SEND and PP reports:</b> These were circulated to governors in advance of the meeting and presented by MM. The school is pleased to have secured the services of Gill Leah, SENDCo, for a further year.</p>  |                   |
| <p><b>Governor responsibilities:</b><br/>                     These will be allocated in September. The list stands as follows:<br/>                     Safeguarding – GP to lead, with a governor to shadow<br/>                     PP, LAC and PLAC<br/>                     RHSE<br/>                     Health and safety<br/>                     Staff wellbeing and workload<br/>                     Equalities<br/>                     SEND<br/>                     Governors were requested to send first and second choices to the Clerk</p> | <p><b>ALL</b></p> |

**8. SAFEGUARDING**

|   | ACTIONS |
|---|---------|
| <p>GP, Safeguarding Lead for the Trust, reminded Governors of the importance of safeguarding and directed Governors to the following key documents:</p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education – the basis for the Trust safeguarding policy</li> <li>• Prevent Duty – covering radicalisation but covering many aspects of safeguarding</li> <li>• Single Central Record – where all staff and volunteer data/DBS is kept</li> </ul> <p>GP advised that the safeguarding governor works with the DSL (SP) to produce an annual audit. The DSL also produces an annual report.</p> |         |
| <p>Safer recruitment training: This will take place next term. JC and NR agreed to take up the training.</p>  |         |

**9. BUDGET 21/22**

|  | ACTIONS |
|--|---------|
| <p>MG presented the budget to governors. This budget has been approved by Synergy. The following was noted:</p> <ul style="list-style-type: none"> <li>• Pupil numbers at a cautious 53</li> <li>• Lag funding based on previous years pupil numbers</li> <li>• Deficit of £89,000 forecast</li> </ul> |         |



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|--|--|
| <ul style="list-style-type: none"> <li>• Clear support from Synergy for SP.</li> <li>• The right appointments are key.</li> <li>• Key to success – getting children into nursery.</li> </ul> <p>MG confirmed he will continue to work closely with the school and was thanked for all his support.</p> |  |
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**MG left the meeting at 1919**

**10. STAFF WELLBEING AND WORKLOAD**

|   | ACTIONS |
|---|---------|
| <p>The Head advised that an open door policy is in operation, and that staff voices are always heard. It was acknowledged that this has been a particularly hard year, and staff are tired. It was a shame that the staff jolly to be held at a local venue had to be cancelled today due to Covid-related staff shortages. The Head has written individually to all staff and given them a small gift of thanks.</p> <p><b>Governors asked whether a letter to staff from the governors to thank them for all their hard work would be a positive action.</b> This was agreed to be actioned by the Chair.</p> | CT      |

**11. WEBSITE**

|  | ACTIONS |
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| <p>The new school website is now live. A few changes and updates are still needed but positive feedback has been received from parents. Governors agreed that the site looks good and is easy to navigate.</p> <p>Clerk to circulate new web address</p> | SR      |

**12. UPDATE FROM THE TRUST**

|  | ACTIONS |
|--|---------|
| <p>CT reminded governors that the merger with Synergy will take place of 1<sup>st</sup> September 2021. The benefits of being part of a larger trust were noted. CT advised new governors that the Primary Lead, Richard Lord, has been working closely with primary heads for some time.</p> <p>CT reported that there will no longer be link Trustees on LGBs. Both CT and GP will be on the Trust Board as Directors. GP will be the Trust lead on safeguarding and CT will be the Trust lead on vulnerable students.</p> |         |

**13. MATTERS ARISING FROM THE MINUTES OF 19<sup>TH</sup> MAY**

|   | ACTIONS |
|---|---------|
| <p><b>Team open chat:</b> no longer required.</p> <p><b>Safeguarding report:</b> circulated</p> <p><b>Pupil Premium report:</b> received</p> <p><b>Facebook page:</b> very positive response from parents</p> <p><b>Monitoring:</b> SP and CT to meet</p> <p><b>Parent Governor:</b> now recruited.</p> | SP/CT   |



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| <b>SCR Audit:</b> complete. GP advised that she will be carrying out a further audit in September using the NCC template | <b>GP</b> |
| <b>Staff wellbeing and workload:</b> Will be looked at next term.  | <b>CT</b> |
| <b>Sam's probation period:</b> SR to check with MG   | <b>SR</b> |

**14. LGB MEETING SCHEDULE 21-22**

|  | <b>ACTIONS</b> |
|--|----------------|
| It was agreed that meetings will be held on Wednesdays at 4pm. Clerk to circulate dates. | <b>SR</b>      |

**15. A.O.B.**

|  | <b>ACTIONS</b> |
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| The Chair expressed huge thanks to SP for all her efforts this academic year and looks forward to an exciting and positive year ahead. |                |

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

**Date of next meeting:  
Wednesday 22<sup>nd</sup> September at 4pm**