

**Local Governing Body Meeting****HELD ON TEAMS****Wednesday 19th January 2022 at 4.30pm****PRESENT**

Constance Tyce – Chair	CT
Sam Petchey- Headteacher	SP
Jack Branford	JB
Joanna Caston	JC
Rebecca Millin	RM
Marian Marsh	MM
Robin Gainher	RG
Gill Pegg	GP
Sia Vare	SV

ATTENDING

Sarah Rankin – Clerk SR

ACTIONS challenges DECISIONS**1. WELCOME AND APOLOGIES**

	ACTIONS
The Chair welcomed governors to the meeting. There were apologies from NR and LT. The meeting was recorded by the Clerk.	

2. DECLARATIONS OF PECUNIARY INTEREST

	ACTIONS
None.	

3. MINUTES OF THE MEETING OF 17TH NOVEMBER- ACCURACY

	ACTIONS
The minutes of the meeting of 17 th November were checked for accuracy and approved following 2 corrections.	

4. HEADTEACHER'S REPORT

	ACTIONS
The Head's report was circulated in advance of the meeting. The following questions were asked by Governors:	

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



<p>Governors asked for more detail on the persistent absence. This was confirmed to be due to children contracting Covid, awaiting PCR tests and hospital appointments.</p> <p>Governors asked for an update on the maternity cover. SP advised that Richard Lord is coming to school to discuss the various options regarding cover next week. It was agreed that Trust involvement is required to arrange cover.</p> <p>Governors asked, acknowledging the current challenges surrounding staff wellbeing, if there is anything they can do to support staff. SP detailed the pressure on staff to provide live online learning alongside normal teaching when children are absent due to Covid. This additional responsibility to provide materials to be available online quickly increases staff anxiety.</p> <p>Governors noted that not all schools are providing live lessons and questioned whether this is now needed. The Head advised that the school has been praised by Ofsted for continuing to support absent children with live lessons, and for that reason live lessons will continue.</p>	
<p>Challenges: The Head raised the following challenges facing the school: Staffing: a potential issue due to the local levels of Covid infection. A clear plan is in place should any teacher not be able to come in (Supply cover/SP cover). SP noted that part of the curriculum has been thinned, and that RSE has been moved to next term. Subject Leadership: The Head reported that all staff are finding anything above and beyond normal classroom teaching extremely stressful currently. Staff morale is low. Staff need reassurance and nurturing. There is more work to do on subject leadership. Change of Head: SP confirmed that she and CT had met with the new Head last week and will continue to do so as much as possible prior to leaving the school in order to go through the SIDP, Action Plan and operational procedures. SP would like the new Head to be up to speed upon arrival so the summer term can be spent focussing on getting to know his staff. Next visit: 31st January, with Richard Lord.</p>	
<p>Priorities for this term: Staff workload and wellbeing: high on the agenda. Lots of coaching and reassurance. Ofsted anxieties are not helping. New Head transition plan: to include budgets and forecasts, meeting with Jane Storey regarding premises, meeting with staff and meeting the children. Governors asked if SP is also getting transition time at her new school. SP confirmed that Synergy has given her 6 days for transition, which will be taken as 12 x half days. The Head's appreciation of this was acknowledged. Subject Leadership: staff need to feel empowered to deliver subject leadership. Governors proposed reaching out to subject leaders so they feel supported.</p>	
<p>Governor survey: the results of the staff survey on governors were discussed. Governors were pleased that a high percentage of staff felt that governors are taking a more active role within the school. RM suggested that Governors could write a couple of lines to introduce themselves, give a bit of information on their background, their interest in the school and their role within the school. This was agreed to be an excellent idea to familiarise staff with</p>	



Governors. Governors were asked to send a few lines to the Clerk, and a photo if agreeable. Deadline: Monday 31st January. RM also noted that the short surveys circulated on Google Forms by the Head are really useful and make staff feel involved and valued.	ALL
<u>Sexual Harassment</u> : Following the Ofsted report on sexual harassment in schools published in 2021, Governors asked how this is being addressed in school. The Head acknowledged the importance of staff being up to date with current legislation and advised that this topic forms part of the staff safeguarding training. GP noted that monitoring of this will be built into the annual report to governors.	

5. CURRICULUM REVIEW

	ACTIONS
The Chair thanked governors for looking over their allocated area of the curriculum. Once the exercise is complete it was noted that SP will share governor views with the staff to discuss, and noted that this may lead to some adaptations. The following observations were noted:	
Geography (SV): emphasis on Scotland observed. Choice of cities to study questioned (Singapore and Johannesburg) – could be a more relatable city? Residential to York yet no tie into the geography curriculum	
Spanish (SV): A very ambitious programme. Will Spanish continue to be offered when SP leaves?	
RE (JB): An ambitious curriculum with good depth. A few spelling and terminology corrections noted. The 'journey' wasn't immediately obvious and could be made clearer. SP agreed with this and noted it would help subject leads with progression.	
Science (JC): the challenges of mapping with combined year groups was noted. An ambitious curriculum to be taught over 1.5 hours a week.	
History (RG): TBC	
Art and design (CT) Fantastic number of artists identified and linked to various techniques. Very impressive. Information was asked about provision in the early years.	
PE (MM): Using Get Set For PE for support and written in an 'I can do this' way. Various activities dependent upon weather and behaviour of the children.	
The Chair thanked all governors for their contributions. Next step: Governors to arrange an informal meeting with their subject lead to discuss. This will provide a good opportunity to check in with staff wellbeing. Meetings to be arranged from w/c 7 th February, with an aim to provide feedback to the next LGB meeting on 9 th March.	ALL

6. SIDP AND SEF

	ACTIONS
SIDP: Updates already covered. SIDP 1 changed slightly. Governors asked that any changes be highlighted in future for ease.	
SEF: Following governor challenge on the judgements made in the last meeting, SP reported that VNET were contacted for advice. VNET confirmed	



that the school should go with the higher rating to demonstrate aspiration and high expectation. Governors congratulated SP on taking advice and noted the value of an external viewpoint. SP advised that staff have been encouraged to start to look for evidence to support the 'good' rating.

7. BUDGET - RG

	ACTIONS
Move to March meeting. RG and SP had been unable to meet to discuss the budget and will arrange a meeting as soon as possible.	

8. GOVERNANCE

	ACTIONS
<p>Monitoring programme – Spring Term: CT talked through the monitoring programme and asked governors to schedule their own monitoring visits.</p> <p>Website monitoring: JB reported on the monitoring exercise carried out on 18th January to check for website compliance. Four omissions were noted on JB's report: Detail of how the Covid catch up fund was spent, the address of the Chair of governors, address and contact details of the Trust, and an out of date Charging and Remissions policy. SP to action.</p> <p>Covid catch up funding: SP advised that this has been spent on Read, Write Inc, staff training on remote learning, playground equipment, new books for the library and social/emotional online resources.</p> <p>The Chair reminded Governors to fill in the monitoring form as a record, including the Impact box.</p>	SP
<p>Provision of RE and Collective worship:</p> <p>JB has reviewed the RE curriculum and reported back to governors, and has participated in assemblies. SP confirmed that the school is delivering what is required.</p>	
<p>Safeguarding:</p> <p>GP reported the following:</p> <ul style="list-style-type: none"> • Safeguarding training: Clerk to send GP a list of training dates • NSPCC Safer recruitment training: Clerk to resend link to JC and NR • CPOMS now up and running and working well. First Aid will be put on the system from next week. SCR will be added in due course, and Governors will no longer have to monitor the SCR. • Synergy are putting together an audit document to ensure consistency across the Trust • Annual Report to Governors will come to the March meeting 	SR
<p>Staff Workload and Wellbeing:</p> <p>RM and JC to look at the DfE Staff Wellbeing Charter and will report back at the next meeting.</p>	

9. FOREST SCHOOL

	ACTIONS
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MM reported that the Warden of the Norfolk Wildlife Trust met with MM and RdN on 18th January, to look at the use of the Common Wood across the road from the school. The site was inspected and certain activities were sanctioned subject to risk assessments: tree climbing, assault courses, bug hunting, tree planting. It was also suggested that a wildflower meadow could be created. The NWT confirmed that the meadowland has an area designed as an outdoor learning area for the school several years ago.

The Warden requested that the school notify them when the school is going to use the site. The Warden also requested that the school's public liability insurance be checked. In addition, example risk assessments will be sent to RdN. RdN will now be in direct contact with the NWT, and governor involvement is no longer required. It was noted that the NWT were delighted that the school had made contact, and reported that Antingham is the first school in the county to do this. RdN was also very happy to have received external support and validation for her leadership of Forest School.

The Chair thanked MM for all her work on this matter.

10. POLICIES

	ACTIONS
The Synergy Privacy Notice for governors was circulated prior to the meeting. Governors were asked to read it carefully. Governors noted that they had not been asked to agree for their personal details to be held. The issue will be raised at the next Directors' meeting.	

11. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	

12. MATTERS ARISING

	ACTIONS
<u>Pupil Asset Training</u> : SP reported that the head from Fakenham Juniors has visited to school to provide SP with training on how to use this system. <u>Performance Management</u> : the relevant pay increase has been actioned. <u>KCSIE</u> : Clerk to add check box on GovHub for governors to confirm that KCSIE has been read in its entirety. <u>PTA</u> : Carried on to the next meeting.	SR

13. A.O.B.

	ACTIONS
<u>Ofsted</u> : The Chair asked if any governors would be happy to put themselves forward to speak to Ofsted at the next visit. GP and SV agreed. The Chair felt it would be helpful to get together to run through potential questions.	
<u>Governor resignation</u> : MM tendered her resignation due to a change in personal circumstances. MM was thanked for her extensive support for the	



school over a ten year period. Staff and governors are very sad to see her go, but wish her well for the future. MM has kindly identified a potential replacement community governor. CT has emailed the person to arrange a meeting.	
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There being no further business, the meeting was closed by the Chair at 18:35

**Date of next meeting:
Wednesday 9th March 2022 at 4.30pm**