



## Local Governing Body Meeting

Wednesday 8<sup>th</sup> March 2023 at 5.00pm

## MINUTES

**PRESENT**

Constance Tyce – Chair	CT
Miles Elcock- Headteacher	ME
Jack Branford	JB
Sia Vare	SV
Joanna Caston	JC
Robin Gainher	RG
Robyn Lacey	RL
Beth Fox	BF

**ATTENDING**

Sarah Rankin – Clerk SR

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

	ACTIONS
The Chair welcomed governors to the meeting. There were apologies from NR. There were no declarations	

**2. MINUTES OF THE MEETING OF 18<sup>TH</sup> JANUARY 23 - ACCURACY**

	ACTIONS
The minutes of the meeting of 18 <sup>th</sup> January were approved.	

**PART 1****3. HEADTEACHER'S REPORT TO GOVERNORS**

	ACTIONS
<p>The Headteacher's report was circulated in advance of the meeting. The following was noted:</p> <ul style="list-style-type: none"><li>• 7 new admissions for September, but it is not known if they are 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice</li><li>• Funding received of £2500 to set up the toddler group. Leaflets are being designed, classroom is ready. Will be open 2 days a week, parents will stay with children so little impact on staff</li><li>• High school places: 3 children are going to Cromer, 2 to Sheringham, 1 to Cromer, 1 to Stalham and 1 to Aylsham. <b>Governors asked about</b></li></ul>	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR



<p><b>transition arrangements.</b> ME advised that transition days are all taking place on different days.</p> <ul style="list-style-type: none"><li>• Very successful fire drill took place on 22/2</li><li>• Staff sickness high at 68.5 days. The impact of this on staff was acknowledged.</li><li>• Increase in behaviour issues in Gandhi class, with 5 suspensions. One child goes to alternative provision 2 days a week.</li><li>• Attendance – averaging 90%. Some persistent absence. Support is being given to struggling families.</li><li>• Signage: new signage has been designed by the Trust for consistency across all schools. ME has asked for the vision statement to be added, as well as ‘Nursery’.</li><li>• Solar panels have been approved for the canteen and Early Years.</li><li>• Additional fencing is being fitted by estates to secure the site.</li><li>• Funding from the Round Table for outdoor gym equipment has been secured. <b>Governors asked is the equipment is age appropriate.</b> This was confirmed.</li></ul>	
<p><b>Curriculum:</b> VNET review of the curriculum was positive and agreed with the school’s SEF judgements as follows:</p> <ul style="list-style-type: none"><li>• Planning is secure and teachers recap on previous learning</li><li>• Teaching is focused and expectations are high</li><li>• Teachers understand where the children are and questioning is good</li><li>• Activities are engaging and challenging</li><li>• Use of Teaching Assistants is good</li><li>• Lessons show good pace and rigour</li></ul> <p>Curriculum in second term of implementation. Staff are gaining confidence. RSE will be taught in single year groups next term. Letter going out to parents before the end of term.</p>	
<p><b>Staffing:</b></p> <ul style="list-style-type: none"><li>• Newly appointed (Nov ’22) academic mentor is having a great impact in the KS2 classroom. This post is funded by the DfE School Led Tuition funding, but it is not known how long this funding will last.</li><li>• LSA appointed in Feb for 1:1 support for a child in year 3. LSA not able to support the child as planned at alternative provision for 2 days, so it working in the KS1 class on those days.</li><li>• Thrive: the current practitioner no longer wishes to carry on, so another staff member is currently being trained. The delivery of Thrive may change to a whole school approach in the future.</li></ul>	
<p><b>Dates for the diary:</b> King’s Coronation: 5<sup>th</sup> May 2023. Governors invited to attend.</p>	



**4. BUDGET - RG**

	ACTIONS
RG reported the following: <ul style="list-style-type: none"><li>• 59% of the budget spent – no concerns.</li><li>• Various budget lines showing overspends but with no budget set eg pupil travel, licences/software, short term supply, external sports coaches. RG and ME are meeting with the Trust Finance Officer to address this in March.</li><li>• Staffing spend has been significant but necessary.</li><li>• Rental agreement for the art studio agreed for one day a week, which will bring in £60 a day.</li><li>• 14 children leaving the school at the end of the academic year. New intake unconfirmed. Impact of children leaving will not be felt until 2024-25.</li></ul>	

**5. SAFEGUARDING - JC**

	ACTIONS
JC reported that a new audit has been adopted by the Trust which has been carried out. This will be circulated shortly on GovHub. It was confirmed that there are now 2 trained DSLs at school.	SR

**6. SEND**

	ACTIONS
<b>Behaviour policy:</b> The Chair reported that this needs to be reviewed due to the increased number of suspensions that have been issued this academic year. The policy has been sent to the Inclusion Team at NCC to look at. The Chair suggested a working group be set up to look at this. This was agreed to be RL, SV and CT with 2 parents.	

**7. STAFF WELLBEING**

	ACTIONS
BF reported that staff wellbeing is positive at the moment with the day off being particularly well received. <b>Governors asked if ME gets a day off.</b> This was not confirmed. In addition the staff feel able to talk, and are enjoying the treats in the staff room. ME will send the feedback from the staff survey to JC.	ME

**8. SCHOOL WEBSITE**

	ACTIONS



**9. GOVERNOR MONITORING**

	ACTIONS
<p>The Chair reviewed the monitoring plan. JC and RG to report back on subject deep dives at the next meeting.</p> <p>Governors discussed the summer monitoring programme and spending time in the classroom to observe the pattern of the day from a child’s perspective. The Headteacher expressed his concern for the wellbeing of teachers, having had considerable levels of observation this academic year. It was agreed that ME and CT will discuss this further.</p>	<p>RG/JC</p>
<p><b>Communication with parents:</b> RL reported on the coffee morning she hosted for parents in the art studio. This relaxed and informal event was a great success where parents were able to express their views over a 2-hour period. Feedback was noted as follows:</p> <ul style="list-style-type: none"> <li>• Communication from the school to parents is poor</li> <li>• Newsletter is too long – parents would prefer more frequent but shorter updates</li> <li>• Facebook page wanted back – parents do not use Twitter</li> </ul> <p><b>Governors discussed the issue of old Facebook accounts, which can be very hard to delete.</b> A new group needs to be started.</p> <ul style="list-style-type: none"> <li>• Format of documents circulated - some parents are unable to open PDFs on their phones</li> <li>• Need for more reminders</li> <li>• Frustration at dates changes for trips/events. Suggested a termly plan rather than an annual one.</li> </ul> <p>Ideas included phonics and maths cafés to show parents how the teachers teach these subjects and share their enthusiasm; meeting with governors; more pictures of what’s going on in school and a SEND support group. Governors noted that a SEND café is being organised by Mrs Nice.</p> <p>A strong school community was evident – parents enjoyed the meeting and were able to be honest and open. <b>Governors were delighted and suggested a follow up coffee morning should be organised.</b> RL confirmed this is in the pipeline in conjunction with Friends of Antingham, to be held one day before pick up to encourage more parents to attend. Governors were encouraged to attend if able. The importance of parents being able to communicate face to face was noted. RL was thanked for leading this project. The Chair underlined the need for the LGB to now demonstrate that they have listened to parents.</p> <p><b>Governors discussed whether Whatsapp might be an appropriate way for parents to keep in touch, with a class rep liaising with the school to send out reminders etc.</b> This will be encouraged at the next coffee morning/afternoon.</p>	

**10. GOVERNOR ACTION PLAN**

	ACTIONS
<p>Link governor roles: these were adopted by the LGB.</p>	



JC left at 6.47pm

### 11. POLICIES

	ACTIONS
The following updated Trust policies were noted: <ul style="list-style-type: none"><li>• Code of Conduct for staff</li><li>• Harassment and bullying policy</li><li>• Procedures for Dealing with Allegations of Abuse against teachers</li><li>• Whistleblowing Policy and Procedure</li></ul>	

### 12. COMMUNICATION WITH THE TRUST

	ACTIONS
<b>Communication from the Trust:</b> The resignation of the CEO was discussed. The Headteacher acknowledged the support he has received from the Trust over the past year. CT confirmed that the post is being advertised nationally and that she will be sitting on the interview panel. It was observed that the current CEO will be part of the transition process and will remain a Director of the Trust.	
<b>Communication for the Trust:</b> None	

### 13. MATTERS ARISING FROM THE MINUTES OF 18<sup>TH</sup> JANUARY

	ACTIONS
Safeguarding audit and staff wellbeing survey to be circulated as minuted above.	

### 13. A.O.B

	ACTIONS
<b>Timing of the LGB meetings:</b> The Headteacher asked whether the meetings could be held during the school day. Governors were unable to change the time of the meeting due to other commitments.	
<b>Parental complaint:</b> currently at Stage 2 of the complaints procedure and has been partially upheld.	

***There being no further business, the meeting was closed by the Chair at 1905  
Date of next meeting: Wednesday 3<sup>rd</sup> May at 5.00pm***