



## Local Governing Body Meeting

Wednesday 18<sup>th</sup> January 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
Karen Nice – SENDCo	
Sian Dilley	
Michael Burdett	

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

	<b>ACTIONS</b>
The Chair welcomed governors to the meeting, as well as SENDCo Karen Nice and Leaders of Excellence Sian Dilley and Michael Burdett. There were no apologies. Neil Rowe was absent. There were no declarations.	

**2. SEND – KAREN NICE**

	<b>ACTIONS</b>
<p>New SENDCo KN introduced herself to governors and gave an update on the current SEND needs of the school as follows:</p> <ul style="list-style-type: none"><li>• 11 children on the SEND register. This equates to 19% of children on roll (national average 16.6%)</li><li>• 3 children on EHCPs, with one more almost finalised</li><li>• 3 further applications expected before Easter</li><li>• 10 of the 11 children are in MB's KS2 class</li><li>• Quality first teaching being carried out</li><li>• Sensory circuits have been introduced</li><li>• Adapted teaching taking place to meet the children's needs.</li></ul> <p>The Headteacher thanked the SENDCo for the considerable amount that had been achieved since joining the school in September, and questioned whether one day a week was sufficient time for the role. It was acknowledged that need changes over time. ME stated that KN has developed a great rapport</p>	



<p>with the children and staff. She is currently being supported by former SENDCo Gill Leah.</p> <p>The SEND governor SV met with KN on 10<sup>th</sup> January – note of visit circulated prior to the meeting.</p>	
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**3. CURRICULUM**

	<b>ACTIONS</b>
<p>SD and MB presented Governors with a detailed power point presentation on all subjects across the curriculum. The following was noted:</p>	
<p><b>English:</b>  <i>Priorities:</i> to ensure all teachers are confident in delivering the Talk 4 Writing Curriculum; prioritising reading across the school. Reading Gems firmly in place and has been shared with parents.  <i>Actions:</i> consistent handwriting in all areas. Monitor planning and use of Cornerstones. Get caught reading to be launched over half term.  <b>Governors asked whether the school is using Talk 4 Writing exclusively.</b> It was confirmed that this approach is being used, but marrying up with Cornerstones.  <b>Governors asked whether children are making progress in writing.</b> This was confirmed. It was noted that continuous cursive writing is being used across the school, and that writing remains a focus. <b>Governors asked whether this has been shared with parents.</b> This was confirmed. Parent governor RL observed there is a clear difference in the packs being sent home for children in different year groups. Governors acknowledged the tricky balance between content vs writing. <b>Governors asked what parent engagement is like.</b> This was confirmed as good particularly for reading.</p>	
<p><b>Maths:</b>  <i>Priorities:</i> to ensure all children are secure with their multiplication tables; to develop fluency in arithmetic skills. MB reported significant gaps in children’s skills which is now being addressed. KS2 sit lots of practice tests to get children used to the style of questions.  <i>Actions:</i> Continue to push times tables. Focus on concrete, pictorial, abstract approach.                      MB reported that he has attended the TRUST times table training. School now using TTRS (Times Tables Rock Stars) and practice is being encouraged at home. <b>Governors asked is there has been any training for TAs.</b> This was confirmed as taking place at Astley Primary next month. TAs are very pleased to be upskilled. Teaching is by rote, solidified by regular testing.  <b>Governors asked what the goal is for Year 6.</b> MB advised that all children need to know all their times tables by the end of Year 4 in preparation for the KS2 Multiplication Tables Check.</p>	
<p><b>Science:</b>  <i>Priorities:</i> to ensure Cornerstones curriculum is fully implemented and embedded across the school.  <i>Action:</i> to ensure planning coverage of scientific skills. Developing use of knowledge organisers.</p>	



<p>All classes are accessing the new curriculum. Evidence of scientifically working in books. Trip to Science museum a huge success. Positive VNET visit today.</p>	
<p><b>History:</b>  <i>Priorities:</i> to raise the profile of history as a distinct subject. To ensure pupils develop knowledge of key areas of democracy, invasion and settlement.  <i>Actions:</i> Common definition required. Work has been done towards this on INSET day. Research trip opportunities.            Trip to the Viking day at the Tide and Time Museum in Great Yarmouth was successful.</p>	
<p><b>Geography:</b>  <i>Priorities:</i> to ensure sequencing. Raise the profile as a distinct subject.  <i>Actions:</i> Common definition required. Research trip opportunities. Teachers using end of unit assessments to plan backwards.            Cornerstones curriculum being embedded. Geography displays.</p>	
<p><b>RE:</b>  <i>Priorities:</i> to ensure consistency of teaching and learning throughout the school. To raise the profile of RE as a distinct subject  <i>Actions:</i> Common definition required. Research trip opportunities. Teachers using end of unit assessments to plan backwards.            MB advised that following an ineffective delivery in the Autumn term due to lack of clarity on Cornerstones lessons, the curriculum has been re-sequenced. Teachers and TAs trained on INSET day. <b>Governors asked for more information on the Cornerstones curriculum for RE.</b> MB advised that the RE curriculum was unclear, had too much content and lacked resources. Four units are now being covered per year in more depth, so that high quality RE can be delivered.</p>	
<p><b>EYFS:</b>  <i>Priorities:</i> to ensure high levels of ambition amongst staff, consistently rich and strong teaching and learning. Sharp focus on ensuring foundations of learning are embedded. Effective tracking and assessment to identify performance gaps. Ensure families are engaged in supporting children’s outcomes – parent workshops and contributions via Tapestry.  <i>Actions:</i> EYFS DfE Covid recovery programme to look at impact of Covid and how to meet the needs of children. Early learning goals to be analysed. SD reported that phonics is prioritised. Word Ninja has been introduced. Parent involvement is a real strength. BF and SD are signed up to the Peers and Mentors programme.</p>	
<p>The Chair thanked SD and MB for putting together a very detailed and helpful presentation. ME praised the new Leaders of Excellence for all that they have achieved in a short space of time and thanked them both from the school and the Trust.</p>	

SD and MB left the meeting at 5:50pm



**4. MINUTES OF THE MEETINGS OF 30<sup>TH</sup> NOVEMBER 22 - ACCURACY**

	<b>ACTIONS</b>
The minutes of the meeting of 30 <sup>th</sup> November were approved for accuracy following 2 amendments.	

**5. SCHOOL VISION**

	<b>ACTIONS</b>
The Chair reminded Governors that it was agreed at the self-evaluation meeting in October that the school vision should be reviewed. ME noted that the current strapline ‘success for today, be prepared for tomorrow’ is embedded throughout the school, is succinct and has been taken on board by School Council leaders.	

**6. HEADTEACHER’S REPORT TO GOVERNORS**

	<b>ACTIONS</b>
ME reported on the Academy Review recently held with the CEO and Richard Lord. The Academy Review ‘the school on 2 pages’ document was shared with Governors in advance of the meeting, which details attainment, attendance, incident monitoring, SEF, SIDP, Leadership, QofE, safeguarding and personal development and welfare. This ‘conversation’ will take place with the Trust twice a year. Key headlines as follows:	
<ul style="list-style-type: none"> <li>• Year 6 boys attainment in reading has improved thanks to Reading Gems.</li> <li>• Talk for Writing is already having an impact on PP attainment</li> <li>• White Rose Maths is having a significant impact on maths attainment across the school.</li> <li>• Attendance still below national average. ME advised he has called a Fast Track meeting with one family next week. A reduced curriculum may be an option for the child.</li> <li>• SEF – all areas graded as good. This has been quality assured by the VNET visit today. Governors were very pleased to hear the school is on track to move out of category. Personal development may be pushed to outstanding.</li> <li>• Behaviour policy is working. ME had to suspend a child for 3 days. There has been 2 internal suspensions since Christmas.</li> <li>• Leadership good. Governors noted evidence of this through the Leaders of Excellence presentation to Governors earlier at the meeting.</li> </ul> <p>The Chair reminded Governors that Ofsted will ask ‘where is the evidence’ – and directed Governors to the Academy Review document.</p> <p><b>ACTION: THE CHAIR ASKED THAT GOVERNORS LOOK CRITICALLY AT THE ‘GRADE DESCRIPTORS FOR LEADERSHIP AND MANAGEMENT’ DOCUMENT ON GOVHUB TO UNDERSTAND WHAT WOULD ALLOW LEADERSHIP TO BE GRADED ‘OUTSTANDING’.</b></p>	<b>ALL</b>

**7. VNET VERBAL FEEDBACK**

	ACTIONS
<p>ME reported on a very positive visit. It was confirmed that nursery will be deep dived and that SEND will be a big focus across the school, with inspectors looking to see that SEND children get full access to the curriculum. ME expressed his confidence in his team and in the children. The following was flagged by VNET:</p> <ul style="list-style-type: none"><li>• Cursive writing not being transferred to all subjects</li><li>• Very rigorous monitoring schedule in evidence</li><li>• Suggested an isolated journey be put together for year groups, given the mixed age classes. It was noted that not all inspectors have experience with mixed age classes.</li><li>• ME needs to familiarise himself more deeply with the school's context</li><li>• General feeling this is a good school, and that it will move out of category. The Chair offered huge thanks to ME for all that he has done since his arrival in April, and asked that thanks be passed on to all teaching and support staff.</li></ul>	

**8. SAFEGUARDING**

	ACTIONS
<p>ME reported that the safeguarding audit was is in the process of being carried out. The following was noted:</p> <ul style="list-style-type: none"><li>• Training and posters were looked at</li><li>• All staff have been Prevent trained</li><li>• Most common concern - neglect</li><li>• BF and RL need to do safeguarding training for governors</li></ul> <p><b>ACTION: ME TO CIRCULATE AUDIT TO GOVERNORS FOR THE NEXT MEETING</b></p>	<p>ME</p>

**9. STAFF WELLBEING**

	ACTIONS
<p>ME reported the following:</p> <ul style="list-style-type: none"><li>• Positive responses from the staff wellbeing survey.</li></ul> <p><b>ACTION: ME WILL CIRCULATE TO THE WELLBEING GOVERNOR, JC.</b></p> <ul style="list-style-type: none"><li>• Vouchers given to staff for a day off – hugely appreciated.</li><li>• ME still attending the senior leadership wellbeing course.</li><li>• Some staff frustration with remote access to the network from home. Has been flagged with the Trust.</li></ul>	<p>ME</p>

**10. GOVERNOR MONITORING**

	ACTIONS
<b>Pupil premium:</b> moved to next meeting.	
<b>Website:</b> JB reported that the website has been checked for accuracy and compliance. Any updates/amendments have been actioned. Social media was discussed. The challenge of deleting old FB pages was acknowledged. CT suggested all Governors have a look at the school website.	
<b>Spring Term monitoring programme:</b> <ul style="list-style-type: none"><li>• The Chair asked Governors to consult the school's monitoring schedule when planning visits to school, in order to be mindful of staff wellbeing. Both documents are located in the monitoring folder on GovHub.</li><li>• Parent governors RL and NR will team up with the Friends of Antingham for forthcoming coffee morning.</li><li>• ME raised the parent taster days to try lunches and suggested Governors attend. These are taking place on Tuesday 31<sup>st</sup> Jan and Feb 2<sup>nd</sup> 1130-12pm</li></ul>	

**11. HEADTEACHER'S APPRAISAL**

	ACTIONS
The Chair reported that the Headteacher's appraisal took place in December with CT and RL. New objectives have been set. A pay increment was awarded and backdated to September. ME was congratulated by the Board.	

**12. COMMUNICATION WITH THE TRUST**

	ACTIONS
<b>Communication from the Trust:</b>  Governors were reminded about the Trust-wide training taking place at the following times: <b>Knowing your School &amp; Ofsted on Tuesday 14th March 2023 from 7-9pm.</b> <b>Effective Governance on Tuesday 16th May 2023 from 7-9pm.</b>  In addition, it was noted that there is a further course for Chairs and Vice Chairs: <b>Risk Management on Tuesday 9th May 2023 from 7-9pm.</b>	
<b>Communication for the Trust:</b>  The Chair to highlight issues with remote access and Chrome books.	

**13. MATTERS ARISING**

	ACTIONS
<b>Art studio:</b> The slow response to this proposal by the Trust was noted. A response is required by 24 <sup>th</sup> January and will be chased. Another school has offered to host the project.	



<b>Governor item in newsletter:</b> RL will chat to parents at the coffee morning about the best way to communicate with parents.	
<b>Toddler Group:</b> Work in progress. JC will work with Sian after the Easter break. Planning on two days a week, Tues PM and Thursday AM.	

**13. A.O.B**

	ACTIONS
Community Governor Vacancy flagged.	
Meeting date change: next meeting moved to <b>Wednesday 3<sup>rd</sup> May</b> at 4.45pm	
Additional support on Fridays: ME advised that this is not needed currently.	

***There being no further business, the meeting was closed by the Chair at 1900***  
**Date of next meeting: Wednesday 8<sup>th</sup> March at 5.00pm**