



## Local Governing Body Meeting

Wednesday 3<sup>rd</sup> May 2023 at 5.30pm

## MINUTES

PRESENT	ATTENDING	
Constance Tyce – Chair	CT	Sarah Rankin – Clerk
Miles Elcock- Headteacher	ME	SR
Jack Branford	JB	
Sia Vare	SV	
Robyn Lacey	RL	
Neil Rowe	NR	

## ACTIONS challenges DECISIONS

## 1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the meeting. There were apologies from BF and RG. JC was absent. There were no declarations	

2. MINUTES OF THE MEETING OF 8<sup>th</sup> March 23 - ACCURACY

	ACTIONS
The minutes of the meeting of 8 <sup>th</sup> March were approved following 2 corrections.	

## 3. HEADTEACHER'S REPORT TO GOVERNORS (verbal)

	ACTIONS
The Headteacher reported the following: <ul style="list-style-type: none"><li>• Currently 55 on roll.</li><li>• From September: 46 on roll split as follows: N1 – 0; N2 – 3; R – 6; Y1 – 6; Y2 – 6; Y3 – 10; Y4 – 5; Y5 – 3; Y6 – 7 One child is staying in the EYFS setting in agreement with the parents</li><li>• High school transition – one parent appealing. Transition workshops booked with all high schools (Cromer, North Walsham, Stalham and Sheringham)</li><li>• PP £15,235 this year plus a carry forward of £680 and recovery premium of £500 PP funds being used for bushcraft, school trips, enrichments, residential support, breakfast club. Approx 12 PP children.</li><li>• Behaviour – reduced number of incidents this term</li></ul>	



<ul style="list-style-type: none"><li>Attendance – ranging between 96% and 85% this term. Reasons include lateness, illness and unauthorised holidays. Noted by Ofsted and being worked on.</li></ul> <p><b>Governors asked if fines are being issued.</b> This was confirmed with seven fixed term penalties being given out this term to date. One fast track review meeting has taken place and legal prosecution agreed. <b>Governors discussed this case and questioned how the family would benefit from this route, and felt that the system is flawed.</b></p> <ul style="list-style-type: none"><li>Afterschool clubs doing well. Wrap around working well and appreciated by parents (11 children) and breakfast club (8 children)</li></ul>	
<p><b>Staffing</b></p> <ul style="list-style-type: none"><li>All staff have received their timetable for the next academic year. ME noted that receiving this early supports staff wellbeing.</li><li>The academic mentor will be leaving at the end of the year as the position is no longer financially viable. A TA role in another school in the Trust has been found for her.</li><li>One MSA has reduced her hours</li><li>TA back from maternity leave – 1:1 position.</li><li>Staff absence – 55 days since September.</li></ul>	
<p><b>Premises:</b></p> <p>The Head reported the following plans:</p> <ul style="list-style-type: none"><li>Hedging at the front of the school</li><li>Coded panel gate</li><li>New pump for boiler</li><li>IT server/laptops/new phones</li></ul>	
<p><b>Curriculum:</b></p> <ul style="list-style-type: none"><li>Parents happy with the restructure.</li><li>BF taking on computing and some leadership responsibilities</li><li>ME starting NPQEL in September</li><li>SATs taking place soon. Workshops have been carried out for parents. Four children receive extra time.</li><li>EYFS on track for 67% GLD</li><li>Spag – an issue across the Trust. Schemes are being looked at to support schools.</li><li>RSE going well. Parents receive an overview of the units in advance.</li></ul> <p><b>Governors asked if parents are asked for feedback after the series of lessons.</b></p> <p>The Head advised that this does not currently happen but thought this could be a good idea. <b>Governors felt it would be valuable to receive some feedback on children's experience and find out if anything could be added to the programme. Governors asked if boys and girls are split.</b> The Head reported that this happens in Year 6.</p> <ul style="list-style-type: none"><li>Alternative provision has started successfully with 6-7 children on site every Monday. One Antingham child attends.</li><li>Parent and toddler groups starting from September on Monday PM and Thursday morning</li></ul>	



<ul style="list-style-type: none"><li>Maths review: follow up visits took place by Freya. Maths continues to be a strength of the school curriculum being readjusted for years 1 and 2. It was reported that the Trust have introduced a Calculation Policy.</li></ul> <p><b>Governors suggested that this be circulate to parents in order to support them and their children. In addition a taught lesson for parents (rather than a power point presentation) was suggested. It was felt that this would fit with the Ofsted view of getting parents involved.</b></p>	
<p><b>Events:</b></p> <p>Sports day 19<sup>th</sup> June Norfolk Show 28<sup>th</sup> June Beach trip 18<sup>th</sup> June Step up day Derbyshire residential with GVSN.</p>	
<p><b>Communication with parents:</b> RL reported that WhatsApp year groups have been set up as requested by the class reps. It was confirmed that this is for parents only to improve communication between the school and parents. Staff will communicate with the class reps who will then post messages. A code of conduct with the group protocol has been circulated and parents are being encouraged to sign up to the groups. <b>Governors felt that parents will be pleased to see that their feedback at the Parents' Forum has been acted upon.</b></p>	

#### 4. OFSTED REPORT

ACTIONS
The Ofsted report and letter to parents were circulated in advance of the meeting. <b>Governors congratulated the Head and all staff on the outcome.</b> The Headteacher advised that the report will be live on the Ofsted website soon. <b>Governors suggested some additions to the press release.</b> It was noted that the Chair has thanked staff for their hard work during the inspection, but will write individual letters to all staff members to thank them personally. A discussion was held regarding a staff celebration and this was agreed to take place on 6 <sup>th</sup> June at 3.45pm at the Suffield Arms.

#### 5. SAFEGUARDING

ACTIONS
The Head reported the following: <ul style="list-style-type: none"><li>2 families are receiving Early Help (EHAP)</li><li>SENDCo to be EHAP trained</li><li>4 concerns since the last meeting, all followed up.</li></ul>
<b>Safeguarding Action Plan:</b> Updated. To be reviewed at the next meeting.

**6. SIDP 23-24**

	ACTIONS
The SIDP for 23-24 was reviewed. This includes the recommendations from the Ofsted report. Reading remains a high priority and the Headteacher advised that a new library will be introduced. Thrive will continue with a whole school approach. Each classroom will have a dysregulation zone. It was agreed that governors should be linked to the SIDP priorities.	

**7. BUDGET 23-24**

	ACTIONS
The Head advised that a meeting is being held with the CFO on Friday of this week to set the budget. ME will invite RG to attend. CT and ME met with RL last week to discuss the deficit. It was confirmed that the Trust will continue to support the school through its continued improvement journey.	

**8. BEHAVIOUR POLICY REVIEW**

	ACTIONS
A meeting was agreed to review this policy on 4 <sup>th</sup> May with CT, RL, SV and ME. Governors were advised that there has been no response from the NCC Inclusion team as yet. Two parents will be invited to look at and comment on the draft policy.	

**9. COMPLAINTS**

	ACTIONS
JB reported on the outcome of the recent complaint panel hearing held on Thursday 27 <sup>th</sup> April. It was noted that the complaint was partially upheld.	

**10. SCHOOL WEBSITE**

	ACTIONS
The Clerk reported that the Trust have asked her to carry out a website compliance check. SV agreed to check the website on a termly basis.	SR/SV

**11. STAFF WELLBEING**

	ACTIONS
The Head confirmed that wellbeing is currently high and that the Trust Wellbeing Charter is being implemented. Staff are taking their gifted day leave and have really appreciated this. The school has remained fully open during the recent strikes as no staff members are with the NEU. <b>Wellbeing survey:</b> This was circulated to all staff members but only 6 responses received. <b>Governors reviewed the feedback and concerns were raised over the responses to the Managing Change question and asked that it be followed up. Governors felt it could be due to the interpretation of the</b>	ME



question, as the results from the Ofsted survey were very high. Governors asked to look at the Trust Staff Wellbeing survey at the next meeting.

## 12. GOVERNOR MONITORING

	ACTIONS
The Chair ran through the monitoring programme for the summer term. This will be circulated by the clerk.	SR
<b>SEN parent survey:</b> SV will look at the individual responses with the SENDCo	SV
<b>Subject monitoring: History.</b> Governors discussed RG's report circulated in advance of the meeting.	

## 13. KING'S CORONATION

	ACTIONS
The Head reported that a full day event to celebrate the King's Coronation is taking place on Friday 5 <sup>th</sup> May.	

## 14. GOVERNOR RECRUITMENT

	ACTIONS
It was noted that NR will become a community governor from September. The parent governor vacancy will be circulated in the newsletter at the start of term.	

## 15. POLICIES

	ACTIONS
The following Trust approved policy was circulated for information only: • Governance duties under the Equality Act 2010	

## 16. COMMUNICATION WITH THE TRUST

	ACTIONS
The Chair reported the following: • Louise Lee has been appointed as CEO to take up post in September and will be visiting the school at some point during the summer term. • The Trust AGM is taking place on 12 <sup>th</sup> July at 5.30pm to which all governors are invited to attend. This is being seen as an opportunity to network with other LGBs. • The Trust is in the process of producing a Governor Handbook. Clerk to circulate the discussion document. • Trust-wide governor training: Effective Governance. This is taking place on Tuesday 16 <sup>th</sup> May at 7pm. Governor attendance is encouraged • Email protocol document – this was circulated with the latest Trust-wide briefing.	SR

## 17. MATTERS ARISING FROM THE MINUTES OF 8<sup>TH</sup> MARCH

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None	
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**18. A.O.B.**

	ACTIONS
<i>Potential international link:</i> the Chair approached Gill Baker who supports a local primary school in the Gambia. It was agreed that this opportunity should be explored. A meeting will be arranged with ME.	ME

***There being no further business, the meeting was closed by the Chair at 19:38***

Date of next meeting: Wednesday 5<sup>th</sup> July at 5.00pm