



Local Governing Body Meeting

Wednesday 5th July 2023 at 5.00pm

MINUTES

PRESENT

Constance Tyce – Chair CT
 Miles Elcock- Headteacher ME
 Robin Gainher RG
 Sia Vare SV
 Neil Rowe NR
 Beth Fox BF

ATTENDING

Sarah Rankin – Clerk SR
 Karen Nice – SENDCo KN
 Michael Burdett – Leader of Excellence MB

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed governors to the meeting. There were apologies from JC, JB, RL and Sian Dilley. There were no declarations	

2. CURRICULUM – MB

	ACTIONS
MB presented Governors with an update on the progress on curriculum since the previous presentation to Governors in January.	
<p>Maths: MB reported that he has been working with the Trust Maths Lead to develop maths at the school with times table training cascaded by MB to staff. Governors asked if there has been any noticeable impact yet. MB advised that, given that the training was only received six weeks ago, impact will be measurable next year.</p> <p>MB reported that EYFS provision has gone from strength to strength. Significant gaps in knowledge exist throughout the rest of the school, potentially due to the pandemic.</p> <p>MB advised that Ofsted carried out a deep dive on maths, with maths expert Hannah Stoten. This resulted in very positive and encouraging feedback.</p> <p><i>Next steps:</i> continue to focus on arithmetic and fluency skills.</p>	
<p>History: Common definition formed: ‘In history we learn about the past’. Core concepts will become more evident as the curriculum cycle is taught – only three terms to date. RG carried out a history review in March resulting in agreed action points.</p> <p><i>Next steps:</i> Continue to research a variety of enrichment experiences and trips; ensure high quality teaching continues.</p>	



<p>Geography: Common definition formed: ‘In Geography we learn about people, places and the planet’. MB has carried out a subject knowledge session with ME and BF. <i>Next steps:</i> continue to research a variety of trips and enrichment experiences; ensure teacher subject knowledge is strong and subject-specific and consider how teachers can adapt learning within lessons.</p>	
<p>RE: MB reported that an INSET session was carried out in January following the re-sequencing of the curriculum. Common definition formed but not yet embedded. The Cornerstones curriculum for RE was discussed. This is deemed poor in comparison to other subjects. MB noted that Cornerstones bases its curriculum on religious festivals with no religion-specific pre-learning. In addition, MB felt that Cornerstones is not well-resourced in RE. MB strongly advised looking at alternative curricula for implementation in future. Suggestions included the Norfolk Syllabus and Understanding Christianity. Governors asked if this has been fed back to the Trust. MB confirmed that this has been discussed with the Primary Lead. Governors felt that it would be interesting to hear other schools’ views on this, and suggested it be raised at the Head’s meeting. This was agreed.</p>	
<p>The Chair thanked MB for his input and for his hard work at the school this year. MB invited Governors to production of Oliver Twist being performed next week.</p>	

MB left at 5:25pm

3. SEND - KN

	ACTIONS
<p>KN thanked Governors for all the support given to her this year, and tabled the SEND report. The following was noted:</p> <ul style="list-style-type: none"> • 13 on SEND – 23.6% of children on roll (above national average of 17.3%) • 4 children with EHCPs • 2023-24: expecting 7 children on the SEND register, which will be 14.2% of children on roll, thus below national average. 1 child on an EHCP (but 3 more applications may be in progress) <p>Governors noted that a small school is attractive to parents of children with additional needs.</p> <ul style="list-style-type: none"> • KN is beginning to build a list of contacts and services being accessed by the school. Sheringham Woodfields school has been an excellent source of advice. <p>Governors asked how accessible services are. KN noted that some are more accessible than others, highlighting a strained system at the moment, for example a 3.5 – 4 year wait for an autism assessment. KN confirmed that the school adapts as the child presents whilst waiting for a diagnosis.</p> <ul style="list-style-type: none"> • Relationships being built with special provision. • Teachers will take the lead on Pupil Support Plans (PSP) employing a range of strategies and talking to parents. 	



<ul style="list-style-type: none"> • Training completed: Autism Awareness (all staff); Thrive practitioner (one additional staff member); SEND training provided by SRB lead from Stalham High (all staff). SENDCo has completed New to Role course and has been accepted on to the SEND Leadership Development Programme with NASEN. Further training on Zones of Regulation which will be cascaded down to staff on September INSET • SENDCo flagged limited time contracted at the school (1 day a week). 	
<p><i>Next steps:</i></p> <ul style="list-style-type: none"> • More support from NCC regarding Early Help is on its way • Build the whole school community’s awareness and understanding around SEND • Consolidate the process of class teachers administering PSPs • Develop SEND parent coffee mornings. One held so far, with 2 parents in attendance. A positive opportunity to share knowledge. • Embed zones of regulation around the whole school. 	
<p>The Chair thanked KN for all her hard work noting the huge impact she has made on the school since joining in September.</p>	

KN left the meeting at 18:00

4. MINUTES OF THE MEETING OF 3RD MAY - ACCURACY

	ACTIONS
The minutes of the meeting of 8 th March were approved following 2 corrections.	

5. STAFF WELLBEING SURVEY

	ACTIONS
<p>CT advised that, on the Primary Lead’s request, the survey had been circulated last week. A 50% return was received with all but one response wholly positive. The following was noted:</p> <ul style="list-style-type: none"> • Staff feel supported and able to talk to the HT and other staff • Help is given when needed • Staff are adapting to the new curriculum • Dealing with a variety of behaviour issues • Suggestions to improve their wellbeing – social events; continue to offer wellbeing day off <p>Governors were invited to look at the individual returns if they wished. BF was asked to keep the lines of communication with staff open with regard to their wellbeing.</p>	

6. BEHAVIOUR POLICY

	ACTIONS
CT advised that one of the outcomes of a recent complaint was to review and update the behaviour policy. CT, SV and RL have met to discuss this. Input	



from two parents of SEND children was sought and their comments taken on board. CT proposed that, given the late receipt of the policy, Governors look through and send any comments to CT and SR. Policy to be ratified by email by Friday 21 st July. It was agreed that implementation of the policy should be on the monitoring programme for 2023-24.	
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7. SAFEGUARDING

	ACTIONS
CT advised that the Safeguarding report for Governors will be presented at the first meeting of the Autumn Term. ME updated Governors on the safeguarding action plan. The following was noted: <ul style="list-style-type: none">• Prevent and Radicalisation training is not needed• Bushcraft agreement outstanding	ME

8. BUDGET 23-24

	ACTIONS
ME reported that he met with RG on 3 rd July, following a meeting with the CFO in June. Budget approved. A deficit of £230K was noted and accepted by the Trust. Final year accounts will be looked at in September. ME confirmed numbers on roll for September currently at 49. The Trust have approved a full-time teacher on a fixed term for one year for 23-24. The Trust have proposed ME carry out 2.5 days a week teaching for 2024-25. Governors agreed that energies need to be put into a decent and strategic marketing strategy following the 'Good' Ofsted outcome, focussing on the school's USPs. Governors acknowledged and were thankful for the considerable support from the Trust.	

9. GOVERNANCE

	ACTIONS
Monitoring: <u>Communication with parents:</u> Governors received RL's report from the communication session held with parents in June. Governors felt that RL is doing an excellent job with parents, listening to their views and encouraging action where appropriate. The session was well attended, and improved communication with parents has been well received. CT reported that parents were asked to be part of the interview panel for the ECT appointment. Parents enjoyed and appreciated being involved in the process. <u>Teaching and learning observation:</u> RL and CT observed teaching and learning in science (years 3,4,5 and 6), RE (years 1 and 2) and maths (reception and nursery). Happy, confident and engaged children observed, with behaviour well-managed. Evidence of curriculum adaptations to meet childrens' needs. Clear outcomes given.	



<p>Monitoring programme: SV meeting with KN next week re SEND. PP shared at the last meeting. Monitoring programme completed for the summer term.</p> <p>It was noted that the actions from the self-evaluation in September have now been completed.</p>	
<p>Governor training: Governors were reminded to select 3 training sessions put forward to the Trust for 23-24. Clerk to put options on GovHub.</p>	SR

10. SCHOOL WEBSITE

	ACTIONS
<p>The Chair advised that the Trust clerk will be giving feedback next week. The SEND policy is out of date, and will be looked at next week by SV and KN.</p>	

NR left at 18:40

11. HEADTEACHER’S REPORT TO GOVERNORS

	ACTIONS
<p>ME presented the Headteacher’s report. The following was noted:</p> <p>Attendance and suspensions:</p> <ul style="list-style-type: none"> • Priority in September: drive attendance • One child on a reduced timetable to support attendance • 10 fixed term penalties have been issued this academic year • Two fixed term suspensions this academic year. ME has met with the parent. Behaviour is becoming more challenging • 	
<p>Premises:</p> <ul style="list-style-type: none"> • PE and play equipment to be inspected this month • Outdoor area moving forward with reading huts and climbing equipment ordered. • Electric main gates being fitted during the summer holidays to ensure security • BF will be taking on outdoor improvement project, and will be EYFS lead. 	
<p>Staffing:</p> <ul style="list-style-type: none"> • Academic mentor finishing this year due to lack of funding, and will be taking on another role at the Trust • Both leaders of excellence are leaving the school and will be replaced with an ECT and a Senior Teacher. ECT has been recruited from a strong field. Interviews for the Senior Teacher (full-time, fixed contract for one year) take place on July 6th • One staff member is on long term sick 	
<p>Curriculum:</p> <ul style="list-style-type: none"> • Curriculum cycle – three year rolling programme • White Rose maths books will be introduced from September • Pathways to Write being introduced in September to support writing • Norfolk Music Hub will work with Year 4, 5 and 6 for the first term 	



<ul style="list-style-type: none">• 30 new laptops have been purchased• RSE has been taught to all year groups. BF taught EYFS and Year 1. Governors felt that feedback from parents and children would be valuable.	
<p>Safeguarding:</p> <ul style="list-style-type: none">• School secretary will be trained as Deputy DSL from September• Senior teacher will be DSL trained• 24 safeguarding incidents since the start of the academic year. Common theme: neglect. <p>Governors asked how many children this includes. ME reported that it involves 4 or 5 children.</p>	
<p>Finance:</p> <ul style="list-style-type: none">• Overspend noted in supply, maintenance and operating leases• Heavy in year deficit. The Head is looking at ways to reduce this.	
<p>Data:</p> <ul style="list-style-type: none">• Year 6 SATS taking place on 11th July• Year 1 phonics 100%• 83% of EYFS showing GLD <p>MATHS</p> <ul style="list-style-type: none">• Year 1: 83% on track (1 child not on track)• Year 2: 72% on track (3 children not on track)• Year 3: 60% on track (2 children not on track)• Year 4: 75% on track (1 child not on track)• Year 5: 43% on track (4 children not on track)• Year 6: 64% on track (4 children not on track) <p>WRITING</p> <ul style="list-style-type: none">• Year 1: 83% on track (1 child not on track)• Year 2: 70% on track (3 children not on track)• Year 3: 40% on track (3 children not on track)• Year 4: 50% on track (2 children not on track)• Year 5: 14% on track (6 children not on track)• Year 6: 55% on track (5 children not on track) <p>READING</p> <ul style="list-style-type: none">• Year 1: 83% on track (1 child not on track)• Year 2: 80% on track (2 children not on track)• Year 3: 40% on track (3 children not on track)• Year 4: 75% on track (1 child not on track)• Year 5: 43% on track (4 children not on track)• Year 6: 64% on track (4 children not on track) <p>Governors asked what plans are in place to support the weak Year 5s. ME advised that TA support will help close the gaps from September. ME advised that there will be 2 TAs, one LSA and the teacher in the classroom. Governors asked for more detailed plans on how to close those gaps. ME reported that a gap analysis will be carried out in September followed by precision teaching tailored to individual need.</p>	



Governors noted the need to monitor results for this year group closely next year.	
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12. TRUST POLICIES

	ACTIONS
<p>The Health and Safety policy part 3 was approved.</p> <p>The following Trust policies were noted for information only:</p> <ul style="list-style-type: none">• Governance duties under the Equalities Act <p>The Chair advised that the objectives to be put on the website be considered in September.</p> <ul style="list-style-type: none">• Health and Safety policy and template• Scheme of Delegation 23-24• Scheme of Delegation introduction• Suspension and Permanent Exclusion• Synergy Local Governing Body Overview 23-24	

13. COMMUNICATION WITH THE TRUST

	ACTIONS
The Chair reminded Governors that they are invited to Reepham on 12 th July at 5pm for the Governor 'thank you' followed by the AGM. Governors were asked to advise the Trust clerk Debra if attending via clerk@synergymat.co.uk	
Trust inset day: this will take place at Sheringham High on Tuesday 5 th September for the primaries from 9 until 3:30pm.	

14. MATTERS ARISING FROM THE MINUTES OF 3RD MAY

	ACTIONS
Potential international link: Gill Baker is still out of the country.	
Governor recruitment: Parent governor vacancy to be circulated in the first week of term.	

15. A.O.B

	ACTIONS
CT was thanked for her enormous contribution as Chair of the LGB. Celebration drinks to be held at the Gunton Arms at 3pm on Friday 21st July	

16. DATE AND TIME OF NEXT YEAR'S MEETINGS

	ACTIONS
SV and SR to discuss and circulate.	SR/SV

There being no further business, the meeting was closed by the Chair at 19:02

Date of next meeting: tbc

