



Local Governing Body Meeting

Wednesday 20th September 2023 at 5.00pm

MINUTES

PRESENT

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

ATTENDING

Sarah Rankin – Clerk SR

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

	ACTIONS
Governors were welcomed to the meeting. New parent governor Lucy Hicks was introduced. There were no apologies. NR was absent. There were no declarations	

2. ELECTION OF CHAIR AND VICE CHAIR

	ACTIONS
Election of the Chair: CT proposed SV as Chair. This was agreed by all governors. Election of Vice Chair: SV proposed RG as Vice-Chair. This was seconded by CT.	

3. LGB CODE OF CONDUCT

	ACTIONS
Governors agreed to abide by the updated Code of Conduct. This was signed by the Chair.	

4. MINUTES OF THE MEETING OF 5TH JULY - ACCURACY

	ACTIONS
The minutes of the meeting of 5 th July were approved for accuracy.	

**5. DEATH OF FORMER PUPIL**

	ACTIONS
ME advised that a multi-agency strategy meeting took place shortly after the tragic event in the summer. Support for staff had been provided by the Crisis Team which was been found to be very valuable. The Friends of Antingham are in discussions regarding a suitable memorial for the pupil. It was noted that the key focus is now getting back to normality. ME advised that the family have been appreciative of the support given by the school.	

6. GOVERNANCE

	ACTIONS
Link Governor Roles: Link Governor roles were discussed. The following was agreed: SEND Link Governor – SV Safeguarding – JC Finance – RG Staff Wellbeing – RL Early Years – CT Website – JB PP and Sports premium – NR	
Monitoring plan: The draft monitoring plan for the autumn term was discussed. Governors were asked to arrange any visits and to submit Note of Visit forms to the Clerk.	ALL
Annual Governance Statement: The LGB agreed to complete this after the self-evaluation in October.	

7. HEADTEACHER'S REPORT TO GOVERNORS

	ACTIONS
The Headteacher gave a verbal report to Governors: <ul style="list-style-type: none">• A great start to the academic year with children engaged and doing well.• Two new ECTs have started and are settling in well. Staff are happy.• Three successful INSET days were held at the beginning of term. The School INSET covered KCSIE, Cyber Security, the Staff Code of Conduct and expectations across the school. The Trust INSET day covered metacognition, high quality teaching and the sharing of good practice.	
Numbers on roll: 48 Nursery: 3 children Reception: 7 children Year 1: 6 children Year 2: 6 children Year 3: 9 children Year 4: 6 children Year 5: 4 children Year 6: 7 children	



<p>Governors discussed the opening of the parent toddler group on 31st October. This will be held once a week on Tuesdays from 0930 – 1100 with a current capacity for 12 children. It was noted that leaflets are currently being printed along with two banners. JC will help circulate leaflets and advertise through her personal networks.</p>	<p>JC</p>
<p>SEND: 7 pupils on the SEND register. 14.5% of the numbers on roll (below national average). 1 child with an EHCP 7 children in receipt of Pupil Premium</p>	
<p>Attendance: Good. Week 1: 97%, Week 2: 92% (3 lates). Target confirmed as 96%. The Headteacher reported that holiday requests are not being approved as per Trust policy, and fixed term penalties are being issued.</p>	
<p>Behaviour: The new behaviour policy has been shared with new staff and ECTs and will be shared with parents. Expectations are being relayed in assemblies. Three behaviour incidents since the beginning of term. The Headteacher drew attention to the high adult to children ration in KS2 (teacher, 2 x TAs and 2 x 1:1 TAs). Governors asked if any TAs might be interested in the HTLA qualification. The Headteacher stated that this was a possibility.</p>	
<p>Safeguarding: Safeguarding training has been carried out for all staff. Two DSLs (the Headteacher and the School Secretary) in post. Policy and posters updated. Governors noted that admin staff are not usually trained as DSLs and asked whether LF is happy with the arrangement. The Headteacher confirmed that LF is happy, and reminded Governors that ECTs are not able to take on the DSL role. Governors asked that this new responsibility be added to LF's job description and recognised in her salary.</p>	<p>ME</p>
<p>Health and Safety: Improved site security was noted with a magnetic gate installed at the front of the building and prickly plants on order. In addition:</p> <ul style="list-style-type: none"> • Successful fire evacuation took place: 1 min 31 secs • Smart meters have been installed • New lighting installed in Early Years • ME and caretaker have undergone Legionnaires training • Annual Trust H&S site meeting taking place on 28th September • Fire warden training for new DSL is taking place • Asbestos survey is taking place at half-term • Whole school deep clean taking place at half-term 	
<p>Staffing:</p> <ul style="list-style-type: none"> • One member of staff is on long term sick until November, currently being covered internally. • LSA vacancy (1:1) currently being advertised. Interviews on 2nd October <p>Governors asked for the current Trust policy on Covid. ME advised that no guidance has been passed on to Heads. CT will ask at the Directors' meeting.</p>	<p>CT</p>
<p>Curriculum:</p> <ul style="list-style-type: none"> • New writing scheme in place: Pathways to Write. Example English books were shared, and success criteria discussed. 	



<p>Governors questioned the impact of changing literacy schemes, noting that this has changed three times in recent years. ME explained that the Pathways approach is slightly different but it is well-scripted for staff and supports teachers' delivery. JC noted that a change of scheme can be good for the staff and the children, and felt that children are resilient to change. In addition it was observed that change can be exciting, but the expectations remain the same.</p> <p>ME noted that the Trust has taken on two writing schemes: Pathways to Write and the Literacy Tree. ME advised that he has worked with Pathways before, and is happy with it.</p> <ul style="list-style-type: none"> • White Rose Maths remains in place • RE: The Headteacher advised that, following the teacher's comments last academic year, Cornerstones is no longer being used. 	
<p>Results:</p> <p>Outcomes for 2022-23 were tabled at the meeting. KS2 results were discussed where low attainment was noted in maths, reading and writing. The Headteacher observed that predictions were higher, but that these did not translate into the SATS, despite the presence of the Academic Mentor.</p> <p>Predicted results: 2023-24</p> <ul style="list-style-type: none"> • KS2 – maths 42% (3 children out of 7) <ul style="list-style-type: none"> reading 42% SPAG 42% Writing 42% <p>The Headteacher felt that these are realistic predictions for Year 6 children. It was noted that KS1 SATS no longer take place.</p> <p>Governors asked about tracking across the school and whether the Year 6 children have been tracked effectively. The Headteacher felt that this had not happened effectively because the data has not been reliable.</p>	
<p>SIDP: Tabled at the meeting with core priorities for 23-24 highlighted in yellow.</p>	

8. STAFF WELLBEING

	ACTIONS
<p>BF reported that staff are happy and that the new teachers are settling in well. A staff social is being held next week which is always popular. BF reported on a very supportive staff environment. Governors acknowledged the huge pressure staff were under last year. RL relayed a comment from a new member of staff on the positive support received from the Headteacher. Governors raised the Headteacher's wellbeing, given his high teaching load on top of all other commitments. The Headteacher thanked Governors for their concern, and reassured them that all is well.</p>	

**9. SAFEGUARDING TRAINING AND KCSIE**

	ACTIONS
It was confirmed that all staff have received safeguarding training and have read KCSIE. Governors were reminded that they are required to read KCSIE annually and confirm this on Governor Hub. Any Governor wishing to refresh their safeguarding training can attend the courses offered on HfL.	ALL GOVS

10. POLICIES AND DOCUMENTS

	ACTIONS
<ul style="list-style-type: none">• Governor business interests: updated• PAN – agreed to remain at 12. <p>The following Trust approved policies were noted:</p> <ul style="list-style-type: none">• Synergy Finance Policy• Supporting Pupils with Medical Conditions• Trust Strategic Improvement Plan 23-24	

11. COMMUNICATION WITH THE TRUST

	ACTIONS
CT will take the following up to the Trust: <ul style="list-style-type: none">• RE curriculum• Covid guidance• Marketing assistance	
Communication from the Trust: The Clerk advised that automatic access to emails is no longer available when abroad due to new security measures. Governors were advised to contact IT to arrange access to emails from abroad, should this be required.	

12. MATTERS ARISING FROM THE MINUTES OF 5TH JULY

	ACTIONS
<p><i>Feedback on RSE:</i> It was agreed that this needs to be sought soon after delivery. Governors suggested that a survey be incorporated at the school council.</p> <p><i>Zones of regulation:</i> This was clarified as a zone within the classroom where children can express how they are feelings. Governors asked what impact this has had on the children. ME advised that the impact has been positive.</p> <p><i>Norfolk Music Hub:</i> Now coming in spring/summer</p> <p><i>International Link:</i> Still outstanding. CT to get in touch.</p>	

13. A.O.B

	ACTIONS
Date of next meeting: this was changed to Wednesday 22nd November. Self-evaluation: 18 th October. Clerk to circulate proforma in advance of the meeting.	SR



<p>Facebook page: RL asked Governors to like and follow the school Facebook page. It was noted that this can now be linked to the website.</p>	
---	--

There being no further business, the meeting was closed by the Chair at 18:30