



Local Governing Body Meeting

Wednesday 6th March 2024 at 5.00pm

MINUTES

PRESENT

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

ATTENDING

Sarah Rankin – Clerk SR
Richard Lord – Deputy CEO

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

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from LH. NR was absent. The Chair advised the Board that BF has resigned due to work commitments. There were no declarations.	

2. MINUTES OF THE MEETING OF 17th JANUARY - ACCURACY

	ACTIONS
The minutes of the meeting of 17 th January 24 were approved for accuracy.	

3. HEADTEACHER'S REPORT TO GOVERNORS - VERBAL

	ACTIONS
Numbers on roll: 50. New high needs pupil starting in April. Governors asked what funding was available to support this child. The Head advised that as soon as the child is officially on roll, the funding application process will begin. It was confirmed that there is no financial support available from the Trust. It was noted that the child may be on a reduced timetable. Flexi-schooling was discussed, where time is split between home and school so the child dips in to specific classes such as science, with time being charged by the school. Governors noted that this is offered at Erpingham primary and would be worth investigating. Governors felt that this would add to the promotion of the school, and could attract home schoolers.	



<p>Behaviour: ME reported that behaviour policy is embedded and behaviour has improved. A few issues remain with girls in the higher classes, but there are no major issues.</p> <p>Attendance: Good. Rewards system in place. Persistent absence is being addressed.</p> <p>GDPR: All actions following audit have been completed.</p>	
<p>Staffing: Update given. Cook Paula retiring this month. New cook recruited. ECTs on track. New LSA has integrated well into the team.</p>	
<p>Curriculum: Low attainment in Year 6 discussed. Governors asked which interventions taking place. This was confirmed as:</p> <ul style="list-style-type: none"> • Rising Stars • Toe by Toe • Speech and Language therapist • Additional phonics intervention groups <p>Governors asked if moderation is happening with other schools. ME advised that this will happen with another Trust school which also has mixed aged classes. Governors were surprised that this is not already happening and asked that the Chair raise it at the next Chair’s meeting.</p> <p>Governors asked if they could see some examples of year 6 writing to moderate at the next meeting. This was agreed.</p> <p>Pathways to Spell has received positive feedback from staff.</p> <p>RHSE sessions continue to go well. ME will be conducting a survey when complete.</p>	SV
<p>Safeguarding:</p> <p>Discussed. The number of causes for concern was raised and Governors asked if this number is higher than usual. The Headteacher advised that this number is from September, and added that with CPOMS all level of concerns are logged. ME noted that the categories on CPOMS were discussed at the recent Heads meeting, where it was agreed that these will be reviewed.</p>	
<p>Finance monitoring:</p> <p>RG’s report following his meeting with the Head was reviewed. Resources for the new Cornerstones curriculum were discussed. Governors agreed that these costs are inevitable.</p> <p>Energy costs were discussed. JC flagged the Shell Community Grant opportunity and asked whether there were any energy related equipment/renovations needed by the school that could be applied for. JC will forward the form to ME who will pass it on to the Estates department.</p> <p>It was reported that Simone from the Finance department has been allocated to Antingham as the finance link. Simone will be coming to carry out the budget review shortly. ME to share date with RG.</p> <p>RG was thanked for his report.</p>	JC ME

4. STAFF WELLBEING

	ACTIONS
RL advised that there is nothing further to report since the last staff survey.	



A parents' survey will be circulated before the end of term. RL and ME are currently working on the questions in order to hone in on specific areas.	
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5. FINANCE MONITORING REPORT

	ACTIONS
Covered under HT's report.	

6. SAFEGUARDING

	ACTIONS
JC nothing to report. JC will arrange a time to meet with LF to chat about her new DSL role and to have a CPOMS check in.	JC

7. GOVERNANCE

	ACTIONS
<p>EYFS: CT discussed meeting with EYFS lead to monitor the EYFS action plan. The following was reported:</p> <ul style="list-style-type: none">• Parent and Toddler group a huge success. Parents are made to feel very welcome and are already talking about sending their children to the school. Positive report received from Norfolk Early Years Team. Huge thanks to Lucy and Paula for running the group. Monday pm Bushcraft session planned.• Teaching session observed. BF is really good at adapting learning. New Pathways scheme is working well and writing has improved.• Rhythm of the day looked at. Challenge of getting the balance between adult directed learning and exploration discussed.• Outside area – lots of work going on and improvements being made• BF starting NPQEYL course.	
<p>SEND: SV reported the following:</p> <ul style="list-style-type: none">• SENDCo coping with the time allocation and trying to stay within working hours.• SENDCo feels the Trust could be more involved with SEND, for example a standardised SEND policy. Richard Lord raised the newly formed Synergy SENDCo network. This is being run by the SENDCos from Fakenham and Astley. Richard Lord will pass on Karen's details to join the group. Mr Lord advised that there isn't a Trust SEND policy at the moment because all schools are individual. Governors asked if there is a SEND specialist on the Board. This was not confirmed, and it was agreed that more structure would be helpful.	

8. ALFIE BROWN MURAL

	ACTIONS
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ME circulated an image of the mural which will be installed during the Easter holidays as a memorial to Alfie Brown. An unveiling will take place in the summer term, with Governors invited. Governors were delighted with the mural and congratulated ME on a great job.	
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9. WEBSITE

	ACTIONS
It was reported that ME and SV have spent a considerable amount of time reviewing the website, with the changes sent to the website manager. A crib sheet has been created to ensure regular reviews take place to keep the website current.	

10. FEEDBACK FROM LA MONITORING OF THE PARENT AND TODDLER GROUP

	ACTIONS
ME reported on a very successful visit. The LA are really happy with the spend, and with the policy. Lots of positive conversations held with parents. Attendance has been consistent. Mostly children from North Walsham, Cromer and the villages.	

11. GDPR AUDIT FEEDBACK

	ACTIONS
All actions carried out.	

12. STAFF GOVERNOR RECRUITMENT

	ACTIONS
ME advised that following BF's resignation, a new staff governor will be sought from September.	

13. POLICIES AND DOCUMENTS

	ACTIONS
The following Trust policies were noted for information only: <ul style="list-style-type: none">• Code of Conduct for staff• Procedures for dealing with allegations of abuse• Whistleblowing policy and procedures	

14. COMMUNICATION WITH THE TRUST

	ACTIONS
Governors were reminded about the Trust-wide training for all governors as follows: <ul style="list-style-type: none">• Wednesday 17th April at 7pm Handling Academy Complaints• Thursday 9th May at 7pm Exclusions	



Mr Lord observed the rise in permanent exclusions nationally and the need to have well trained governors on panels across the Trust.	
ME asked Mr Lord about moderation across the Trust. Mr Lord advised that moderation is carried out by HfL for year 6, and that the Trust doesn't do any moderation of its own, noting that facilitation of moderation is quite hard with pressure put on schools to release staff and fund supply. Mr Lord noted that it might be more cost efficient to get staff together on PD days to carry out peer moderation training.	

15. MATTERS ARISING FROM THE MINUTES OF 17TH JANUARY

	ACTIONS
<i>Gresham's visit:</i> SV and BF will visit in the summer term.	
<i>Pathways to spelling:</i> Going really well. Very interactive. Whole class delivery.	

A.O.B.

	ACTIONS
Play equipment launch: went well. Children are loving it. Will be an article in the EDP.	

There being no further business, the meeting was closed by the Chair at 18.25

Date of next meeting: Wednesday 1st May 2024 at 5pm