

**Local Governing Body Meeting****Wednesday 1st May 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	RL
Lucy Hicks	LH

ATTENDING

Sarah Rankin – Clerk SR

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

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from NR and Richard Lord who was called to an Ofsted inspection at Mattishall primary. There were no declarations.	

2. MINUTES OF THE MEETING OF 6th MARCH - ACCURACY

	ACTIONS
The minutes of the meeting of 6 th March 24 were approved for accuracy.	

3. HEADTEACHER'S REPORT TO GOVERNORS - VERBAL

	ACTIONS
<p>The Headteacher reported the following:</p> <ul style="list-style-type: none">• 52 children currently on role, with 47 projected for September• 5 children coming in to Reception• 1 member of staff on long term sick leave• Attendance:<ul style="list-style-type: none">○ Week 1 98%○ Week 2 97%○ Week 3 95%○ Week 4 92%○ Week 5 96%	



Attendance was discussed and the changes from September 24 noted including the raising of fines for unauthorised absence. ME confirmed that attendance is a high priority with leaders across the Trust. **Governors asked what the current process is at school regarding attendance.** ME advised that a letter is sent to parents when attendances reaches 95%. Parents are invited to a meeting to discuss with the Head what support is needed and to ascertain if any barriers exist. Absence from school is chased up by telephone. Any themes or trends are looked for. **Governors asked if there are many holiday requests.** The Head advised that there have been 13 holiday requests to date this year. A discussion was held and changing attitudes post Covid from parents acknowledged. It was noted that this is a national picture. ME advised that he attends termly meetings with the LA where data is viewed and challenged. **Governors asked where the money from the fines goes.** ME advised that this goes back to NCC, not to the school. **Governors considered whether allowing children to take a mental health day would help with the data.** ME advised that Governors would have full attendance data at the next meeting. ME reflected on whether attendance could be handled centrally at the Trust, to take the pressure off from a workload perspective. This could potentially be data analysis and sending warning letters. CT will take this to the Trust.

- The Cornerstones curriculum is entering its third year at the school in September. The Head advised that the curriculum map is prepared to work with the class structure for 24-25.
- Assessment days taking place on 3rd June.
- Formal observations of the ECTs took place last week. Very strong especially with the mixed aged classes. Great delivery, with evidence that feedback from mentors has been taken on board.
- RSE curriculum: only Reception left to deliver.
- Writing still an area of focus, particularly for KS2. Interventions need to be mapped next year.
- Upcoming CPD sessions via the Trust on MFL, Science and DT.
- New management information system being introduced from September (Arbor)
- GDPR audit looks positive
- One parental complaint received regarding a child tripping up outside the office. ME advised that 'uneven surfaces' signs have been put up to alert children and parents. **Governors suggested that Estates relay the slabs.**
- Maintenance costs: these have increased due to various unanticipated issues such as the heating breaking down. The Head considered whether a Trust maintenance team would be appropriate. CT will take this to the Trust. No major maintenance jobs are planned for 24-25.
- 200 year anniversary coming up in 2026.
- 24th October – First Aid Training taking place across the Federation.
- Behaviour has been really good with children engaged with their learning. Any problems that arise are being handled really well by



<p>teachers and TAs. Some issues remain with regulating emotions independently.</p> <ul style="list-style-type: none">• Values are well embedded. Anxiety workshops are taking place.• Enrichment is really high but may need to be tweaked for next year.• Aviva Access to Nature grant received for £375. This will cover a trip to Watatunga Safari park near Kings Lynn.• Alfie’s mural launch went well• Gresham’s network session went well.	
<p>Federation:</p> <p>ME advised that a letter was sent to parents last week, and that no feedback has been received thus far. Parent governors flagged parental worries about what may change at the school, noting that parents are aware that this is the time of year that big decisions happen. Parents have seen the advert for a Senior Teacher. Concerns were also raised regarding the size of the KS2 class. The Head advised that a letter will be circulated to parents regarding the restructure, and that he will carry out a face to face with parents when the details are clear. Parent governors raised the need to keep parents informed to prevent parental worries about uncertainty and change, noting that there has been so much change over recent years. The Head explained that with numbers dropping, the need to restructure each year is an inevitability.</p> <p>Ways of bringing in new pupils to the school were discussed. New trends were noted, such as flexi school (eg 4 days at school, one day at home) and home schooling. It was agreed that parents are looking at education differently. The Head noted that flexi school would be challenging both logistically and financially, given that funding would be reduced. The falling demographic locally (and nationally) was acknowledged which is presenting challenges to all local primaries. It was noted that North Walsham primary has reduced from 3 classes to 2. The Head flagged the need to be secure in what can be relayed to parents, and that he needs to wait until everything is set in stone and HR processes have been followed. Governors asked if staff are on board and know what to say if asked. ME advised that the staff have been phenomenal and understanding, despite initial worries given that meetings with Richard Lord had been cancelled, and he was only able to meet with them this week. Governors suggested it might have been preferable to have discussed the Federation with parents before a decision was made. The Head said he would feed this back to the Trust. Governors agreed that the letter was circulated too late but acknowledged it was a lengthy process due to staff absence and Director approval.</p>	
<p>Staffing:</p> <ul style="list-style-type: none">• Richard Lord has met with staff to discuss the federation.• New cook has settled in well.• 2 applicants for the senior teacher post. Interviews being held next week.• 1 member of staff on long term sick leave	



4. NURSERY

	ACTIONS
<p>A discussion was held regarding the idea of opening nursery up for 2 year olds, given the change in government funding. This was seen as a self-funding opportunity which would help get children into the school. It was confirmed that the a ratio of 1:4 staff to children is required, compared to 3-4 year olds, where a ratio of 1:8 is required. ME advised that several enquiries have been received by the school so far regarding nursery places for 2 year olds. The Head proposed adjusting the Early Years offer to include nursery places for 2 year olds. Governors felt that this was a nice idea but could be logistically challenging.</p>	

5. BUDGET 24-25

	ACTIONS
<p>RG submitted his report in advance of the meeting. The following was noted:</p> <ul style="list-style-type: none">• Clear message from the Trust – if it isn't budgeted for, don't spend it.• Overspends discussed with ME and the CFO. All overspends have good or unforeseen reasons, such as the increase in energy costs• Overspend on Wales trip due to 2 children dropping out. Some funds were taken out of PP, and governors felt this was a good way to spend this. The trip was a huge success• Increased costs to the breakfast club due to long term sickness of staff• Simone at the Trust is the school's link to the finance department• Next meeting will be to discuss budgets.	

6. CHANGES FOR SEPTEMBER 2024

	ACTIONS
<p>Discussed under HT report</p>	

7. A&S MARKETING PLAN

	ACTIONS
<p>The marketing strategy plan 2024-2025 was tabled at the meeting. Governors were delighted with the case studies and asked if open day dates are published on the leaflets. This was confirmed. Governors asked if video of the school had been considered. It was agreed that this was an excellent idea and could be delegated to a member of staff or parent.</p>	



8. MONITORING

	ACTIONS
The Chair advised that a monitoring day would take place on 13 th June. The following Governors advised they are able to participate: RL, LH, CT and JC (pm) along with SV. The programme will be circulated in due course.	

9. STAFF AND PUPIL WELLBEING

	ACTIONS
<p>RL reported the following:</p> <ul style="list-style-type: none"> • A wellbeing chat with four staff is booked for 23rd May. • RL sat in on the SMSC questionnaire. Children were animated and engaged, spoke individually and in group discussion. Main takeaways: <ul style="list-style-type: none"> ○ Children are really enthusiastic. ○ Children are thoughtful and kind to each other. ○ All children had something to say and listened to each other. ○ The children enjoy group work and would like more of it, enjoy the trips and sports events. ○ Enjoy mixing with children of different ages. KS2 particularly enjoy spending time with the younger children. 	
<p>Q & A with the Head:</p> <p>RL advised that she has completed the training from HfL ‘Whole School Approach to Mental Health and Wellbeing’.</p> <p>A discussion was held with the Head around the following questions:</p> <p><i>How does Antingham and Southrepps’ culture promote respect, inclusivity and value diversity?</i> Confirmed as via school values, workshops, visitors, Bollywood dancing workshop, assemblies, Chinese new year, Pride, Black History month, odd socks day to celebrate neurodiversity etc</p> <p><i>What focus is given within the curriculum to social and emotional learning and promoting personal resilience?</i> Circle time, pupil voice, zones of regulation, bushcraft.</p> <p><i>How are staff supported in relation to their own health and wellbeing and to be able to support staff wellbeing?</i> The Head is the Wellbeing Champion (next year there will be two). Wellbeing Assistance Scheme. Zones of regulation were discussed in both adult and child and the need for adults to be comfortable in expressing their emotions as the children are required to.</p> <p>The Head’s wellbeing was discussed in view of the forthcoming changes. RL will continue to check in with ME as his role changes.</p>	

**10. SAFEGUARDING**

	ACTIONS
<p>The Head reported the following:</p> <ul style="list-style-type: none">• One family on a Family Support Plan• Cases of domestic violence and neglect• Wishes and feelings conducted regularly• Lynne (LF) will continue being a DSL next year. LF has multi-agency training coming up soon. <p>JC reported that she met with LF for a safeguarding catch up and was impressed by LF's competency regarding safeguarding and felt very confident in LF's ability as a DSL.</p>	

11. STAFF: FORMAL PROCEDURE

<p>There is one staff member who had a formal Stage One (25th April 2024) meeting as part of the school's Sickness Absence Management Policy. This will be reviewed for a four-week period and unless there is a significant and sustained improvement in the employee's condition leading to a return to work in the near future, further action will be taken under Stage 2 of the formal absence management policy.</p>	
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12. REPORT BACK: PARENT COMPLAINT AND STAFF GRIEVANCE

	ACTIONS
<p>Parent complaint before Christmas: went to Stage 3 panel hearing and was not supported by the panel.</p>	
<p>Staff grievance: an informal resolution agreed.</p>	

13. ALFIE BROWN MEMORIAL

	ACTIONS
<p>Covered under HT report</p>	

14. POLICIES AND DOCUMENTS

	ACTIONS
<p>Complaints policy: this is a Trust policy that has been updated with the Antingham logo.</p>	

15. COMMUNICATION WITH THE TRUST

	ACTIONS
<p>Trust wide training: The Clerk reminded governors of the Exclusions Training being held on May 9th.</p>	
<p>CT will take suggestion on Trust support for attendance and maintenance.</p>	

15. MATTERS ARISING FROM THE MINUTES OF 6TH MARCH 2024

	ACTIONS
<p>None</p>	



A.O.B.

	ACTIONS
SV is unable to attend the next Trust Chairs' meeting.	

There being no further business, the meeting was closed by the Chair at 18.45

Date of next meeting: Wednesday 10th July at 5pm