



Local Governing Body Meeting

Wednesday 17th January 2024 at 5.00pm

MINUTES

PRESENT

Sia Vare – Chair SV
Miles Elcock- Headteacher ME
Constance Tyce CT
Beth Fox BF
Lucy Hicks LH
Joanna Caston JC

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 RG, RL and JB. There were no declarations. | |

2. MINUTES OF THE MEETING OF 22nd NOVEMBER - ACCURACY

| | ACTIONS |
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| The minutes of the meeting of 22 nd November 23 were approved for accuracy by email. | |

3. HEADTEACHER'S REPORT TO GOVERNORS - VERBAL

| | ACTIONS |
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| <p>The Headteacher reported the following:</p> <ul style="list-style-type: none">• Successful INSET day held on 3rd Jan. TAs benefitted from further SEN training and building stronger relationships with parents. Teachers had RSE training and further training on CPOMS. BF commented that the training was very useful.• Twilight session booked on 6th Feb to include Cyber Security, GDPR and First Aid awareness. <p>CT asked if it would be sensible for a governor to attend GDPR training. ME advised that as this is online training this wouldn't be advantageous.</p> <ul style="list-style-type: none">• 49 children on roll• 7 SEN, 1 ECHP with one more in process. 10 PP children• Successful fire drill carried out on 15th Jan | |



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| <ul style="list-style-type: none"> Behaviour good, no suspensions this term. Staff are becoming confident in managing challenging behaviour and deescalating situations. <p>Governors asked if parents are on board with the behaviour policy. The Head confirmed that parents are largely supportive and receptive. It was acknowledged that a lot of work has been put into the behaviour policy, and that parents are confident that behaviour is being managed.</p> | |
| <p>Attendance:</p> <ul style="list-style-type: none"> Week 1 – 95%; Week 2 – 95% Lates – same families arriving regularly 5 – 15 mins late. Governors acknowledged the disruption this causes. Incentives were discussed. 5 holiday requests received. | |
| <p>Premises and Health and Safety</p> <ul style="list-style-type: none"> new play area – children are really excited. Grand Opening on Monday 5th February with Deputy Mayor of Cromer in attendance. Governors will be invited. Immersion heater issues now fixed Feb 2nd GDPR audit taking place. Report circulated to Governors. Staff are trained. Changes being implemented such as privacy screens, the locking of computers when staff are not at their desks. Governors asked if there is external IT support in place. ME advised that the Trust has a Data Protection Officer. | |
| <p>Staffing:</p> <ul style="list-style-type: none"> ME is the mentor and tutor for both ECTS. Fortnightly sessions have been offered with the Trust’s Professional Development Link. It was noted that this offer has not been taken up yet by either ECT. Governors felt they should be encouraged to take up this offer. LH and SV were thanked for attending the TA interviews yesterday. 8 applications were received and 4 interviews took place. An appointment was made and references have been requested. The candidate will start after February half term for 3 days a week until the end of the academic year. ME advised she will be a good fit with the team. Staff sickness increasing. 63.5 days since the beginning of the academic year (not including long absence). 2 staff signed off. Caretaker has returned on light duties. Trust have been really helpful. | |
| <p>Curriculum: Cornerstones proving to be an effective capture all curriculum. Some adaptations are needed to fit setting. Governors asked how much of the Head’s time was taken up with curriculum adaptations. The Head advised that it is only certain bits that need tweaking, and that this is not a job that can be delegated. The Head added that Cornerstones is giving excellent structure to the new ECTs. In addition the following was noted:</p> <ul style="list-style-type: none"> The highly structured Pathways to Write is going well and is producing good extended pieces of writing. Read Write Inc reading is working well | |



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| <ul style="list-style-type: none"> • Read Write Inc spelling is not having the desired impact and will be discontinued from February half term to be replaced by Pathways to Spelling. Governors asked whether this was a small group approach. ME advised that this is a whole class approach. • RSE starting this term. Letters were circulated to parents and no children have been withdrawn. Parents were given the opportunity to attend a meeting to discuss the RSE curriculum, but this was not taken up. It was confirmed that the curriculum is delivered to single aged groups on Fridays. The challenge of teaching single year groups was discussed. BF advised that she takes the other year groups whilst the curriculum is being delivered and that this has worked well, with older children enjoying 'teaching' the younger ones. | |
| <p>Finance: 6.5% pay increase confirmed for teachers. Overspend in cleaning budget due to staff absence. Overspend on supply (TA agency).</p> | |
| <p>Residential trip to Wales: This is taking place on 11th March for children in years 4-6. It was confirmed that 12 children are signed up with activities including rock climbing, abseiling and caving planned. ME confirmed the cost at £265 for the week with a PP and sibling discount available so the opportunity is available to all. Governors congratulated ME on his organisation and negotiating skills.</p> | |

4. PROGRESS AND ATTAINMENT

| | ACTIONS |
|---|---------|
| <p>The data was tabled at the meeting. The following was noted:</p> <ul style="list-style-type: none"> • Phonics is looking strong in R and Y1 • Years 4 – 6 gaps – Covid. Interventions taking place, a long-term strategy | |

5. SEND

| | ACTIONS |
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| <p>SEND and Inclusion policy: this new policy has been put together with the help of the SENDCo. Amendments were submitted to SV. Ratified by Governors.</p> | |
| <p>SEND Information Report: In progress.</p> | |

6. STAFF WELLBEING

| | ACTIONS |
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| <p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> • Lunch was provided on staff INSET day • Welfare calls are made when staff are unwell • Wellbeing vouchers are being offered | |

7. SAFEGUARDING

| | ACTIONS |
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| <p>The Headteacher reported the following:</p> | |



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| <ul style="list-style-type: none">• four families have early help assessments in progress.• Sexualised behaviour training took place before the Christmas holidays | |
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8. GOVERNANCE

| | ACTIONS |
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| Monitoring: The Spring term monitoring programme was circulated in advance of the meeting. Governors confirmed they are happy with it. | |

9. HEADTEACHER'S APPRAISAL

| | ACTIONS |
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| The Headteacher advised that this took place before Christmas with new targets set for the coming year, including developing links with Gresham's Prep school. | |

10. WEBSITE

| | ACTIONS |
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| SV and ME to meet to work on this. Updates required. | |

11. NETWORK LINK WITH GRESHAM'S PREP SCHOOL

| | ACTIONS |
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| It was reported that MT and SV met with the Head of Gresham's Prep and had a tour of the school. Both Heads are keen to get a link going with activities such as an art session or cooking session. SV will arrange a visit for BF to see the PrePrep. Governors thought this was an excellent link which would benefit the children. | SV |

12. POLICIES AND DOCUMENTS

| | ACTIONS |
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| Antingham Parent and Toddler Group Safeguarding policy: It was noted that the Local Authority would not accept an appendix to the existing policy, and that a separate policy had to be written creating significant extra work for the Head. A discussion was held regarding phones and their use at the toddler group. It was suggested that a poster be displayed in a prominent place to tighten up on phone use and photography, and that parents should be asked not to use phones when at the toddler group. Policy ratified. | |
| Trust policies for information only: Governors were directed to the folder in GovHub where the recently approved policies have been stored, including the Online Safety policy which has been updated in line with Keeping Children Safe in Education. | |

**13. COMMUNICATION WITH THE TRUST**

| | ACTIONS |
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| None. | |

14. MATTERS ARISING FROM THE MINUTES OF 22ND NOVEMBER

| | ACTIONS |
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| Finance reporting: Governors asked if there has been any improvement on finance reporting from the Trust. The Head advised that the CFO David Hicks will be visiting school once a year, and it was suggested that this should coincide with a Governing Body Meeting. | |

15. A.O.B.

| | ACTIONS |
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| None | |

There being no further business, the meeting was closed by the Chair at 18.15

Date of next meeting: Wednesday 6th March 2024 at 5pm