



Local Governing Body Meeting

Wednesday 10th July 2024 at 5.00pm

MINUTES

PRESENT

Sia Vare – Chair
Miles Alcock – Head
Neil Rowe
Robyn Lacey
Lucy Hicks

SV
ME
NR
RL
LH

ATTENDING

Sarah Rankin – Clerk
Emma Bourner – Assistant Head
Corpusty and Foulsham
Karen Nice - SENDCo

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from CT, JB and RG. JC was absent. There were no declarations.	

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

	ACTIONS
The minutes of the meeting of 1 st May 24 were approved for accuracy.	

3. SEND REPORT – KAREN NICE

	ACTIONS
<p>KN presented the school SEND profile, tabled at the meeting. It was reported that 2 children have been turned down for EHCPs, with NCC feeling that there is sufficient support at the school. Governors asked if the school can reapply if it is believed the adequate support is not available. KN advised that an appeal can be made, or the school can reapply in 3-6 months.</p> <p>The highest need across the school was recognised as social, emotional and mental health need. KN reported that a forecast has been carried out for next year, and that more children are likely to join the SEND register. It was acknowledged that the SEND budget is being halved for next year by NCC, but that funding may be available in extenuating circumstances. KN advised that a child with high needs is joining the school from Hertfordshire, and that the school hopes to be able to secure funding for him. KN observed that due to the reduction in funding, the school will have to be more creative with what it does regarding SEND. A new management system has been purchased to</p>	



<p>manage personal learning plans. The Head was congratulated for securing a discount.</p> <p>Governors raised the SEND coffee mornings for parents, and were disappointed that there was little take up. KN advised that there are two families that would have come, but the time was not appropriate for them. A discussion was held regarding how to attract more parents to cafes, given the limitation on KN's time. Personal invitations were suggested, along with presence at parents' meetings. A mix of approaches was agreed, with a note in the newsletter opening it up for all parents. A 'surgery' was suggested where parents could book in a 10-minute session. Governors considered whether interaction might be easier with children around, as a bit of an icebreaker. It was agreed that the purpose of the SEND café is for parents to meet and support each other and share experiences and advice. A short survey was suggested to gauge what parents want. It was agreed that not all parents will know KN, may not see her at pick up time and may not have SEND on their radar.</p>	
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4. FEDERATION DEPUTY HEADTEACHER INTRODUCTION (VIRTUAL)

	ACTIONS
<p>Emma Bourner (EB), Assistant Head at Foulsham and Corpusty Primaries joined the meeting virtually to introduce herself and the Federation. EB gave Governors some background on her career to date which includes class teacher at Foulsham primary from 2012 (all ages), SENDCo appointment from 2015 and Assistant Head and Foulsham and Corpusty in 2017 when the school joined Synergy Multi Academy Trust. In 2018 EB was made Acting Head of Foulsham primary and then from September 21 Assistant Head of both schools, along with being SENDCo and lead DSL of both schools.</p> <p>The practicalities of running the Federation were discussed. EB advised that assemblies are shared remotely following success during the pandemic, and continue to be part of the daily routine of both schools. It was noted that thanks to the online tutoring programme during the pandemic, children have got to know each other and that a sense of community has been created. Relationships between children have been built both online and during shared residential. This is evidenced by years 5 and 6 moving to high school together.</p> <p>EB advised that professional development is shared across schools, and seamless working takes place across the schools.</p> <p>Governors thanks EB for attending the meeting and valued her input. EB was invited back to Antingham to meet more of the parents.</p>	

5. HEADTEACHER'S REPORT

	ACTIONS
<p>The Headteacher's report was circulated in advance of the meeting. The following was discussed:</p> <p><i>Suspensions:</i> None this term</p>	



Attendance: Lower attendance rates for SEND pupils was observed. The attendance rewards system was discussed where children are rewarded with extra playtime, coloured badges and wristbands for good attendance. It was reported that some children are experiencing anxiety about taking legitimate sick leave. **Governors asked whether the new initiatives are having any impact on persistent absence.** This was confirmed by the Head. Governors were advised that from September parents will receive a fine of £80 when a child takes unauthorised absence. This was confirmed as part of the Government's drive to improve attendance. More than three unauthorised absences over a three-year period may lead to prosecution.

Premises: Annual PE equipment inspection has taken place with most equipment passing inspection. **Governors asked if anything is going to be done with the art studio.** The Head advised that there are no funds available currently for this, and that the area will remain cordoned off. **Parent governors reported that comments have been received from parents regarding the outside areas of the school. It was suggested that advantage be taken of the school community to get in involved in tasks such as weeding and tidying up.** The challenge of finding a convenient time for parents and the school was acknowledged. ME advised he will be speaking to Estates in September to ascertain exactly what the new contractors will be doing and how often, before looking to set up a working party.

Uniform: The new uniform was discussed. The Headteacher advised that parents have been informed about the rationale behind the change and have warmed to the idea. **Parent governors reported that some parents are concerned about the cost and are disappointed that there was no consultation regarding the change.** The Head explained that the supplier Stevenson withdrew its services to the school suddenly and an alternative supplier had to be found at short notice, not allowing time for a consultation.

Governance: this will remain the same for the time being, but there will be a move to a joint governing body with Foulsham and Corpusty in time.

Staffing: Discussed. Parent governors raised parental concerns regarding the Senior Teacher leaving the class to address any issues when ME and EB are not present. ME advised that he cannot guarantee that this won't happen. Concerns were raised about reduced staffing levels on Fridays. The Head advised that more incidents tend to happen on Mondays and Wednesdays and that those days are fully staffed.

Curriculum: ME advised that the curriculum maps are ready for the forthcoming year. Enrichment is planned but will be more spread out next year, with some shared with Foulsham and Corpusty. **Governors asked whether there is a way to spread the costs of trips.** NR advised that a monthly cost is charged at Sidestrand primary. ME agreed that spreading the cost of trips was an option.

Data: whole school attainment summary reviewed.

Safeguarding: there will be 5 trained DSLs at the school. EB is lead DSL.

ME



<p>Governors were invited to safeguarding training on INSET day on Tuesday 3rd September at 08:30.</p> <p>Governors asked whether the CPR training taking place in October could be offered to parents. ME advised that there would be a cost element to this.</p> <p><i>Finance:</i> ME reported that the budget review meeting with external consultants School's Choice has taken place. The need to reduce costs was highlighted, along with the recruitment of more pupils. Marketing videos were discussed and it was suggested that a school in the Trust might consider creating a video using a drone to film the school as a project. Clerk to investigate at Sheringham High and Stalham High.</p>	SR
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6. GOVERNOR MONITORING DAY FEEDBACK

	ACTIONS
<p>Circulated in advance of the meeting. SV reported on a very successful morning for governors to experience a snapshot of the school in action. Pupils were described as very positive and confident and great ambassadors of the school. The opportunity to speak to talk to children and staff was very rewarding and to take on board their suggestions. All in all a very positive morning. SV suggested in future this is carried out in the middle of the year at a less hectic time.</p>	
<p><i>Gresham's link:</i> The Chair advised that this is working really well with children attending science, drama and music lessons as well as time to explore the woods. Children have always been exceptionally well-behaved and are enjoying the sessions.</p>	

7. STAGE 2 FORMAL ABSENCE REVIEW MEETING – Redacted

	ACTIONS

8. KS1/KS2 SATS RESULTS AND YEAR 1 PHONICS RESULTS

	ACTIONS
<p>Discussed above.</p>	

9. BUDGET 24-25

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

**10. STAFF WELLBEING**

	ACTIONS
The Head reported that the staff are tired at this time of year. It was noted that the annual Synergy staff wellbeing survey will take place at the start of the academic year. Governors asked if there is anything in place for integrating new and existing staff. The Head confirmed that INSET day is the opportunity for staff to all get to know each other, and that new staff have already come in to meet with staff.	

11. POLICIES AND DOCUMENTS

The following Trust approved policies were noted for information: <ul style="list-style-type: none">• Synergy Disciplinary Procedure• Synergy Grievance Policy and Procedure	

12. COMMUNICATION WITH THE TRUST

	ACTIONS
The Clerk reminded Governors that they are invited to the Trust thank you event being held on Wednesday 17 th July at 6pm at Reepham school.	

13. MATTERS ARISING FROM THE MINUTES OF 1ST MAY

	ACTIONS
None.	

14. A.O.B.

	ACTIONS
<i>Federation:</i> RB reported back on a meeting held with SV and RL regarding the move to a Federation. RB raised concerns from the parent body regarding disappointment regarding a lack of communication of this change and lack of consultation. It was felt that the Head had not received support from the Trust, and that when RL was unable to attend meetings with governors and with staff due to personal reasons, no other member of the Trust stepped in. RB advised that the change of class structure was another concern for parents who are not happy with the lack of information provided. The importance for the LGB to be in the loop was stressed so that Governors can support ME and be able to speak knowledgeably to parents. The parent body felt that the process had been handled unprofessionally and was felt to be disrespectful to parents.	
<i>Facebook:</i> challenges for staff uploading items to Facebook was discussed. A shared cloud for the iPads was discussed to help Paula with uploading documents.	



<i>Friends funds:</i> lack of understanding on what Friends fundraising monies are spent on was raised. Parent governors suggested that Friends be consulted before the funds are used. It was agreed that this should be done in future.	
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15. DATE OF NEXT MEETING

	ACTIONS
Wednesday 2 nd October at 5pm.	

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

Date of next meeting: Wednesday 2nd October 2024 at 5pm