



Gresham Village School and Nursery

FULL GOVERNING BODY MEETING

Monday 8th July 2024 at 1800

MINUTES

Present

Gillian Sampson – Joint Chair	GS	Sarah Rankin - Clerk
Marc Goodliffe – Head	MG	
Rosabelle Batt	RV	
Tony Bolderston	TB	
Stephen Balmer-Walters	SBW	
Lauren Taylor-Brown	LTB	
Sophie Neylon	SN	
Alice Vargo	AV	

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
Governors were welcomed to the meeting. There were apologies from GCB. There were no declarations.	

2. MINUTES FROM THE MEETING OF 20th May 2024 - ACCURACY

	ACTIONS
The minutes were approved for accuracy.	

3. MATTERS ARISING FROM THE MINUTES

	ACTIONS
<i>Car park lease:</i> Meeting with Geoffrey Clifton-Brown now scheduled for September.	
<i>Website:</i> currently being reviewed and will be up to date by September. New photos being taken. MG explained that he is reluctant to make any major changes now as the Trust are looking at changing the format of all school websites in the near future.	

<p><i>Letter to parents re parents' survey:</i> circulated to Governors. MG advised that a compliment was received from a parent who valued a response from the school. Governors felt that the survey was important and picked up key issues with SEND, and asked whether there were any surprises in the results. MG confirmed that there was nothing unexpected in the responses. Communication was discussed. MG confirmed that teachers need to be the focus for parents and will be the first point of contact going forward. It was agreed that this will empower teachers and will improve LT capacity. Governors expressed concern that this might add to teachers' already heavy workload. The Head advised that an Acceptable Use policy for email is in operation which details when staff should be accessing emails, and that switching off notifications on devices has been discussed. It was confirmed that communication guidance is on the school website and that this will be included in the parent pack.</p>	
<p><i>Premises maintenance:</i> MG updated Governors on progress with maintenance including the erection of the new Friends shed and the removal of the castle in Early Years. It was noted that the caretaker from Sheringham High has not yet attended the school. Premises development plan outstanding pending meeting with TB and GCB.</p>	<p>GCB/TB/ MG</p>

4. COMPLAINTS AND COMPLIMENTS

	ACTIONS
<p><i>Compliment:</i> received regarding school response to the parents' survey, noted above.</p> <p><i>Complaints:</i> One received regarding SEND. Issues raised have been addressed. Governors suggested a SEND focus during September INSET days. MG advised that this will be covered under Roles and Responsibilities in addition to autism awareness training being carried out on INSET day. In addition teams will have time to review class profiles and SEND need specifically. Governors suggested that further sessions be scheduled across the year and this was confirmed. Governors asked whether teachers will need support putting together the individual learning plans for SEND pupils. This was confirmed and that the SENDCo will be available for support. External support will also be sourced from the specialist teacher service and the Padlet if required.</p>	

5. HEADTEACHER UPDATES

	ACTIONS
<p>Attendance: Data circulated to governors in advance of the meeting. Attendance currently at 93.7%. A pre-Covid target of 96% was noted. The Head advised that unauthorised holidays during term time account for a significant amount of non-attendance, in addition to a lot of illness. The Head observed that although attendance is not at the desired level, the picture is</p>	

<p>comparable to the local area. Persistent absence was discussed, currently at 16%. MG advised that this is largely due to illness and mental health issues, and that discussions have been held with all families.</p>	
<p>Progress and achievement report: Highlights: Reception:</p> <ul style="list-style-type: none"> 92% of children in have reached a Good Level of Development (GLD) in reception. Governors asked if this was expected given their baselines taken on joining Reception. This was confirmed. <p>Year 1:</p> <ul style="list-style-type: none"> Targets were reached in phonics check at 71%. MG advised that the school has engaged with the Wensum English Hub and that GVSN will be a partner school with them for 2 years. SN will work with a member of the Hub who will be coming into GVSN to coach staff on Read, Write Inc. This will help support those that are struggling and accelerate those who are more able. Governors asked for detail on the children who did not pass the check. This was confirmed as the SEND and speech and language cohort. The Head advised that from September there will be increased phonics sessions, moving to 5 days a week and to 40 minutes a day. Intervention sessions will be built into the afternoon. <p>Governors asked how children adapt to the transition from learning through play in Reception to more formal learning in Year 1. SN advised that the Year 1 timetable mirrors the summer Reception timetable for the first term, and then adaptations are made depending upon the cohort.</p> <p>Governors congratulated SN on the writing result of 81%</p> <p>Year 2</p> <ul style="list-style-type: none"> Really pleasing results despite a lot of need in the class -two TAs at all times. <p>Year 3</p> <ul style="list-style-type: none"> Really pleasing results with significant improvement in the core subjects – Reading up 12%, writing up 8%, maths up 11%. Gap is closing despite high need class. <p>Year 4</p> <ul style="list-style-type: none"> A difficult year for this cohort with the teacher off for a term, and TA changes. MG expressed real concern not helped by the challenge of keeping continuity going. Additional staffing put in. TAs time is taken up by few children with significant need, one of whom needs 1:1 support. Interventions for the weakest readers has been successful. Writing an area for significant improvement next year. 	

<p>Year 5</p> <ul style="list-style-type: none"> • Great results in reading and maths. More work to do on writing. <p>Year 6</p> <ul style="list-style-type: none"> • Data will be received tomorrow and circulated to Governors <p>The Head reported that from September GVSN is working with Cromer Junior School and Astley Primary and buying into a package from Pathways to Write to work directly with schools. Governors asked if there will be the opportunity for teachers to experiences examples of good writing. This was confirmed. The Head advised that a visit to a school in Runcorn has been arranged for MG, Whil de Neve and the CJS English Lead, to learn from their experience of turning writing around.</p> <p>The Chair praised the good practice in evidence and was pleased about the proactive sourcing of external support. The Head observed that next year is crucial with hard work needed on phonics, writing and the broader curriculum in preparation for Ofsted in 2026-27.</p> <p>Governors asked the Head to pass on congratulations to all staff on these results.</p>	<p>MG</p>
<p>Staffing update and TA deployment report:</p> <p>MG reported that Tier 3 SEND funding from NCC is being reduced, certainly by 4% but potentially by a much higher percentage. This has meant that there will be 40 less hours of TA support for the next academic year. High need in years 2, 3, 4 and 5 was noted with most TAs working 1:1 or 1:2 with children rather than working with the whole class. A discussion was held regarding how this will affect the majority of the class, but Governors acknowledged how tricky the situation is. MG advised that TAs have been upskilled throughout the current year, and confirmed that this will continue. New nurture spaces are being created to act as in school alternative provision when needed.</p> <p>MG reported that the issues around need and TA support is on the agenda for the Heads meeting next week.</p> <p>Governors felt that TAs would benefit from time before the start of the day and at the end of the day to touch base with teachers. MG confirmed that this happens in the morning but not in the afternoon due to contracted hours.</p> <p>Governors agreed the importance of securing TAs views in the next staff survey, and of monitoring the situation.</p>	
<p>Relationships and Sex Education monitoring:</p> <p>MG advised that the SCARF programme is taught across all years as part of the PHSE curriculum. Content is shared with parents, who have the option to withdraw their children should they wish. MG advised that this has not happened. Adaptations are made for SEND children where needed.</p>	
<p>Online safety update:</p> <p>MG advised that this is supported by the curriculum and that children’s understanding is good. Governors considered whether the Trust could put something together for parents on this issue.</p>	

6. EYFS SURVEY

	ACTIONS
<p>The Chair advised that she has had sight of the responses to this survey, all of which have been positive. Some requests for more detailed communication were submitted. Governors would have liked to have seen more returns, with only 13 responses out of a possible 45. THE HEAD WAS ASKED TO REOPEN THE SURVEY TO ENCOURAGE MORE RESPONSES.</p> <p>MG AND GS TO WRITE TO PARENTS</p>	<p>MG MG/GS</p>

7. TERMLY GOVERNOR REPORTS

	ACTIONS
<p>SEND annual report: SBW advised there is no update from the Spring term report. Key focus for 24-25 – monitor the changes in roles and responsibilities. SBW proposed running an online Governors Coffee Morning 4 or 5 times year to allow parents to book a slot to discuss any issues with a Governor. This would allow parents to be listened to in addition to being a method of collating more feedback for the Governing Body. Governors felt this was a good idea.</p>	
<p>Pupil Premium update: No update from the Spring term report. The new strategy will be set in the early autumn term.</p>	
<p>Safeguarding report: Circulated in advance of the meeting. Access to CPOMS was discussed. It was confirmed that TAs do not have elevated access but are able to input into CPOMS. Governors felt that if more responsibility is expected from TAs, then they need to be made aware of any issues. MG AGREED TO TALK TO THE TEAM ABOUT THIS AND WILL REPORT BACK TO THE LGB.</p>	<p>MG</p>
<p>Health and Safety report: GS advised that she met with MG last week. The H&S audit took place last week with no concerns raised. GS carried out a review of the storage of medicines following the complaint earlier in the year and confirmed that all is in order.</p>	
<p>Buildings and fundraising: <i>Sheringham Shoal application:</i> TB reported that the outline plan has been approved and that the full application will be submitted in early September. Estates Manager Rob Watton has been proactive in sourcing the required quotes. TB was thanked for all his work on this project. <i>Building works:</i> MG advised that new double-glazed windows are being installed at the front of the school over the summer, along with the refurbishment of the main school toilets and the redecoration of Early Years. A meeting is scheduled in September with Estates and the building consultant regarding the next stage of the building development.</p>	

TB left the meeting at 8pm

8. GOVERNANCE

	ACTIONS
<p>Governor’s roles and responsibilities: Provisional roles and responsibilities for the new academic year were agreed as follows: RB – Pupil Voice GS – Vice chair and monitoring SBW – Chair, PE and PP SEND – GCB LTB – Safeguarding GCB - SEND TB – Premises and Health and Safety AV – Staff wellbeing SN – equality and diversity review of books and curriculum</p> <p>A new parent governor will be recruited in September. RB and GS were thanked for their time as joint Chairs.</p> <p>It was confirmed that AV will now become a community governor following her appointment.</p>	
<p>Training update:</p> <ul style="list-style-type: none"> • LTB reported on the informative Introduction to Governance training attended. • MG advised that there is no Trust led session for September INSET. Governors were invited to the school INSET on Monday 2nd September at 0900 to include sessions on vision, values and guiding principles for the year ahead and safeguarding 	
<p>Email accounts: Issues with the new email addresses were raised. Clerk to raise with the IT department.</p>	SR
<p>Chairs’ meeting: new date: 17th July.</p>	
<p>Trust ‘thank you’ event: All governors invited. GS will attend and report back.</p>	GS
<p>WhatsApp group: Set up.</p>	

9. POLICIES

	ACTIONS
<p>Behaviour policy deferred to the next meeting.</p> <p>The following Trust policies were noted for information only:</p> <ul style="list-style-type: none"> • Synergy Disciplinary Procedure • Synergy Grievance Policy and Procedure 	

10. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	

11. A.O.B.

	ACTIONS
<i>Fixed term exclusions:</i> MG advised that two fixed term exclusions have been issued for two children in unrelated incidents. Considerable work has been carried out on risk assessments for school trips following one incident.	

12. DATE OF NEXT MEETING

	ACTIONS
Monday 23 rd September 2024 at 1800	

With no further business the meeting closed 8.15pm