



Gresham Village School and Nursery
FULL GOVERNING BODY MEETING
Monday 21st October 2024 at 1830
MINUTES

Present

Table listing attendees: Stephen Balmer-Walters - Chair (SBW), Sarah Rankin - Clerk, Marc Goodliffe - Head (MG), Claire Duxbury - Friend, Rosabelle Batt (RB), Tony Bolderston (TB), Georgy Clifton-Brown (GCB), Lauren Taylor-Brown (LTB), Sophie Neylon (SN), Alice Vargo (AV).

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

Table with 2 columns: Description and ACTIONS. Row 1: Governors and Claire Duxbury from the Friends were welcomed to the meeting. There were apologies from GS and GCB. There were no declarations.

2. FRIENDS UPDATE

Table with 2 columns: Description and ACTIONS. Row 1: Claire Duxbury presented Governors with an update on the Friends. The following was noted: Charity status reinstated; Governance model updated: Chair - Claire Duxbury, Treasurer - Fiona Hinton, Secretary - Karen Burton, Events Committee - 10 members, Grants Committee - 3 members, Light Committee - 7 members.

- Issues remain accessing bank account. New account being set up by Christmas.
- Funds raised through events in 23/24 will be spent on transport and school basics. Wish list in operation available for all staff, children, teachers, parents and governors.
- School improvements and development will be funded by capital funding via grants.
- Reserves must be held due to charity status.

Future plans were detailed as follows:

Phase 1: Stay and play toddler group. National Lottery grant of £14,200 received. Will be set up from January.

Governors agreed the Stay and Play will be an opportunity to recruit more families to the school. CD is working on communications to spread the word.

Library Books: grant from Foyle Foundation library books applied for.

Phase 2: Cosmetic remodelling of the foyer

Development of wildlife area

Lunchtime quiet space

Timber Tangle

Phase 3: Outdoor multifunctional space. To be used as a meeting space, nurture space, shaded play area, community access. Steve Howes, architect will be engaged.

Awareness and engagement was discussed. A lack of understanding regarding the purpose of Friends was noted. CD will attend a staff meeting and an assembly to talk to staff and parents. It was agreed that CD will add a note to the next newsletter to share vision, phases and funding.

Donations were discussed. It was noted that this is a difficult time financially for parents, and clarity is needed regarding the value of Friends projects. **SBW suggested linking IRIS to the Friends bank account to assist with donations and payments. Governors raised the opportunity of collecting Gift Aid.** CD will look into this. **Governors suggested that the Friends be added to the website.** CD will provide content.

It was noted that the uniform shop is currently on Facebook. Challenges with accessing the school Facebook page were raised by MG. It was suggested that the Friends and School have one Facebook page to keep everything in one place for parents. **The importance of having one platform was agreed to provide updates from the Friends and school and to provide a channel for parents to engage with the Friends.** CD will liaise with Sophie and Meghan about this.

The Chair thanked Claire for her excellent presentation. *CD left at 7pm.*

3. MATTERS ARISING

	ACTIONS
Website update: MG advised that work is being carried out to get the website content up to date. The Trust is launching new websites from January.	
EYFS parent survey response letter: outstanding. The content will focus on communication prior to joining the school.	MG
TA access to CPOMS: It was noted that this is still not working effectively. MG to chase.	MG
New Governors: application from Jodie Millard forthcoming.	

4. COMPLIMENTS AND COMPLAINTS

	ACTIONS
The Chair suggested including 'concerns' in this section of the agenda. This was discussed but it was agreed that concerns should remain with the Chair to be dealt with following consistent signposting. The pathway for reporting concerns will be detailed on the website.	
Compliments: received from a parent regarding transition from EYFS to year 1.	
Complains: None.	

5. RISK REGISTER

	ACTIONS
<p>The Risk Register was shared with Governors. MG explained that this has been kept concise with five real risks at the school. This will be review on a termly basis.</p> <p>Risk 1: Finance. This is a Trust-wide risk.</p> <ul style="list-style-type: none"> Careful monitoring in place Supply costs will be kept down. MG advised that this will be achieved by using Sammy Armstrong, HLTAs and MG as teachers when gaps need to be filled. It was noted that this will inevitably have a knock-on effect on other priorities in the school. MG advised that the target for supply is a maximum of 5 per half term. It was confirmed that teacher training will not be affected, and that cover will be provided in such circumstances. Overtime will be limited and taken as time in lieu. Parental contributions towards sports activities now in place Holiday camps are being looked into. A trial will take place in the Easter holidays. Governors felt this would be valued by parents and be a source of income. <p>MG reported on a tough couple of weeks where staff absence has a big impact on the school. It was noted that most TAs are working 1:1 with a few high</p>	

<p>need children, rather than working as whole class TAs. The Chair advised that he has been able to see first hand the pressure and stress the school is currently under. It was noted that this is a national picture.</p> <p>Risk 2: Premises Aging boilers. Risk of school closure or use of costly electric heaters.</p> <ul style="list-style-type: none"> • Estates aware, remedial work to be carried out. <p>Risk 3: Premises and site security. Insecure areas of perimeter – potential risk of runners.</p> <ul style="list-style-type: none"> • Remedial repairs have taken place • Exit button to be relocated higher up <p>Risk 4: Pupil numbers Falling coastal demographic. Risk of reverting to mixed year group Classes.</p> <ul style="list-style-type: none"> • Increase local media presence. • Launch Stay and Play <p>Risk 5: Financial and safety risk. Reduction in support staff hours. Less support in the classroom and lunchtime cover.</p> <ul style="list-style-type: none"> • Staffing structure adjusted to meet high need. • Nurture unit in place. • HT and teachers assist with lunchtime cover. 	
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6. REPORTS

<p>Safeguarding: LTB's report was circulated in advance of the meeting. Meeting held with MG on 2nd Oct to discuss current safeguarding status and prepare a list of actions. Key points:</p> <ul style="list-style-type: none"> • Training: Governors were reminded to refresh their safeguarding training every 2 years. • Safer recruitment training: MG advised that training is available via The Key for School Leaders, and that this will be attended by LTB, SBW and MG. • Behaviour Management policy: under review and will be brought to the next LGB meeting. • IT security. Filtering and monitoring is dealt with by the Trust. A statement from the Trust is being requested to confirm robust systems at GVS. This will be added to the policy. DfE checklist on cyber security to be reviewed to ensure compliance. 	
<p>Annual Pupil Premium Report: defer to next meeting.</p>	
<p>SEND annual report: GCB's report was submitted in advance of the meeting. There were no questions.</p>	
<p>Premises update: TB advised that work is in progress regarding the maintenance of the boiler. Drainage issues in the new toilets have now been addressed.</p>	

7. GOVERNANCE

	ACTIONS
<p>Governor presence at school events:</p> <ul style="list-style-type: none"> • <i>Year 1 Harvest Festival</i> on 23rd Oct at 2.30pm. Will be attended by LTB and RB • <i>Parents evening</i> on 27th and 28th November, 3 – 6pm. It was suggested that Governors might like to man the tea and coffees, and the donations tin. MG will sort out Governor lanyards. • <i>Interhouse cross country</i> on 7th November from 1 – 2.30pm. Marshalls requested. Governors were asked to email MG if available to attend. • <i>Parents coffee morning</i> 21st November at 9am. LTB and SBW will attend. • <i>Year 1 and 2 Nativity</i>, on 12th December 9.15 am and 2pm. Dress rehearsal on 11th December at 10.30 • <i>Xmas Fair</i> on 17th December, after school • <i>Christmas carols</i> on 20th December at 10am. RB to attend. <p>Clerk to add dates to GovHub calendar.</p>	SR

8. SIDP UPDATE

	ACTIONS
<p>MG updated the LGB on progress with the SIDP as follows:</p> <ul style="list-style-type: none"> • Teachers are now creating learning plans for SEND children. These have been shared with parents this week. The process is working well and gives teachers ownership. • Inclusion training has taken place on autism and communication. • Nurture space has been set up and is being reviewed. • Behaviour management policy – work in progress. • SN and Megan are trialling a new assessment evaluation sheet. • Cornerstones – innovation section. This area allows the school to put its own mark on the curriculum and make it relevant to our context. Work in progress. • SN is leading the work with the Wensum Hub and Read Write Inc. Delivery of phonics is being refreshed with new resources and training booked in this week and again in January. The Wensum Hub are providing excellent support and training. Phonics sessions have been increased to 5 x 40 minute sessions a week plus interventions. SN set the pathway for each teacher and is able to add useful videos tailor-made to each teacher. Considerable progress has been observed to date. 	

<p>Governors asked about the training received from the Wensum Hub. SN advised that the support has been exceptional with a specialist visiting the school every half term to go through the data with SN, observe teachers and help with groupings. This allows children to be monitored closely.</p> <ul style="list-style-type: none"> Alison Nahajski is leading on Pathways to Write with significant improvement being seen in KS2. Inspirational training is being provided together with Astley primary and Cromer Junior School. External moderation will be carried out in the Spring. <p>AV commented that the training has been exceptional and that external moderation is extremely valuable. MG observed the importance in consistency of delivery. Walk Thrus will be used to deliver consistency across the school using strategies such as ‘think, pair, share’ and ‘cold calling’.</p> <p>Governors asked about the cost of the Pathways to Write training. MG advised that the cost is £2500, which is being shared across the three schools</p>	
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9. POLICIES

	ACTIONS
Behaviour Management policy: deferred to next meeting.	

10. A.O.B.

	ACTIONS
Sheringham Shoal grant application: TB advised that a decision will be made mid November. TB has thanked for all his hard work on this project.	
Self-evaluation exercise: this will take place along with the annual governance statement at the next meeting.	
MG thanked Governors for their support and underlined that Governors are welcome in the school at any time.	

With no further business the meeting closed at 8.20pm

Date of net meeting 2nd December 2024 at 6.30pm