



Gresham Village School and Nursery
FULL GOVERNING BODY MEETING
Monday 2nd December 2024 at 1830
MINUTES

Present

Stephen Balmer-Walters - Chair	SBW	Sarah Rankin - Clerk
Marc Goodliffe – Head	MG	Karen Nice - SENDCo
Gillian Sampson	GS	
Tony Bolderston	TB	
Georgy Clifton-Brown	GCB	
Lauren Taylor-Brown	LTB	
Alice Vargo	AV	

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

	ACTIONS
The Chair welcomed Governors to the meeting. There were apologies from RB and SN. There were no declarations.	

2. SEND UPDATE

	ACTIONS
KN tabled the Autumn term SEND profile and the numbers across the year groups were examined. It was noted that school overall has 14.7% pupils with SEND, but KN advised that this number will be moving towards the national percentage of 17.1% in the near future. This is due to two further EHCPs agreed and currently being finalised, and with further applications in the pipeline. KN reported that it is getting increasingly difficult to meet EHCP needs due to funding and staffing issues. Governors were reminded that the school is legally obliged to meet these needs. Governors asked whether the support needed is internal or external. KN advised that support can be both internal or external depending upon need, for example a speech and language expert may be required. The reduced NCC funding for SEND was discussed and the limitations this imposes on the school. Governors asked KN about her workload. KN advised that a large amount of time is spent on	

paperwork and the time taken to put together and submit EHCPs. In addition there is a lot of work to do to assess the children not currently on the SEND profile. **Governors felt that this should be added to the SEND profile to reflect KN's workload more accurately.**

The challenge of parental acceptance was discussed, and it was agreed that tact and sensitivity are required, along with management of expectations given KN's working capacity. **Governors asked if children ever come off the list.** This was confirmed and examples were given as a SEMH issue or a speech and language issue which has been resolved. KN advised that most children on the list will need support throughout their time at school.

Governors asked whether KN is able to work with other SENDCos across the Trust to share ideas and experience. MG advised that this is an action from the Head's meeting held yesterday - to set up a Trust SEND network which GVSN will lead. MG confirmed that time will be allocated to the network and it may involve having a specialist at the meeting to give it focus.

Changes in approach were discussed, such as class teachers now being the primary contact for parents as well as being responsible for the writing of learning plans. **Governors asked about the impact of this transition.** KN advised that she now has time to be more strategic in her role. **Governors asked how often teachers monitor and review the learning plans.** It was confirmed that this takes place three times a year as a minimum but that a child's targets should be regularly monitored. Review dates are diarised and monitored by KN. KN advised that the school management information system allowed KN to see at a glance how many learning plans are written, due for review or overdue.

KN advised that a neurodiversity workshop has taken place this term, which was very well received. **Governors asked if formal feedback was received.** KN advised that feedback was submitted to the provider of the training. This will be requested so Governors can review the responses at the next meeting. **Governors asked if there is enough training for staff.** This was confirmed by MG who advised that a programme of training has been set up and planned across the year.

SEND cafes will take place every half term. Governor attendance was welcomed. **Governors observed that SEND parents had the greatest dissatisfaction in the last parent survey carried out.** It was agreed that a short, targeted survey just to SEND parents should be carried out in the new year. GCB will liaise with MG and KN on this.

MG thanked KN for attending the meeting and stated that he values KN's work enormously and recognised the real impact she is making at the school.

KN

GCB/MG/
KN

KN left at 1905

3. MINUTES OF THE MEETING OF 21ST OCT - ACCURACY

	ACTIONS
The minutes of the meeting were approved for accuracy.	

4. MATTERS ARISING

	ACTIONS
<i>Website update:</i> Work in progress in anticipation of the move to a new website next term. LTB advised that that the link to the Trust safeguarding policy is broken. MG will fix.	MG
<i>Early Years parental response letter:</i> outstanding, delayed due to an admin error. MG to action.	MG
<i>CPOMS access:</i> Addressed. All TAs now have enhanced access.	
<i>New governor:</i> Application received from Jodie Millard. Vote held and application unanimously approved. It was agreed that LTB will be Jodie's buddy. Clerk to send welcome letter and set up email account. Photos of Jodie and Lauren to be taken in January. MG will discuss Governor lanyards with Julie.	SR MG

5. COMPLIMENTS AND COMPLAINTS

	ACTIONS
Compliments: nothing to report.	
Complaints: one in progress	

6. HEAD TEACHER'S REPORT

	ACTIONS
<p>The Headteacher's report was circulated in advance of the meeting. The following was discussed:</p> <ul style="list-style-type: none"> • A hard and challenging term with behaviours issues from a small number of children. Three suspensions in one week which was exceptionally unusual. • 50 TA hours lost since July, staff feeling impact. Difficult decisions have been made at times. • Staff team work really well together and are supportive • A significant amount of staff absence has put pressure on an already tight situation. • Good network of supply teachers. 40 days supply budgeted across the year. A significant chunk of this has been used already. • Leadership team is really strong and the DSL team is working well. <p>Governors acknowledged the demands on staff and the school and recognised how tired people are at this stage in the term.</p>	

<p>Progress and attainment:</p> <ul style="list-style-type: none"> • A lot of remarkable work has taken place this term. <ul style="list-style-type: none"> ○ Reading progress is very strong lead from SN supported by AV. Clear impact being made, valuable training has taken place and improvement in phonics evident. ○ Writing showing clear improvements with Pathways to Write having a big impact. ○ Cornerstones curriculum being adapted to tailor it to our setting and children. ○ Maths is being examined to ensure basic number skills are being cemented early enough. • Consistency on the quality and delivery of teaching is being examined. Walk Thrus are being used to deliver consistency across the school using strategies such as ‘think, pair, share’ and ‘cold calling’. <p>Governors asked how the Pathways to Write moderation was carried out. MG advised that the school is working with Astley Primary and Cromer Junior School, as well as with external advisors who are providing out of county support and training. AV advised that the training is very helpful with examples of work at the expected level shared. MG explained that the key is to keep expectations high. Governors asked if expectations are achievable. This was confirmed, over time. Norfolk’s history of poor attainment was discussed. Governors asked whether there are any comparisons with Norfolk and any other rural regions such as Lincolnshire or Suffolk. MG advised that this kind of comparison doesn’t exist.</p> <p>MG advised that pupil progress reviews are taking place and starting to identify gaps. These reviews are taking a forensic look at pupils to understand how teachers can adapt teaching to address any gaps.</p>	
<p>Performance management and pay progression: MG advised that performance management has taken place for all staff excluding two staff who had to cover teaching due to staff absence. All targets have been met and progression has been moderated by the Trust.</p>	
<p>Finance update: detailed in HT report and management accounts shared with Governors. MG confirmed that the £15K secured from Sheringham Shoal has been ringfenced. It was also announced that £14K over 2 years has now been secured by The Friends for the Stay and Play toddler group. This will be run by Sammy Armstrong on Thursday mornings and will be launched at the end of January for 0-3 year olds.</p> <p>Governors asked how regularly MG will receive the accounts from the Trust. It was confirmed that these are now being sent every month. MG added that the finance lead has visited the school and that he feels supported and has confidence in the Trust.</p>	
<p>Sports premium report 23-24: circulated in advance of the meeting to Governors. There were no questions.</p>	

<p>Pupil Premium strategy 24-25: MG noted that there are 13 children at the school in receipt of PP from diverse backgrounds and with different needs. MG advised that attendance tends to be lower with PP children, as does attainment. Funds are being spent on resources, training, school trips and clubs. Eligibility was discussed, and whether all eligible pupils are being captured. It was agreed that the school could be more proactive in this respect and flag eligibility criteria with parents via the new pupil information pack. The Pupil Premium strategy 24-25 was approved and will now be published on the website.</p>	<p>MG</p>
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7. SAFEGUARDING

<p>LTB reported that she has met with Gill Pegg, safeguarding lead at the Trust and a very valuable meeting took place. The following was noted:</p> <ul style="list-style-type: none"> • the Trust will pay for the council to come to the school to carry out a safeguarding audit. • Safeguarding must be a standing item on the LGB agenda • All governors are encouraged to be aware of safeguarding to ensure a whole school approach • Informal conversations with pupils are encouraged during school visits <p>Pupil voice was discussed. It was suggested that this could be part of the monitoring day in the Spring. Informal conversations could take place in KS1, and a written survey with KS2. It was agreed that this should be carried out prior to the monitoring day so that Governors can reflect on the results at their meeting. MG and LTB will work on the questions together.</p> <p>Safer recruitment training: outstanding.</p>	<p>MG/LTB</p>
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8. HEALTH AND SAFETY REPORT

	ACTIONS
<p>TB advised the following:</p> <ul style="list-style-type: none"> • full funds have now been received from Sheringham Shoal for the solar panels. Two suppliers have submitted bids for the work (Aspect and Impact). TB advised that the Trust have chosen the more expensive of the two bids. TB suggested a second round of bidding take place so that suppliers can submit their last and final offer. MG will email Rob Watton at Estates directly about this. TB was congratulated on his tenacity and enthusiasm for this project. • Estates have carried out a health and safety compliance check and have sent MG a list of actions • Tree survey has taken place • Termly inspection of play equipment has taken place. Some maintenance of decking required. 	<p>MG</p>

<ul style="list-style-type: none"> After school club has been moved due to capacity and safety. 	
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9. REPORTS

	ACTIONS
<p>Staff Wellbeing: AV reported on a hard term with a lot of staff illness, noting that staff do not take absence lightly as cover work has to be prepared and submitted. In addition the impact of the loss of TA hours has been felt significantly. This is affecting all staff, for example MG is acting as an MSA every day, and lots of staff are not getting breaks at the moment due to lunchtime cover. It was agreed that a survey should take place next term. This needs careful thought regarding the questions, and needs to be kept simple. There should be separate surveys for teachers and TAs.</p>	

10. GOVERNANCE

	ACTIONS
<p>Annual Governance Statement: this has been updated will be published on the website.</p>	SR
<p>Self-evaluation exercise: deferred to the next meeting. Governors were asked to look at last year's document and think about an action plan for the coming year.</p>	ALL
<p>Training: LTB has completed the Role of the Safeguarding Governor training which was found to be very useful. LTB reminded governors to refresh their training every 2 years.</p>	

11. POLICIES

	ACTIONS
<p>Behaviour Management Policy: updates discussed. Governors asked that a sentence be added for clarity regarding the breaching of the behaviour policy. This was agreed and the policy approved. It was suggested that a child friendly version of the policy could be created as with the anti-bullying policy. This was agreed.</p>	MG
<p>Trust policies for information: These are all on GovHub for Governors to look at.</p>	

12. COMMUNICATION WITH THE TRUST

	ACTIONS
<p>The communication from the Trust to all staff regarding organisational change was discussed. The importance of securing numbers at the school going forward was agreed, and Governors felt that the new stay and play would help with this. It was also noted that a summer school would help attract families,</p>	

and that this is being tested out in the Easter holidays. Wraparound care was discussed with AV noting that a 5pm pick up can be challenging for some parents. The possibility extending this to 5.30pm was explored. AV advised that grants may be available for this, and that the Friends could be involved in a grant application. MG will discuss with the Friends.

MG

12. A.O.B

	ACTIONS
Car Park: MG advised that he has met with Jeffrey Clifton-Brown who has agreed in principle to allow the car park to be widened in one area. This will increase capacity by 6-8 places. This was welcomed by Governors.	

With no further business the meeting closed at 8.45pm

Date of next meeting Monday 27th January 2025 at 6.30pm