



Gresham Village School and Nursery
FULL GOVERNING BODY MEETING
Monday 13th November 2023 at 0930
MINUTES

Present

Table listing attendees: Gillian Sampson – Chair (GS), Sarah Rankin – Clerk (SR), Marc Goodliffe – Head (MG), Rosabelle Batt (RB), Alice Vargo (AV), Georgy Clifton-Brown (GCB), Sophie Neylon (SN).

ACTIONS challenges DECISIONS

1. WELCOME, APOLOGIES AND DECLARATIONS

Table with 2 columns: Description and ACTIONS. Row 1: Governors were welcomed to the meeting. There were apologies from TB and SB-W. There were no declarations.

2. MINUTES FROM THE MEETING OF 25TH SEPTEMBER - ACCURACY

Table with 2 columns: Description and ACTIONS. Row 1: The minutes were approved for accuracy

3. MATTERS ARISING FROM THE MINUTES

Table with 2 columns: Description and ACTIONS. Row 1: New Governor Update: RB application on hold. The Chair asked Governors to be proactive in looking for potential new governors and to explore all avenues. It was agreed that feelers will be put out for parent governors, and a note will be put on the external blackboard. Row 2: Update on effectiveness of Inclusion Team: Team consists of the SENDCo, the Mental Health Lead and the Behaviour Lead. MG advised that the team is working really well with weekly 30 minute meetings. Any issues around SEND are chased up promptly as are any mental health concerns.

<p><b>Governors asked if the SENDCo has enough time a week to carry out her role effectively.</b> MG advised that the SENDCo is currently contracted 1.5 days a week, but 2 days a week would be preferable, subject to funding being available.</p>	
<p><i>Report on Cornerstones application in KS1 and KS2:</i> MG reported that this has now been tested by Ofsted at Cromer Junior School. MG advised the report is not out yet, but that the inspectors were very impressed, noting that the key is to adapt the curriculum to your children. MG advised that he is pleased with the progress being made with the curriculum. SN also reported that children are engaged with Cornerstones and that the skills and knowledge children are gaining is impressive.</p> <p><b>Governors asked whether the time taking to adapt the curriculum is affecting the wellbeing of staff.</b> SN advised that as staff are getting used to it and that adaptations are becoming much easier. The task had looked daunting at first, but it is in fact manageable. SN added that planning will be going online which will be beneficial, particularly when there is staff absence.</p>	
<p><i>Finance overview and provision of central support :</i> MG advised that a budget review is taking place this month and will provide a full report at the December meeting. MG advised that he put forward a business case for 2 TAs, which has been approved. <b>Governors were concerned about the lack of financial information being provided by the Trust and the delay in receiving monthly figures.</b></p>	

#### 4 . COMPLAINTS AND COMPLIMENTS

	ACTIONS
One complaint received by MG which has been dealt with.	

#### 5. MONITORING PRESENTATION FOR EARLY READING AND ENGLISH

	ACTIONS
<p><b>Reflections on monitoring of Early Years reading lessons:</b> RB and GS spent time with small mixed reading groups from year 1, 2 and 3. Children were engaged and behaviour was good. Phonics and guided reading taking place as well as paired reading and reading alone for more advanced children. Different needs were noted across the groups with adaptations in place where required. Teaching was consistent across the groups with use of consistent language. Governors noted how important this is for when children change groups.</p>	
<p>SN presented on 'What are we doing to reduce the gap in reading attainment in Year 3'. SN has been in post as Early Reading Lead for one year. Three areas of focus were highlighted: how we support staff, parents and children.</p>	

**Supporting staff**

- Training: continual throughout the year. SN attends training and cascades to staff.
- Resourcing complete: everyone has what they need.
- Weekly assessment sheets are completed for all children. Helpful for SN to have an overview of the progress of the child. Any missed sessions are highlighted to allow SN to schedule catch up sessions.
- SN carries out regular monitoring and feedback to staff.
- Feedback questionnaire circulated to staff in the summer term which helped identify training needs for this September.

Training was discussed. MG suggested that a full day training for all staff on RWI should take place. **AV noted that the RWI portal is excellent, with useful training videos.**

**Supporting parents:**

- Parents keen to be involved
- Reading café (for years 1 – 6) took place in October received positive feedback. A focus on phonics and how to support your child at home.
- Open Read Write Inc lessons take place where parents come and sit with their children to see how reading is being taught. Parents find this very useful.
- Additional support sessions for parents of children with SEND and behaviour issues.
- Reading record: to record which books have been taken home, changes in level, place for parents to note any particular struggles.
- Parents guide to reading at home.
- Supporting reading at home video on the school website
- Different ways for parents to access info available to retain engagement

**Governors were pleased with all the support available for parents.** It was confirmed that the Reading Café took place in the morning. **Governors suggested that a café in the afternoon might be helpful to improve accessibility for those who work.**

**Supporting children:**

- Lessons taught consistently and missed sessions are always caught up. This is really important as one sound is taught each day with RWI.
- Smaller group sizes in place from September, depending upon need. For example, one group currently has two children who need lots of support. This has proven successful.
- Assessments take place every 6 weeks. Groups are adjusted as and when needed as children progress at different rates.
- Speech and language support in place where needed.

<ul style="list-style-type: none"> <li>• Interventions take place where needed in Reception and Years 1-4. Notable improvements have been evidenced. Intervention groups confirmed as separate to the lesson to recap what was taught in the morning for those who need some reinforcement.</li> <li>• High quality books and RWI book bags. Book bags contain a book to read that week, and a book linked to the child’s exact level. In addition a sharing book is chosen by the child for the parents to read to the children.</li> </ul> <p><b>Governors asked about high achievers.</b> SN confirmed that free readers have access to a wide range of books and children are able to choose books that interest them.</p> <p><b>Governors asked whether a reward system is in place to encourage reading.</b> MG confirmed this is being revamped at the moment and noted the importance of keeping children motivated.</p> <p><b>Governors asked whether volunteers come into the school to read with children.</b> MG advised that this does not take place currently noting that removing children from the classroom can be a difficult balance.</p> <p><b>Governors asked how parent engagement with reading is.</b> It was confirmed that engagement has improved post Covid but is still variable. <b>AV suggested that parents could be invited to come into school earlier (eg at 8.30am) and sit with their children and read for 10 minutes. It was felt that this would allow the school to facilitate engagement and would take the pressure off parents at home after school.</b> This was agreed to be a good suggestion, but concerns were raised over how to catch those children whose parents are not engaged with the education system.</p> <p><b>Governors asked about Year 5 and 6 reading mentors for younger readers.</b> MG confirmed that this takes place for one term, so the novelty doesn’t wear off.</p> <p><b>AV drew attention to the Wensum English Hub which has a lot of resources including training support for speech and language therapists.</b> It was agreed that MG, SN and AV should meet to discuss this.</p>	<p>MG/SN/AV</p>
<p>SN was thanked for her excellent presentation and for all her efforts as Early Reading Lead.</p>	

## 6. TRAINING UPDATE AND FEEDBACK

	ACTIONS
<p><i>Keeping Children Safe in Education:</i> Governors were reminded that this needs to be read by all Governors. <b>GS reported on the HfL training attended on KCSIE, and asked for confirmation that internet filters are in place at school.</b> This was confirmed by MG. <b>Governors asked if the school is proactive in reminding parents to be aware of what children are looking at online.</b> It was confirmed that reminders are circulated regularly via the newsletter. <b>A parent café to focus on internet safety was suggested that Governors could attend.</b> This was deemed a good idea.</p>	

<i>Reports from all governors on their individual training: AV to send the Clerk a list of training attended at work to add to the training record. GS reported that the Trust wide training this year will be on Exclusions and Handling Complaints.</i>	<b>AV</b>
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## 7. LGB SELF EVALUATION

	<b>ACTIONS</b>
This was carried out and will be circulated to all the LGB for approval. An action list will then be formulated.	<b>GS/RB</b>

## 8. ANNUAL GOVERNANCE STATEMENT

	<b>ACTIONS</b>
The Annual Governance statement was reviewed. This will be published on the Governance page of the school website.	

## 9. GOVERNOR PROFILES

	<b>ACTIONS</b>
MG advised work is in progress regarding staff and governor photos. It was confirmed that governor photos and link roles will be published on the website.	

## 10. REPORT FROM THE TRUST CHAIRS' MEETING HELD ON 11.10.23

	<b>ACTIONS</b>
The Chair reported the following: <ul style="list-style-type: none"> <li>• CEO and Chair of Governors lead the meeting</li> <li>• 50% of schools were represented</li> <li>• Trust away day being held on 16<sup>th</sup> March to discuss the vision</li> <li>• Governor wellbeing survey will be carried out this academic year.</li> </ul>	

## 11. A.O.B.

	<b>ACTIONS</b>
<b>School nativity:</b> to be held in school on 12 <sup>th</sup> and 13 <sup>th</sup> December at 0930. Governors were invited to attend. The local community has been invited via the village newsletter.	
<b>PTA:</b> will be invited to the next LGB meeting.	

With no further business the meeting closed 12.00

**Date of next meeting: Monday 4<sup>th</sup> December at 1800**