



Gresham Village School and Nursery

FULL GOVERNING BODY MEETING

Monday 20<sup>th</sup> May 2024 at 0900

MINUTES

Present

Gillian Sampson – Joint Chair	GS	Sarah Rankin - Clerk
Marc Goodliffe – Head	MG	
Tony Bolderston	TB	
Stephen Balmer-Walters	SBW	
Georgy Clifton-Brown	GCB	
Sophie Neylon	SN	

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	ACTIONS
Governors were welcomed to the meeting. There were apologies from AV and RB. LTB was absent.	

**2. MINUTES FROM THE MEETING OF 18<sup>th</sup> MARCH - ACCURACY**

	ACTIONS
The minutes were approved for accuracy.	

**3. MATTERS ARISING FROM THE MINUTES**

	ACTIONS
<i>Catering update:</i> MG advised that an agency cook is currently in place after the former cook left. Dinners have improved and the supervision of children eating has been addressed.	
<i>Car parking lease:</i> GCB has raised this with Geoffrey CB who is back in Norfolk mid June. <b>ACTION: GCB WILL MEET WITH GCB TO DISCUSS THE LEASE.</b>	GCB
<i>Changes to drop off arrangements:</i> MG confirmed good take up of this from years 5 and 6 and a noticeable improvement in the traffic/parking situation has been observed. MG is considering extending this offer to year 4s. It was noted that now a younger sibling may join older ones. Children are being	

<p>dropped off at around 8.30am. MG advised that the village hall parking is also working well. Governors commented that more children from the village are now walking to school together.</p>	<p>MG/GS</p>
<p><i>Finalise vision, principles and values:</i> Amendments to the document were agreed. <b>ACTION: HEAD TO PUT ON THE WEBSITE AND AROUND THE SCHOOL.</b></p>	<p>MG</p>
<p><i>Use of CPOMS:</i> The Head confirmed that all staff are using CPOMS effectively.</p>	
<p><i>SEND assessments and staffing:</i> It was confirmed that the SENDCo has taken some extra days to clear this backlog of work. The Head advised that the school is on track to receive £65K in SEND funding in the budget for the current academic year, observing that this mostly covers staffing costs and teaching assistant time. The Head confirmed that the SENDCo has been ringfenced for 2 days a week from September. Support for classes remains a priority for higher needs SEN children.</p> <p>A discussion was held around SEND. MG advised that the feedback from the parents and staff questionnaires has been taken on board. A review of SEND took place last week. MG reported that the current top-down approach to SEND will be adjusted from September where the class teacher will become the first point of contact for parents regarding the identification of SEND needs and the introduction of support and interventions. <b>Governors asked how confident the teachers are in being the leader for SEND in the classroom.</b> MG noted that there is good practice of this approach already at school but acknowledged that some further individual training is required. MG stressed the need for consistent high quality support across the school and confirmed it will be the role of the SENDCo to provide the tools and to monitor teachers' delivery. Teachers will also be responsible for monitoring TAs. <b>Governors asked how many children will be on the SEN register from September.</b> This was confirmed as 20, noting that this is twice as many as the previous year but remains in line with the national average. <b>Governors asked if the new structure will be communicated to parents in a specific letter.</b> This was confirmed. It was agreed that this will demonstrate that the school has listened to parents' views. <b>Governors also felt that this is an opportunity to celebrate the really effective SEND strategies and interventions already in place at the school.</b> MG observed that a lot of the parents' frustrations usually come down to a lack of funding. MG advised that a CO-OP grant has been applied for to create a nurture space, which will be of benefit to all children. Governors suggested that this should be added to the letter to parents. <b>Governors and MG praised the SENDCo for all her work and the experience she brings to the role.</b> It was agreed that this has been an excellent appointment.</p> <p><b>ACTION: MG TO WRITE TO PARENTS REGARDING NEW SEND STRUCTURE.</b></p>	<p>MG</p>

#### 4. COMPLAINTS AND COMPLIMENTS

	ACTIONS
<p><i>Compliment:</i> received from a parent regarding the support given to the family after Grandma's accident.</p> <p><i>Complaints:</i> None.</p>	

#### 5. OVERVIEW OF SIDP

	ACTIONS
<p>The Headteacher gave an overview of the SIDP as follows:</p> <p><b>SIDP 1: Supporting Childrens' personal development:</b> Current end date for priority: 2025. May need to be extended. The following has been completed:</p> <ul style="list-style-type: none"> <li>Enhanced curriculum offer has been put in place. Peer reviewed in March by external headteachers. Range of extracurricular activities is now really strong.</li> <li>Mental health needs have reduced significantly due strength of the mental health lead and the inclusion team. Systems are working well. Class teacher is now the main point of contact for parents with the support of the MH lead. A lot of training has taken place. The School's structure of support is good and effective. Emily MB and MG are reviewing the mental health policy.</li> </ul> <p><b>Governors asked how many TAs are on full time contracts.</b> The Head advised that outside of Early Years there are 2 TAs on permanent contracts, out of a body of 9 TAs. This will be discussed below under 'Budget'.</p> <ul style="list-style-type: none"> <li>Increased number of school trips and visitors to school to enhance experience. A 'passport' for children over the school years will be created</li> <li>Diversity curriculum is strong but more experiences are needed to allow children to explore this area</li> <li>A lot of work is being carried out on transition. SN is currently working on the transition from Reception to Year 1 with parents.</li> </ul> <p>The Head acknowledged that there is more work to be done regarding this priority, specifically regarding diversity and equality. <b>Governors observed that diversity is being taught in the classroom but recognised the challenge of the limiting factors of our context in experiencing diversity first hand. Governors asked whether the reading materials in school allow for the introduction of diversity.</b> This was confirmed.</p>	
<p><b>SIDP Priority 2: Deliver an inspiring and ambitious curriculum.</b></p> <p>Cornerstones has been successfully introduced with the next stage being to create a Gresham version of it. The Head advised that each aspect of Cornerstones is being reviewed to see how it can be made more relevant to our context. Writing packages have been looked at and Pathways to Write introduced which is working well. <b>Governors discussed the importance of having parents on board to continue support at home and during the</b></p>	

<p><b>holidays. The importance of life experience was acknowledged, and it was noted that some parents may need some guidance.</b></p>	
<p><b>SIDP Priority 3: Develop staff expertise in order to deliver best practice in teaching and learning.</b>          The Head reported that strong CPD has taken place this year in particularly around metacognition and emotional regulation. NPQs being undertaken by SN and AN, and Early Years teacher training by SA. <b>Governors asked whether the training is being applied in practice.</b> MG advised that more work is needed on the consistency of application.</p>	
<p><b>SIDP Priority 4: School learning environment</b></p> <ul style="list-style-type: none"> <li>• Early Years repainted this year</li> <li>• Planters have cheered up the outdoor environment</li> <li>• Foyer will be repainted to brighten things up.</li> </ul> <p>MG reported that he has visited several schools lately with examples of beautiful communal spaces.</p>	
<p><b>SIDP Priority 5: Leadership and staffing structure:</b>          MG noted that this has been a year of change. The Inclusion Team have made a very positive impact. <b>Governors encouraged the Head to communicate the journey to the new structure and lessons learnt to parents noting the importance for parents to understand the pathway for communication with the school.</b></p>	
<p><b>SIDP Priority 6: Improve partnerships and communication with parents.</b>          The importance of clear and regular communication with parents was agreed . MG advised that more regular newsletters are being produced and a prospectus is being planned to explain how things work at the school. <b>Governors considered whether the responsibility for communication could be shared. Governors also noted the improved communication with the local community such as the Parish Council.</b></p>	
<p><b>Governors recognised how much has been achieved this year, and since the five-year plan was put together.</b></p>	

## 6. PREMISES UPDATE

	ACTIONS
<p><b>Grounds maintenance:</b> MG advised that the Trust is currently tendering for the contract. The caretaker at Sheringham High has been asked to help out on specific tasks. New screening is going up to hide the bins, as well as in Early Years to improve the environment. The play equipment has been removed and the outdoor classroom will be taken down. A working party of parents was discussed to carry out the task at a weekend or on a midweek evening. <b>Governors recognized that there are a lot of skills within the parent body, and suggested that the Friends could assist by putting the word out.</b> The challenge of finding a mutually acceptable time was observed.</p>	
<p><b>ACTION: MG to put together a list of jobs and organise a work evening</b></p>	MG
<p><b>Capital developments:</b> Priorities – KS1 &amp; 2 toilets and windows</p>	

<p><b>Buildings working party:</b> discussed, to focus on the site development. It was agreed that this must be a subcommittee linked to the Friends which will report back to the LGB.</p> <p><b>ACTION: GCB, TB AND MG WILL MEET TO PUT TOGETHER A PREMISES DEVELOPMENT PLAN.</b></p>	<b>GCB/TB/ MG</b>
<p><b>Feedback from PTA fundraising meeting:</b> GCB reported that 2 meetings have been attended noting the PTA is very keen to work with the Governing Body. Initial meeting with MG clarified vision and established priority list. Sophie and Claire have now developed a plan to include a grant subcommittee. GCB has met with a local company regarding the climbing frame and is awaiting quotes.</p>	
<p><b>Sheringham Shoal application:</b> TB reported that the application is now in the final round of the application process, and that TB will meet with MG to finalise the application. It was noted that the fund available now sits at £12K with a contribution required from the school/Trust of £3K. TB was thanked for all his work so far on the project.</p>	

## 7. PUBLICITY

	<b>ACTIONS</b>
<p>MG advised that the school will be creating an Instagram account to keep parents and the community up to date with developments at the school. In addition GCB and MG met to discuss the website but reported that any developments are on hold due to changes to websites being initiated by the Trust.</p>	

## 8. REVIEW OF PARENTS SURVEY

	<b>ACTIONS</b>
<p><b>Parents' survey:</b> results tabled at the meeting showing overall positive returns and no surprises. The new format was deemed valuable, with forms split into year groups to allow identification of where any problems lie. The Chair highlighted that 93% of parents felt their children were safe at school and that 89% of children were happy. The following was discussed:</p> <ul style="list-style-type: none"> <li>• Comments on the management of SEND. It was noted that there are a large number of SEND children at the school, some of whom have high need. It was agreed that staff training will improve the situation, but it was acknowledged that the capacity to deliver interventions has been challenging.</li> <li>• Bullying. MG advised that staffing has been increased at lunchtimes to monitor behaviour. It was agreed that sometimes children do not get on and may fall out, and that people's perception of bullying may be different. <b>Governors referred back to the positive responses that 93% of parents feel their child is safe at school and 89% are happy.</b></li> <li>• Communication. Parents would like more information on their child's academic progress and would like the opportunity to come into school</li> </ul>	

<p>more frequently. MG advised that next year an open class event will take place every half term to allow children to show their work to parents. This is in addition to the formal parent consultation.</p> <ul style="list-style-type: none"> <li>• Forest School: parents would like it to take place throughout the year. MG advised that last year Forest School was joined to the PE curriculum. This year however there are 9 afternoons of Forest School from Easter to September. MG advised that an extension to included November and February is being considered. The need for the woodland to rest was acknowledged as well as balancing Forest school with the demands of the curriculum. It was noted that there is a Forest School after school club now too.</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>EARLY YEARS SATISFACTION SURVEY NEEDS TO BE CARRIED OUT.</b></li> <li>• <b>LETTER TO PARENTS REGARDING SEND PROVISION</b></li> <li>• <b>LETTER TO PARENTS TO THANK THEM FOR THEIR DETAILED RESPONSES AND VALUABLE RESPONSES</b></li> </ul>	<p>MG MG MG/GS</p>
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GCB left at 11:05

## 9. REVIEW OF STAFF WELLBEING SURVEY

	ACTIONS
<p>SN reported on feedback from the staff wellbeing survey. The following was noted:</p> <ul style="list-style-type: none"> <li>• Anna Freud materials used as in previous surveys</li> <li>• The survey was anonymous with a month to complete</li> <li>• Key areas identified as stress and workload</li> <li>• SN and EMB reviewed responses together</li> <li>• As a result of the survey, EMB has been released to have 1:1 wellbeing meetings with all staff if desired. <b>Governors felt this was very valuable.</b></li> <li>• Drop-in clinic is now available for TAs</li> <li>• Some support staff do not feel confident in their roles.</li> </ul> <p>A discussion was held regarding TAs. <b>Governors asked whether TAs felt under a lot of pressure and scrutiny, and considered whether they felt undervalued.</b> Renumeration was raised. The need to have a strong team in each year group and the importance of a strong bond with the class teachers was stressed. <b>Governors suggested an early start time might give TAs the opportunity to prepare for the day before the children arrive.</b> MG advised that this has been done before, but noted that this would require additional funding. It was also pointed out that TAs do not enjoy job security and that all contracts terminate on 31<sup>st</sup> August. MG confirmed that some posts will remain available but will need to be reapplied for. It was noted that there are a lot of new staff with older staff retiring.</p>	

<p><b>ACTION: MG TO WORK ON CLARITY OF TA ROLE AND RESPONSIBILITIES AND BRING TO THE NEXT LGB MEETING.</b></p> <p><b>ACTION: SN AND MG TO WRITE TO STAFF TO THANK THEM FOR TAKING THE TIME TO RESPOND TO THE SURVEY</b></p> <p>Governors thanked SN for all her work on the wellbeing survey.</p>	<p>MG</p> <p>MG/SN</p>
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## 10. FINANCE REPORT

	ACTIONS
<p>The Head reported the following:</p> <ul style="list-style-type: none"> <li>• Monthly updates from the Trust are now being received</li> <li>• A sustainable budget has been put together for next academic year</li> <li>• The school will be losing 40 hours of TA time</li> <li>• 2 hours of admin capacity have been added</li> <li>• 2 x TLR posts have been confirmed (in mental health and standards in curriculum)</li> <li>• Music has been safeguarded.</li> <li>• 2025-26 ECT will bring some savings but a further 40 TA hours will be cut.</li> <li>• Fundraising will help with capital projects</li> <li>• New financial package being introduced.</li> </ul> <p><b>Governors expressed concern at the reduction in TA hours particularly in light of conversations held today around SEND.</b> The Head explained that due to the national demographic of reducing pupil numbers, the school will have reduced funding coming in. The Head demonstrated this by observing that there will be only 19 children joining the school in September whereas 25 pupils are needed.</p> <p><b>Governors considered whether the school could be used in the school holidays for lettings/holiday clubs given the lack of provision locally.</b> It was noted however that there will be building work happening at the school over the summer holidays.</p>	

## 11. STAFFING FOR 2024-25

	ACTIONS
<p>Class teachers for 2024-25 were confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Early Years – Sammy Armstrong and Emily Motts-Burden</li> <li>• Year 1 – Sophie Neylon</li> <li>• Year 2 – new appointment</li> <li>• Year 3 – Megan Brown</li> <li>• Year 4 – Jo Samuels and Debbie Coombs</li> <li>• Year 5 – Alison Nahajski</li> <li>• Year 6 – Christopher Davies</li> </ul>	

MG advised that TAs will be allocated on need. MG confirmed that there are 3 Level 2 TAs who are able to deputise for a teacher for a short period of time and therefore increases capacity.	
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## 12. GOVERNANCE

	ACTIONS
<p><b>Training:</b> the recent Trust training on Handling Complaints was discussed. <b>Governors asked how to deal with a parent who makes a complaint directly to them.</b> The importance of maintaining a strategic overview at all times was stressed, and the need to direct parents to the school and the complaints policy. <b>Governors asked if staff have any training on handling complaints.</b> It was noted that this does not happen, but it was agreed that handling difficult conversations would be useful training.</p>	
<p><b>Chairs meeting:</b> RB reported back regarding safeguarding and the need for all governors to be up to date with training which needs to be refreshed every 2 years. Clerk to monitor.</p> <p><b>Finance:</b> a one-page summary for LGBs will be produced regularly from September.</p>	SR

## 13. YEAR 6 TRANSITION UPDATE

	ACTIONS
The Head confirmed that transition arrangements are in place. Year 6 children are going to Aylsham, Cromer and Sheringham High Schools.	

## 14. ONLINE SAFETY UPDATE

	ACTIONS
Defer to next meeting.	

## 15. POLICIES

	ACTIONS
None.	

## 16. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	

## 17. A.O.B.





	ACTIONS
None.	

With no further business the meeting closed 12.00pm

**Date of next meeting: Monday 8<sup>th</sup> July 2024 at 1800**