

**Gresham Village School and Nursery**  
**FULL GOVERNING BODY MEETING**  
**Monday 5<sup>th</sup> December 2022 at 19:00**  
**MINUTES**

Present

Sarah MacDonald – Chair	SMcD	Sarah Rankin – Clerk	SR
Marc Goodliffe – Head	MG		
Stephen Balmer-Walters	SB-W		
Rosabelle Batt	RB		
Liz Wheeler	LW		
Chris Hunter	CH		
Gillian Sampson	GS		

**ACTIONS challenges DECISIONS**

**1. WELCOME, APOLOGIES AND DECLARATIONS**

	ACTIONS
The Chair welcomed governors to the meeting. There were apologies from BD and AV. There were no declarations.	

**2. MINUTES OF THE LAST MEETING – ACCURACY AND MATTERS ARISING 11<sup>th</sup> July 2022**

	ACTIONS
The minutes from the meeting of 11 <sup>th</sup> July were checked for accuracy and approved. There were no matters arising.	

**3. HEADTEACHER’S REPORT**

	ACTIONS
<b>Staffing update:</b> Governors were pleased to hear that the SEND team have settled well into their new roles. The Headteacher flagged higher need than anticipated with regard to SEND across the school, and advised that applications are in process for additional funding from the LA. The Headteacher reported that the school is at the limit of its capacity and that he is being very clear to parents if the school is unable to meet the child’s needs, and commented that Cromer Junior school and Suffield Park have more appropriate provision for some children. <b>Governors asked whether the</b>	

<p><b>increased need is as a result of the pandemic.</b> The Headteacher noted that this was partly to blame, but in addition there is a lot of need locally. It was acknowledged that a lot of children have missed out on health checks due to Covid. MG confirmed that there are currently 13 children on the SEND register, with a further 13 at the initial stage of assessment. It was observed that the school is well known for having a very nurturing environment and this attracts families from further afield. The children's emotional health needs were discussed. It was reported that there are currently 3 children on Early Help Action Plans (EHAPS). Mrs Motts-Burden was confirmed as the adult mental health first aider, but the need for a children's mental health first aider was flagged.</p> <p><b>Governors questioned whether, with the additional need at the school currently, one day a week for the SENDCo was adequate, and whether more specialised teaching was required in the classroom.</b> MG felt that there was enough support now the SEND team are in place, and noted that the new SENDCo was still learning the ropes. MG confirmed that capacity would be looked at again in the spring. In addition, the school are getting better as identifying potential dyslexia earlier, thanks to increased knowledge and experience. More ADHD is also being identified. The Headteacher advised that the school operates dyslexia-friendly classrooms with a universal offer rather than lots of separate interventions.</p>	
<p><b>Attendance:</b> currently low at 92.7%. The Headteacher noted that there has been a lot of illness this term, and a lot of incidents of parents sending children back to school too early. The challenge of administering medicine at school was discussed. The Headteacher reported that now only prescribed medicine is administered at school, and that parents have been advised of this change. <b>Governors suggested bringing back hand sanitising to improve hygiene at school.</b> The Headteacher thought this a sensible suggestion.</p>	
<p><b>Trips, excursions and national links: Governors asked what trips are planned for this year.</b> It was reported that years 5 and 6 will be going to Derbyshire in June, Years 4 and 5 will be going to the National History Museum in London. <b>LW flagged her contact with a primary school in Kensal Rise who would be interested in forming links. It was also suggested that schools from outside the area who come to Hilltop or Kingswood might like to visit a Forest School.</b> It was agreed that links with other schools need not involve travel, but could operate via blogs, videolink etc.</p>	

#### 4. SAFEGUARDING

	ACTIONS
SMcD and MG to meet to carry out the safeguarding audit. This will be sent to the clerk for circulation.	SMcD/MG

#### 5. FINANCE MONITORING REPORT

	ACTIONS
MG reported that the accounts for September were only received last week. CH agreed to produce a finance report before formally leaving the Board next term. MG advised that a budget planning meeting will be taking place in January.	

## 6. KS2 – KS3 TRANSITION DISCUSSION

	ACTIONS
<p>The challenge of transition from a rural school to the high schools was discussed. SMcD reported that there is a lot of anxiety in years 7 and 8 at the high schools. Opportunities to build confidence in year 6s was discussed. MG flagged the range of responsibilities available for children across the school, not just in year 6. These roles include student leaders, school council leader, class councillor, sports captains, librarians, technicians, class monitors, play leaders, lunchtime clubs, sports ‘coaching’ and help in the hall. Governors were reminded of the regular Rainbow Awards and were pleased to hear about the newly formed ‘Hot Chocolate Club’ run by MG for excellent classwork.</p> <p><b>Governors asked how often visits take place to the local high schools.</b> MG reported that year 6 went to Cromer Academy today for a sports event. Governors discussed whether more could be done by the Trust to help build resilience in children by mixing with other schools. MG reported that the Derby trip is a joint excursion with Antingham and Southrepps primary, so an opportunity for children to form new friendships.</p>	

## 7. KS2 CULTURE DISCUSSION

	ACTIONS
Discussed above.	

## 8. HEALTH AND SAFETY REPORT

	ACTIONS
The health and safety review meeting report was circulated to Governors in advance of the meeting. This detailed the outcome of monitoring both the Synergy Trust Health and Safety Policy and the school Supporting Pupils with Medical Conditions Policy. GS flagged the following with Governors:	
<p><b>Synergy Trust Health and Safety Policy:</b></p> <ul style="list-style-type: none"> <li>• Significant funding issues regarding resurfacing staff car park, kitchen modernisation and drainage improvement in the EYFS outdoor play area. MG to discuss with the Trust</li> <li>• Staff training records need to be updated</li> <li>• All staff are now trained in First Aid at Work</li> </ul>	

<ul style="list-style-type: none"> <li>• Staff were able to speak confidently about anaphylaxis</li> <li>• Medical storage – cabinets on order for each classroom plus a medical fridge</li> </ul>	
<p><b>Supporting Pupils with Medical Conditions Policy:</b></p> <ul style="list-style-type: none"> <li>• Medical Conditions Register is very detailed with excellent documentation and very accessible.</li> <li>• Creams should not be in the medicine cabinet, but administered at home. GS encouraged MG to be strict on this. MG confirmed this has been addressed.</li> <li>• Robust system in operation in the kitchen regarding specialist dietary requirements.</li> <li>• Overlap noted with the Intimate Care policy. This will be looked at in the spring term.</li> </ul>	

## 9. PERFORMANCE MANAGEMENT AND RECOMMENDATIONS FOR PAY PROGRESSION

	ACTIONS
<p><b>Teaching Staff:</b> MG reported all teachers have achieved their target for last year, and all teachers are due an incremental rise. One teacher moving to the upper pay scale.</p>	
<p><b>Admin staff:</b> Capacity in the School Office was discussed, as were pay grades. SMcD to take query on whether the role/grade should be dependent on the size of the school. The importance of getting the capacity right in the office was discussed, with the possibility of increasing clerical assistant time. MG to discuss with the Trust. Staff appraisals will take place next term. Governors acknowledged the importance of rewarding staff for the job they do.</p>	<p>SMcD</p> <p>MG</p>

## 10. GOVERNOR MONITORING PLAN

	ACTIONS
<p>This was reviewed. SBW will meet with the new SENDCo. SBW will meet with MG regarding PP.</p>	

## 11. SKILLS AUDIT ANALYSIS

	ACTIONS
<p>GS reported that she had met with the Clerk to review the skills audit forms completed by the current LGB. It was noted that the NGA skills audit form is updated and changed each year, which presented a challenge in analysing data, as 3 different forms have been completed by Governors. However, the following training modules were suggested for Governors to complete:</p> <ul style="list-style-type: none"> <li>• Equalities</li> </ul>	

<ul style="list-style-type: none"> <li>• Becoming an effective leader</li> </ul> <p>It was suggested that the skills audit be carried out again in Spring 2024.</p>	
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## 12. HORIZON PLANNING

	ACTIONS
<p><b>Staff forum:</b> MG felt that this should take place in teams, not all the staff together. This will take place in the Spring Term.</p> <p>Governors will talk about the Horizon meeting at the monitoring day in March.</p>	

## 13. POLICIES

	ACTIONS
<p>The following Synergy Trust Policies were circulated for information only:</p> <ul style="list-style-type: none"> <li>• Complaints procedure and forms</li> <li>• Disciplinary procedure</li> <li>• Grievance policy and procedure</li> <li>• Behaviour policy statement</li> <li>• Admissions policy</li> <li>• Appraisal policy</li> <li>• GDPR and Privacy notices</li> <li>• Finance policy</li> </ul>	

## 14. CORRESPONDENCE WITH THE TRUST

	ACTIONS
None.	

## 14. A.O.B

	ACTIONS
Christmas Fair: this starts at 2.30pm	
Car park update: Working well. Regularly monitored by MG. Village hall car park has been offered to ease the parking challenges. MG has offered this facility to staff. Poor parking by the church was noted. MG will write to parents in the new year.	MG

With no further business the meeting closed at 20.55

**Date of next meeting: Monday 20<sup>th</sup> March 2023 at 7pm**