

## NNAT MEETING



**WEDNESDAY 5<sup>TH</sup> FEBRUARY 2020 AT 09:00**

**ANTINGHAM AND SOUTH REPPS PRIMARY SCHOOL**

**ACTIONS challenges DECISIONS**

### **PRESENT**

John Wollocombe	JW
Gill Pegg	GP
Andrew Richardson	AR
Mary Jane Edwards	MJE
Constance Tyce	CT

### **ATTENDING**

Sarah Rankin – Clerk	SR
David Hicks – CFO	DH
Tony Shepherd	TS
Jane Storey	JS
Marc Goodlife	MG
Whil de Neve	WdN
Emma Harding	EH

### **1. WELCOME, APOLOGIES AND DECLARATIONS**

	<b>ACTION</b>
There were no apologies and no declarations	

### **2. MINUTES FROM THE MEETING OF 8<sup>TH</sup> JANUARY - ACCURACY**


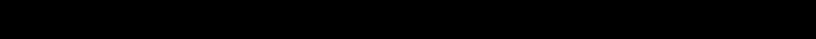

	<b>ACTION</b>
The minutes were checked for accuracy, approved and signed as a true and accurate record by the Chair.	

### **3. BALANCED SCORECARDS**

<p><b>Sheringham High School</b></p> <p>AR presented the Balanced Scorecards for SHS and STLM. The Board was made aware that this is pre-mock data. The following was noted:</p> <p><u>Outcomes</u></p> <ul style="list-style-type: none"> <li>• Healthy predicted Value added</li> <li>• Mock results will be received next Thursday</li> <li>• Concern – disadvantaged gap – biggest gap SHS has ever had. AR is looking at interventions for those students</li> <li>• Sixth form – Value added in maths and further maths</li> </ul> <p><u>Workforce</u></p> <ul style="list-style-type: none"> <li>• CPD currently frozen except for statutory training and internal CPD</li> </ul>	
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SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR..... DATE.....

<ul style="list-style-type: none"> <li>Staff absence – 127.2 days. This is largely due to a long term sick leave. Stricter return to work interviews are taking place</li> </ul> <p><u>Processes</u></p> <ul style="list-style-type: none"> <li>Lesson observations: some outstanding teaching observed.</li> <li>2-3 observations were not as good as expected.</li> </ul> <p>Trustees asked whether staff receive a briefing on Ofsted. AR confirmed that yes, there is a programme planned for CPS. On the next Inset day (2/4/20) Ofsted will be discussed, as well as sequencing. AR is planning in individual conversations with Line Managers.</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>Concern about SEND and Disadvantaged</li> <li>Attendance is as expected – 94.67%</li> <li>Target – 134 students in every year group</li> <li>Sixth form recruitment healthy at almost 80 in Year 12</li> </ul>	
<p><b>Stalham High School</b></p> <p><u>Outcomes</u></p> <ul style="list-style-type: none"> <li>KS4 – not a strong cohort</li> <li>Disadvantaged a concern, but only 6 students</li> </ul> <p><u>Workforce</u></p> <ul style="list-style-type: none"> <li>Staff absence – 207 days, largely due to a long term absence.</li> <li>(Redacted – Personal [REDACTED])</li> <li>Head of English has now left, and the post is now being advertised for a September start.</li> <li>(Redacted – Personal) [REDACTED]</li> <li>(Redacted – Personal) [REDACTED]</li> <li>(Redacted – Personal) [REDACTED]</li> </ul> <p><u>Processes</u></p> <ul style="list-style-type: none"> <li>No longer using grading in lesson observations, but following the usual departmental review system.</li> <li>New staff are really shining, and evidence of having recruited well.</li> <li>Student voice is very positive, they are enjoying learning. Now need to translate that into results.</li> </ul> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>Attendance at national average of 94.6%</li> <li>94 projected to come into year 7 (PAN is 100)</li> <li>Will have 4 classes in year 7 and 8, and 3 classes in years 9, 10 and 11</li> <li>Target – 100 students in each year.</li> </ul>	
<p><b>Cromer Junior School</b></p> <p>WdN presented the Head Teacher’s Report. The following was noted:</p> <ul style="list-style-type: none"> <li>The year 6 residential to Hilltop was a great success, thanks to very dedicated teaching staff and helped by the children’s exemplary behaviour</li> <li>Emma Adcock from VNET spend the day at school to examine the curriculum</li> <li>SLT day 3 focussed on SEND differentiation across non-core subjects</li> </ul> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>260 on roll</li> </ul>	

<ul style="list-style-type: none"> <li>• Attendance at 95.65%</li> <li>• 6 children currently in the Base – will increase to 7</li> </ul> <p><u>Finances</u></p> <ul style="list-style-type: none"> <li>• Building work on the Autism Base has nearly finished and will be a huge improvement</li> <li>• VNET have carried out a review of PP. Future concern – PP income will drop significantly over the next 5 years.</li> <li>• Uncertainty over whether parents are applying for free school meals. Trustees acknowledged that there is a lack of incentive to register.</li> </ul> <p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>• SIDP brought to alternate meetings</li> </ul> <p><b>Trustees asked to see a copy of the SIDP</b></p> <p>Collaboration with other schools was discussed. The Executive Primary Head of Synergy came to visit to gain insight on the operation of CJS. Schools from the Wensum Trust are visiting to consider writing, marking and feedback.</p>	<p>WdN</p>
<p><b>Trustees asked that school data be presented in the same format as the Balanced Score Card for ease of comparison between schools</b></p> <p>AR noted that in the interests of keeping workload to a minimum, it had been agreed that the primary heads would deliver head of school reports rather than Balanced Scorecards. Trustees requested that in future primary heads reverted to the standardised Balanced Scorecard approach even if most of the data was present in the head of school reports. If deemed appropriate, changes could be made to the Balanced Scorecards for the primary schools to the extent that primary school data might differ from that of secondary schools.</p>	
<p><b>Gresham Village School and Nursery</b></p> <p>MG presented the Headteacher’s report. The following was noted:</p> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>• 132 on roll</li> <li>• Projected numbers including nursery increasing substantially over the next 4 years. This will necessitate a new classroom and teacher in 2021-22,.</li> <li>• The school remains popular with most children being out of catchment (from Sheringham and Holt catchment). A good situation but with challenges going forward.</li> <li>• Attendance: 96.5%. Some illness this term.</li> </ul> <p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• SEF grading good. This is being re-examined with the teachers. (Redacted – Personal) </li> <li>• (Redacted – Personal) </li> <li>• (Redacted – Personal) </li> </ul> <p><u>Teaching:</u></p> <ul style="list-style-type: none"> <li>• Major priority – writing</li> <li>• Governors carried out a valuable monitoring exercise last term</li> <li>• MG is moderating writing every term, now using the LA template for Yr 6 and Yr 2</li> <li>• New reading strategy is currently being implemented.</li> </ul>	
<p><b>Antingham and South Repps</b></p> <p>EH presented the Head Teacher’s report and the following was noted:</p> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>• 57 on roll</li> <li>• Nursery is having a positive effect on numbers</li> </ul>	

<ul style="list-style-type: none"> <li>Gill Leah, SENco has been working on SEN provision. 25% of children are on the SEN register. This adds to the challenge of teaching mixed cohort classes.</li> <li>Attendance 91%. Lots of illness this term. The school has been promoting good attendance via letters home, conversations with parents.</li> <li>School council very positive and dynamic. They had a good conversation with Ofsted.</li> </ul> <p><u>Staffing and teaching</u></p> <ul style="list-style-type: none"> <li>New reading strategy in place</li> <li>The year 4, 5, and 6 teacher is being trained as DSL after half term</li> <li>The support staff form a very strong team.</li> </ul> <p>Trustees asked for the safeguarding report to be circulated</p>	EH

**4. ANTINGHAM AND SOUTH REPPS FOLLOW UP FROM OFSTED VISIT**

	ACT ION
<p>The Board discussed the outcome of the Ofsted visit on 30<sup>th</sup> January. The following was agreed needs to be actioned with immediate effect:</p> <ol style="list-style-type: none"> <li><b>A NEW WEBSITE NEEDS TO BE LAUNCHED BEFORE THE REPORT IS PUBLISHED. THIS WILL DEMONSTRATE AN IMMEDIATE RESPONSE. AR CONFIRMED THE FUNDS ARE AVAILABLE NOW. THE TIMEFRAME FOR THE LAUNCH WAS AGREED TO BE 3-4 WEEKS.</b></li> <li><b>THE SCHOOL WILL COMMISSION A SCHOOL IMPROVEMENT PARTNER. VNET WILL BE ASKED TO CREATE A BESPOKE PACKAGE TO SPECIFICALLY ADDRESS ANY ISSUES FLAGGED BY THE FORTHCOMING INSPECTION REPORT. IT WAS NOTED THAT VNET WILL NOT BE ABLE TO SUPPLY EVERYTHING, AND THAT FURTHER INTERVENTIONS WILL BE REQUIRED AS WELL. AR CONFIRMED THE FUNDS ARE AVAILABLE NOW.</b></li> <li>(Redacted – Confidential)  <div style="background-color: black; width: 100%; height: 20px; margin-top: 5px;"></div> </li> </ol>	<p style="text-align: center;">MG /EH / DH</p> <p style="text-align: center;">AR/ MG / EH</p>
<p>Finance was discussed. AR flagged the need to look at finance in both Antingham and GVSN. (Redacted – Confidential) <div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div></p>	
<p><b>Trustees felt that there is great talent, experience and good relations across the three primaries, and that expertise needs to be shared. Everyone across the Trust needs to pull together and work as a team.</b></p>	
<p><b>MJE suggested it might be helpful for EH and MG to visit other sites in similar situations, with small cohorts and mixed classes. This is a common situation in rural Norfolk, and a visit could be a useful learning experience.</b></p>	
<p><b>Trustees raised concerns about reporting back to the Trust by the school. They had been unaware of any significant issues at the school prior to the Ofsted inspection. Trustees need to be confident that accurate monitoring is taking place and that there is a fit for purpose appraisal process in place.</b> It was confirmed that regular reports would be received from VNET.</p>	
<p>It was acknowledged that it has been a difficult few years at the school with a high turnover of staff, coupled with the challenges of mixed cohort classes which may change each year. MG underlined EH’s ability to take things forward with support and guidance, now that her teaching commitment has been reduced.</p>	

**Trustees asked EH whether she is happy with the plan and that she feels supported.**  
 EH confirmed that she is happy and that she feels supported by MG. **Trustees agreed that they should seek to ensure that staff at all schools are given a better understanding of how the support provided at Trust level benefits each school. It was suggested that one way of achieving this might be to have more than one Trustee attend LGB meetings from time to time.**

## 5. GDPR AND ICO UPDATE – TONY SHEPPARD

	ACTION
<p>Tony Sheppard (GDPRis) reported on the desk top survey carried out during the last week of January. The purpose of this survey was to assess the progress made since the previous audit in January 2019. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Some progress has been made since Nov '19</li> <li>• Clear targets have been identified</li> <li>• FOI requests have been handled well</li> <li>• There will not be another scheduled follow up, but certain issues remain outstanding.</li> </ul>	
<p>The following action points have been identified:</p> <ol style="list-style-type: none"> <li><b>1. Policy sign off and consistency</b>            DH confirmed that this is being addressed. A process has been mapped out to trigger the update of policies 3 months before the renewal date. The new platform is hoped to be operational by May.            TS recommended that the policy be separated from the procedure, and that there be consistency across policies.  <b>Trustees were concerned that some policies could not be separated like this, for example the Safeguarding Policy.</b>  <b>Trustees suggested they could start with the GDPR policies and see how they get on.</b></li> <li><b>2. KPIs must be a standing item on the Board agenda</b></li> <li><b>3. Website</b>            Policies and relevant documents should be more readily accessible through websites, including the intranet.</li> <li><b>4. Privacy Notices need to be updated</b></li> <li><b>5. Risk Registers</b>            These need to be graded. TS has a draft Risk Register which he will circulate. The Registers need to be consistent across the schools.</li> <li><b>6. Evidence of training</b>            This needs to be more detailed. This will be carried out for the next training day on 2<sup>nd</sup> April.</li> <li><b>7. Job Descriptions</b>            These need to be updated and amended where staff have GDPR responsibilities, such as carrying out FOI requests, data retention, data destruction etc.  <b>Trustees noted that MG, WdN and EH need to be made aware of this. Job descriptions will be amended at the six monthly reviews, and included for new appointments</b></li> <li><b>8. Record management and data management</b>            The data retention schedule is usually an annexe of our record management policy</li> <li><b>9. The Schools engagement with suppliers and products used</b></li> </ol>	

<p>This needs to be looked at with regard to the procurement cycle.</p> <p><b>10. Changing the culture at schools</b></p> <p>For example, the 'worms' posters should be changed</p>	
<p><b>Internal Audit:</b> This needs to be carried out by the Trustees across all schools. TS and JS will discuss a timetable with AR and will supply a list of questions including new ones from the ICO. It was observed that some of the answers will be the same for all schools.</p>	TS/JS
<p><b>Training</b></p> <p>JS will issue training on 1<sup>st</sup> March and send staff log-ins.</p>	JS

## 6. HEALTH AND SAFETY

	ACTION
<p>DH reported the following on behalf of Pat Duggan:</p> <ul style="list-style-type: none"> <li>• No Riddor reports, near misses nor minor injuries reported since the last meeting</li> <li>• New software package PS Assets has been rolled out across all sites to enable users to view, manage and report on assets held across the Trust. Staff can raise issues regarding repairs and maintenance, and BMs can prioritise and allocate work to site staff. Regular caretaker checks are prompted.</li> <li>• Norse – being monitored</li> <li>• Cleaning (Future) and grounds (Vertas) up for renewal next year. The living wage has affected costs and cuts to bus services has hindered recruitment of cleaners. It was noted that GVSN and Antingham employ their own cleaners. Tender process: Spring 2020.</li> <li>• Stalham – fire drill. A change of evacuation procedures has been agreed. A fire drill is imminent, the success of the procedure will be reviewed after that.</li> <li>• A roving caretaker is being considered to cover the primary schools.</li> </ul> <p><b>Trustees asked about the redecoration of classrooms at the primaries.</b></p> <p>DH explained that there is a rolling programme of repairs and decorations. Any issues will need to be flagged on PS Assets.</p>	

## 7. BUDGET MONITORING

	ACTION
<p>DH is not proposing a wholesale review of the budget. The aim is to set realistic budgets in the summer for the forthcoming year, to which budget holders can be held to account and to report consistently on variances.</p> <p>DH acknowledged limitations within the budget, and inevitably variances have crept in Accounts will be discussed in detail at the next Trustees meeting on 13<sup>th</sup> March.</p> <p>Supply teaching costs at Stalham continue to be an issue, but steps to resolve this are underway.</p>	
<p>Budget 20/21.</p> <p>The timetable for budget planning was noted. DH will bring draft budgets for all schools to the Trustee/SLT meeting at Stalham on 3<sup>rd</sup> June.</p>	

Budgets will be approved at the meeting on 17 <sup>th</sup> June.	
Accounting software contract is ending. DH is looking at alternatives which he will bring to the next meeting. <b>Trustees asked whether there will be a formal tender for a new financial system.</b>	

## 8. POLICIES

	<b>ACTION</b>
The amendment to the Primary Admissions Policy was approved: Under the subheading 'Over Subscription) the following was added:  5. Children currently attending the school nursery (GVS and A&S only)  <b>SR TO UPDATE AND UPLOAD TO WEBSITES</b>	          <b>SR</b>

## 9. TRUST WIDE TRAINING SESSION

	<b>ACTION</b>
The benefits of a Trust-wide Ofsted training session were discussed. MJE advised that Educator Solutions could not provide any more specific training on the subject of the recent changes to the Ofsted Framework other than the briefing video and associated documents already circulated to Governors and Trustees. It was agreed that Antingham will now need bespoke training to help them with the next stage. It was agreed that it would be really useful for MJE to visit Gresham soonest to discuss the new framework. <b>MJE to call MG to arrange a meeting</b>	          <b>MJE</b>

## 10. MATTERS ARISING

	<b>ACTION</b>
BYOD has now been rolled out across the schools	
Websites: Primary heads have now met with IT and the platform has been agreed. A round table now needs to be arranged soon. Trustees will be invited to the meeting.	
Staffing spreadsheet: outstanding	<b>AR</b>
STEM: AR has spoken to Tristan Philpott at Gresham's regarding community links and high school access to the new Dyson facilities. He confirmed he is happy to facilitate access. <b>Trustees wondered if the arrangement needs to be formalised, perhaps by a letter to the Chair of the Gresham's Governing Body.</b>	

## 11. SAFEGUARDING

	<b>ACTION</b>
GP reported that JH has now completed his safeguarding training. The handover from GP to JH is now complete and he is now up and running as Safeguarding Governor.	

**12. SLT STRUCTURE**

	<b>ACTION</b>
(Redacted – Personal) [Redacted]	

	<b>ACTION</b>
(Redacted – Commercial) [Redacted]	

**13. A.O.B.**

	<b>ACTION</b>
None	

**DATE OF NEXT MEETING: FRIDAY 13<sup>th</sup> MARCH 2020 AT 0900, SHERINGHAM HIGH SCHOOL**

*There being no further business the meeting was closed by the Chair at 14:40*