

# Coastal Together



David Hopkins

Lucy  
Daisley-Cramp

Robbie Houghton  
Rosie Maunder

Abi Howett

Executive Head - Simon Wakeman - [exehead@coastaltogether.co.uk](mailto:exehead@coastaltogether.co.uk)  
Co-Chairs of Governors - Mike Blake & Steve Lunniss [chairfovs@coastaltogether.co.uk](mailto:chairfovs@coastaltogether.co.uk)

'together aspire, together achieve, together we are stronger...'

## Meeting of Full Governing Body Meeting

Tuesday 28th March 2023 at 5.30pm – Via Zoom

### Minutes

Present:

Simon Wakeman (Executive Head)

Mike Blake

Steve Lunniss (Chair)

Jenny Wood

Jamie Nickerson

David Hopkins (Associate Governor)

Lucy Daisley-Cramp (Associate Governor)

Robbie Houghton (Associate Governor)

Rosie Maunder (Associate Governor)

Abi Carter (Associate Governor)

Laura Gatward

Sam Wilkinson – Clerk

		<b>Action</b>
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	<p>SW welcomed everyone to the meeting, and advised that HoSs will be present for the initial part of the meeting and then they and staff governors will leave to allow discussion of the confidential item.</p> <p>Apologies were received from Adam Varley, new LA governor RHu and TW.</p>	
<b>2</b>	<b>Governor appointments, resignations and special responsibilities</b>	
	<p>Adam Varley has been appointed by the LA as our new LA governor.</p> <p>JW has been removed following numerous requests for DBS check ID and failing to respond by the 10th March deadline.</p> <p>HP has resigned as a staff member and governor. SW will be looking to find a suitable replacement for the senior DSL role, who will assist the safeguarding governor with audits and report to the FGB.</p> <p>JN volunteered to become Safeguarding governor. A safeguarding audit will be undertaken in Summer term 2.</p> <p>MB will undertake responsibilities for SEND/LAC until September.</p> <p>SL to take on SEG for Bacton as EC is no longer able to undertake this role.</p> <p>A SEG photo board, to include Safeguarding and LAC governors to be created for display in each school, by SWil</p>	SWil
<b>3</b>	<b>Declarations of business interests/conflict of interest</b>	
	Nothing to declare.	
<b>4</b>	<b>Minutes of previous meeting and Matters Arising</b>	
4.1	Minutes from 28th March 2023 were agreed as an accurate record.	
4.2	Matter arising from the above meeting not covered elsewhere on the agenda	
	<p>SL reports that he and SWil had met with AV, the new LA governor, who is very enthusiastic and brings a lot of skills to the governing body.</p> <p>MB to investigate a FGB self review - MG apologises as he had forgotten but will</p>	

	endeavour to get this completed by the next FGB. SWil to share previously completed website audits completed with SL. SW still to book on Finance training, DH booked in June.	MB SWil SW
4.3	Notification of any other urgent business and consideration of whether it should be discussed in item AOB	
	Nothing declared.	
<b>5</b>	<b>Governing Board</b>	
5.1	<ul style="list-style-type: none"> <li>• Governor Monitoring, Development and Training</li> <li>• To include:</li> <li>• Report from any link Governor regarding any monitoring completed - Parent and Community Events Monitoring</li> <li>• To agree any upcoming Governor Monitoring</li> <li>• Receive feedback from Governors who have attended/completed training</li> </ul>	
	<p>SEG visits have been completed in all schools, and assessment of predicted SATs results looked at. Monitoring around the SIDPs was also completed.</p> <p>SATs results will be reviewed briefly at the next curriculum based FGB and presented fully in September.</p> <p>July SEG visits include safeguarding, attendance and results. Multiplication, SATs, Phonics, EYFS results will be available after 11th July. HoS's to email their SEG and book the visits.</p> <p>MB to monitor LAC/SEND with assistance from BD/RM and JN to monitor Safeguarding. SW to book the meetings.</p> <p>Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. SWil to agenda.</p> <p>SATs admin to be overseen by governors to ensure security systems are in place and maintained, and appropriate proforma completed. HoS's to confirm dates, put it in the calendar and send an invite to the relevant governor.</p> <p>MB to visit CPS and FPS on 9th and 10th May. LS to visit MJS on 12th May. AC to email RH to see if she's available on 9th May. JN to visit HPS on 9th May. SL to visit BPS on 9th May. SWil to send an email reminder the Friday before.</p> <p>Parent/Community engagement monitoring has been completed and circulated prior to the meeting.</p> <p>SL still to complete Safer Recruitment in 3 weeks. JN is booked on Wellbeing training in May LG has Safer Recruitment training.</p>	<p>HoSs</p> <p>MB/JN/SW</p> <p>SWil</p> <p>HoSs</p> <p>AC/RH</p> <p>SWil</p>
<b>6</b>	<b>Holding Leaders to Account</b>	
6.1	Verbal Report from each School Effective Governors - termly meeting with HoSs	

DH confirms BPS SEG visit took place on 28th March, the report is almost complete with EC to add any areas of challenge.  
Results predictions are:-  
Phonics 82/91% possible 100%  
GLD 75%  
KS1 Writing 50% with late starters impacting results, Reading and Maths 70%  
KS2 Reading/Writing/Maths 60% with Combined 60%  
SIDP priorities are on track or underway. Subject leadership is not scheduled to have started.

AC confirms the successes are amazing improvements in Writing at MIJS.  
Attendance has improved since Christmas with MIJS above national attendance.  
Persistent absence is lower.  
Reading CPD has continued.  
Results predictions are:-  
Phonics 30% possible 77%  
GLD 57.7% possible 69%  
KS1 Writing 38.9% possible 61.1%, Reading 66.7% possible 72.2 and Maths 66.7% possible 72.2%  
KS2 Reading 72% possible 88%, with 48% greater depth. Writing 52% possible 64%, Maths 64% with possible 80%. Combined 64%  
SIDP priorities are all started and on track. These will continue next year with the longer pieces of work with adaptations.

LDC confirms the successes are parental engagement, which is ongoing. Handwriting homework has parents engaged with weekly presentations.  
The Write Stuff is embedded.  
Community links continue with visits from the Sugar Factory Manager and the offer of financial assistance.  
The Forest area is slowly developing.  
Mental Health and Wellbeing starting fully in September.  
Attendance has ongoing improvement with some persistent absence. Weekly texts going out to celebrate 100% attendance.  
Results predictions are:-  
Phonics 40% possible 60%  
GLD 75%  
KS1 Writing 10% possible 50% 10% greater depth, Reading 10% possible 60% and Maths 20% possible 70%  
KS2 Reading and Writing 14% possible 71%, with 1 greater depth. Maths 29% with possible 71%.  
SIDP priorities are all on track.

RH/RM confirms the successes are improved parental engagement, new library area and the new staff working area. New staff responsibilities for Science.  
Maths curriculum is ongoing. SEMH screening tools and provision mappins have started and will continue on the SIDP.  
Attendance has ongoing improvement with some persistent absence. Weekly texts going out to celebrate 100% attendance. Strep A/Scarlet Fever impacted attendance.  
Attendance letters are going out.  
Results predictions are:-  
Phonics 39% possible 77%  
KS1 Writing 40% possible 60%, Reading 55% possible 67% and Maths 73%.  
KS2 Reading 44% possible 70%, Writing 31% possible 69%, Maths 31% with possible 69% This includes 2 non English speaking children.  
New Motional screening tool being introduced, it identifies need and details what is needed to be put in place.  
SEN provision mapping is being used by all staff and used to write the learning plans, this will be fully in place for September.

DH confirms HPS SEG visit has been completed by JN.  
The successes are an increase in pupil numbers in school and preschool. This is due to the very positive Ofsted report and new Forest School approach. Community links continue to be strengthened. Horning current was an 8 week plan to improve handwriting, with great results.  
Forest school lead is a level 3 and currently working on risk assessments, a business plan and Forest School accreditation. CG is moving to Cantley and we are recruiting for a suitable replacement.  
Results predictions are:-  
Phonics 75%  
GLD 50%  
KS1 Writing 50%, Reading and Maths 67%  
KS2 Reading 60% possible 80%, Writing 60%, Maths 80% with Combined 60%.

6.2	Report from Head of Teaching Learning, Standards and CPD	
	DH reports as HoTL is on maternity leave, returning after Easter. Changes for improvement have been made in writing as The Write Stuff was not enough. SW confirms extensive amounts of moderation, support and feedback are in place, with the same books looked at every 4 weeks at the SLT improvement meeting.	
6.3	RAG rating of SIDP - HoS to share	
	Already reported under 6.1.	
6.4	Summary of current standards from most recent assessment cycle	
	Already reported under 6.1.	
6.5	Summary of progress <ul style="list-style-type: none"> <li>● Retrieval</li> <li>● Write Stuff</li> <li>● Phonics</li> <li>● Maths Mastery</li> <li>● SIDP Priorities - overview</li> <li>● Sports Premium</li> <li>● Pupil Premium</li> <li>● Covid Catch up Premium Plans</li> </ul>	
	Already reported under 6.1.	
<b>7</b>	<b>Statutory Responsibilities</b>	
	Ratify policies on School Bus:  Pay Policy Health and Safety SAR Procedures GDPR Data Breach Freedom of Information Request Disciplinary Policy and Procedure Behaviour principles written statement review Complaints procedure and policy Forest School Handbook Hedgehogs Preschool  Governors ratified the above policies.	
<b>8</b>	<b>Ensuring Clarity of Vision, Ethos and Strategic Direction</b>	
8.1	Chair/Co-Chair of Governors Report	

	SL advised the cycle of fortnightly meetings continue, with agenda items. Some operational areas are discussed together with new developments.	
8.2	Confidential Item	
	All staff and HoSs leave the meeting at 19.07pm to allow this item to be discussed. The confidential minutes are held separately..	
<b>9</b>	<b>Report from Whistleblowing Governor</b>	
	Nothing to report.	
<b>10</b>	<b>What has this meeting done to improve outcomes for children?</b>	
	Progress being made in all schools Appointed new Safeguarding governor SEG coverage in place for all schools, continually providing challenge. SATs monitoring.	
<b>11</b>	<b>AOB</b>	
11.1	Nothing to report.	
<b>12</b>	<b>Date and time of next meeting 25th April 2023 @ 5.30pm at Horning Primary School</b>	

Action Log:

Action	By whom?	By when?	Open/Closed
MB asked if it would be good to complete an FGB self review. Possibly contact governor services to explore further and get more information.	MB	Ongoing	Open
SWil to share the website audits.	SWil	asap	Open
HoS's to email their SEG and book the visits.	HoSs	asap	Open
SW needs to book on Finance update training.	SW	asap	Open
A SEG photo board, to include Safeguarding and LAC governors to be created for display in each school.	SWil	asap	Open

MB to monitor LAC/SEND with assistance from BD/RM and JN to monitor Safeguarding. SW to book the meetings.	SW	asap	Open
Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. SWil to agenda.	SWil	asap	Open
SATs admin to be overseen by governors to ensure security systems are in place and maintained, and appropriate proforma completed. HoS's to confirm dates, put it in the calendar and send an invite to the relevant governor.	HoSs	asap	Open

## Glossary

HoTL - Head of Teaching, Learning and CPD

HOS - Head of School

PAN - Pupil Admission Numbers

SEG - School Effectiveness Governor

FGB - Full Governing Body

BPS - Bacton Primary School

CPS - Cantley Primary School

FPS - Freethorpe Primary School

HPS - Horning Primary School

MIJS - Mundesley Infant and Junior Schools