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**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Policy Review Meeting
Held on Thursday 1st November 2018
5pm at Walpole Cross Keys Primary School**

Present:
Chair: Cllr Lesley Bambridge - (LB), Joanne Borley – Executive Head teacher (JB), Michelle Adams – (MA), Ricki Wenn – (RW), Rebecca Hurn – (RH), Lee Stevens – (LS), and Stella Kaye - Clerk (SLK). Guests: Rose Ward Executive Deputy Head teacher, (RWD), Nikki Preston (NP) and Rebecca Evans (RE) PSHE Subject Leaders. NP and RE left the meeting after item 4.

1	<u>Consideration of Apologies</u> Apologies had been received from S. Lunnun, Cllr. A. Kemp, H. Henson J. Calaby and K. Hodgson Apologies accepted by the LGB.	ACTION
2	<u>To Agree the Business of the Meeting</u> Business of the meeting agreed as per the agenda, with the addition of Presentation by Subject Leaders for PSHE after item 3	
3	<u>Declarations of Interest</u> No declarations of pecuniary interest were received.	ACTION
4	<u>Report from PSHE Subject Leaders</u> Introductions were made. N. Preston was the PSHE Subject leader at Clenchwarton and R. Evans had just taken over the role at West Lynn. They also covered Walpole Cross Keys. NP and RE explained PSHE was not a statutory subject so there were no specific curriculum for each year group. RH queried if it would be made statutory. NP and RE advised there had been a DfE call for evidence and the PSHE Association were pushing for it to become a statutory subject. The same curriculum was in place across all three schools, with some slight differences for Walpole Cross Keys. The Norfolk Healthy Schools planner was used which linked to assemblies. Governors were shown a copy of the planner and the PSHE folder which was available in each class. LB asked if children looked at the folder. NP confirmed they did. An NCC training course had given suggestions etc. and an Action Plan for the three schools had been drawn up following this. NP and RE explained they would like to become members of the PSHE Association in order to access the materials and support available including a PSHE toolkit. After some discussion it was agreed one school could apply for membership of the PSHE Association at a cost of £140, in order to make sure the materials being offered were what the schools were looking for, and also how the set up worked as regards log ins etc. NP briefly talked through ways in which PSHE was provided in school.	ACTION

	<p>LS asked how the schools would know PSHE was having an impact. NP advised tick lists had been started in July. JB added the impact would be seen in how many behaviour issues there were in school and the way pupils dealt with things like friendships and bullying. The impact would be seen in the school environment. RH raised the school ambassadors' scheme being part of PSHE. JB advised the ambassadors at Clenchwarton were very good this year.</p> <p>LS invited NP and RE to come back later in the year to talk to governors about new evidence for PSHE.</p> <p>Governors thanked NP and RE for attending the meeting. NP and RE then left the meeting. 5.20pm</p>	<p>JB Clerk</p>
5	<p>Agreement of Policies Due for Review in the Autumn Term Copies of all the policies due for review had been issued to governors prior to the meeting. Agreement of the Design and Technology Policy, Art Policy and Arts Policy were carried forward to the LGB meeting on 15th November 2018.</p>	<p>ACTION Clerk JB</p>
5.1	<p><i>Safeguarding Policy</i> The Safeguarding Policies for all three schools had been updated in line with the new Keeping Children Safe in Education regulations and new model policy from NCC. Policies agreed and accepted by the LGB. As the policies needed to be signed by the Chair of Governors, LB's online signature was to be applied.</p>	<p>JB/LB</p>
5.2	<p><i>Prevent Policy</i> Prevent Policy agreed and accepted by the LGB.</p>	
5.3	<p><i>On-Line Policy</i> The Online Policy was based on the model NCC policy. Online policy agreed and accepted by the LGB.</p>	
5.4	<p><i>SEND Policy</i> All references to Cluster SEN had been removed. A couple of spelling mistakes corrected. SEND Policy agreed and accepted by the LGB.</p>	
5.5	<p><i>Looked After Children Policy</i> Policy Agreed and accepted by the LGB</p>	
5.6	<p><i>Geography Policy</i> Policy agreed and accepted by the LGB</p>	
5.7	<p><i>History Policy</i> Policy agreed and accepted by the LGB. LS to correct couple of small typing errors on both the History and Geography policies and send to JB.</p>	<p>LS</p>
5.8	<p>LS queried if the subject policies needed to refer or be linked to other related policies. JB advised this was done with policies such as SEND and Behaviour, but did not feel it would be required for these types of policies.</p> <p><i>RE Policy</i> LS raised a query regarding parents right to withdraw pupils from RE and the procedure to do so. It was agreed LS was to amend the RE Policy and forward a copy to the Clerk and JB. Policy to be agreed at the November LGB meeting.</p>	<p>LS JB/Clerk</p>
5.9	<p><i>Touch Policy</i> Touch Policy agreed and accepted by the LGB.</p>	
5.10	<p><i>Intimate Care Policy</i> LB queried there was no reference to FGM (Female Genital Mutilation). JB advised this was covered in the Safeguarding Policy. Intimate Care Policy agreed and accepted by the LGB.</p>	

5.11	<i>Whistleblowing Policy</i> JB confirmed this was the WNAT policy. Policy accepted by the LGB.	
5.12	<i>Lettings Policies</i> LB asked if any of thy schools had ever had to charge for damage to equipment. JB replied she had never known this situation to arise. Lettings Policies for all three schools accepted and agreed by the LGB.	
5.13	<i>Disaster Recovery Policies</i> LB asked how often staff would read this policy. JB advised staff would read it when they joined the school and would refer to it if needed. Having LB's home address detailed in the policy was queried. LB did not have a problem with this. The issue of having copies available off site accessible in an emergency was discussed. JB was to check with the Trust what their procedure would be. This lead on to a discussion about school documents being backed up onto a server. JB to raise this matter with F. Olivera at WNAT	JB JB
5.14	<i>Disaster Recovery Policies</i> were agreed and accepted by the LGB. <i>First Aid Policy- West Lynn</i> LB queried the policy stated there was a first aid box in the hall, but where exactly was it located in the hall. JB advised this first aid box was no longer located in the hall but in the school office. JB confirmed all staff in school would know where the First Aid boxes were. First Aid Policy for West Lynn agreed and accepted by the LGB. First Aid Policies for Clenchwarton and Walpole Cross Keys were to be issued by RWD and agreed at the next LGB meeting.	
5.15	<i>Accessibility Plan</i> JB advised the plan had been reviewed and updated by the SENDCo. LS raised the issue of Ofsted not liking timescales being shown as ongoing. Governors worked through all the items marked as ongoing in the plan and entered definite end dates and timescales. Accessibility Plan accepted and agreed by the LGB.	
6	<u>Any Other Business</u>	ACTION
6.1	<i>Parents Evenings</i> As many governors as possible were asked to attend the Parents Evenings across the three schools. Details and times of the Parents Evenings were provided by JB. Governors who were present indicated which sessions they would be able to attend.	
6.2	<i>Opening of Outside Play Area at West Lynn</i> The new outside play area at West Lynn was to be officially opened by the Mayor of King's Lynn. All governors were invited to attend the opening ceremony.	
6.3	<i>Halloween</i> JB informed governors of the current situation at Walpole Cross Keys regarding Halloween.	
6.4	<i>Guinea Pigs</i> JB updated governors on the progress of the guinea pigs at West Lynn. One of which had just given birth.	
7	<u>Confirm Date and Venue of Next Meeting</u> The next LGB Meeting was to be held on Thursday 15 th November 2018 5pm at West Lynn Primary School. RW gave his apologies for this meeting.	ACTION

Meeting closed at
Total number of pages 3