



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
Minutes of the Local Governing Body Meeting  
Held on Thursday 31<sup>st</sup> January 2019  
5pm at Clenchwarton Primary School**

<b>Present :</b>	
Chair: Cllr Lesley Bambridge - (LB), Joanne Borley – Executive Head teacher (JB), Rebecca Hurn – (RH), Sue Lunnun – (SL), Jackie Calaby- (JC), Michelle Adams - (MA), Amy Jolly - (AJ), Sue Robinson - (SR), Andy Atkins - (AA) and Stella Kaye - Clerk (SLK). Guest: Rebecca Steed Trust Director of Primary Standards - (RS) and Rose Ward Executive Deputy Head teacher - (RWD)	
Andy Atkins and Amy Jolly were welcomed to their first meeting as governors and introductions were made.	
<b>1</b>	<b><u>Consideration of Apologies</u></b> Apologies had been received from Ricki Wenn, Cllr Alexandra Kemp, Hannah Henson and Lee Stevens Apologies accepted by the LGB.
<b>2</b>	<b><u>To Agree the Business of the Meeting</u></b> Business of the meeting agreed as per the agenda.
<b>3</b>	<b><u>Declarations of Interest</u></b> No declarations of pecuniary interest were received. Declarations of Business Interests forms were completed by AA and SR
<b>4</b>	<b><u>Membership of the Local Governing Body</u></b>
4.1	<b><u>Appointments</u></b> Amy Jolly had been appointed as the new Parent Governor for Walpole Cross Keys and Sue Robinson had been appointed as the new Staff Governor for Walpole Cross Keys. Andy Atkins had been appointed as a new Trust Governor. <b>ACTION: SR to forward appointment form to the Clerk.</b> <b>ACTION: AA to confirm to Clerk once he could access GovernorHub and Trust email.</b>
<b>5</b>	<b><u>To Agree the Minutes of the meetings held on 1<sup>st</sup> November 2018 and 15<sup>th</sup> November 2018</u></b>
5.1	<b><u>Policy Review Meeting 1<sup>st</sup> November 2018:</u></b> Minutes of the Policy Review meeting held on 1 <sup>st</sup> November 2018 were agreed and accepted as a true record. Minutes signed by LB.
5.2	<b><u>LGB 15<sup>th</sup> November 2018:</u></b> Minutes of the LGB meeting held on 15 <sup>th</sup> November 2018 were agreed and accepted as a true record, with one alteration under item 11.11. The initials should have shown SL not LS. Minutes signed by LB
<b>6</b>	<b><u>Review of November AMR</u></b> <ul style="list-style-type: none"> <li><b><u>Safer Recruitment Training:</u></b> As LB had not received an answer from the Trust regarding any planned Safer Recruitment training, this item was to be carried forward. <b>ACTION: LB to follow up with the Trust if they would be providing any Safer Recruitment training.</b></li> <li><b><u>Photographs for School Website:</u></b> <b>ACTION: New photographs for the schools' websites was due to be followed up by HH after Easter.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Science Data</u>: JB advised the science data for all three schools was now available <b>ACTION: Science data to be compared now all data available.</b></li> <li>• <u>Format of Head Teachers Report</u>: JB advised she would look at trying to produce information for all three schools side by side. <b>ACTION: JB to try and amend format of Head teacher's Report, if possible.</b></li> <li>• <u>TA Staff Absence Figure</u>: JB advised the staff absence figure for Walpole Cross Keys shown on the Head teacher's Report had been correct.</li> <li>• <u>Governor Pen Portraits</u>: <b>ACTION: New Governors to provide pen portraits to JB for the schools' websites. All existing governors to check their pen portraits and provide JB with any updates.</b></li> <li>• <u>SEF Updates</u>: SEFs had been updated by JB.</li> <li>• <u>Trust Review of Governance</u>: LB advised evidence had been sent through from the Trust re their External Review of Governance at West Lynn. <b>ACTION: LB to forward evidence to Clerk for distribution to all governors.</b></li> <li>• <u>Case Studies for Ofsted</u>: LS confirmed case studies for Walpole Cross Keys had been completed ready for the next Ofsted inspection.</li> <li>• <u>English Subject Leaders</u>: LB confirmed she had not yet met with J. Dooley, but had met with the English Subject Leaders at the INSET day.</li> <li>• <u>GovernorHub</u>: Governors were now able to access GovernorHub, although a couple were experiencing difficulties downloading some documents. <b>ACTION: Clerk to try and resolve issues with downloading documents from GovernorHub and designate JB as an Administrator.</b></li> <li>• <u>Trust Remembrance Performance</u>: Clerk confirmed thank you had been sent on behalf of the LGB to Hayley Roberts for her work on the Trust Remembrance Performance. H. Roberts had thanked governors for their kind words.</li> </ul>
7	<p><b>Overview of New Ofsted Inspections Plans</b> LB, RH and RW had attended the Trust presentation on the new Ofsted inspection plans. The presentation slides had been sent out to all governors. JB advised the Trust were working on a more knowledge based curriculum, which RS would be leading. The new Ofsted inspection plans were discussed. <b>In response to a query from governors, RS confirmed data would still be looked at.</b> JB informed governors that the Ofsted inspections due at Walpole Cross Keys and West Lynn would be under the old framework, but would talk about the new framework.</p>
8	<p><b>Head teacher's Update (Verbal)</b></p> <p>8.1 <u>Staffing</u> New Assistant Head teacher' S. Robinson, had been appointed at Walpole Cross Keys. A TA had requested to go part time. As there had been two teachers off sick with a virus, RWD had been placed at Walpole Cross Keys. Since Christmas S. White had been remained at Walpole Cross Keys. Two teachers had been trained up in Safeguarding. <b>SL asked if the two teachers had now returned from illness.</b> JB confirmed they had. A Cover Supervisor to work across the three schools had been appointed. They would be starting in February 2019.</p> <p>8.2 <u>Attendance</u> Clenchwarton: 96.38% Walpole Cross Keys: 95.37% and West Lynn: 93.92% JB informed the meeting that letters and fines had been sent out. There was one fast track at Walpole Cross Keys. Attendance needed to improve at Walpole Cross Keys and West Lynn. JB looked at the Attendance every half term and in some cases every fortnight.</p> <p>8.3 <u>CPD</u> Staff had received training for Destination Reader and Power of Reading.</p> <p>8.4 <u>Monitoring</u></p>

8.5	<p>JB reported English monitoring had been undertaken at Clenchwarton. At West Lynn maths observations had been carried out plus book scrutinies. At Walpole Cross Keys an environmental audit had been undertaken and weekly book scrutinies. A lot of Learning Walks had also been undertaken. RS had been visiting Walpole Cross Keys.</p>
8.6	<p><u>Safeguarding</u> All three schools were now using the CPOMS system. Two new Designated Safeguarding Leads had been trained.</p>
8.7	<p><u>Parent Questionnaires</u> Copies of the West Lynn and Walpole Cross Keys Parent Questionnaire summaries were handed out to all governors present.</p>
8.8	<p><u>Clenchwarton:</u> JB apologised the summary for Clenchwarton was not available, as individual names were shown. The responses were very positive, with just one that had not been.</p>
8.9	<p><u>West Lynn:</u> Responses were 100% happy with the school and JB advised there had been some lovely comments. The school secretary at West Lynn had looked at the previous year's responses and this was a three year upward trend and the first time 100% of responses had been good.</p>
8.10	<p><u>Walpole Cross Keys:</u> JB advised she was currently working with four families who were not happy. Things had been more positive. A parent coffee morning was to be held. SL was invited to attend as was AJ, in her capacity as a governor. The responses to the questionnaire were a mixed bag, with some of the comments dating back to the issues around Halloween. A lot of the comments had been positive. Things were improving and moving forward. JB explained the class sizes were currently being reviewed with RS. <b>RH queried if the school was at capacity.</b> JB advised yes but this was due to the structure of the classes. The amount of new homes being built in Walpole Cross Keys was briefly discussed. The issue of buildings/premises was the responsibility of the Trust. JB advised the school would like to run a Breakfast Club, but this was not financially viable. The issue of different faiths and beliefs was discussed. SL advised the curriculum was for two thirds to be Christian. Some issues the school had no control over i.e. parking.</p>
9	<p><b><u>Review of Cohort Data with Focus on Year 6</u></b> Copies of the Autumn term progress data for all year groups had been issued to governors prior to the meeting. JB advised for those governors who were involved with other schools in the Trust, the same data set had not been used. Writing was teacher assessed. The Year 6 teacher at Clenchwarton was a moderator for County. JB then talked through the data.</p> <p>9.1 <u>Clenchwarton</u> Reading 61% Expected 26% Greater Depth (GD): Writing 81% Expected 10% GD: Maths 68% expected 19% GD. The Writing at 81% would not go any higher. The 10% at GD may improve. A lot of intervention was in place for maths, with JB teaching twice a week. The timetable was to be collapsed at Clenchwarton the following Monday with testing the week after. Compared to other schools using PIXL the school was doing well.</p> <p>9.2 <u>Walpole Cross Keys</u> Reading 71% Expected GD 57%: Writing 57% Expected 0% GD Maths 57% Expected 0% GD SR advised HLTA had identified individual children and areas of focus via PIXL and QLA. Writing was only at 57% as evidence was not currently available in the books. This was being addressed.</p>

<p>9.3</p> <p>9.4</p>	<p>Maths had been low at the same time last year. JB advised there was still a lot of leeway in paper 1. Pupils had fallen down on paper 3 RS and JB explained the scores for paper 1 and why it was vitality important to get the score over 30. <b>SL asked if there was anything specific about paper 3.</b> JB advised she had not yet been able to cover those areas. <b>RH asked if governors could see examples of the SATs papers.</b> <b>ACTION: JB to email examples of SATs papers to the Clerk for distribution to all governors.</b></p> <p><u>West Lynn</u> Reading 63% Expected 27% GD: Writing 63% Expected 7% GD Maths 50% Expected 13% Although below Expected at the moment there was the potential to achieve 71% in Reading. The same as last year. Scaffolding was being used to improve Writing. With Maths there was a lot of room to improve and move pupils on Intervention was being provided by a HLTA four mornings before school. Timetable would be collapsed on Wednesday JB would be teaching grammar and maths. Timetable would be collapsed on Tuesday with teachers coming in to provide 1 to 1 support and Reading taught in small groups. <b>SL asked if one of the people coming in for support would be D. George.</b> JB confirmed yes. D George, a very experienced teacher, was one of the people. <b>RH queried with the changes to Ofsted would it take the pressure of SATs figures.</b> RS replied no, Ofsted would always look at the Key Stage results.</p> <p><u>Year 1 Phonics</u> <b>SL queried what was happening with the Year 1 phonics.</b> JB advised workshops were being held for parents and children <b>RH asked when the phonics exams would be held.</b> JB replied they were to be held in June.</p>
<p>10</p> <p>10.1</p> <p>10.2</p>	<p><b>More Able Pupils</b> <i>Review of Performance across all year groups</i> Copies of breakdown for Number of Pupils at Greater Depth were handed out to all governors present. JB then talked through the data for each of the three schools explaining she had looked at each year group and the reasons for any differences in the number of Greater Depth pupils.</p> <p><u>Clenchwarton</u> In Year 3 Maths the drop from 8 to 4 Greater Depth pupils had been attributed to a different test being used. <b>SL queried if this was the same for other schools.</b> RS advised the new PIXL test was harder. JB added 3 out of the 4 pupils lost were more or less there. In Year 4 Writing all 6 pupils previously shown as Greater Depth had been lost. JB explained this was due to the time of year and they would get back up to Greater Depth. A wider range of genre was needed. For Year 6, one of the pupils lost one was a Greater Depth pupil, but they struggled to complete work in the exam time frame. <b>RH asked if special circumstances could be argued for to allow extra time.</b> JB advised the pupil did not qualify for this.</p> <p><u>Walpole Cross Keys</u> JB advised with such small cohorts there was a difficulty with not many pupils at Greater Depth. <b>SL queried if the pupil in Year 2 who had been lost for Reading and Writing was the same child.</b> JB confirmed it was. JB advised at this stage there were no Greater Depth pupils in Year 3 and none were</p>

10.3	<p>expected to reach Greater Depth.          In Year 4 there were 2 pupils who could possibly reach Greater Depth.          For Year 5 one pupil may make Greater Depth in Reading.          In Year 6 it was thought the pupil lost, who was Greater Depth in Maths, would get back to that level.  <b>LB queried how the school would get these pupils to Greater Depth.</b> JB advised with high expectations and helping them to build the resilience needed.  <u>West Lynn</u>          Year 3 had lost Greater Depth pupils from Reading Writing and Maths.          JB advised she was not worried at the moment with the 5 pupils lost for Writing.          With Year 5 there was a small SEN cohort.          JB informed governors that she was not sure the two Year 6 pupils lost under Writing would be able to get back to the level.</p>
11	<p><b><u>Review of SIDP</u></b>          JB explained the full SIDP for Walpole Cross Keys had been issued to all governors prior to the meeting, together with Priority Improvement Plan for the Spring term.          The SIDPs were similar for all three schools.          JB then handed over to RWD to talk through the Priority Improvement Plan for the Spring Term, which covered all three schools.          RWD talked through and explained the Destination Reader and Power of Reading schemes which had been introduced this term.          Staff had received training including at the January 2019 INSET day and via staff meetings. Staff had taken the schemes on board well.          The ways in which evidence from the schemes was being recorded, would be monitored and be tweaked if necessary.  <b>RH asked if Destination Reader was for all year groups and if new books had been purchased.</b> RWD confirmed Destination Reader was used for all year groups and new books had been brought.  <b>RH then queried that the reading scheme had been changed not long ago.</b> JB advised it had been changed two years ago.  <b>SL enquired if Grammar, Punctuation and Spelling were woven into the scheme.</b> JB replied teachers would cover this as part of the lesson.          JB suggested when governors came in for monitoring, as part of the environment, the dedicated English displays in each classroom could be looked at.</p>
12 12.1  12.2  12.3	<p><b><u>Governor Monitoring</u></b>          Handout on the “Effective Role of the LGB” was issued to all governors present and new governor monitoring recording form was discussed.          AJ agreed to take on the role of Link Governor for Curriculum KS1 and LS agreed to become Link Governor for Curriculum KS2  <b>SL queried who the new monitoring document was for, as it would not go to Trustees.</b>  <b>ACTION: RS to look into the new monitoring record form and the possibility of Google Drive, or something similar, being set up for governors to be able to update the record easily.</b>  <i>To agree monitoring schedule for the Spring term</i>  <b>ACTION: LS to undertake monitoring of the new WNAT Marking Policy after half term. Item 14.4 refers.</b>  <b>ACTION: SL to arrange meeting with Maths Subject Leaders.</b>  <i>Governor Group Monitoring Days 2018/2019</i>          The following Governor Group Monitoring days were agreed:          12th February 2019 Clenchwarton          11th March 2019 Walpole Cross Keys - follow up monitoring.</p>

	<p>1st April 2019 West Lynn Meet at 9am for a 9.15am start.</p> <p><b>ACTION: Clerk to send details of Governor Group Monitoring days to all governors.</b> <b>ACTION: Clerk to send copy of Governor Group Monitoring Report for Walpole Cross Keys to RS and SR.</b></p>
12.4	<p><i>Review of any monitoring undertaken</i> LB had attended the INSET day staff training.</p>
12.5	<p><u>Website Compliance Monitoring:</u> SL had undertaken website compliance monitoring of all three school websites during January 2019. Copy of report issued to all governors present. JB and RS confirmed the date of the next review for the Pupil Premium Statement would be included on the statement. The Admissions appeal timetable would be found within the Admissions Policy. SL advised on the PE Report it did not include how many pupils could swim 25 metres and complete a range of strokes. <b>ACTION: RS to forward copy of new PE Report form to JB.</b></p>
12.6	<p><u>Leadership and Management Monitoring:</u> SL had undertaken Leadership and Management monitoring. Report with JB for checking before issue to LGB.</p>
<b>13</b>	<p><b><u>Governor Training</u></b></p>
13.1	<p><u>New Governors:</u> Educator Solutions training booklet handed to AA. Copy had already been provided to AJ. New Governors to attend Introduction to Governance training and undertake on-line DfE Prevent training. <b>ACTION: AA and AJ to book Introduction to Governance training via GovernorHub.</b> <b>ACTION: Clerk to send link to DfE on-line Prevent training to AA and AJ.</b> <b>AA and AJ to complete Prevent training and provide copy of certificate to the Clerk.</b></p>
13.2	<p><u>Safer Recruitment Training:</u> <b>ACTION: SL to undertake renewal of Safer Recruitment training before July 2019.</b> <b>Item 6 refers.</b></p>
13.3	<p><u>New Ofsted Inspection Plans:</u> LB, RH and RW had attended the Trust training for the new Ofsted inspections plans Item 7 refers.</p>
<b>14</b>	<p><b><u>Policy Reviews</u></b> Copies of the policies due for review had been issued to all governors prior to the meeting. <b>SL suggested that any changes to policies be high-lighted.</b></p>
14.1	<p><u>RE Policy</u> The Joint RE Policy was agreed and accepted by the LGB without any amendments.</p>
14.2	<p><u>First Aid Policy (Clenchwarton and Walpole Cross Keys):</u> Both First Aid policies were agreed and accepted by the LGB without any amendments.</p>
14.3	<p><u>Safeguarding (Walpole Cross Keys)</u> RWD confirmed the policy had been updated to reflect the new CPOMS system and the changes to staffing. Safeguarding Policy for Walpole Cross Keys was agreed and accepted by the LGB without any amendments.</p>
14.4	<p><u>Marking Policy:</u> JB advised this was the new WNAT Marking Policy, which had only been issued that week. Policy accepted by the LGB. Governors agreed that monitoring of the new Marking Policy should not be undertaken until after half term. See item 12.2.</p>
<b>15</b>	<p><b><u>Vulnerabilities</u></b></p>

15.1	<p><i>Update on Identified Vulnerabilities</i>  Current vulnerability was the Ofsted inspection due at Walpole Cross Keys.  Should JB be unavailable arrangements had been put in place for RWD and S White to lead the inspection.  Writing was still the major issue.  Ofsted were also due at West Lynn.</p>
15.2	<p><i>Identification of Any New Vulnerabilities to be Reported to the Trust</i>  No new vulnerabilities had been identified.</p>
16	<p><b><u>Confirm Date and Venue of Next Meeting</u></b>  Next meeting would be the LGB Policy Review meeting on Thursday 14<sup>th</sup> February 2019 5pm at Walpole Cross Keys.  Next LGB meeting would be on 28<sup>th</sup> February 2019 5pm at West Lynn.</p>

Meeting closed at 7.05pm  
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