



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Meeting
Held on Wednesday 20th March 2019
5pm at West Lynn Primary School**

Present:
Chair: Cllr Lesley Bambridge - (LB), Joanne Borley – Executive Head teacher (JB), Sue Lunnun – (SL), Lee Stevens (LS), Jackie Calaby- (JC), Michelle Adams - (MA), Sue Robinson - (SR), Ricki Wenn (RW), Cllr. Alexandra Kemp (AK) and Stella Kaye - Clerk (SLK).

1	<u>Consideration of Apologies</u> Apologies had been received from Hannah Henson, Amy Jolly, Andy Atkins and Rebecca Steed - Primary Director of Standards WNAT. Apologies accepted by the LGB.
2	<u>To Agree the Business of the Meeting</u> Business of the meeting agreed as per the agenda.
3	<u>Declarations of Interest</u> No declarations of pecuniary interest were received.
4	<u>Report from SENDCo</u> Copies of the report from the SENDCO were handed out to all governors present. JB confirmed the SEN Report was as per the report shown on the school website from July 2018. The following queries/questions were raised. AK enquired about the number of EHCPs. Number of EHCPs: Clenchwarton 3, Walpole Cross Keys 0 and West Lynn 4. JB advised the schools had a good success rate with applications made for new EHCPs. AK queried if enough support was being received for SALT (Speech and Language Therapy). MA advised support was being received with practitioners also coming into school. Governors queried why the SEN Report had been required as an agenda item as per the WNAT schedule, when up to date SEN information was provided to governors termly via the Head teacher's Report. ACTION: LB to clarify with the Trust exactly what was required under the SEN Review.
5	<u>Report from Looked After Children (LAC) Co-ordinator</u> JB reported there were currently only two LAC, both at Walpole Cross Keys. PEP (Personnel Education Plan) reviews had been undertaken in February 2019. No queries raised.
6 6.1	<u>Membership of the Local Governing Body</u> <i>Parent Governor Vacancy – Clenchwarton</i> Rebecca Hurn had resigned as Parent Governor for Clenchwarton, due to work and family commitments. Parent Governor election would therefore need to be held. JB advised the vacancy had already been put out to parents via the school newsletter. ACTION: JB to arrange completion of Parent Governor election at Clenchwarton.

<p>6.2</p>	<p>ACTION: All governors were to continue to try and recruit new governors to join the LGB.</p> <p><i>Parent Governor Position -Walpole Cross Keys</i> Notice had been received from A. Jolly that she would be standing down as Parent Governor for Walpole Cross Keys, as her child would no longer be a pupil at the school. Clerk queried when the resignation was to be effective from, as although no longer having a child in school, A. Jolly could remain and see out her Term of Office as Parent Governor, if she so wished.</p> <p>ACTON: SR and LB to clarify with A. Jolly if she wished to continue as a Parent Governor and, if not, when her resignation would take effect from.</p>
<p>6.3</p>	<p><i>Staff Governor – Clenchwarton.</i> Clerk confirmed JC’s term of office as Staff Governor for Clenchwarton had come to an end. JC advised she would not be seeking to continue for a further 4-year term. Governors thanked JC for all her work and contributions while a Staff Governor.</p> <p>ACTION: JB to arrange Staff Governor election at Clenchwarton.</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p><u>Appointment of Link Governors Responsible for SEND and Staff Wellbeing</u> Due to the resignation of R Hurn new Link Governors would now be required for SEND and Staff Wellbeing</p> <p><i>Link Governor – SEND</i> LS kindly agreed to take on the role of Link Governor for SEND.</p> <p><i>Link Governor Staff Wellbeing</i> SL kindly agreed to take on the role of Link Governor for Staff Wellbeing.</p> <p><i>Link Governor for Safeguarding</i> Following a request from RW, the position of Link Governor for Safeguarding was to be an agenda item for the next meeting.</p> <p>ACTION: Clerk to include Review of Link Governor for Safeguarding as an agenda item for the next LGB meeting.</p> <p><i>Academic Link Governors (Curriculum)</i> The Academic Link Governors were confirmed as; A. Jolly KS1 and S. Lunnun KS2.</p> <p><i>Link Governor Monitoring</i> JB advised, as mentioned at the previous meeting, new Link Governor monitoring forms had been issued by the Trust. (Item 14.3 also refers)</p> <p>ACTION: JB to upload copies of all the new Trust Link Governor monitoring forms to GovernorHub.</p> <p>To date nothing had been heard back from R. Steed, Director of Primary Standards, about setting up a Google drive system, or similar, to enable governors to be able to easily complete and update the new monitoring forms. JB handed out, to all governors present, copies of question sheet drawn up for governors by R. Steed. The question sheet provided governors with examples of the type of questions they should be asking in meetings and when carrying out monitoring.</p> <p>ACTION: JB to follow up with R. Steed re Google drive system for new governor monitoring forms.</p>
<p>8</p> <p>8.1</p>	<p><u>To Agree the Minutes of the meetings held on 31st January 2019 and 14th February 2019</u></p> <p><i>LGB Meeting 31st January 2019</i> Minutes of the LGB meeting held on 31st January 2019 were agreed and accepted as a true record by the LGB. Minutes signed by LB</p>

8.2	<p><i>LGB Policy Review Meeting 14th February 2019</i> Minutes of the LGB Policy Review meeting held on 14th February 2019 were agreed and accepted as a true record by the LGB. Minutes signed by LB.</p>
9 9.1	<p><u>Review of AMR from January 2019</u> Copy of the AMR had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> • <u>Photographs for School Website:</u> ACTION: New photographs for the schools' websites was due to be followed up by HH after Easter. • <u>Science Data Comparison:</u> Item carried forward to the next meeting. ACTION: JB to review science data across the three schools, as data now available. • <u>Format of Head teacher's Reports:</u> JB advised it had not been possible to amend the Head teacher's Report to show information for all three schools side by side. • <u>Governor Pen Portraits:</u> ACTION: All governors to check their pen portraits on the schools' websites and provide JB with updated information if required. ACTION: AA to provide JB with pen portrait. • <u>Governor Self Review:</u> LB informed governors the advice from the Trust had been the report received was an external review of governance. Governors agreed they would like to undertake a separate governor self review. After a brief discussion it was agreed the Governor Self Review should take place immediately after the LGB Policy Review meeting due to be held on 2nd May 2019. ACTION: Clerk to include Governor Self Review as part of the agenda for the May LGB Policy Review meeting. ACTION: Clerk to forward copy of Governance Self Review Template from The Key to LS. ACTION: LS to populate The Key self review form, as much as possible, with data from the previous governor self review ready for the meeting in May. • <u>PE Grant Reports:</u> JB informed governors, after Easter, the PE Grant reports, including swimming data, would be going across into a new format. • <u>GovernorHub Access:</u> Clerk confirmed JB now had Administrator access for GovernorHub. AK advised she was still having trouble accessing and downloading documents from GovernorHub, and also issues accessing the Trust email. ACTION: Clerk to try and resolve problems with Trust email and GovernorHub for AK. ACTION: AA to confirm to the Clerk he could now access GovernorHub and his new Trust email. • <u>Previous SATs Papers:</u> Item carried forward. ACTION: JB to send out examples of previous SATs papers to the Clerk for distribution to all governors. • <u>Marking Monitoring:</u> LS advised marking monitoring had been undertaken during the group monitoring days. <p>9.2 <i>Matters Arising from the Minutes</i> 8.10/ <u>Head teacher's Update – Meetings with Parents:</u> SL asked if meetings had been held with parents at Walpole Cross Keys. JB confirmed Parent Forum meetings had been held. One of the items raised at the Parent Forum had been having a Breakfast Club. AK added a couple of parents had also mentioned this at the West Lynn Parents Evening. JB explained Breakfast Clubs had to be sustainable and self-funding. Another issue raised at the Parent Forum had been better engagement. Parents were being invited into school for Reading Cafes and JB would be holding coffee</p>

	<p>mornings for parents each half term. Parents liked having a senior member of staff on site. Parking round the school had also been raised. JB confirmed this was not something in the school's control. Parents would like to see a larger playing field and investment in the buildings.</p>
10	<p><u>Feedback following Ofsted Inspection at Walpole Cross Keys</u> There had been a one-day Ofsted inspection at Walpole Cross Keys on 12th March 2019. JB expressed her thanks to all the governors who had been able to attend on the day. The following item was deemed CONFIDENTIAL by the LGB Separate minute sheet</p>
11	<p><u>Head teacher's Written Report</u> Copies of the Head teacher's Report were handed out to all governors present. JB apologised that it had not been issued and uploaded to GovernorHub until the previous evening. <i>Walpole Cross Keys</i></p>
11.1	<p><u>Concerns</u> JB advised there was a concern with the attendance figures, including high figures for persistent absence. Whole school attendance currently stood at 94.01% Attendance for SEND pupils was at 90.18%. RW asked if the changes to the register closing times had made any difference. JB advised no. One family had improved slightly for lates. LB queried what was being done to try and improve attendance. JB replied regular meetings were being held with the families concerned Of the 8 pupils with persistent absence 2 were due to medical reasons and 1 was on a part time timetable. Medical evidence was requested. AK queried if any of the lates were due to problems with the bus services. JB advised no. MA queried the figure of 89.17% for Year 4. JB explained one child was on a part time timetable due to medical reasons. LB asked if there was anything governors could do to help. LS offered to carry out some further late gate monitoring if required. ACTION: AK to meet with JB after Easter for Attendance monitoring. ACTION: LS to forward copy of late letter template, received from R Ward, to JB.</p>
11.2	<p><u>Staffing</u> JB confirmed the MSA vacancy had now been advertised twice. The staff absences had been due to colds etc.</p>
11.3	<p><u>Evaluation and Monitoring</u> LB asked who the working walls were for. JB advised they were for the children. LB then asked did the children use the Working Walls. JB confirmed they did. <u>Behaviour and Exclusions</u> 1 incident of bullying reported. There had been 2 FTE (Fixed term Exclusion). These were two 1.5 day exclusions for the same pupil. In response to queries from governors, JB confirmed the behaviour incident had been dealt with by herself and R. Steed. Issue with a parent had been resolved after meeting with JB. JB confirmed behaviour was good.</p>
11.4	<p><i>West Lynn</i> <u>Concerns</u> A strong concern was making sure the results needed for Year 6 were achieved. Easter school was to be offered. LS asked how many pupils would need to be nudged through to achieve targets. JB advised the figure was not known at the moment, as tests were to be held the following</p>

<p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p> <p>11.10</p> <p>11.11</p> <p>11.12</p>	<p>week.</p> <p>There were concerns with the Year 1 phonics. These had improved in the most recent PIXL data, but were still below national.</p> <p><u>Staffing</u> The high staff absence figures, especially among TAs had been due to sickness bugs.</p> <p><u>Attendance</u> Whole school figure 95.09% JB advised two parents were being fast tracked. 30 letters had been sent out to parents about poor attendance, some improvement had been seen since the letters were sent. LB queried under the figures shown for late before the registers closed the number had increased from 50 to 66 for the same number of pupils. This also was the case for Walpole Cross Keys. ACTION: JB to investigate reasons for increase seen in number of lates before and after the close of registers at West Lynn and Walpole Cross Keys.</p> <p><u>Behaviour and Exclusions</u> There had not been any incidents of bullying or racism There had not been any exclusions.</p> <p><i>Clenchwarton</i></p> <p><u>Concerns</u> There were strong concerns with the EYFS learning environment. Changes had been made to the classroom environment over the weekend Concerns with Year 1 Phonics. PIXL assessments were still quite low but a 20% improvement had been seen. Some concern as NQT would not be used to assessments. NQT was doing a good job and being mentored by a strong teacher who was also a moderator for NCC.</p> <p><u>Staffing</u> JB explained there were medical reasons for the high number of staff absences shown.</p> <p><u>Attendance</u> Whole school attendance was 95.98%. JB reported the low attendance was still due to holidays being taken, despite parents now being fined.</p> <p><u>Behaviour and Exclusions</u> There had been one racist incident. AK queried how this had been dealt with. JB explained circle time had been used to talk about this. The incident had not been malicious. There had been no incidents of bullying. There had been 1 FTE for 1.5 days.</p> <p><u>Events</u> LS asked how Parents Evening had gone. JB advised it had been positive. One parent had concerns about the school becoming corporate, with the new arrangements being introduced. This led to a discussion on some of the changes being implemented by the Trust.</p>
<p>12</p>	<p><u>Review of Cohort Data</u> JB advised the data was from Christmas, with new data coming in at the moment. Pupils had just taken new PIXL tests. JB read out the PIXL results data. At the request of governors JB summarised the results. Most data was showing as better than the national PIXL scores. There was no GPS or Reading data for Year 4 at West Lynn, as this had not yet been loaded. Year 3 at West Lynn was below for GPS. The GPS needed to be looked at for Year 4 at Walpole Cross Keys. At Clenchwarton all year groups were above the PIXL national data in all categories.</p>

	ACTION: JB to send copy of PIXL data to the Clerk for distribution to governors.
13	<p><u>Review of SIDP</u> Copy of SIDP was handed out to all governors present. Copy had also been available to governors via GovernorHub, prior to the meeting. JB advised the 8-week reading project with Power of Reading and Destination Reader had taken place. SR commented this had worked well at Walpole Cross Keys and both staff and pupils had enjoyed doing it. Staff had also found meeting with other Year Group leaders beneficial. LS asked if Pupil Asset was doing the job staff needed it to do. JB and SR replied, mainly, yes. In response to a query from SL about workload concerns, JB confirmed Pupil Asset offered the facility for the Trust to download all the data. The Trust did not have access to the PIXL data.</p>
14	<p><u>Governor Monitoring</u> <i>Monitoring Schedule for Summer Term</i></p> <p>14.1 <u>Attendance:</u> AK, as Link Governor for Attendance to arrange meeting with JB after Easter for attendance monitoring. Item 11.1 refers.</p> <p>14.2 <u>EYFS</u> ACTION: HH, as Link Governor for EYFS to arrange meeting with EYFS leaders.</p> <p>14.3 <u>Link Governor Monitoring</u> ACTION: The Link Governors for SEND, Pupil Premium, Safeguarding, LAC and Curriculum (Academic KS1 and KS2) were to read through the Trust job descriptions, undertake monitoring visits after Easter and complete the appropriate new Trust monitoring form.</p> <p>14.4 <i>Governor Group Monitoring Days 2018/2019</i> Dates for the next Governor Group Monitoring days were agreed as follows: 1st April 2019 – Clenchwarton 20th May 2019 – West Lynn 24th June 2019 – Walpole Cross Keys. All group monitoring days would be 9am meet ready for 9.15 start. ACTION: Clerk to issue details of Group Monitoring Days to all governors.</p> <p>14.5 <i>Review of any monitoring undertaken</i> <u>Governor Group Monitoring Days</u> LS reported the visit to West Lynn had been very good all round. All staff and pupils were excited and enthusiastic. At the time of the visit there had been an issue with a bad smell in one of the classrooms. JB advise this had now been resolved, and had been due to shoddy workmanship by a sub- contractor. At Walpole Cross Keys the visit had taken place during test week. A Lot of learning activities had been seen. Behaviour had been good. ACTION: JB to forward copy of Group Monitoring form for Walpole Cross Keys to the Clerk for distribution to all governors.</p> <p>14.6 <u>Leadership and Management Monitoring Report:</u> Leadership and Management monitoring had been undertaken by SL back in November 2018. ACTION: JB to forward copy of Leadership and Management monitoring report to the Clerk for distribution to all governors.</p> <p>14.7 <u>Attendance at Parents Evenings</u> AK had attended Parents Evening at West Lynn. AK reported parents were very happy and knew where to go if they had any problems LB had attended Parents Evening at Clenchwarton. LB advised it had been the same at Clenchwarton. Parents were happy. One parent had some issues but these were with the</p>

	Trust not the school. LB planned to attend Parents evening the following day at Walpole Cross Keys.
15	<u>Governor Training</u>
15.1	<u>Renewal of Safer Recruitment Training:</u> Safer Recruitment training for SL needed to be undertaken before July 2019. Clerk advised there could be an in- house Safer Recruitment session being organised via Snettisham Primary. ACTION: SL to arrange Safer Recruitment training before July 2019 ACTION Clerk to advise SL if any Safer Recruitment training would be available via Snettisham Primary.
15.2	<u>New Ofsted Inspection Plans:</u> SL advised she had attended the Trust training presentation on the new Ofsted plans, along with LB and RW.
15.3	<u>Training for New Governors:</u> A. Atkins and A. Jolly, if remaining as a governor, would need to attend Introduction to Governance training. ACTION: AA and AJ to book Introduction to Governance training via GovernorHub.
15.4	<u>Prevent Training:</u> Online Prevent training was to be completed by A. Atkins, new Trust Governor. ACTION: Clerk to send DfE Prevent training link to AA in order he may complete the training. ACTION: Copy of Prevent training certificate to be forwarded to the Clerk, by AA once training undertaken.
15.5	<u>Safeguarding Training:</u> LS advised he had received an email from NGA (National Governors Association) about re-taking his safeguarding qualification. ACTION: LS to look into whether re-taking the safeguarding qualification was a legal requirement.
16	<u>Vulnerabilities</u>
16.1	<i>Update on Identified Vulnerabilities</i> This item had already been covered under the Head teacher's Report Item 11
16.2	<i>Identification of Any New Vulnerabilities to be Reported to the Trust</i> No new vulnerabilities had been identified.
17	<u>Confirm Date and Venue of Next Meeting</u> Next meeting would be the LGB Policy Review meeting on 2 nd May 2019 5pm at Walpole Cross Keys Primary. The next LGB meeting would be on 23 rd May 2019 5pm at Clenchwarton Primary.

Meeting closed at 7pm
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