



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Policy Review Meeting
Held on Thursday 7th November 2019
5pm at Walpole Cross Keys Primary School**

Present:
L. Bambridge – Chair (LB), J. Calaby (JC), L. Chilvers (LC), C. Catchpole (CC) and Stella Kaye - Clerk (SLK). <u>Also Present:</u> Rose Ward - Deputy Head teacher (RWD) <u>Absent- No Apologies Received:</u> A. Atkins, H Henson and Cllr. A Kemp

L Chilvers was welcomed to her first meeting as a governor.
As the meeting was not quorate policies were reviewed and agreed by those present and would be ratified at the next LGB meeting in November 2019.

1	<u>Consideration of Apologies</u> Apologies had been received from J. Borley (Executive Head teacher) S. Robinson, R Wenn, S Swinburn and M. Adams Apologies accepted by the LGB. As apologies had not been received from some governors, it was agreed a reminder should be given at the next LGB meeting, that all apologies must be sent through to the Clerk to prevent meetings not being quorate.
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>Agreement of Policies due for Review in the Autumn Term</u> Copies of polices due for review had been issued to all governors prior to the meeting, with any changes highlighted. RWD talked through the high lighted changes for each policy. All polices were amended for grammar and spelling, if required.
4.1	<u>Accessibility Plan</u> Accessibility Plan agreed and accepted by the LGB without any amendments. ACTION: Accessibility Plan to be uploaded to each of the schools' websites - RWD
4.2	<u>Disaster Recovery Policy x 3</u> Disaster Recovery Plan for Clenchwarton accepted and agreed by the LGB without any amendments. Disaster Recovery Plan for Walpole Cross keys accepted and agreed by the LGB without any amendments. Disaster Recovery Plan for west Lynn accepted and agreed by the LGB without any amendments.
4.3	<u>English Policy</u> RWD explained this policy had the most changes due to the new curriculum being introduced. LB commented it was a more detailed policy than before. English Policy accepted and agreed by the LGB without any amendments.

4.4	<u>Collective Worship Policy</u> Collective Worship Policy accepted and agreed by the LGB without any amendments
4.5	<u>Computing Policy</u> This policy had previously been known as the ICT Policy and had been updated in line with Keeping Children Safe in Education guidance 2019. Computing Policy accepted and agreed by the LGB without any amendments.
4.6	<u>Drugs Policy</u> Drugs Policy agreed and accepted by the LGB without any amendments
4.7	<u>Educational Visits Policy</u> Educational Visits Policy agreed and accepted by the LGB without any amendments.
4.8	<u>Homework Policy</u> Homework Policy agreed and accepted by the LGB without any amendments
4.9	<u>Maths Policy</u> At the request of LC, the Maths Mastery Approach was explained by RW. Maths Policy agreed and accepted by the LGB without any amendments.
4.10	<u>Online Safety Policy</u> Online Safety Policy agreed and accepted by the LGB without any amendments. ACTION: Clerk to check if governors need to sign new Acceptable Use Agreements – Clerk
4.11	<u>Looked After Children Policy</u> Looked After Children Policy agreed and accepted by the LGB without any amendments.
4.12	<u>Lettings Policy x 3</u> Lettings Policy for Clenchwarton agreed and accepted by the LGB without any amendments. Lettings Policy for West Lynn agreed and accepted by the LGB without any amendments. RWD explained M. Fitzpatrick at WNAT had been contacted for confirmation of the maximum number of people allowed in the hall at Walpole Cross Keys. Lettings Policy for Walpole Cross Keys agreed in principal subject to the correct number of people allowed in the hall being included, once known. ACTION: Correct number of people allowed in the hall at Walpole Cross Keys to be confirmed and then included in the policy – RWD ACTION: Updated policy to then be signed by Chair of Governors – RWD & LB
	All agreed policies were signed by LB, except the Lettings Policy for Walpole Cross Keys.
5	<u>Confirmation of Date and Venue of Next Meeting</u> Next meeting would be the LGB meeting on 21 st November 2019 5pm at West Lynn. The issue of meeting start times was raised and briefly discussed, with the suggestion that this should be reviewed at the next LGB meeting.

Meeting closed at 5.50pm

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