



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools**  
**Minutes of the Local Governing Body Meeting**  
**Held on Thursday 26<sup>th</sup> November 2020 at 5pm**  
**Meeting held via Video Conference Call**  
**due to Covid 19 Restrictions**

<b>Attendance:</b>		
Lesley Bambridge – Chair (LB)	Trust Appointed Governor	Present
Michelle Adams (MA)	Staff Governor (West Lynn)	Present
Andrew Atkins (AA)	Trust Appointed Governor	Apologies Received
Jo Borley (JB)	Executive Head teacher	Present
Jackie Calaby (JC)	Staff Governor (Clenchwarton)	Present
Casey Catchpole (CC)	Trust Appointed Governor	Present
Lauren Chilvers (LC)	Parent Governor ((Clenchwarton)	Present
Cllr. Alexandra Kemp (AK)	Trust Appointed Governor	Present - left the meeting part way through item 9
Jodie Price (JP)	Parent Governor (Walpole Cross Keys)	Apologies Received
Sue Robinson (SR)	Staff Governor (Walpole Cross Keys)	Present
Sarah Swinburn (SS)	Trust Appointed Governor	Present
Ricki Wenn – Vice Chair (RW)	Trust Appointed Governor	Apologies Received
<b>In Attendance</b>		
Rose Ward (RWD)	Deputy Head teacher	Present
Rebecca Steed (RS)	Trust Director of Primary Standards	Present
Stella Kaye (SLK)	Clerk	Present
C Golding (CG)	History Subject Leader Clenchwarton	Present – left after item 3.10
N Maddison (NM)	Maths Subject Leader West Lynn	Present – left after item 3.3
D Kosecki (DK)	History Subject Leader West Lynn	Present left after item 3.10
R Lopez (RL)	Read Write Inc. Leader West Lynn	Present – left after item 3.6
M Ryan (MR)	Maths Subject Leader Clenchwarton	Present – left after item 3.3
A Saward (AS)	Maths Subject Leader Walpole Cross Keys	Present – left after item 3.3
J. Williams (JW)	Read Write Inc. Leader Clenchwarton	Present – left after item 3.6

This meeting was not recorded.

LB welcomed everyone to the meeting, especially all the staff members in attendance.

1	<p><b>Consideration of Apologies</b> Apologies had been received from A. Atkins, J. Price and R. Wenn Apologies accepted by the LGB.</p>
2 2.1 2.2	<p><b>Pecuniary and Other Interests</b> No declarations of pecuniary interest were received. <u>Completion of New Declaration of Interest Forms</u> Clerk reported some Declarations of Interest had not yet been received. Governors were reminded to please complete and return them as soon as possible. <b>ACTION: Completed Declaration of Business Interest forms to be returned to the Clerk as soon as possible – ALL GOVERNORS</b></p>
3  3.1    3.2        3.3	<p><b>To Receive Reports from Subject Leaders</b> Reports from Subject Leaders in each of the three schools had been issued to all governors prior to the meeting.</p> <p><i>Maths</i></p> <p><u>Clenchwarton</u> MR explained how staff had looked at the gap analysis and then taught from this. Intervention sessions were being carried out in class. MR had been able to have a whole session to look at books, walk round the school and be in classes for short periods. From the snapshot seen pupils were engaged and keen to learn. <b>LB asked if feedback was being received from other staff members.</b> MR advised yes, teachers were asking about the modules and would approach her if they had a query. <b>AK queried if MR had all the resources she needed and what strategies were in place.</b> MR replied yes and then talked through the testing, gap analysis and PIXEL data.</p> <p><u>West Lynn</u> NM advised she echoed what MR had already said. Children had settled well and staff were really enthusiastic. This year West Lynn were on target to achieve in line or above National figures in Maths. The PIXEL tests provided good test analysis and resources to address the gaps. The identified gaps were closing quite quickly, with the Year 6 test the previous week showing 63% of pupils were at expected level, which was pleasing at this point in the year. Maths monitoring had been undertaken on three occasions with books clearly showing gaps being addressed and progress being made. The main area for concern was the Year 4 times tables, which was being worked on. <b>LB asked how this was being carried out.</b> NM explained daily times table practice was in place and the online Tackling Tables resource was being used by pupils at home, together with timestables.co.uk which mimicked and provided practice for the tests due to take place in June 2021. <b>AK queried how times tables were taught across the three schools and across the Trust.</b> NM explained how all schools followed the Trust approach, in line with the National Curriculum.</p> <p><u>Walpole Cross Keys</u> AS reported things were similar at Walpole Cross Keys, with good use of challenge questions being seen in books. Year 6 achieved 75% in PIXEL tests. Pupil voice showed most pupils were positive about Maths. There was a good set of resources available in each class. All three schools had received training on tackling Tables. The Trust Maths Leader, B. Overton, had sent through a list of areas missed during lockdown and helped with planning for the mixed year group classes. <b>RS queried if there were any pupils close to achieving Greater Depth (GD)</b>SR replied pupils had scored 108 and 109 on the scale scores at Walpole Cross Keys. NM advised there was one pupil at West Lynn on 109 with a couple more pupils on 106.</p>

	<p>NM, MR and AS left the meeting at this point. 5.25pm</p>
3.4	<p><i>Read Write Inc.</i> <u>Clenchwarton</u> JW advised pupils had made a good start and teachers had taken back to the scheme quickly. CPD training had been held for Clenchwarton staff on the September Inset day. Following meetings, held remotely, for the West Lynn and Walpole Cross Keys staff a new five-day timetable had been put in place. Pupil groups were split between the six members of staff who taught phonics and staff tried not to mix bubbles. Staff had been asked for their comments on Read Write Inc., which had been included within the report. Staff thought it was working well and progress being made. The books were a good record which showed phonics being used. JW advised Clenchwarton had all the resources they needed, the only thing that might be needed was more time. Time was an issue, with everything fitted in as best it could be. A random assessment was to be carried out just before Christmas. LB queried if a version of Read Write Inc was available online. JW confirmed there was, with links being sent out together with access to YouTube clips.</p>
3.5	<p><u>West Lynn</u> RL informed governors following the first assessments carried out at the beginning of September 2020, the most noticeable thing had been the regression of skills, with the most significant regression being seen in Year 1. The assessments had been very thorough, with gaps in learning identified and changes then made to teaching. The daily phonics sessions for Year 2 pupils had been a benefit for all pupils. After seven weeks progress could be seen and a lot of the gaps had been closed. LB queried with regression and slip back normally seen after the Summer holiday period; would the regression have been expected. RS replied across the Trust and in other schools the biggest regression had been found in EYFS, Year 1 and Year 2 pupils. Some was to be expected, but the level had been a surprise.</p>
3.6	<p><u>Walpole Cross Keys</u> SR informed the meeting A. Calaby, the Read Write Inc Leader at Walpole Cross Keys was unwell and unable to attend the meeting. Her report had been issued to all governors. AK asked there were any other particular challenges which had surprised the schools. JB replied no. Children had returned to school brilliantly and were keen to learn.</p> <p>RL and JW left the meeting at this point.</p>
3.7	<p><i>History</i> <u>Clenchwarton</u> CW reported that across the school the feedback had been staff like the having the new History curriculum rather than just topics. When CW had undertaken Deep Dives and spoken to the children, it had been impressive the amount of knowledge they were taking on board. CW advised it was nice for pupils to have a history book. Lower down the school some tasks were quite demanding but these should become easier as curriculum went on. Outcomes looked promising and children were enjoying the new curriculum.</p>
3.8	<p><u>West Lynn</u> At West Lynn DK reported the children loved learning History and learning new words to add to their vocabulary. Children enjoyed the role play, which helped them remember. There had generally been a positive response from teachers. The Year 1 Manga Carta unit was tricky for pupils to comprehend. Book scrutiny had been good and working walls were being used well.</p>

3.9	<p>KS2 looked positive, although no data to date. The Knowledge Rich Curriculum would fit in beautifully with the new 2021 EYFS guidance. DK was very pleased and happy with the way things were going.</p> <p><u>Walpole Cross Keys</u> SR reported things were the same as in the other two schools. As there were mixed year group classes at Walpole Cross Keys SR explained how the curriculum was followed slightly differently. The tracking system would look different, but provided the same feedback and positive results.</p>
3.10	<p>Governors thanked all Subject Leaders for attending the meeting, which had been very useful and interesting. Governors could not wait to be able to get back into school to see it all in action.</p> <p>CG and DK left the meeting at this point.</p>
4	<p><b>Membership of the Local Governing Body</b> <i>To review and record appointments, resignations, vacancies and end of term of office</i></p>
4.1	<p><u>Parent Governor West Lynn</u> No nominations had been received following the Parent Governor election held at West Lynn. JB advised the school would try again. <b>ACTION: Parent Governor election to be held again at West Lynn in the Autumn term – JB</b></p>
4.2	<p><u>Staff Governor for West Lynn</u> M. Adams had been re-elected as Staff Governor for West Lynn.</p>
4.3	<p><u>New Trust Governors</u> LC advised there had been no joy with the potential Trust Governor she had approached. <b>ACTION: All governors to continue to look for potential new Trust Governors – ALL GOVERNORS</b> <b>ACTION: Inspiring Governance to be contacted re. possible candidates for Trust Governor positions – Clerk</b></p>
4.4	<p><u>Position of Chair of the LGB</u> LB reported, as yet, no one had indicated they would be willing to take over as Chair of Governors <b>ACTION: All Governors to consider taking over as Chair of the LGB – ALL GOVERNORS</b></p>
5	<p><b>Minutes of the Previous Meeting</b></p>
5.1	<p><i>To approve the minutes of the LGB meeting held on 1<sup>st</sup> October 2020</i> Minutes of the LGB meeting held on 1<sup>st</sup> October 2020 were agreed and accepted as a true record by the LGB.</p>
5.2	<p><i>To approve minutes of the Policy Review Meeting held on 22<sup>nd</sup> October 2020</i> The minutes of the Policy review meeting held on 22<sup>nd</sup> October 2020 were agreed and accepted as a true record by the LGB. <b>Copy of agreed minutes to be sent through to JB at Clenchwarton and arrangements then made for them to be printed and signed by LB – Clerk JB &amp; LB</b></p>
5.3	<p><i>Matters Arising from the Minutes</i> No items were raised.</p>
5.4	<p><i>Review of the AMR (Action Monitoring Record) for October 2020</i> Copy of the AMR from the October 2020 LGB meeting had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> <li><u>Governor Pen Portraits for Schools' Websites</u>: JB understood the majority of pen portraits had now all been received.</li> </ul>

	<p><b>ACTION: Pen portrait to be written up and emailed to JB – AA</b></p> <ul style="list-style-type: none"> <li>Keeping Children Safe in Education (KCSIE) 2020: Clerk reminded governors of the need for them to complete their online KCSIE declarations.</li> </ul> <p><b>ACTION: Governors to confirm, as soon as possible, via GovernorHub declaration that they have received and read KCSIE 2020 – ALL GOVERNORS</b></p> <p>All reminding actions had either been completed, or would be covered under items on the agenda.</p>
<b>6.</b>	<p><b>Head teacher’s Written Report</b></p> <p>Copy of the Head teacher’s Report covering all three schools had been issued to governors prior to the meeting.</p> <p>LB and AK both commented they liked the layout of the report which was clear and readable.</p> <p>Governors raised the following items:</p>
6.1	<p><u>Strengths and Concerns – Clenchwarton</u></p> <p>LB queried if the CPD (Continuous Professional Development) and coaching for two members of staff mentioned was taking place. JB confirmed it was.</p> <p>LB asked about Ofsted being shown in the report as a strong concern. JB advised this was as the next Ofsted inspection was now due.</p> <p>LB commented on the new SENDCo set up being a strength for all three schools. JB reported the new Trust SENDCo set up was working well for each of the schools.</p>
6.2	<p><u>Concerns – Walpole Cross Keys</u></p> <p>LB asked if staffing was still an issue at Walpole Cross Keys. JB explained this was due to Covid 19, with a bigger impact seen on the smaller school. Across all three schools staff were working together, as a team, including undertaking cleaning.</p> <p>LB enquired if a new crossing patrol was in place. JB confirmed yes.</p>
6.3	<p><u>Staffing</u></p> <p>LB referred to the member of staff who had moved to another position within the Trust. JB advised it was a good move for the member of staff concerned and the position would be covered by long term supply.</p> <p>Advert for an NQT (Newly Qualified Teacher) would be going out the following week.</p>
6.4	<p><u>Maternity Leave Cover</u></p> <p>LB commented on the maternity leave cover at Clenchwarton being provided by JB and RWD. JB explained the arrangements in place for two terms with effect from 1<sup>st</sup> January 2021. RWD and JB could not be in the same bubble.</p> <p>The teaching commitments would impact on the availability of the Executive Leadership Team</p>
6.5	<p><u>Behaviour Concerns</u></p> <p>LB asked about the behaviour of the pupil at West Lynn, which was shown as a strong concern. JB advised there were two pupils, both SEN, one at West Lynn and one at Walpole Cross Keys who were a concern. One child might be offered a place at the SRB (Special Resources Base), but if not, the school might have to permanently exclude for the safety of staff.</p> <p>One child was waiting to see if they could be assessed for an EHCP (Educational Health Care Plan).</p> <p>AK queried why the wait for an EHCP assessment as this was an urgent situation. JB and RS explained this was the EHCP process, which had a legal six-week timeframe to notify if they would assess, although there was a back log due to Covid 19 and Norfolk being in Tier 2. The child was known to NCC and the EHCP Coordinators. AK offered to help in any way and asked to be advised if response was not received within the timeframe.</p>
6.6	<p><u>Attendance</u></p> <p>SS congratulated the schools on the good attendance figures. JB advised a lot of welfare calls were being made, with County to follow up with two families that week.</p>

6.7	<p>Following a query from LB it was confirmed by JB, the two children at West Lynn who had tested positive for Covid 19 had already been self-isolating.</p> <p><u>Covid 19 Risk Assessments</u> LB queried if there had been any updates to the risk assessments.</p> <p>JB explained the Trust Premises Manager updated the risk assessments, with copies then issued to all staff members with the changes highlighted.</p>
6.8	<p><u>Safeguarding</u> LB enquired if there were any safeguarding updates. No further updates but at Clenchwarton it was good to see cases coming off Child Protection and now Child In Need.</p>
6.9	<p><u>Wellbeing</u> LB asked about staff wellbeing. JB reported staff were glad to be back. At times they were worried about the pandemic, but they had all been brilliant in their response</p>
6.10	<p><u>SEN Report</u> Report from the SENDCo had been issued to all governors prior to the meeting. No queries were raised.</p>
7.	<p><b>Review of Covid 19 Catch-Up Funding</b> Copies of the Catch-Up Plans for each of the schools had been issued to all governors prior to the meeting. JB explained the plans were currently general outlines. TAs at all three schools had been approached about taking part in before and after school clubs. Once it was clear what could be put into place there would be short, sharp, targeted intervention up and running by January 2021. Intervention for Year 6 might be in place earlier than January. LB enquired if parents were cooperating. JB advised parental cooperation was not known as the interventions had not yet begun.</p>
8.	<p><b>Pupil Premium Plans and Strategies</b></p>
8.1	<p><i>Review of Plans and Strategies for 2020/2021</i> RWD advised the Pupil Premium Statements remained unchanged from those issued and discussed at the previous LGB meeting. RWD then provided governors with an update on the plans and strategies for academic year 2020/2021, some of which would have an impact on the whole school, not just Pupil Premium pupils. Pupil Premium funding had been used towards the Read Write Inc phonics programme, feedback on which had been provided earlier in the meeting by the Subject Leaders for each school. Items 3.4, 3.5 and 3.6 refer. The PIXEL transition units had already been completed and the Autumn term testing had begun. The testing would pick up the gaps in learning and then targeted teaching would be put in place.</p>
8.2	<p><u>Mental Health and Wellbeing</u> Resources in the Jigsaw package were being used for mental health and wellbeing support. Staff were surprised how robust the children were being, with mental health and wellbeing not as big an issue as had been anticipated.</p>
8.3	<p><u>ICT Support</u> ICT equipment was being brought in to help pupils access remote learning, with questionnaires having been sent out to parents. Four families who would benefit from IT support had already been identified at Clenchwarton, and staff were doing the same at Walpole Cross Keys and West Lynn.</p>
9.	<p><b>Year Group Progress Reviews</b> Baseline and Target Reports for each of the three schools had been issued to all governors prior to the meeting. Year group testing had begun that week. RS informed governors for Year 6 the 2017 SATs papers had been used and explained each year the scale score did increase. RS was pleased with the data.</p>

	<p>As eight pupils at Clenchwarton had not finished the arithmetic paper JB had taken the papers and carried out an analysis, which identified work was needed on stamina and speed and also on percentages and fractions.</p> <p>SR advised when looking at the data for Walpole Cross Keys governors should be aware one pupil had left at half term so there were now only four pupils in the cohort. JB talked through the data for each school.</p> <p>AK left the meeting at this point 6.30pm</p> <p>RS queried if there was anything specific to the Year 6 cohort at Clenchwarton. JB replied no, this was generally a strong cohort, with two SEN pupils. RS and JB would follow up on the data.</p> <p>LB asked when the next set of data would be available for governors. JB advised data would be available for the meeting in February 2021.</p>
10.	<p><b>Curriculum</b> <i>Update on Knowledge Rich Curriculum</i></p> <p>JB reported the team had been working hard on the curriculum map for enrichment and on ways to make it Covid 19 friendly, a copy of which had been issued to all governors prior to the meeting.</p> <p>LB queried as school trips were part of enrichment, were any virtual trips planned. JB confirmed there were virtual trips, and these were included on the enrichment curriculum map.</p> <p>The focus was now on French and ICT with the French team having set up power point presentations ready for the Spring term. The teacher who oversaw French at Springwood High School would be providing some staff training in January 2021.</p> <p>Due to the year group set up at Walpole Cross Keys, JB and SR had worked together to amend the curriculum and link all the areas.</p> <p>RWD added the RE units for the Summer term had been tweaked following input from a member of staff who was a practicing Muslim.</p>
11.	<p><b>Review of School Development Plan (SDP and Self Evaluation Form (SEF)</b></p> <p>Copies of the SDP and SEF had been issues to all governors prior to the meeting. JB confirmed the SDP had been reviewed and updated.</p> <p>No queries were raised.</p>
12.	<p><b>Governor Monitoring, Development and Training</b></p> <p>12.1 <i>Monitoring Undertaken Since the Previous Meeting</i> No monitoring had been undertaken since the previous meeting,</p> <p>12.2 <i>To Agree Monitoring for the Spring Term</i> Suggestions for ways of carrying out virtual monitoring were discussed. LB advised she would talk to JB about staff workload and wellbeing.</p> <p>12.3 <u>SCR (Single Central Record) Check</u> RWD advised she had been due to meet with A. Atkins (Safeguarding Governor) to undertake the SCR check, but this had been postponed due to Covid 19 lockdown.</p> <p>12.4 <u>Pupil Premium</u> <b>ACTION: Remote meeting to be arranged for Pupil Premium monitoring – SS &amp; RWD</b></p> <p>12.5 <u>Website Compliance Checks</u> <b>ACTION: Website compliance checks to be carried out – RW</b></p> <p>12.6 <u>Virtual Learning Walk</u> Governors agreed a virtual Learning Walk was to be held on 2<sup>nd</sup> December 2020 via Zoom. <b>ACTION: Virtual Learning Walk to be undertaken and monitoring reports written up – JB, LB and CC</b></p> <p>12.7 <u>EYFS</u></p>

12.8	<p>As previously agreed, the EYFS lead was to be invited to the February LGB meeting.  <b>Governors requested the report to include photos/pictures, if possible.</b>  <b>ACTION: EYFS Lead to be invited to the February LGB meeting – JB</b></p> <p><u>Review of Art Work/Books</u>  This item was carried forward to the next meeting  <b>ACTION: Display of art work/books to be available for the next meeting to showcase More Able Pupils – JB</b></p>
12.9	<p><i>Governor Training</i>  No training had been undertaken since the previous meeting.</p>
12.10	<p><u>New Governor Induction</u>  The online governor induction training available via The Key and Educator Solutions was briefly discussed, with good feedback reported for the Educator Solutions online sessions  <b>ACTION: Online New Governor Induction training to be undertaken – JP</b>  <b>ACTION: JP to be contacted about WNAT governor induction – LB</b></p>
13.	<p><b>Vulnerabilities</b>  Strengths and Concerns for all three schools had been detailed in the Head teacher's Report. Items 6.1, 6.2, 6.4 and 6.5 refer.</p>
13.1	<p><u>Covid 19</u>  JB confirmed staffing was a vulnerability, as staff would be stretched thin due to Covid 19 pandemic and restrictions.  With JB and RWD having teaching commitments from January 2021, the availability of the Executive Leadership Team would be a concern. Item 6.4 refers.  Flow chart, including JB's teaching commitments, had been drawn up ready for January 2021.</p>
14.	<p><b>Any Other Business</b></p>
14.1	<p><u>First Aid Policy x 3</u>  Copies of the First Aid Policy for each of the three schools had been issued to all governors prior to the meeting.  All three First Aid policies were agreed and accepted by the LGB without any amendments.</p>
15.	<p><b>Date of Next Meeting</b>  The next LGB meeting would be held on 4<sup>th</sup> February 2021 at 5pm.  Meeting to be held via video conference call.</p>

LB thanked everyone for attending and thanked all staff for their continued hard work.  
**ACTION: Thank you and appreciation from the LGB to be passed on to all staff members for their continued hard work and commitment during the Covid 19 pandemic – JB**

LB wished everyone a Merry Christmas.  
Meeting closed at 6.40pm

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