



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Joint Local Governing Body
Policy Review Meeting
Held on Thursday 22nd October 2020
Via Video Conference Call**

Present:	
Lesley Bambridge – Chair (LB)	Trust Appointed Governor
Andrew Atkins (AA)	Trust Appointed Governor
Jo Borley (JB)	Executive Head teacher
Jackie Calaby (JC)	Staff Governor (Clenchwarton)
Casey Catchpole (CC)	Trust Appointed Governor
Lauren Chilvers (LC)	Parent Governor ((Clenchwarton)
Cllr. Alexandra Kemp (AK)	Trust Appointed Governor
Jodie Price (JP)	Parent Governor (Walpole Cross Keys)
Sue Robinson (SR)	Staff Governor (Walpole Cross Keys)
In Attendance	
Rose Ward (RWD)	Deputy Head teacher
Stella Kaye (SLK)	Clerk

This meeting was not recorded.

LB welcomed everyone to the meeting and apologised to those governors who had not been allocated specific policies when the review list had been drawn up.

1	<u>Consideration of Apologies</u> Apologies had been received from S. Swinburn and R Wenn Apologies accepted by the LGB.
2	<u>Declarations of Interest</u> No declarations of pecuniary interest were received.
3	<u>Agreement of School Policies due for Review in the Autumn Term</u> Copies of policies due for review had been issued to all governors prior to the meeting, with review of certain policies allocated to specific governors. Following a query from JP it was confirmed that review terms did vary i.e. annually or 3 yearly. The review date and frequency were shown on the front sheet of each policy.
3.1	<u>Acceptable Use Policy</u> Acceptable Use Policy agreed and accepted by the LGB without any amendments.
3.2	<u>Joint Educational Visits Policy</u> CC asked if the policy would need to be amended for autumn term trips due to changes to Covid 19 restrictions. JB advised a statement would be put out to parents and this could be added as an appendix. Joint Educational Visits Policy agreed and accepted by the LGB without any amendments.
3.3	<u>Joint Online Safety Policy</u> Joint Online Safety Policy agreed and accepted by the LGB without any amendments.
3.4	<u>Joint PSHCE Policy</u> JP asked, for the sake of consistency, what the correct term should be: either PSHE or PSHCE. JB confirmed it should now be PSHCE (Personnel, Social, Health and

	<p>Citizenship Education) ACTION: PSHCE to be referred to consistently throughout the policy – JB JP queried the highlighted grey statement at the top of page 4. JB explained the policy should show just the first statement, which was the preferred option. Governors agreed the first statement was to be included. PSHCE Policy agreed and accepted by the LGB, subject to the above amendment.</p>
3.5	<p><u>Joint Radicalisation including Prevent Policy</u> Joint Radicalisation including Prevent Policy agreed and accepted by the LGB without any amendments.</p>
3.6	<p><u>Joint Looked After Children Policy</u> Joint Looked After Children Policy agreed and accepted by the LGB without any amendments.</p>
3.7	<p><u>Joint PE Policy including Covid 19 Update.</u> Joint PE Policy agreed and accepted by the LGB without any amendments.</p>
3.8	<p><u>Touch Policy</u> Touch Policy agreed and accepted by the LGB without any amendments</p>
3.9	<p><u>Disaster Recovery Policy x 3</u> In response to a query from LB it was confirmed that all contact telephone numbers and addresses had been checked and were up to date. RW advised the reference to KLFM would need to be updated as the local radio station had been taken over and was now known by a different name. Governors suggested Your Local Paper and BBC Radio Norfolk be added to the contact list for press and media. ACTION: Your Local Paper and BBC Radio Norfolk to be added to press/media contact list and name of KLFM to be updated – JB Disaster Recovery Policies for each of the three schools were accepted and agreed by the LGB subject to the above amendments.</p>
3.10	<p><u>First Aid Policy x 3</u> As the First Aid policies had been received too late to review, governors agreed the policies would be reviewed at the next LGB meeting in November. ACTION: First Aid Policy to be reviewed at the November LGB meeting – Clerk</p>
4	<p><u>Acceptance of Trust Central Policies</u> Copies of the Trust central policies had been issued to all governors prior to the meeting. LB requested for consistency the Trust policies all either refer to Head teacher or Headteacher (one word).</p>
4.1	<p><u>NQT Induction Policy</u> NQT Induction Policy accepted by the LGB</p>
4.2	<p><u>Primary Attendance Policy</u> LB advised in appendix A page 17 it referred to Gaywood Primary ACTION: Reference to Gaywood Primary to be corrected – JB LB queried the date shown of 2017. JB advised this may just have been when the regulation came in to force. Policy was based on the model NCC policy. Primary Attendance Policy accepted by the LGB</p>
4.3	<p><u>Primary Behaviour Policy and Behaviour Appendix</u> LB queried as the appendix was dated June 2020 was there anything that should have been added since then. JB advised the Behaviour Policy was a central Trust policy and the appendix related to Covid 19. Primary Behaviour Policy and Appendix accepted by the LGB</p>
4.4	<p><u>Teaching and Learning Policy</u> Teaching and Learning Policy accepted by the LGB</p>
4.5	<p><u>EYFS Policy</u> JP queried there was no reference to a Link Governor for EYFS. JB explained why there would not necessarily be Link Governors in place for each area, except if they were a statutory requirement</p>

	<p>JP also queried that under training and professional development it read staff were encouraged and supported, but other Trust policies said “must” or “will”</p> <p>ACTION: JB to refer back to R Steed the policy wording relating to staff training and professional development – JB</p> <p>LB referred to the daily safety checklist example and queried if it would cover Covid 19. JB replied there was no specific checklist for Covid 19 but the individual school risk assessments would be followed.</p> <p>EYFS Policy accepted by the LGB</p> <p>4.6 <u>Home Learning Policy</u> Home Learning Policy accepted by the LGB</p> <p>4.7 <u>Primary Homework Policy</u> Primary Homework Policy accepted by the LGB.</p> <p>4.8 <u>Marking Policy</u> Marking Policy accepted by the LGB</p> <p>4.9 <u>SEND Policy x 3</u> SEND Policy for each of the three schools were accepted by the LGB</p> <p>4.10 <u>SEND Information Reports x 3</u> CC advised all three reports would need to be updated to show R. Wenn was now the SEND Link Governor</p> <p>ACTION: SEND Link Governor information to be updated in each of the three reports – RWD</p> <p>CC queried under section 10 it stated the “Head teacher in consultation with the Governing Body decides the budget for SEN” but this was not correct as governors had no financial responsibility delegated to them. After a brief discussion governors agreed the wording would be amended to read “the Governing Board would review the impact of SEN funding”</p> <p>ACTION: Wording in section 10 to be amended as agreed above – JB</p> <p>CC queried under item 6 Tier 2 it referred to a four-part graduated approach but only three parts were listed.</p> <p>ACTION: Reference to four part graduated approach to be removed and replaced with a graduated approach – JB</p> <p>CC drew attention to the last sentence in Section 7, which was incomplete.</p> <p>ACTION: Incomplete sentence in section 7 to be referred back to the Trust – JB</p> <p>SEND Information Reports for each of the three schools were accepted by the LGB subject to the amendments shown above.</p> <p>ACTION: JB to contact LB when copies of all the agreed policies would be available for signature – JB & LB</p>
5	<p>Confirmation of Date and Venue of Next Meeting</p> <p>Next meeting would be the LGB meeting on Thursday 26th November 2020 at 5pm. Meeting to be held via video conference call.</p>

Meeting closed at 5.30pm
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