



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
Minutes of the Local Governing Body Meeting  
Held on Thursday 27<sup>th</sup> May 2021 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	Absent No apology received
Jo Borley (JB)	Executive Head teacher	Present
Jackie Calaby (JC)	Staff Governor (Clenchwarton)	Present
Casey Catchpole (CC) Joined the meeting at the end of item 3	Trust Appointed Governor	Present
Lauren Chilvers (LC)	Parent Governor ((Clenchwarton)	Present
Cllr. Alexandra Kemp (AK)	Trust Appointed Governor	Apologies
Sue Robinson (SR)	Staff Governor (Walpole Cross Keys)	Present
Matthew Smith (MS)	Trust Appointed Governor	Present
Sarah Swinburn (SS)	Trust Appointed Governor	Present
Ricki Wenn – Vice Chair (RW)	Trust Appointed Governor	Present
<b>In Attendance</b>		
Rose Ward (RWD)	Executive Deputy Head teacher	Present
Rebecca Walker (RWR) audio only via mobile phone	Trust Director of Primary Standards	Present
Stella Kaye (SLK)	Clerk	Present
Hayley Roberts (HR)	New Clerk	Present
Abbi Calaby (AC) Left the meeting at the end of item 4.2	EYFS Walpole Cross Keys & Science Lead	Present
Debbie Kosecki (DB) Left the meeting at the end of item 4.2	EYFS - West Lynn	Present
Becky Lopez (BL) Left the meeting at the end of item 4.4	EYFS - West Lynn & PSHE	Present
Nikki Maddison (NM)	Assistant Head teacher - West Lynn	Present
Nicki Preston (NP) left the meeting at the end of item 4.4	EYFS - Clenchwarton	Present
Amy Saward (AS) Left the meeting at the end of item 4.4	PSHE Lead	Present
Jessica Williams (JW)	EYFS Clenchwarton	Present

Left the meeting at the end if item 4.2		
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LB welcomed everyone to the meeting, especially all the Subject Leaders.

This meeting was not recorded.

Governors were reminded about meeting protocol and confidentiality by the Clerk

<b>1</b>	<b>Consideration of Apologies</b>
1.1	<i>To receive and consider any apologies for absence</i> Apology had been received from: Cllr. A. Kemp Apology accepted by the LGB.
1.2	<u>LGB Meeting 18<sup>th</sup> March 2021</u> RW had sent an apology for the previous meeting in March, but the message had not been received before the start of the meeting.
<b>2</b>	<b>Notification of Any Other Urgent Business</b> <i>To consider any late items of business, not on the agenda, and decide if they should at the meeting</i> No urgent items of business were put forward.
<b>3</b>	<b>Pecuniary and Other Interests</b> <i>Declaration of any new or pecuniary interests with regard to items on the agenda</i> LB confirmed that everyone understood what a pecuniary interest was. No new declarations, or declarations of pecuniary interest in any items on the agenda were received. CC joined the meeting at this point.
<b>4</b>	<b>To Receive Reports from Subject Leaders</b>
4.1	<i>EYFS</i> EYFS Report to Governors and Power Point presentation on EYFS 2021 Changes to Provision and Teaching had been issued to all governors prior to the meeting. EYFS Power Point presentation was screen shared during this agenda item. DB talked through the power point presentation, highlighting the changes and challenges, and providing examples of ideas as to how these would be addressed in the classroom for different subjects. These ideas were already being incorporated into the teaching planning. Part way through the presentation DB lost connection and JW took over until DB was able to return. Governors then raised the following questions. <b>RW asked, from a teacher's point of view, would the changes mean more workload but with less assessment.</b> JW explained teachers would not be expected to provide as much evidence as before which in theory would provide more time to engage with the children. In terms of assessment, it should be easier. <b>RW then asked of children would enjoy following the new curriculum more than before.</b> DB replied yes, with the extra creativity and the ability to talk to teachers and explain what they were learning. There would be more opportunities to engage with the children with the new curriculum. <b>RW queried if pupils would be ahead at the end of EYFS more than the previous year group.</b> DB replied yes, pupils' literacy and understanding would be greater, which would carry them through the rest of school in good stead. <b>LB queried members of the Police coming in as part of the curriculum to talk to pupils who were that young. Police would normally come in and speak to older pupils.</b> JW advised the schools would look to put together a group of people for that part of the curriculum who were able to talk to that age group, and then use them across all three schools.

<p>4.2</p> <p>4.3</p> <p>4.4</p>	<p><b>LB asked if any extra resources or materials would be needed.</b> JW explained how some resources had been sourced from parents. There might be some certain items that would need to be purchased to ensure the schools were well stocked, but there was nothing at the moment. <b>With reference to one of the creative ideas put forward, LB asked if the clay would need firing.</b> JW advised no, the pottery would just be air dried.</p> <p><b>LB and RW concluded the new EYFS curriculum sounded very exciting and positive and they were looking forward to be able to come into school and see it in action.</b></p> <p><i>Science</i>  Science Reports for Clenchwarton and Walpole Cross Keys had been issued to all governors prior to the meeting.  AC screen shared and talked through the WNAT Science Curriculum Map.  AC explained how Walpole Cross Keys would be slightly different due to the mixed age class groups.  Ac reported on the lovely progress that had been seen in the Class 2 and Class 3 books during her Science monitoring at Walpole Cross Keys.  Enrichment activities for this year included taking part in the RSPB Bird Watch and Science Week, which had gone ahead despite lockdown.  Overall, the schools were quite well resourced for Science.  Science Leaders were already looking forward to next term for any resources that may need to be ordered.  No questions were raised.  DB, AC &amp; JW left the meeting at this point.</p> <p><i>PSHE (Personal, Social, Health and Economic Education)</i>  PSHE Reports to Governors for all three schools had been issued to governors prior to the meeting.  AS and BL provided governors with an overview of PSHE, how this covered in class, and what the schools had undertaken for pupils and families during lockdown, when PSHE had been so important.</p> <p><b>LB queried when staff had been contacting families by telephone during lockdown had this been in school time or after school.</b>  BL explained how this had been a mixture of both, how it had differed and been adapted between lockdowns and also once pupils began to return to school.</p> <p><b>LB enquired when pupils came back into school had they adapted quickly.</b>  BL replied yes pupils definitely had adapted quickly. Overall, pupils were happy to be back in school and see their friends. A few took a little bit longer to settle back into school routines. A key part of each PSHE lesson was the mindfulness element and when undertaking monitoring pupils had spoken about this element. Pupils loved the PSHE lessons.</p> <p><b>LB thanked all the Subject Leaders for attending the meeting and speaking to governors so enthusiastically about their plans and what was happening in school.</b>  LB found governors always learnt a lot when teachers took part in meetings and LB hoped this would continue to be part of the LGB meetings.  BL, NP, AS and JW left the meeting at this point.</p>
<p><b>5</b></p> <p>5.1</p>	<p><b>Membership of the Local Governing Body</b>  <i>To review and record appointments, resignations, vacancies and end of term of office</i>  <u>Parent Governor – Walpole Cross Keys</u>  J. Price had resigned as the Parent Governor for Walpole Cross Keys due to work commitments. Vacancy had been advertised with closing date of 11<sup>th</sup> June 2021.</p>

5.2	<p>No interest had been shown to date.  <b>ACTION: Parent Governor election to be completed at Walpole Cross Keys – JB</b>  <u>Parent Governor for West Lynn</u>  There had been no response to the Parent Governor election at West Lynn.  Election to be held again.  <b>ACTION: Parent Governor election to be held again at West Lynn – JB</b></p>
6	<p><b>Minutes of the Previous Meeting</b></p> <p>6.1 <i>To approve the minutes of the LGB meeting held on 18<sup>th</sup> March 2021</i>  Minutes of the LGB meeting held on 18<sup>th</sup> March 2021 were agreed and approved as a true record by the LGB.</p> <p>6.2 <i>To approve the minutes of the Policy Review meeting held on 22<sup>nd</sup> April 2021</i>  Minutes of the Policy Review meeting held on 22<sup>nd</sup> April 2021 were agreed and approved 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> <p>6.3 <i>Matters Arising from the Minutes</i>  No items were raised.</p> <p>6.4 <i>Review of the AMR (Action Monitoring Record) for March 2021</i>  Copy of the AMR from the March 2021 LGB meeting had been issued to all governors prior to the meeting.  All actions had either been completed, or would be covered under items on the agenda.</p>
7.	<p><b>Head teacher’s Verbal Update</b></p> <p>7.1 <u>Safeguarding – Termly Report form DSL</u>  Copy of the Spring Term Safeguarding Report from the DSL had been issued to all governors prior to the meeting.  RWD talked through her report including all the safeguarding training undertaken by staff.  RWD also informed governors of the following updates.  Meeting was to be held that week to close the Child in Need (CIN) case at Walpole Cross Keys. School would continue to support the family and work with the social worker.  Two CIN siblings at Clenchwarton had left to attend another school. Case had been closed and handed over to the new school. Follow up telephone call had been held with the DSL at their new school.  Training for the DSL at West Lynn who was on maternity leave had lapsed. Training had now been booked.  The schools were looking to train up more DSLs.  <b>In her absence A. Kemp had requested the following query be raised. With the increasing number of safeguarding referrals at West Lynn and Clenchwarton was there sufficient follow up and support for the children from the relevant outside agencies.</b>  RWD replied yes there was. One of the reasons for the increasing number of referrals at Clenchwarton was the large number of pupils for which low level neglect was being seen. At West Lynn a couple of families were having problems. Staff would note and record everything and sometimes the same incident may be recorded twice.  RWD did not have any concerns about support from outside agencies and the schools were working well with them.  RWD explained the two new places in Norfolk from which support could be obtained: the Multi Agency Support Panel and the West Norfolk Help Hub.  <b>CC asked when DSLs were dealing with an issue, did they get time away from the classroom.</b></p>

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>RWD explained how this would depend on who was managing the case/incident. RWD then talked through how the current set up in school worked, with RWD not being class based.</p> <p>In response to a comment from RWD about case meetings being held via Zoom being easier to manage, CC queried if the online meetings would continue. RWD advised the meetings were set up by the social workers with the school being invited to join. As long as the families were able to access the technology the online meetings might continue, as more of the agencies were then able to attend.</p> <p>LB questioned if there were any problems with families, in these situations, for which English was not their first language. RWD replied there was currently only one family where English was not their first language, but their English was good enough, and had not been a barrier to them getting support.</p> <p>LB informed the meeting that she did have access to an organisation which offered support to east European and Portuguese families.</p> <p><u>Attendance</u></p> <p>JB reported the latest Attendance figures were as follows:  Clenchwarton: 97.86%  Walpole Cross Keys: 94.65%  West Lynn: 95.86%</p> <p>There was one child at Walpole Cross Keys on a part time timetable.  At West Lynn one child was a school refuser who would be starting at a new school after half term.</p> <p><u>Health &amp; Safety</u></p> <p>Separate Health &amp; Safety and Premises Work Report had been issued to all governors prior to the meeting.  No questions were raised.</p> <p><u>Behaviour</u></p> <p>RWD reported the vast majority of behaviour was good.  Pupils remained in their bubbles with staggered play and lunch times, which had cut down on some behaviour issues.  Clenchwarton: No Fixed Term Exclusions (FTE) No Permanent Exclusions (PEX)  West Lynn: 4 FTE (3 for one pupil and 1 for another) No PEX.  LB had been informed of the FTEs at the time.  There were two pupils with specific behaviour issues, which could be violent, and took up a lot of staff time and resources. The school was working with outside agencies.  RWD briefly outlined some of the strategies that had been put in place by the school.  One pupil would be moving to a specialist school in September, which would better suit their needs. The other pupil was due to leave in June following a house move.  Walpole Cross Keys: No FTE and No PEX.  A lot of different strategies had been put in place for a pupil who had recently joined the school and the pupil was settling in well.</p> <p><u>Staff Wellbeing</u></p> <p>JB explained how the staff wellbeing trees worked that had been put in place.  MA was organising a staff online quiz night to be held during half term.  MA and JB informed governors of the Wellbeing Award all three of the schools were working towards. This would be a year long process.  The award looked to improve and streamline mental health for staff and pupils in schools.  A Mental Health Audit had already been completed at West Lynn as part of the award.  MA briefly outlined the different award categories and the criteria.  RW congratulated MA and the schools for this fantastic project.</p>
<p>8.</p>	<p><b>Review of Covid 19 Catch-Up Funding</b></p>

	<p><i>To review plans and strategies in place</i></p> <p>Monitoring meeting to discuss Covid 19 catch-Up funding had been held with AK. Monitoring report had been issued to all governors prior to the meeting. (Item 11.2 also refers) No questions were raised.</p> <p>JB informed governors that a Breakfast Club was being started at West Lynn for Year 5 pupils. The 1 to 1 tutoring was just coming to an end. No further funding would be spent on this as it was felt better to concentrate on before and after school clubs to focus on and close the gaps in learning.</p>
9.	<p><b>Curriculum Review</b></p> <p>JB reported a lot of work was being undertaken on the curriculum ready for September 2021. Having previously used Purple Mash the schools were now writing their own ICT curriculum which would link into the Science and Maths curriculums.</p> <p>Staff were working hard on the French curriculum and meetings were being held to re-write the EYFS curriculum.</p> <p>After half term a review of the Summer term curriculum would be undertaken ready for next year.</p> <p><b>CC queried who was involved in the Curriculum Teams.</b></p> <p>JB explained the curriculum was written by teachers from across the seven WNAT schools The curriculum was written by teachers who were specialists in that subject i.e. History or Geography. Year 2 teachers would write plans for that year group etc.</p> <p>All staff had the opportunity to comment on the curriculum</p> <p><b>In response to a follow up questions JB confirmed the curriculum was written and reviewed by school staff.</b></p> <p>JB informed governors of an international award all the Trust primary schools would be taking part in whereby the schools would be working with schools in India.</p> <p>Despite the turbulent times in Mumbai with Covid 19, West Lynn had successfully made contact via Zoom.</p> <p>NM explained the idea behind the award, with seventeen sustainable goals for the schools to pick from and focus on.</p> <p>JB advised the Curriculum Teams were looking at how to incorporate this into the school curriculum</p> <p>SR reported Walpole Cross Keys had been linked to a large school with primary and secondary pupils and how the pupils at Walpole had been amazed at that number of children.</p> <p>The focus for Walpole would be on Phonics.</p>
10.	<p><b>Behaviour for Learning Review</b></p> <p>This subject had already been covered under the Head teacher's Verbal Update (Item 7.4) JB confirmed behaviour was good at Walpole Cross Keys and West Lynn. There was still some work to be done in certain areas at Clenchwarton.</p>
11.	<p><b>Governor Monitoring, Development and Training</b></p> <p><i>Monitoring Undertaken Since the Previous Meeting</i></p> <p>Reports for all the monitoring detailed below had been issued to governors prior to the meeting.</p> <p><b>LB thanked governors for all the monitoring they had carried out so far that term.</b></p> <p>11.1 <u>Virtual Learning Walk – West Lynn</u> Virtual Learning Walk focusing on the working walls had taken place at West Lynn on 14<sup>th</sup> April 2021. Virtual Learning Walk was attended by LB, MS and LC.</p> <p>11.2 <u>Covid Catch Up</u> AK had held a Covid Catch-Up meeting via Zoom with JB on 14<sup>th</sup> May 2021. (Item 8 also refers)</p> <p>11.3 <u>Pupil Premium</u> SS held an online Pupil Premium monitoring meeting with RWD on 20<sup>th</sup> May 2021. Follow up monitoring was to be arranged before the end of the Summer term.</p>

11.4	<p><b>ACTION: Follow up Pupil Premium monitoring meeting to be arranged – SS &amp; RWD</b></p> <p><u>PE Grant Funding</u></p> <p>SS had also been covered PE Grant funding under her meeting with RWD on 20<sup>th</sup> May 2021.</p>
11.5	<p><u>Website Compliance Check</u></p> <p>RW confirmed he had carried out website compliance checks in February 2021 with a copy of the checklist being sent through to JB and RWR with a query.</p>
	<p><b>ACTION: February 2021 website compliance checklist to be issued to the Clerk for distribution to all governors – RW/Clerk</b></p>
11.6	<p><i>To Agree Monitoring for the Summer Term</i></p> <p>Monitoring requirements for the Summer term were discussed and the following were agreed:</p>
11.7	<p><u>Book Look at Clenchwarton</u></p> <p>Book Look to be held at Clenchwarton on 17<sup>th</sup> June 2021 from 3.30pm.</p>
	<p><b>ACTION: Book Look to be undertaken at Clenchwarton – LB, JB, LC, MS &amp; CC</b></p>
11.8	<p><u>Single Central Record (SCR) Checks</u></p> <p>As the checks had not yet been completed for the Summer term RW kindly offered to come into school to do so after half term.</p>
	<p><b>ACTION: SCR checks to be undertaken after half term – RW</b></p>
11.9	<p><u>Safeguarding</u></p> <p>RWD advised the planned safeguarding monitoring meeting with AA was to be re-arranged.</p>
	<p><b>ACTION: Termly safeguarding meeting, via Zoom, to be re-arranged – AA &amp; RWD</b></p>
11.10	<p><u>Website Compliance Checks – Summer Term</u></p> <p>New websites for all three schools were due to go live that day. JB requested compliance checks be undertaken after 21<sup>st</sup> June 2021.</p>
	<p><b>ACTION: Website compliance checks to be undertaken for all three schools once the new websites had gone live – RW</b></p>
11.11	<p><i>Governor Training</i></p> <p>The following online training had been completed since the previous meeting:</p>
	<p>New Governor Induction – MS</p> <p>School based governor induction was to be arranged once governors were permitted back into the schools.</p>
	<p><b>ACTION: LB to contact MS about school based governor induction – LB and MS</b></p>
	<p>Preparing for Ofsted – LC</p> <p>Safeguarding and Child Protection – SS</p> <p>SEND The Governors Role – RW</p>
11.12	<p><u>Training in the Summer Term</u></p> <p>MA was booked to attend Workload and Wellbeing training on 30<sup>th</sup> June 2021.</p> <p>LB indicated she might also join this session, if possible.</p> <p>RW was booked to attend Understanding Data training on 14<sup>th</sup> June 2021.</p> <p>Governors were again encouraged to take a look at all the training available online.</p>
	<p><b>ACTION: All governors to consider taking the Bite Size online training session for Safeguarding, available via GovernorHub, and any relevant training for those governors with designated responsibilities – ALL GOVERNORS</b></p>
12.	<p><b>Vulnerabilities</b></p>
12.1	<p><u>Staffing</u></p> <p>At Walpole Cross Keys A. Calaby would be going on maternity leave. An NQT (Newly Qualified Teacher) had now been appointed as cover.</p> <p>At Clenchwarton R. Ward would be leaving with N. Maddison moving up to the Executive Deputy Head teacher role.</p>

<p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>There would then be two Assistant Head teacher vacancies. JB advised interviews had been held and a decision was due the following day. Should the decision be made not to appoint from the candidates interviewed, JB outlined the back up plans to cover for a term with staff the school had used previously.</p> <p>For the part time Year 1 positions at Clenchwarton, it was believed these would now be covered by an apprentice teacher from within the Trust.</p> <p>For the member of teaching staff on maternity leave who was not due back until January 2022 her position would likely be covered by supply staff.</p> <p><u>Ofsted Inspection at Clenchwarton</u></p> <p>The staffing vulnerabilities also linked to the possible Ofsted inspection at Clenchwarton in the Autumn term. Inspection could happen with no Year 6 teacher, no Assistant Head teacher and a supply teacher in Year 2.</p> <p><u>Pupils with Educational Health Care Plans (EHCP) at Walpole Cross Keys</u></p> <p>Norfolk County Council (NCC) were asking Walpole Cross Keys to take more and more pupils with EHCPs. NCC had forced the school to accept another pupil with an ECHP earlier that day. The pupil would be in the same class as other pupils with EHCPs, which could be volatile.</p> <p>LB advised if the school needed representation to be made to NCC on this matter she would be happy to do so in her role as a Borough Councillor.</p> <p><u>Covid 19</u></p> <p>The possibility of having to close a bubble due to a Covid outbreak remained a vulnerability.</p>
<p><b>13.</b></p> <p>13.1</p> <p>13.2</p>	<p><b>Any Other Business</b></p> <p><u>Link Governor for Mental Health</u></p> <p>In relation to the Mental Health Audit and Mental Health Award discussed under item 7.5 MA raised the issue if there should be a separate Mental Health Governor or if this could be combined under the Wellbeing Governor role.</p> <p>Governors agreed the Wellbeing Governor would now become the Wellbeing and Mental Health Governor.</p> <p><u>Clerking</u></p> <p>Introductions were made to H. Roberts who would be taking over as Clerk from S. Kaye. Governors thanked SLK for all her work over the years as Clerk for the LGB</p>
<p><b>14.</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next meeting would be the LGB meeting on 14<sup>th</sup> July 2021 at 5pm f</p> <p>Meeting to be held via video conference call.</p>

LB thanked everyone for attending and the meeting closed at 7.03pm

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