



West Norfolk
Academies Trust

Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Joint Local Governing Body Meeting
Held on 14th July 2021 at 1700
Meeting held remotely via video conferencing call
Due to the Covid-19 Restrictions

Present:	
Jo Borley (JB)	Executive Headteacher
Cllr. Alexandra Kemp (AK) (Arrived 17.20)	Trust Governor
Ricki Wenn – Vice Chair (RW)	Trust Governor
Matthew Smith (MS)	Trust Governor
Michelle Adams (MA)	Staff Governor- West Lynn
Jackie Calaby (JC)	Staff Governor- Clenchwarton
Casey Catchpole (CC)	Trust Governor
Sue Robinson (SR)	Staff Governor- Walpole Cross Keys
In Attendance:	
Rebecca Walker (RW) (Arrived 17.20)	Trust Director of Primary Education
Hayley Roberts (HR)	Clerk
Rose Ward	Executive Deputy Headteacher
Nichola Maddison (N.M) (Present until the end of item 4)	Staff Member West Lynn
Jemma Grimmer (JG) (Present until the end of item 4)	Staff Member West Lynn
Michelle Adams (MA) (Present until the end of item 4)	Staff Member West Lynn
No Apologies Received:	
Lauren Chilvers (LC)	Parent Governor - Clenchwarton

RW welcomed everyone to the meeting and introductions were then made.

<p>1. <u>Apologies</u></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from L. Bambridge - Chair (LB), A. Atkins (AA) and S. Swinburn (SS). Apologies accepted by the LGB.</p>
<p>2. <u>Notification of any other urgent business</u></p> <p>No urgent items were raised</p>

Signed by ChairDated

3. Pecuniary and other interests

Declaration of other new interests, pecuniary interests or other interest with regard to items on the agenda

3.1 No new declarations or declarations of pecuniary interest were received.

4. Report from Mental Health leads

A Powerpoint Presentation was shared by NM, JG & MA about the Mental Health Award Programme.

The Governing Body were informed that there are now mental health leads across all three primary schools:

- West Lynn is Michelle, Nichola and Jemma who are present for this meeting.
- Clenchwarton is Ashleigh Webb and Paula Bland
- Walpole's lead is Sian Sunday.

RW asked if the staff had been mentored to support the delivery of the programme. JG answered that they have had support every step of the way in the form of a mentor.

JB added that they had done a lot of work ready for September including for the school website.

5. Governing body membership

Review and record appointments, resignations, vacancies and end of term of office

5.1 JB said no one came forward for the parent Governor vacancy.
LB has finished her term of office.

RW was approved as Chair from September. A new Vice Chair is needed.

5.2 JB said she would like to propose two new Governor's; Rose Ward (RD who was present) who will be leaving the school at the end of the academic year. And Pam Foskett who is the ex Headteacher of Reffley School.

5.3 HR asked if everyone had a WANT email address. RW said he did not.

ACTION: HR to set RW up with a WNAT email address.

6. Minutes of the previous meeting

To approve the minutes of the joint LGB meeting held 27th May 2021

6.1 The minutes of the joint LGB meeting held on the 27th May 2021 were approved and accepted as a true record by the LGB.

ACTION: Copies of agreed minutes to be sent through to school office for printing and then for signature by chair – Clerk/AG

6.2 Matters Arising

No items were raised

7. Headteacher's Report

Copy of the Headteacher's reports had been issued to all Governors prior to the meeting. JB talked through her report.

The Clenchwarton year 5 bubble is closed due to 1 positive member of staff plus 3 positive students. Those students won't return to school until September.

A member of staff at West Lynn is in isolation from today but will teach their lessons virtually via Zoom on Monday and Tuesday.

RW asked if there is a chance that Clenchwarton School could have an OFSTED inspection in September.

JB replied that a new OFSTED framework had been released but there was also a statement saying that because of Covid-19 it could be extended by up to two years. However, it will be treated that Clenchwarton school should be ready all the time.

RW said that come September when he is Chair of Governors, he would like to attend the school in person in this capacity. JB said she hopes that this should definitely be possible.

RW asked if recruitment is still an issue. JB said it is and that they had no applicants for the position of Assistant Headteacher and will have to advertise again in September. Only person was interested but what they wanted a non-teaching role. This would not have suited as all assistants in the Trust have teaching responsibilities.

8. Review of results

JB shared internal data and explained that this data won't be looked at by OFSTED as they won't be accepting internal data but that the assessments had been done in test conditions and uploaded to Pixl.

Subject leaders are documenting strengths and weaknesses to see if there's any common themes. Some of the main things that have been noted have been:

- In year 2 at Clenchwarton the writing is lower level due to high S.E.N numbers.
- Maths is weaker in year 3 at Clenchwarton
- At West Lynn the reading and maths is good but writing is lower.
- Year 4 students at West Lynn need a careful eye as there are 3 EHCP students as well as other SEN students. There are 3 adults working in there but academic gaps to fill come September.

RW asked if the gaps have always been there. JB replied saying that they have because it is a cohort that is S.E.N heavy and emotional-needs heavy.

- There are currently 4 year 4 students at Walpole Cross Keys.
- In the current year 2 there, the reading and writing is lower, whereas the maths is stronger.

RW asked if again that gap had always been there. JB replied saying it had as again it was a high S.E.N cohort.

- There are 8 children starting at Walpole in September. So it will have a full cohort incoming. At the moment JB is not aware of any of them having additional needs.

9. Plans for Next year

JB would like her schools to get an international award. It wasn't possible to connect much with international schools in recent weeks as those schools are on summer holidays. They will return when ours are on summer holiday, so it won't be until September that the international work will resume.

The music curriculum will be re-done next academic year whereas ICT and Science will carry on.

The team has worked hard on the school development plan. It just needs a few bits adding from the trust plan and then it will be ready for September.

BW added that something from the new reading framework will need to go in there. JB agreed and said that the information on History had been released now,

10. Governor Monitoring, development and training

RW has done some Bitesize training on Governor Hub and wanted to know whether the Clerk gets a notification. HR replied that she had not received any notifications so to continue to let us know in these meetings so it can be recorded.

MA has done some Wellbeing training online via zoom.

11. Policy Reviews

RW said although he had seen the policies, he had not had chance to read them yet. JB said they had been tweaked slightly from the last time they were approved.

BW advised that the SRE policy would be updated again before the next meeting so suggested we move policies to the September meeting. All agreed.

ACTION: HR to add to the agenda for September.

12. Vulnerabilities

None to report

13. Any Other Business

RW asked if the single central record needs signing before the end of term. JB replied that it will need signing in the first couple of weeks next term.

ACTION: SCR to be signed- RW/JB

14. Date of Next Meeting

The provisional date of Wednesday 29th September at 1700 was agreed for the next LGB meeting.

Governors hoped it would be possible to meet face to face at Clenchwarton School.

RW advised that she would still be zooming in remotely. JB advised that a visualiser could be set up.

ACTION: Format/venue for the September LGB to be confirmed closer to the time and all Governors to be informed. -JB/RW/Clerk

RW thanked everyone for attending and wished everyone a good summer.

Meeting closed at 1745