



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Meeting
Held on Thursday 18th March 2021 at 5pm
Meeting held via Video Conference Call
due to Covid 19 Restrictions**

Attendance:		
Lesley Bambridge – Chair (LB)	Trust Appointed Governor	Present
Michelle Adams (MA)	Staff Governor (West Lynn)	Present
Andrew Atkins (AA) joined meeting during item 6.5	Trust Appointed Governor	Present
Jo Borley (JB)	Executive Head teacher	Present
Jackie Calaby (JC)	Staff Governor (Clenchwarton)	Apologies
Casey Catchpole (CC)	Trust Appointed Governor	Apologies
Lauren Chilvers (LC)	Parent Governor ((Clenchwarton)	Present
Cllr. Alexandra Kemp (AK)	Trust Appointed Governor	Apologies
Jodie Price (JP)	Parent Governor (Walpole Cross Keys)	Absent No Apologies Received
Sue Robinson (SR)	Staff Governor (Walpole Cross Keys)	Present
Matthew Smith (MS)	Trust Appointed Governor	Present
Sarah Swinburn (SS)	Trust Appointed Governor	Apologies
Ricki Wenn – Vice Chair (RW)	Trust Appointed Governor	Present
In Attendance		
Rose Ward (RWD)	Deputy Head teacher	Present
Rebecca Walker (RWR) joined meeting during item 4	Trust Director of Primary Standards	Present
Stella Kaye (SLK)	Clerk	Present

This meeting was not recorded.

Governors were reminded about meeting protocol and confidentiality by the Clerk

LB welcomed everyone to the meeting, especially M. Smith who was attending his first LGB meeting.

1	Consideration of Apologies Apologies had been received from: J Calaby, S. Swinburn, C. Catchpole and Cllr. A. Kemp Apologies accepted by the LGB.
2	Notification of Any Other Urgent Business No urgent items of business were put forward.
3	Pecuniary and Other Interests
3.1	No new declarations, or declarations of pecuniary interest in any items on the agenda were received.
3.2	<u>Completion of New Declaration of Interest</u> Clerk reported a couple of governors were yet to complete their online declaration via GovernorHub.

	<p>Governors were to be reminded to please complete their online declarations as soon as possible. ACTION: Governors to be reminded to complete their online declarations of Interest via GovernorHub – Clerk</p>
4	<p>Membership of the Local Governing Body <i>To review and record appointments, resignations, vacancies and end of term of office</i></p>
4.1	<p><u>Appointment of New Trust Governor</u> Matthew Smith had been appointed as a new Trust Governor. Thanks were expressed to S. Swinburn for circulating the vacancy among her colleagues. ACTION: All governors to continue to look for potential new Trust Governors – ALL GOVERNORS</p>
4.2	<p>RWR joined the meeting at this point 5.07pm <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 after Easter, once all pupils had returned from lockdown. ACTION: Parent Governor election to be held at West Lynn after Easter – JB</p>
4.3	<p><u>Position of Chair and Vice Chair of the LGB</u> RW indicated he would be willing to consider taking over as Chair of Governors in September 2021, when LB was due to step down. This would then lead to a vacancy for a Vice Chair of the LGB. ACTION: All Governors to consider taking over as Chair/Vice Chair of the LGB from September 2021 – ALL GOVERNORS</p>
5	<p>Minutes of the Previous Meeting</p>
5.1	<p><i>To approve the minutes of the LGB meeting held on 4th February 2021</i> Minutes of the LGB meeting held on 4th February 2021 were agreed and approved as a true record by the LGB. 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. once visitors were permitted into the school building – Clerk JB & LB</p>
5..2	<p><i>Matters Arising from the Minutes</i> No items were raised.</p>
5.3	<p><i>Review of the AMR (Action Monitoring Record) for February 2021</i> Copy of the AMR from the February 2021 LGB meeting had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> • <u>Keeping Children Safe in Education (KCSIE) 2020</u>: Clerk reported two governors were yet to complete their online KCSIE declarations. Clerk to send reminder ACTION: Remaining two Governors to confirm, as soon as possible, via GovernorHub declaration that they have received and read KCSIE 2020 – AK & CC • <u>Union Representative Time</u>: RWR confirmed the requirement for union representative time was only required to be available on the Trust website, not individual schools.
5.4	<p>All remaining actions had either been completed, or would be covered under items on the agenda.</p>
6.	<p>Head teacher’s Written Report Copy of the Headteacher’s Report had been issued to all governors prior to the meeting. RW left the meeting at this point due to an internet connection problem.</p>
6.1	<p><u>Concern - Availability of Executive Leadership Team</u> SR asked how things were going with the concern, across the three schools, over the availability of the ELT (Executive Leadership Team) due to teaching commitments for the next two terms. JB explained the teaching timetable for herself and RWD, whereby one of them would always be</p>

6.2	<p>available for staff when the other was in class.</p> <p><u>Strong Concern – Ofsted Inspection at Clenchwarton</u></p> <p>LB queried the Ofsted inspection due at Clenchwarton being shown as a strong concern.</p> <p>JB advised the Ofsted inspection was likely to take place within the next twelve months. Currently the school was not where it needed to be, as CPD (Continuous Professional Development), was still required for Subject Leaders.</p> <p>RWR explained the school had been working on this prior to the Covid 19 pandemic, with plans in place. Things would have been ready for Ofsted but, due to the lockdowns, most of what had been planned had not yet been able to go ahead.</p> <p>The training and coaching were now being picked back up.</p> <p>LB asked if there had been any external online training available for staff.</p> <p>JB confirmed online training was available from the National Collage and another external service. Best practice was also used, with two staff recording elements of good practice to be shared across the Trust.</p> <p>RW re-joined the meeting at this point.</p>
6.3	<p><u>Strong Concern – Specific SEN Pupils</u></p> <p>LB enquired about the specific SEN pupils shown as strong concerns for West Lynn and Walpole Cross Keys.</p> <p>JB advised the children really needed to be in different settings.</p> <p>One pupil would be moving to the correct setting for them, from September 2021.</p> <p>Move to another school was being considered for another pupil.</p> <p>An appeal had been lodged, which was going to a tribunal, as a pupil had been awarded an EHCP (Educational Health Care Plan), but the school had still been named as the placement.</p> <p>LB asked about the role of the Trust SENDCo. JB confirmed the Trust SENDCo was an asset for all three of the schools.</p>
6.4	<p><u>Attendance</u></p> <p>LB enquired how pupils were settling in upon return to school from lockdown.</p> <p>JB reported children were happy and had settled well.</p> <p>There had been one or two emotional issues.</p> <p>One child was refusing to return to school. There had been problems before and matters were in hand. The Local Authority (LA) were aware.</p> <p>LB commented the attendance figures looked really good:</p> <p>Clenchwarton: 96.28%, Walpole Cross Keys: 93.68% and West Lynn: 94.09%</p>
6.5	<p><u>Curriculum</u></p> <p>RW queried if the Knowledge Rich Curriculum, which had been well mapped out, would still be on track in terms of planning, or were any changes due to be made.</p> <p>JB replied staff had worked extremely hard to continue with the planned curriculum, both in school and online, and things were on track. Only two areas had not been taught during lockdown, ICT and music. Once back these had re-started, with music being taught this term.</p> <p>RW asked how quickly the schools would be able to identify the gaps for home schooled children and those who had attended school.</p> <p>JB explained the hot writes had still been expected to be completed at the end of Foundation subjects. The schools would not be testing straight away, but focusing on quality first teaching. Teachers were good at undertaking assessments while teaching, and using the live marking.</p> <p>AA joined the meeting at this point (5.30pm) and apologised for being late.</p> <p>JB continued, time had been allocated into the timetable for gap filling.</p> <p>RW then queried if children would be back to where they were expected to be by the end of the Summer term or would catch up continue into the next academic year.</p> <p>JB advised the majority of children were expected to be back where they should be by the end of</p>

6.6	<p>the year. Assessments were to be held at the end of term from 29th June 2021. LB asked if the assessments would be an additional workload for staff. JB and RWD advised no, as EYFS, Phonics and end of year assessments would have been carried out anyway. <u>Staffing</u> LB noted staffing could be a concern at Walpole Cross Keys. JB confirmed this was due to a member of staff who was shielding. Any staff absences had been covered by staff from the other two schools.</p>
7.	<p>Review of Covid 19 Catch-Up Funding Copies of the Catch-Up Plans for each of the three schools had been issued to all governors prior to the meeting. JB briefly talked through the reports and what funding had been spent to date. LB queried if the funding for 1 to 1 and small group tuition had been money well spent. JB replied the children had really enjoyed the online tuition and found it beneficial. The schools would be carrying on with the sessions Coming back after lockdown and arranging to take three children out of class for online sessions and been a little awkward for staff during the first week.</p>
8.	<p>Review of most Recent Assessment Data for All Year Groups JB confirmed there was no recent assessment data due to the lockdown.</p>
9.	<p>SEND Review Report from the SENDCo, covering all three schools, had been issued to governors prior to the meeting. JB informed governors, over time, the schools would be looking to reduce the number of pupils on the SEN Register, as with quality first teaching some pupils would no longer need to be on the register. No questions were raised.</p>
10.	<p>Looked after Children (LAC) Report Copy of the Annual LAC Report had been issued to all governors prior to the meeting. SR confirmed across the three schools there were only two LAC, both at Walpole Cross Keys and in the same class. The children had no SEN needs and were working at expected. The children had been in school during lockdown and there were no attendance issues. In response to a query from LB, it was confirmed the children were with family members and well supported. There were no previously Looked After Children.</p>
11.	<p>Review of School Development Plan (SDP) and Self -Evaluation Form (SEF) JB explained after Easter the schools would re-start with the SDP and update the SEF. As all teaching staff would then be back in school, this would release Subject Leaders to undertake their monitoring role and develop and take their subjects forward to complete the actions set out in the SDP.</p>
12.	<p>Policy Review <i>Single Equality Policy</i> JB informed governors the schools were no longer required to have a Single Equality Policy, as an over-arching Trust policy was in place. Accessibility Plans for each individual school were still required. These had been agreed previously and were available on the schools' websites.</p>
13. 13.1	<p>Governor Monitoring, Development and Training <i>Monitoring Undertaken Since the Previous Meeting</i> <u>Virtual Learning Walk – Clenchwarton</u> Virtual Learning Walk had been held at Clenchwarton attended by LC and RW. RW reported the virtual learning walk had been really good and taken in all classrooms, mainly</p>

13.2	<p>focusing on the working walls. All the working walls were in full use and governors had observed the walls were being added to. Not as much had been seen of Reception, as the class was being moved around. ACTION: Monitoring reports to be written up and sent through to the Clerk for distribution to all Governors – RW/LC and Clerk.</p> <p><u>Safeguarding and Single Central Record (SCR) Check</u> AA had met with RWD for the termly Safeguarding meeting and SCR check. AA advised the meeting had been very beneficial, and he appreciated how much work was carried out behind the scenes. AA had looked at the safeguarding procedures and processes in place during lockdown. AA reported on how much interaction with parents there had been and the good records kept. There was uniformity across the three schools and consistent checking across all records. AA commented things had been hard for everyone but the schools had managed well and mitigated difficulties with planning. SCR check had been undertaken and everything was up to date.</p>
13.3	<p><u>Home Learning</u> Home Learning report from AK following monitoring meeting with JB on 1st March 2021 had been available, via GovernorHub, to all governors prior to the meeting. LB queried what happened if a child was not engaging with the home learning. JB explained all teachers monitored engagement, with any concerns reported. If any ICT issues had been resolved and there was still no engagement, those children would then be invited back into school. RWD explained spread sheet records were in place to track all online work submitted, phone calls made and home visits. RWD added sometimes if there had been issues with motivation, staff would speak to and encourage the child. The TAs had been very dedicated in talking to pupils on the phone to provide help and support. In response to a query from LB, it was confirmed some of the families the schools expected to find things difficult had done so, but all families had been finding things tricky towards the end of lockdown. SR commented she felt relationships with families were now so much better as there had been a huge increase in understanding and appreciation. RW enquired about the social interaction of pupils returning from lockdown. JB advised there were no issues with this, pupils were back to normal. RWD advised upon return from lockdown teachers had held extra PSHE sessions. The children had been very open about what they had missed and what made them nervous. Children were very resilient and it was as if they had never been away. There were a small minority of children who had struggled and needed extra support. Support was available in school and with outside agencies, if required.</p> <p>JB briefly left the meeting at this point.</p>
13.4	<p><u>Website Compliance Checks</u> RW confirmed the website compliance checklists had been completed and sent through to JB ACTION: Website compliance checklists to be issued to the Clerk for distribution to all governors, once agreed by JB – RW/JB/Clerk</p>
13.5	<p><i>To Agree Monitoring for the Spring/Summer Term</i> <u>Pupil Premium and PE Grant Funding</u> RWD advised Pupil Premium Report had been issued to SS and a meeting was to be arranged. ACTION: Pupil Premium and PE Grant funding monitoring meeting to be arranged, via Zoom,</p>

13.6	<p>before the next meeting – SS and RWD</p> <p><u>Safeguarding and SCR (Single Central Record) Check</u></p> <p>ACTION: Safeguarding monitoring meeting and SCR check to be arranged for the Summer term – AA and RWD</p>
13.7	<p>JB returned to the meeting.</p> <p><u>SEND and Looked After Children (LAC)</u></p> <p>ACTION: Meeting to be arranged for SEND and LAC monitoring with E. Radford the Trust Assistant SENDCo on 24th March 2021 – RW and JB</p>
13.8	<p><u>Covid 19 Catch Up Funding</u></p> <p>Covid 19 Catch Up funding monitoring with the SLT (Senior Leadership Team) to be undertaken by AK</p> <p>ACTION: Covid Catch Up funding monitoring meeting to be arranged – JB and AK</p>
13.9	<p><u>Virtual Learning Walk and Book Look</u></p> <p>Governors agreed a virtual Learning Walk was to be held after Easter at West Lynn and a virtual book look at Clenchwarton. All governors were invited to attend.</p> <p>ACTION: Learning Walk to be held at West Lynn on 14th April 2021 at 9.30am and virtual book look at Clenchwarton on 20th April at 9.30am. Monitoring reports to then be written up and sent through to JB – JB and ALL Governors</p>
13.10	<p><u>Reports from Subject Leaders</u></p> <p>Governors agreed the following Subject leaders were to be invited to present reports at the next LGB meeting in May: EYFS, PSHE and Science.</p> <p>ACTION: Leaders of EYFS, PSHE and Science to be invited to the next LGB meeting – JB</p>
13.11	<p><i>Governor Training</i></p> <p>No training had been undertaken since the previous meeting.</p>
13.12	<p><u>Preparing for Ofsted</u></p> <p>JP was booked to attend the online Preparing for Ofsted training in April.</p> <p>All governors were encouraged to book this training, as an Ofsted inspection was due for Clenchwarton. (Item 6.2 refers)</p> <p>RW asked what the current procedures were for Ofsted and what were the expectations of governors. RWR replied Ofsted would currently undertake inspections if there were safeguarding concerns. Most inspections being carried out were via Zoom and for schools judged as Inadequate or RI (Requires Improvement).</p> <p>Full inspections were not planned to resume until September 2021, although there would be some form of inspection during the Summer term.</p> <p>RWR suggested governors take a look at the Schools Week articles available via GovernorHub, for information on current Ofsted inspections.</p> <p>JB explained once the Clenchwarton inspection had taken place, inspections for West Lynn and Walpole Cross Keys would normally follow shortly after.</p>
13.13	<p><u>Governor Induction</u></p> <p>MS was requested to complete the online Governor Induction training modules, via GovernorHub.</p> <p>ACTION: Online Governor Induction training modules to be undertaken – MS</p> <p>ACTION: JP and MS to be contacted about school based governor induction – LB</p>
13.14	<p><u>Training in the Spring/Summer Term</u></p> <p>Governors were encouraged to take a look at all the training available online.</p> <p>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</p>
13.15	<p><u>Wellbeing Training</u></p>

	LB advised her wellbeing training had been re-booked for April 2021.
14.	Vulnerabilities
14.1	<u>Current Vulnerabilities</u> Vulnerabilities were as detailed in the Head teacher's Report. Items 6.1, 6.2 and 6.3 refer.
14.2	<u>New Vulnerabilities</u> No new vulnerabilities had been identified.
15.	Any Other Business No items were raised.
16.	Date of Next Meeting The next meeting would be the Policy Review meeting on 22 nd April 2021 at 5pm followed by LGB meeting on 27 th May 2021 at 5pm. Meetings to be held via video conference call.

LB thanked everyone for attending and the meeting closed at 6.20pm

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