



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Policy Review Meeting
Held on Thursday 22nd April 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	Absent No Apology 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)	Absent No Apology Received
Cllr. Alexandra Kemp (AK)	Trust Appointed Governor	Apologies
Jodie Price (JP)	Parent Governor (Walpole Cross Keys)	Absent No Apology 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	Absent. No Apology Received
In Attendance		
Rose Ward (RWD)	Deputy Head teacher	Present
Stella Kaye (SLK)	Clerk	Present

This meeting was not recorded.

1	Consideration of Apologies Apologies had been received from: S. Swinburn 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 No new declarations, or declarations of pecuniary interest in any items on the agenda were received.
4	Approval of School Policies due for Review in the Summer Term 2021 Copies of all policies due for approval had been issued to governors prior to the meeting.
4.1	<i>SRE (Sex and Relationships Education) Policy</i> JB confirmed this was a central Trust Policy covering all the Trust primary schools.

<p>4.2</p>	<p>LB queried the reference on page 6 about disclosures may have to be made. JB confirmed under the Safeguarding procedures any disclosures would have to be reported. SRE Policy approved by the LGB.</p> <p><i>Joint Admissions Policy</i> JB advised the policy was based on the model NCC policy. LB asked if home visits were still being undertaken for pupils joining in Reception as there was no reference to this in the policy. JB advised home visits would be detailed in the EYFS Policy and could be added to the Admissions Policy if governors wished to do so. Governors agreed this would not be necessary. In response to a query from SR it was confirmed two people would carry out home visits. JB informed governors, currently no home visits were being carried out due to the Covid 19 restrictions. If possible after the 21st June 2021, children would be invited into school and visits made to the nursery schools. JB enquired if the schools would be full in September. JB advised not yet, the numbers were low, but this was the same for all schools in Norfolk due to a low birth rate for this year group. JB reported the following Reception numbers for September 2021: Clenchwarton: 26 (16 from the village and 10 from the local area) Walpole Cross Keys: 8 (plus 1 on appeal) West Lynn: 11 Joint Admissions Policy approved by the LGB without any amendments.</p>
<p>4.3</p>	<p><i>Emergency Evacuation</i> RWD explained there were two emergency evacuation procedures for each school, as one was in case of a further Covid 19 lockdown. LB queried the procedure was for pupils from West Lynn and Clenchwarton to go to their local churches, would the churches be open or key holders available JB and RWD advised the churches were the safest places locally to evacuate children to. This would only be in the case of a major incident. Key holders would be available. Following a query from MS it was confirmed both the Walpole Cross Keys evacuation procedures referred to the village hall and not the Church. MA queried if the laminated class lists were still needed in class. RWD advised the lists should still be available ACTION: RWD to check laminated lists were available at West Lynn – RWD RWD and SR explained to governors how the laminated lists worked. Emergency Evacuation Procedures for each of the three schools were approved by the LGB without any amendments. Emergency Evacuations Procedures – Covid 19 for each of the three schools were approved by the LGB without any amendments.</p>
<p>4.4</p>	<p><i>Joint Home School Agreement</i> LB commented the Home School agreement looked very attractive. Joint Home School Agreement approved by the LGB without any amendments.</p>
<p>4.5</p>	<p><i>Joint Intimate Care Policy</i> LB raised a query around if a phone call had to be made home to parents, who actually made the phone call. JB confirmed there were two people with the child at all times. JB informed governors this situation would rarely occur, and then explained the process. MA confirmed there were always two people present at West Lynn. Joint Intimate Care Policy approved by the LGB without any amendments</p>

4.6	<p><i>Vision – Walpole Cross Keys</i></p> <p>JB apologised the Walpole Cross Keys Vision had been uploaded to GovernorHub prior to the meeting, but placed in the wrong folder. Vision was then screen shared. JB advised the Vision was as before but a new strap line “The Key to Success” had now been included. Vision and new strap line for Walpole Cross Keys was approved by the LGB with just the amendment to be made to the date.</p> <p>ACTION: Date on the Walpole Cross Keys Vision to be updated – JB</p>
4.7	<p><i>Joint Accessibility Plan</i></p> <p>Following a query from MA it was agreed reference to the Family Support Worker should be included under local agencies for parents to be aware of. Governors agreed with suggestion from the Clerk that as the Accessibility Plan was to be uploaded onto the schools’ websites a key be included for the abbreviations used. The staff member’s initials were to be amended to SENDCo</p> <p>Joint Accessibility Plan was approved by the LGB subject to the amendments agreed above.</p> <p>ACTION: Agreed amendments to be made to the Joint Accessibility Plan before uploading to each of the schools’ websites – JB</p> <p>ACTION: Arrangements to be made for agreed policies to be signed by LB – LB/JB</p>
5.	<p>Confirm Date and Venue of the Next Meeting</p> <p>The next meeting would be the LGB meeting to be held on 27th May 2021 at 5pm. Meeting to be held via video conference call.</p>

As this would be the Clerk’s last meeting, thanks were expressed to SLK by LB and JB

Meeting closed at 5.30pm

Total number of pages 3