



Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
 Minutes of the Joint Local Governing Body Meeting  
 Held on 17<sup>th</sup> December 2021 at 1700  
 Via Zoom Video Link

<b>Present:</b>	
Jo Borley (JB)	Executive Headteacher
Casey Catchpole (CC)	Parent Governor CW
Ricki Wenn Chair (RW)	Trust Governor
Sarah Swinburn (SS)	Trust Governor
Sue Robinson (SR)	Staff Governor WCK
Jacky Calaby (JC)	Staff Governor- CW
Rose Ward (RWa)	Trust Governor
Pam Foskett (PF)	Trust Governor
Cllr. Lesley Bambridge (LB)	Trust Governor
<b>Apologies:</b>	
<i>Cllr. Alexandra Kemp (AK)</i>	<i>Trust Governor</i>
Matthew Smith (MS)	Trust Governor
Lauren Chilvers (LC)	Parent Governor
<b>In Attendance:</b>	
Hayley Roberts (HR)	Clerk
Nichola Maddison (N.M)	Executive Deputy Headteacher

RW welcomed everyone to the meeting and introductions were then made

<p><b>1. <u>Apologies</u></b></p> <p><i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from M. Smith (MS), L. Chilvers (LC).</p> <p>Apologies accepted by the LGB.</p>
<p><b>2. <u>Notification of any other urgent business</u></b></p> <p>No urgent items were raised</p>
<p><b>3. <u>Pecuniary and other interests</u></b></p>

*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. Governing body membership**

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

A. Atkins, M. Adams and R. Ward have all resigned.

**ACTION: RW to re-look at link roles following three resignations to see who can take on monitoring other areas.**

A Staff Governor from WL is needed to replace M. Adams and a WCK staff Governor will be needed in January as S.R is leaving WCK school. She will however, stay on as a Trust Governor.

The WCK parent Governor position has been filled and applicant Peter will be joining in the new year. **ACTION: Clerk to invite Peter to LGB3.**

#### **5. Minutes of the previous meeting**

*To approve the minutes of the joint LGB meeting held 28<sup>th</sup> Sep 2021*

6.1 The minutes of the joint LGB meeting held on the 28<sup>th</sup> September 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/RW**

#### 5.2 Matters Arising

No items were raised

#### **6. Headteacher's Report**

A document was circulated prior to the meeting. JB asked if anyone had any initial questions with regards to the content

**PF asked how the schools work with parents on attendance**

JB replied that each term every child is looked at. Specifically, anyone falling below 95%. Sometimes there can be a pattern and so letters home are used as well as monitoring with fortnightly reviews. If Fast Tracking is needed, then that process takes place.

**PF also asked if there was a date set for improving the outdoor areas for EYFS at Clenchwarton.**

JB replied that there were issues with fencing for most of the last term and therefore things are monitored each half term as the weather is an issue at Clenchwarton.

**LB asked how staff adapt an ambitious curriculum for SEND students**

JB replied that hand-sheets and resources are there as scaffolding. Hand-sheets in maths for example, would be a number sheet. Staff are constantly working to ensure that the curriculum is adapted to suit the needs of the students. EG students with an EHCP, lower ability students. There is a check every few weeks to ensure that work is being adapted.

**LB asked JB to explain about the class that she reported that struggle to mix and work nicely together.**

JB explained that it is three boys in particular. There is quite a lot of arguing between them and that due to this, break time can be a problem. This is being resolved with use of equipment at break times to keep them occupied.

**LB also asked how teaching is going to be consistent with being a staff member short at Walpole Cross Keys.**

JB informed Governors that herself and NM are going to be there twice a week.

**LB asked if all three schools are having parents on site again yet.**

JB replied that all three schools are working with parents and that parents have been on site at all three schools and were really appreciative. It was needed to build the parent-school relationship back up.

**PF commented that the external audit looked very positive and asked if there were any surprises re suggested improvements.**

JB replied that she needs to improve her sales pitch as although she is a positive person, she doesn't like bragging about her schools.

**SS asked how reading for pleasure was going**

JB replied that there had been a lot of money spent on books and that the children have loved 'sharing a story'.

It was reported that 4 members of Clenchwarton staff had Covid last term. One member of staff at West Lynn but so far no staff at Walpole Cross Keys have tested positive. There was a member of staff off with work-related stress, but they are back now.

There is still a shortage of MSA's and the recruitment of them and therefore everyone is over-worked currently, trying to cover those positions. It has been a hard term for staff in that respect. It might be that the role of the TA's is looked at, to see if they can incorporate an MSA role via a restructure.

**R.W commented queried that attendance at Walpole was higher than at Clenchwarton.**

JB replied that each office manager was different with regards to if they 'let them in a couple of minutes late', or if they record straight away. JB would like to discuss a 'late gate' at the next agenda.

**ACTION: Clerk to add the idea of a 'Late Gate' to the next Agenda.**

There is a student at Clenchwarton who requires a lot of work from staff as she has a tendency to 'explode' and takes about 15 minutes to calm down. Staff are trying really hard to work with her to keep her in school and not at home.

Play leaders could benefit from some Governor recognition towards the end of the academic year. They have been a credit; they clear up at the end of break times help with the little ones etc.

**ACTION: Clerk to add to LGB5 agenda**

**RW asked about 'staff areas' as per the circulated report.**

JB explained that for years she has requested another log cabin at West Lynn for staff but it doesn't look likely to happen.

## **7. Safeguarding report: N. Maddison**

A document was circulated prior to the meeting.

NM explained that there was a family who moved out of the area and because they didn't have a new address initially, they were recorded as 'Missing from Education' for that time period.

NM explained that she had an SCR audit and that they couldn't pick a fault.

The CPOMS software continues to be used for recording concerns/incidents. 'Staff Safe' has also been purchased.

Sexual Harassment is inappropriate chatter and touching under the new KCSIE document.

**LB asked how those situations are dealt with**

NM replied that it's explaining to the children what is acceptable and what is not acceptable and informing parents. Year 5 and 6 students have also attended an assembly on the subject matter.

**RW asked re sexual harassment and homophobic comments, whether staff feel that the students understand what it is that they are saying?**

NM explained that very often they don't understand the meaning of what they are saying.

SS explained that at Marshland High School they use a company called 'Show Racism the Red Card' who were very useful.

**LB asked if the Operation Compass families were families that have been in that situation before**

NM replied that it was a mix of both; some have been in the past and some haven't.

## **8. PP Statement**

A document was circulated prior to the meeting.

Statement unanimously approved.

NM informed the Governing body that just this afternoon she was informed that there would be some additional money coming and that the document will need updating to reflect this.

## **9. Autumn Data Review**

A document for each school was circulated prior to the meeting.

The reading assessment was done without any staff help at all.

There is no EYFS data for West Lynn yet as the designated staff member is on long term sick leave.

Reading in years 3, 4 and 5 needs to be looked at.

JB is disappointed with the Phonics results from year 2 at Walpole Cross Keys and will be working with teachers to ensure that it's sorted. JB reminded the Governing body that numbers at that school are small and therefore the percentages look big in comparison to the other schools.

Trustees have asked about greater depth at Walpole Cross Keys school, but it's hard with only 8 children. However, the expectation for those students is still there.

## **10. Review of Development Plan**

A document was circulated prior to the meeting.

JB explained that an external advisor asked for it to be called a 'SDIP and Operations document' to acknowledge that it is a working document which allows her to keep tabs on what has been done.

## **11. EYFS Baseline and Whole School Targets**

A document was circulated prior to the meeting.

JB explained that there had been great improvements in the data she has now, compared to the baseline data. For example, the baseline data at West Lynn was zero as not one child was on track.

Clenchwarton baseline figure was 35% and is now 46%.

Walpole Cross Keys baseline figure was 50% and is now 63%.

**LB asked if there was a particular reason that it was so low to start with.**

JB replied that the framework has changed and that all trust schools were now around 35% on entry this year, so once we know some national data it will be easier to see where our data fits.

## **12. Friends of West Lynn School**

A financial statement was shared prior to the meeting.

JB explained that as we speak there is a school disco for students taking place.

There has also been a raffle which has raised some money.

No public have been in yet. Walpole have done some events in the village hall, but the general public were not invited in the interests of safety regarding the Coronavirus Pandemic.

## **13. Governor Monitoring, development and training**

### 13.1 Training

RW is going to do Safer Recruitment training. Hayley Mann (P.A to the HT) has sent through the information. It is the NSPCC course.

**ACTION: NM to check with Sara Nolan (Trust) about Trust-wide Safer Recruitment training.**

NM has done a 'National Online Safety for DSL's' Course which was really useful.

PF found the bespoke W.N.AT training useful.

### 13.2 Monitoring

Clerk has received monitoring reports from MS, PF, LB, SS.

**ACTION: Clerk to find PF's maths monitoring sheet and upload to GH and all monitoring reports into one folder.**

**ACTION: RW to email out re Extracurricular, behaviour, PP and SEND monitoring at Clenchwarton next term.**

**ACTION: JB to do a website compliance check**

**ACTION: SS to do SCR next term.**

**ACTION: LB to monitor EYFS at the other two schools.**

#### **14. Policy Reviews**

Accessibility-Only dates were changed.

Behaviour- One line re peer on peer review was added.

Attendance- No changes

S.E.N.D- Trust policy

Home Learning- Date change

Online Safety- Changed based on KCSIE 2021

Radicalisation- New referral form

Safeguarding- Low level concerns updated in section 12

Teaching and learning- Date Change

Curriculum- instead of individual subjects one Trust policy that covers them all.

Policies unanimously agreed.

#### **15. Current Focus**

Clenchwarton are due an Ofsted Inspection

There is an assistant Headteacher joining West Lynn.

Due to SR leaving Walpole, JB will need to be present more.

As mentioned in the HT's report, there may need to be a restructure of the teaching assistant's role to incorporate the MSA role due to recruitment issues.

Some staff are on the second Covid variant after already isolating previously.

#### **16. Any Other Business**

No other business was reported

#### **17. Date of Next Meeting**

Thursday 24<sup>th</sup> February 1700. Format TBC

RW thanked everyone for attending

Meeting closed at 1820