



Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
 Minutes of the Joint Local Governing Body Meeting
 Held on 21st April 2022 at 1700 at Clenchwarton Primary School as a hybrid
 meeting

Present:	
Jo Borley (JB)	Executive Headteacher
Ricki Wenn Chair (RW)	Trust Governor
Matthew Smith (MS)	Trust Governor
Lauren Chilvers (LC)	Parent Governor WL
Sue Robinson (SR)	Trust Governor
Jacky Calaby (JC)	Staff Governor CW
Casey Catchpole (CC)	Parent Governor CW
Cllr. Alexandra Kemp (AK)	Trust Governor
Sarah Swinburn (SS)	Parent Governor
Pam Foskett (PF)	Trust Governor
Peter Pooley (PP)	Parent Governor- WCK
Apologies:	
Cllr. Lesley Bambridge (LB)	Trust Governor
Kerri-Anne Jordan (KJ)	Staff Governor - WCK
In Attendance:	
Hayley Roberts (HR)	Clerk
Nichola Maddison (N.M)	Executive Deputy Headteacher

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 K.A. Jordan (KJ) and Lesley Bambridge (LB). 1.2 Apologies accepted by the LGB.</p>
<p>2. <u>Notification of any other urgent business</u></p> <p>No urgent items were raised</p>
<p>3. <u>Pecuniary and other interests</u></p>

Signed by ChairDated

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

RW introduced PP to the board of Governors. PP is new to the Governing Body and is a parent of children at Walpole Cross Keys School.

Kerri Anne Jordan (KJ) has also joined the governing body and will represent Walpole Cross Keys as a staff Governor. She was unable to attend this meeting, but will be at future meetings.

A staff Governor from West Lynn is needed.

JB knows someone who may join the Governing body as a Trust Governor. Her name is Suzi White and she used to work across the three schools.

ACTION: Clerk to E-invite KJ to Governor Hub

ACTION: RW to email Roger Livesey to enrol S. White

5. Minutes of the previous meeting

To approve the minutes of the joint LGB meeting held 24th Feb 2022

6.1 The minutes of the joint LGB meeting held on the 24th February 2022 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

ACTION: Clerk to correct mistake referencing SS as a parent Governor

ACTION: JB to arrange policies with Hayley Mann and invite RW in to sign all outstanding ones.

5.2 Matters Arising

No items were raised

6. Headteachers Report

A document was circulated prior to the meeting.

RW enquired about the staff absences and whether they were all due to Covid-19.

JB replied school by school:

Clenchwarton:

- MSA's: 1 x Covid-19 case
- TA's: 7 x Covid-19 cases
- Teachers: 7 x Covid-19 cases
- The site management and admin staff absences were also Covid.

All other absences were general illnesses.

West Lynn:

- MSA's: 2 x Covid-19 cases
- TA's: 9 x Covid-19 cases
- Teachers: 4 x Covid-19 cases

All other absences were general sickness apart from one teacher who is off with long-term sickness and an MSA staff member who was recovering from an operation.

Walpole Cross Keys:

- TA's: 3 x Covid-19 cases

One TA was hospitalised and unwell, one teacher undertook a medical procedure which required time off and one admin member of staff was absent due to an accident.

RW asked if Covid was still around within the schools

JB replied that yes it was but currently isn't as bad as it was. There is currently one staff member and one student absent due to testing positive. However, people aren't testing as much now.

RW asked what the latest school guidance was with regards to isolation.

JB replied that the guidance for adults is 5 days isolation and that children are now 3 days.

LC asked whether it is a legal requirement

JB explained that it isn't, but that the guidance is passed on to parents and so far no one has challenged it.

PP added that he currently has Covid-19 and that most of the parents that he has spoken to around school have said that their children would still be isolating for the 5 days if they tested positive.

JB explained that on the day after breaking up for the Easter break that lots of staff contacted her to inform her that they had Covid-19.

RW asked what the latest was with regards to the staff at WL and WCK having their own staff room

JB explained that money-wise with regards to funds from the Trust, emergency spends always come first. JB will wait to see if she can do anything from her own budget, but won't know her financial carry-forward figure until November time.

JB added that even if there is any money left, it was not a guarantee that it could be used to install staff rooms as the children's needs must always come first. Therefore staff rooms won't be top of the list.

CW will be getting a new modular building worth around £400k over the summer.

RW asked if current facilities could be moved around in order to incorporate staff rooms

JB replied that there's literally nowhere 'spare'.

LC asked why Clenchwarton are getting the upgraded facilities and not WL and WCK that need the extra space

JB explained that WL had already had a big £800k spend before her time and that WCK are having the roof done as well as having air conditioning installed and are also having a new heating system.

Extra classrooms can't be built at WCK as there aren't enough student numbers. JB explained that she runs three classes there instead of two classes and that she split the children into three to put their education first. She also removed the Headteacher's office for the same reason so that it could then be used as storage. Once the carry-forward figure is available then staff space might be able to be looked again, but as mentioned, the children's needs must always come first.

RW commented that he understands JB's position and would like the staff to know that the Governors are aware.

PF asked what the G&T programme is.

JB replied that it stands for *Gifted and Talented* and that it is a programme of opportunities for high achievers and that the most recent event was a science event where they placed third.

PF asked why the CPD looks so different between the three schools, despite still looking great.

JB explained that different teachers will have asked for different things and will have different responsibilities.

SS asked about the 97% attendance figure and how it looked against the national figure.

JB will look at this.

ACTION: JB to find out how this fits nationally.

AK asked whether the schools do a free breakfast club and whether breakfast in relation to food poverty, is an issue.

JB replied that a free breakfast isn't something that they offer, but that if any child comes to school without breakfast, they are always provided for at school to ensure that they have eaten. So far there haven't been any families that have come forward to say that they are in dire need.

NM added that if there are any worries about children not having eaten, that this is always followed up with a phone call home.

7. Safeguarding report: N. Maddison

A document was circulated prior to the meeting.

The new Assistant Headteacher at WL who started in January has done her multi-agency and DSL two-day training.

Darren, the new Assistant Headteacher at CW is booked in for his too.

Our new staff Governor at WCK is KJ who is known amongst staff as Kaz. KJ has moved across from WL and is currently the only DSL at WCK. However, someone else is booked in to be DSL trained.

Lots of volunteers have been in to do their safeguarding training. For example, the reading volunteers.

RW asked who the volunteers tend to be

JB replied that the majority of the volunteers are parents, but there are also some members of the community who have come in for lots of years to help.

NM asked RW if he had finished his safer recruitment

RW explained that he has started it, but not yet finished it.

ACTION: NM to arrange for all Assistant Headteachers to do Safer Recruitment training.

All staff are signed up to the national online safety course. It is also offered to parents and lots have signed up for it.

JB commented that parents could be supported by completing it in school together as a coffee morning after the school drop off time.

This idea was welcomed by all.

The schools have nearly finished their mental health awards, with WL due first.

RW asked about sexual harassment at CW

NM explained that there is one repeat offender who is having external support from an external agency called the Benjamin Foundation.

There is one family under child protection at WL. They joined the school in January with this already in place and therefore it has been carried forward.

There is one family at WL who are persistently absent so the school is taking the fast track route.

RW asked what a child in need is

NM explained that it is one step down from a child protection plan as the child could suffer significant harm.

8. Spring data review

A document was circulated prior to the meeting.

Governors to be aware that although year 1 reading looks like it has dropped, it's purposely a cautious number.

PF commented that the greater depth writing figures looked brilliant in year 2 at CW.

Year 6 will sit proper SATS tests. The staff and children have worked very hard and everyone has done their best in order to be ready.

Governors to be aware that EYFS at WL looks low because there's only 15 children, so 1 child equates to a big percentage in that context. There is one child that has been in hospital for nearly 2 years which also affects the data.

The same for EYFS at WCK as there are only 9 children.

SS commented that the greater depth figures looked great in year 6 at WL and that the WCK year 1's and 4's look to be doing really well too.

JB explained that interventions were still happening and that the logistics of this tuition would be changing at WL as doing it before school wasn't working as the attendance was low.

LC asked whether it could work after school

JB replied that this particular cohort isn't good at 'out of hours' commitments, yet these children really need the support and therefore she will ensure that they get it within the school day. It is essential support as they need it and therefore she will facilitate them accessing it rather than not getting it at all.

9. SEND Review

A document was circulated prior to the meeting.

RW asked if the Trust support is there for if needed.

JB replied that yes it was and that this term brought the introduction of half-termly meetings in order to go through every single child on the SEND register. This is with SLT and the SEND Trust co coordinator and will ensure that all of the paperwork trail is in place and exactly how it should be.

RW asked whether there was a good amount of staff supporting the EYFS class at WL

JB replied that there are 2 new members of staff working one to one with children, so that there are now 3 adults in there.

SS asked if the strategies that are in place to help SEND children access the curriculum, are working

JB replied that the raw data scores show progress and that they can access the curriculum.

10. LAC Report

A document was circulated prior to the meeting.

No questions were raised.

11. Pupil Premium Review

A document was circulated prior to the meeting.

RW asked if the national average figure of 25% is the number of pp students in a school

NM replied that yes it is

RW enquired about it being a high figure

NM explained that it has potentially gone up over time and might be because it is more of a high profile term now

WL and CW use a programme called 'Nelly'. It is led by staff Governor Jacky at CW and it is used as intervention.

WCK students are not using this programme as none of the students met the criteria when they were screened.

'Fresh Start' training is happening at CW and staff at the other two schools are also going to be trained. It is a phonics programme for year 5 and 6 students.

The interventions at WCK are already happening during the school day.

There are improved diversity books and the accelerated reader books have been restocked.

Maths subject leaders have been released to do monitoring.

With regards to wellbeing, PP money has been spent on enrichment, particularly after school clubs, to subsidise costs. For example, the year 6 residential as well as the theatre trip.

The money is also being used for the Benjamin Foundation for pupil premium children.

RW asked if there were any plans for PP students in place that haven't been able to go ahead?

NM replied that no, everything that was planned has gone ahead.

WL have 29% pp students which is above average.

PF added that it is a comprehensive and thorough report.

12. Governor Monitoring, development and training

ACTION: RW to do a website compliance check

ACTION: JB to email monitoring list and requirements to RW

Clerk went through all monitoring reports received so far.

The following monitoring is needed, starting with CW school:

- Art (this half term)
- D.T (this half term)
- French (this half term)
- PHSE (this half term)
- Music (after half term)

When Governors are in school they will endeavour to watch a lesson and speak to the children and ask them questions.

13. Policy Reviews

- SEND
- Critical Incidents
- First Aid
- Collective Worship

Policies unanimously agreed.

14. Current Focus

Clenchwarton are still due Ofsted.

All staff are training to learn to play the recorder as a new music curriculum is coming in September.

WCK is such a small school and it is necessary to continuously check that the same high expectations are there and being met in the same way as the other two schools.

15. Any Other Business

SATS week is the week beginning 9th May and volunteers are needed to come in and help facilitate during that week.

ACTION: NM to email the SATS timetable out

16. Date of Next Meeting

Tuesday 24th May 1700: Hybrid meeting at West Lynn Primary School

RW thanked everyone for attending

Meeting closed at 1830