



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Meeting
Held on Thursday 20th September 2018
5.30pm at Clenchwarton Primary School**

Present :
Chair: Cllr Lesley Bambridge - (LB), Joanne Borley – Executive Head teacher (JB), Ricki Wenn – (RW), Rebecca Hurn – (RH), Hannah Henson (HH) Lee Stevens – (LS), Jackie Calaby- (JC) and Stella Kaye - Clerk (SLK). Guest: Rose Ward Executive Deputy Head teacher (RWD)

Rose Ward, the new Executive Deputy Head teacher was welcomed to the meeting and introductions were made.

Safeguarding Training

R. Ward led a safeguarding training session for governors prior to the start of the meeting. Training sheet signed by all governors present.

Handouts, including the new Keeping Children Safe in Education (September 2018), had been issued to all governors prior to the meeting.

Clerk was to invite all Governors who were not present to attend a staff safeguarding session to be held on 3rd October 2018 2pm at Clenchwarton Primary

Clerk

1	<u>Consideration of Apologies</u> Apologies had been received from S. Lunnun, K. Hodgson and M. Adams. Apologies accepted by the LGB. Absent Cllr. A. Kemp.	ACTION
2	<u>To Agree the Business of the Meeting</u> Business of the meeting agreed as per the agenda.	
3	<u>Declarations of Interest</u> No declarations of pecuniary interest were received. Trust Declaration of Business Interests forms were to be completed by those governors who had not already done so, and scanned across to the Clerk. Clerk to update Register of Business Interests and advise WNAT accordingly.	ACTION ALL Clerk
4	<u>Appointment of Vice Chair</u> R Wenn was appointed to continue as Vice Chair.	ACTION
5	<u>Acceptance of WNAT Governor Code of Conduct</u> Copy of the WNAT Governor Code of Conduct had been issued to all governors prior to the meeting. All governors present signed to acknowledge receipt of a copy and that they had read the Code of Conduct.	ACTION
6	<u>Completion of WNAT Annual Conflicts of Interest Acknowledgement Statements</u> Copy of the WNAT Conflicts of Interest Policy had been issued to all governors prior to the meeting. Annual Conflicts of Interest acknowledgment statements were to be completed by those governors who had not already done so and scanned across to the Clerk.	ACTION ALL
7	<u>Review of Link/Lead Governor Responsibilities</u>	ACTION

	<p>The Lead Governor roles were reviewed in line with the WNAT Terms of Reference. It was agreed the Lead Governor roles were to remain unchanged except R. Hurn would become Lead Governor for Looked After Children. It was decided to remove the Governor for Staff Wellbeing role. The Lead Governor for Curriculum role was to be covered by the three Subject Governors, until new governors were appointed to the LGB.</p> <table border="1" data-bbox="320 427 1337 1021"> <tr><td>Safeguarding including Prevent</td><td>R Wenn</td></tr> <tr><td>SEND</td><td>R. Hurn</td></tr> <tr><td>Looked After Children</td><td>R. Hurn</td></tr> <tr><td>Pupil Premium</td><td>L. Stevens</td></tr> <tr><td>Attendance</td><td>A. Kemp</td></tr> <tr><td>Induction of New Governors</td><td>L. Bambridge</td></tr> <tr><td>EYFS</td><td>H. Henson</td></tr> <tr><td>Behaviour</td><td>L. Stevens</td></tr> <tr><td>Leadership & Management</td><td>S Lunnun</td></tr> <tr><td>Governor Training</td><td>S. Kaye -Clerk</td></tr> <tr><td>SIDP</td><td>L. Stevens</td></tr> <tr><td>Cluster (If required)</td><td>L. Bambridge</td></tr> <tr><td>English</td><td>L. Bambridge</td></tr> <tr><td>Maths</td><td>S. Lunnun</td></tr> <tr><td>Science</td><td>A. Kemp</td></tr> <tr><td>Curriculum</td><td>To be covered by Subject Governors</td></tr> </table>	Safeguarding including Prevent	R Wenn	SEND	R. Hurn	Looked After Children	R. Hurn	Pupil Premium	L. Stevens	Attendance	A. Kemp	Induction of New Governors	L. Bambridge	EYFS	H. Henson	Behaviour	L. Stevens	Leadership & Management	S Lunnun	Governor Training	S. Kaye -Clerk	SIDP	L. Stevens	Cluster (If required)	L. Bambridge	English	L. Bambridge	Maths	S. Lunnun	Science	A. Kemp	Curriculum	To be covered by Subject Governors	
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<p>8</p> <p>8.1</p> <p>8.2</p>	<p>Membership of the Local Governing Body There had been no changes to membership of the LGB since the last meeting.</p> <p><i>Parent Governor for Walpole Cross Keys</i> Election of a new Parent Governor for Walpole Cross Keys was in the process of being held.</p> <p><i>Appointment of New Trust Governors</i> LB and RH were to approach possible new Trust Governors.</p>	<p>ACTION</p> <p>JB/KH</p> <p>LB & RH</p>																																
<p>9</p> <p>9.1</p>	<p>To Agree the Minutes of the Meeting Held on 18th July 2018 The minutes of the meeting held on 18th July 2018 were agreed and accepted as a true record by the LGB Minutes signed by LB.</p> <p><i>Agreed Minutes for the School Website</i> Clerk to check with the Trust Website Manager about agreed minutes being uploaded to the schools websites.</p>	<p>ACTION</p> <p>Clerk</p>																																
<p>10</p>	<p>Review of July AMR</p> <ul style="list-style-type: none"> <u>Science Data</u>: End of year data was to be compared across all three schools, once available. <u>School Website Photographs</u>: JB advised the Trust would not pay for new photographs to be taken to update the schools websites. It was suggested this could be paid from the school budget. HH was to obtain a quote for someone to come in and take new photographs for the websites and bring to the next meeting for discussion. LS was to forward his photograph for the website to JB. <u>Chair of Governors Item for School Newsletters</u>: LB was to submit her item for the school newsletters on her first year as Chair of Governors, once technical problems had been resolved with her computer. <u>Ofsted Inspection Handbook</u>: Clerk to issue copy of new Ofsted Inspection Handbook to all governors. 	<p>ACTION</p> <p>LS/KH</p> <p>HH</p> <p>LS</p> <p>LB</p> <p>Clerk</p>																																

<p>11.3</p> <p><i>Clenchwarton</i></p> <p>11.4</p> <p><i>Targets</i></p>	<p>JB explained reasons for the dips seen in EYFS The drop in KS1 was due to 4 pupils with severe SEN. LB asked what work was to be done with this SEN group. JB advised more PIXL and QLA, with feedback straight after intervention being carried out. The drop seen in KS2 had been due to 3 pupils not getting the results expected. If they had achieved then the figures would have been in line with national. LS queried what the progress had been for this cohort. JB advised progress was more or less in line with national, it was just the attainment.</p> <p>The Nesy programme had been brought over from West Lynn, where it had been successful, to help with Reading. Drop seen in EYFS. There were a high number of SEN pupils. APS had increased. The current Year 2 were below national at the moment. SEN did affect the data Greater Depth in writing at KS2 was to be addressed. Work would be carried out in Year 5 on Maths reasoning. RH asked if JB went through all the data with teachers. JB confirmed the data was discussed with the SLT and Subject Leaders. Teachers saw all the data and it was discussed at Pupil Progress meetings.</p> <p>JB advised the figures were targets and not predictions. JB then went on to explain how the targets had been set and the difference between the realistic and challenge figures for KS2 RH queried what score was needed to achieve Greater Depth. JB advised this was 110. In response to a query from LB about tracking, JB talked through how pupils had been tracked last year. As the baseline assessments for EYFS had not yet been completed the figures were subject to review. RW asked when the assessments would be completed. JB confirmed they were undertaken over the first 4 weeks of term. RW asked if, in general, the baseline figures were improving. JB explained the figures for Clenchwarton were improving. West Lynn had seen a slight improvement and Walpole Cross Keys was OK. One of the main issues being seen was around speech and language. The lack of Speech and Language support and the waiting lists for support were briefly discussed.</p>	
<p>12</p>	<p><u>Agreement of Pupil Premium Statements</u> Copies of the Pupil Premium Statements had been issued to all governors prior to the meeting. RH queried if the figure of 18 eligible for Pupil Premium at Clenchwarton was low. JB confirmed it was. Pupil Premium Statements for all three schools were accepted and agreed by the LGB. LS was to meet with JB to monitor Pupil Premium. Pupil Premium Statements were to be uploaded to the school websites following this meeting.</p>	<p>ACTION</p> <p>LS & JB</p>
<p>13</p>	<p><u>Agreement of PE Grant Funding Reports</u> Copies of the PE Grant Funding Reports had been issued to all governors prior to the meeting. JB advised Walpole Cross Keys were finding it hard to now spend this funding. An astro turf area was to be installed for use during bad weather.</p>	<p>ACTION</p>

	PE Grant Funding Reports for all three schools were agreed by the LGB without any amendments.	
14	<u>Update re External Review of Governance</u> A. Johnson at WNAT had advised an external review of governance had been undertaken by the Trust. LB was to ask the Trust if there were any action points for the LGB following the review Follow up on the LGB Self- Review was to be an agenda item for the next meeting.	ACTION LB Clerk
15	<u>Governor Monitoring</u> <i>To Agree Monitoring Schedule for Autumn Term including School Websites Single Central Record Check</i>	ACTION
15.1	<u>Leadership & Management:</u> SL to arrange to meet with JB, late in the Autumn Term to look at Leadership and Management, including how the new SLT were working.	SL
15.2	<u>Parents Evenings:</u> Governors to attend Parents Evenings across the three schools if possible Clenchwarton and West Lynn 5 th & 6 th November. Walpole Cross Keys 8 th November. LS to draw up a Governors questionnaire for completion by parents at the Parents Evenings.	ALL LS
15.3	<i>Governor Group Monitoring Days 2018/2019</i> Collective Governor Monitoring session was to be carried out at Walpole Cross Keys on 8 th November 2018 at 9am. The monitoring focus was to be the same as that the collective monitoring at West Lynn. Clerk was requested to contact M. Adams and ask if she would like to take part in the monitoring session. Once collective monitoring session had been carried out at Walpole Cross Keys a date was then to be arranged for Clenchwarton.	Clerk
15.4	<i>Review of Any Monitoring Undertaken</i> <u>Safeguarding Audit:</u> Safeguarding audit, which included a check of the Single Central Record (SCR) had been carried out by RW. RW to send copy of report to R. Ward and the Clerk. <u>Check of SCR:</u> Check of the SCR had been undertaken by RW in July 2018. <u>Learning Walk:</u> LB to write up report following Learning Walk with J. Dooley.	LB
16	<u>Governor Training</u>	ACTION
16.1	<u>On-Line Prevent Training</u> Clerk to issue link to DfE Online Prevent training to all governors. All governors to complete training and forward copy of certificate to the Clerk. Clerk to provide copies of the certificates to R. Ward.	Clerk ALL Clerk
16.2	<u>Future Training</u> LB was booked to attend Using Data for Improvement training on 13 th December 2018. RH was booked to attend SEND training in March 2019. Holding Leaders to Account training had been re-booked by LB for May 2019. All governors were requested to look through the Educator Solutions training brochure and book any relevant training sessions they wished to attend.	ALL
17	<u>Policy Reviews</u>	ACTION
17.1	<u>Safeguarding Policies</u> The Safeguarding policies for all three schools had been updated in line with the new Keeping Children Safe in Education regulations. Safeguarding Policies for all three schools were agreed by the LGB without	

	any amendments.	
18	<u>Vulnerabilities</u> <i>Update on Identified Vulnerabilities</i>	ACTION
18.1	<u>KS1 Phonics</u> : This was no longer seen as a vulnerability.	
18.2	<u>Ofsted Inspections</u> : Imminent inspections remained a vulnerability. It was expected Walpole Cross Keys would be inspected before West Lynn.	
18.3	<u>Membership of Governing Body</u> : If any more governors were to leave it would be difficult, especially to cover monitoring across three schools.	
18.4	<u>Year 5/6 at West Lynn</u> : This cohort remained a vulnerability.	
18.5	<i>Identification of Any New Vulnerabilities to be Reported to the Trust</i> <u>New Staff Members</u> : New staff members were a vulnerability until they had settled into their roles.	
16	<u>Confirm Date and Venue of Next Meeting</u> The next meeting would be the Policy Review Meeting on 1 st November 2018 5pm at Walpole Cross Keys. The next LGB meeting would be held on 15 th November 2018 5pm at West Lynn.	ACTION

Meeting closed at 8pm
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