



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Meeting
Held on Thursday 15th November 2018
5pm at West Lynn Primary School**

Present :
Chair: Cllr Lesley Bambridge - (LB), Joanne Borley – Executive Head teacher (JB), Rebecca Hurn – (RH), Hannah Henson (HH), Sue Lunnun – (SL), Lee Stevens – (LS), Jackie Calaby- (JC), Kath Hodgson, (KH), Michelle Adams (MA), Cllr. Alexandra Kemp (AK) left the meeting after item 13 and Stella Kaye - Clerk (SLK). Guest: Rose Ward Executive Deputy Head teacher (RWD)

1	<u>Consideration of Apologies</u> Apology had been received from Ricki Wenn Apology accepted by the LGB.
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. Declarations of Business Interests forms were completed by HH and KH.
4	<u>Membership of the Local Governing Body</u>
4.1	There had been no changes to the membership of the LGB since the last meeting. It was felt at least one more Trust Governor was needed. ACTION: LB and RH to follow up with possible new Trust Governors.
4.2	<u>New Parent Governor for Walpole Cross Keys</u> Parent governor election was currently being held at Walpole Cross Keys. Last date for nominations would be 19 th November 2018.
5	<u>To Agree the Minutes of the meeting held on 20th September 2018</u> The minutes of the meeting held on 20 th September 2018 were agreed and accepted as a true record by the LGB. Minutes signed by LB.
6	<u>Review of September AMR</u> <ul style="list-style-type: none"> • <u>New Photographs for the Schools' Websites:</u> HH advised the company she had contacted about taking new photographs would not be able to consider this until after Easter. ACTION: This matter to be followed up by HH after Easter 2019. • <u>Governor Photograph:</u> LS confirmed his photograph had been sent through to the schools • <u>Governor Article for School Newsletters:</u> Articles had been included with the latest school newsletters. • <u>Governor Pen Portraits:</u> ACTION: ALL Governors to email JB updated pen portraits for the schools' websites. • <u>Comparison of Science Data:</u> The end of year science data from all three schools was to be compared. ACTION: JB to compare the data once available. • <u>Learning Walk with J. Dooley:</u> Monitoring form from JB following Learning Walk with J, Dooley had been issued to the Clerk earlier that day. ACTION: Clerk to issues Learning Walk report to all governors.

	<ul style="list-style-type: none"> • <u>Questionnaire for Parent Evening</u>: As it was felt there had been too many questionnaires being sent out to parents recently, it had been agreed not to do one for the Parents Evenings. • <u>Reading/Listening Dogs</u>: Contact details had been provided to JB by the Clerk. • <u>GovernorHub</u>: As some governors had been experiencing problems downloading meeting papers that were issued, it was suggested that GovernorHub be used for the January 2019 LGB meeting documents etc. ACTION: all governors to confirm to the Clerk that they can access GovernorHub. ACTION: Clerk to issue January LGB meeting papers via GovernorHub. ACTION: Clerk to sign R. Ward up to GovernorHub. • <u>Meeting Date Schedule</u>: ACTION: Clerk to re-send governor meeting date schedule to AK. Clerk reminded governors all meeting dates and details were available on GovernorHub. 												
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Head teacher's Written Report</u> Copy of the Head teacher's Reports had been issued to all governors prior to the meeting</p> <p>Format SL queried why there were now three separate reports, when there was one LGB. JB explained there was now a standard format for the Head teacher's Report across the Trust. The format had been created and put together by the Head teachers. JB added the same amount of information would need to be produced whatever format was used. SL commented it has easier to compare when the schools were shown side by side ACTION: JB to try and re-format Head teacher's Report to show information for the three schools side by side, if possible SL asked who saw the Head teacher's Reports other than governors. JB advised the Trust CEO would see them.</p> <p>Concerns</p> <table border="1" data-bbox="320 1144 1485 1552"> <thead> <tr> <th><u>School</u></th> <th><u>Concerns</u></th> <th><u>Strong Concerns</u></th> </tr> </thead> <tbody> <tr> <td>Clenchwarton</td> <td>New NQT, not used to assessments. PIXL Year 1 phonics assessment low October 2018 data</td> <td></td> </tr> <tr> <td>Walpole Cross Keys</td> <td>Phonics Year 1 – 2018 Current Year 1 Phonics Excitement of Staff</td> <td>Reading Results KS2 2018</td> </tr> <tr> <td>West Lynn</td> <td>PIXL Year 1 Phonics assessment low October 2018 data.</td> <td>Reading Results KS2 2018</td> </tr> </tbody> </table> <p>Walpole Cross Keys Strengths and Concerns JB advised under Strengths it should read moderation of KS1, not KS2. JB informed governors 3 children had joined Walpole Cross Keys just before the PIXL test. JB explained what was meant by excitement of staff. LS asked with the strong concern with the 2018 KS2 Reading results, was there an underlying weakness. KH explained the needs of the pupils were being identified via PIXL In January 2019 two new 8 week programmes were being introduced The Power of Reading and Destination Reader. AK queried what had happened with the Year 1 phonics. JB explained the children who had just joined the school needed extra intervention. LS asked of the children who joined, how many were likely to pass the Year 1 phonics. JB advised 1 out of 3.</p>	<u>School</u>	<u>Concerns</u>	<u>Strong Concerns</u>	Clenchwarton	New NQT, not used to assessments. PIXL Year 1 phonics assessment low October 2018 data		Walpole Cross Keys	Phonics Year 1 – 2018 Current Year 1 Phonics Excitement of Staff	Reading Results KS2 2018	West Lynn	PIXL Year 1 Phonics assessment low October 2018 data.	Reading Results KS2 2018
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7.4	<p><u>Attendance</u> Incorrect information had been amended, the 4 pupils from one family were home schooled. JB informed governors of the issues and circumstances around the SEN and Pupil Premium children with low attendance, and the steps being taken by the school. AK queried that WNAT had advertised for an Attendance Officer. JB advised this was just to work with the secondary schools. SL suggested this should be reviewed in the future to see if there was any capacity for the primary schools.</p>
7.5	<p><u>Staffing</u> KH queried the staff absence figures for the TAs. JB advised this may be an error and the figures shown should be for West Lynn. ACTION: JB to check staff absence figure shown for TAs at Walpole Cross Keys. SL enquired if the Step On training for staff was second stage training. JB advised this was first stage training. Second stage was known as Step Up.</p>
7.6	<p><u>Evaluation and Monitoring</u> Governors confirmed they were happy for JC to stay while the next section was discussed, as her daughter worked at the school. JC advised she was happy to stay. KH apologised for there not being any English monitoring included in the report. Monitoring would be undertaken before half term. JB advised a work scrutiny she had carried out that day had shown marked improvements. Concerns were being addressed. SL suggested in light of the comments from J. Dooley, when Subject Governors met with the Subject Leaders for Maths and English to discuss data, it should be without JB being present, to give Subject Leaders practice and confidence speaking about data. ACTION: JB to forward copy of Pre Ofsted Report from M. Dawes to the Clerk for distribution to all governors.</p>
7.7	<p><u>Behaviour and Exclusions</u> There had been 1 FTE (Fixed term Exclusion) There had been no reported incidents of bullying or racism.</p>
7.8	<p><u>Safeguarding.</u> At the request of AK, an update regarding the 2 LAC (Looked After Children) was provided by KH.</p>
7.9	<p><u>Progress on SDP</u> LB queried what was happening with the live Marking. JB advised staff were trialling some items. The policy would not be amended at the moment, as the school was waiting to see what worked and what didn't.</p>
7.10	<p><i>Clenchwarton</i> <u>Attendance</u> JB informed governors there had been a lot of sickness for so early in the year, plus there had been four holidays taken. SL queried if the holidays were all the same family. JB advised no, there were three different families.</p>
7.11	<p><u>SEND</u> AK asked if the family on FSP had received the support needed. RWD confirmed they had, and a marked improvement had been seen in the pupil's behaviour.</p>
7.12	<p><u>Safeguarding</u> There had not been any exclusions or reported incidents of bullying or racism. RH queried if there were any LAC, as reference was made to a LAC, but nothing was shown under attendance. RWD advised one child had just become a LAC and their attendance was fine.</p>
7.13	<p><u>Teaching and Learning</u> AK asked how Pupil Premium funding was being used to close the gap between Pupil Premium and non-Pupil Premium. RWD explained funding was mainly being used for TA support with intervention strategies. The Toe to Toe and Nesy programmes had been</p>

7.14	<p>set up. RWD had undertaken monitoring that day, including looking at the impact of interventions, but with some of them it was too early to tell. The big indicator would be the December data.</p> <p><i>West Lynn</i> JB advised an external review of Leadership and Management had been undertaken the previous day at West Lynn. JB gave governors a summary of the review outcomes. Leadership and Management was good and teaching was securely Good overall. MA advised one of the actions suggested for EYFS had already been actioned.</p> <p><u>Attendance</u> SL queried the low attendance for Year 1. JB explained this was mainly due to holidays and one child who had not returned from aboard after the summer holiday. The attendance letter had not been sent out to parents on the first day of new academic year. LB queried who said the letter was to be sent each year. JB advised this was from the Attendance Officer at County.</p>
<p>8 8.1</p> <p>8.2</p> <p>8.3</p>	<p><u>Agreement of New Self-Evaluation Forms (SEF) for All Schools</u> Copies of the SEF's for Walpole Cross Keys and West Lynn had been issued to all governors prior to the meeting. JB advised focus was on Walpole Cross Keys and West Lynn at the moment due to the possibility of Ofsted inspections. As JB would be meeting with J. Dooley to go through the SEFs, they may be amended slightly. Governors commented they liked the new format. Following a query from SL if there were any general areas for development seen from the class room drop ins, JB advised there was one small issue in a class at Clenchwarton. At West Lynn there were no concerns, bar one class which was being addressed. Walpole Cross Keys there was an issue with a teaching method. This would be looked at again, if need be, after the results of the next tests in two weeks' time. ACTION: JB to remove 2016/2017 data from all SEFs ACTION: Clerk to re-send SEFs to RH.</p> <p><u>Walpole Cross Keys</u> LS queried with KH if the school felt ready for Ofsted. KH advised yes, when had data to hand. ACTION: LS to meet with KH to put together case studies ready for the next Ofsted inspection.</p> <p><u>West Lynn</u> SL commented on the very good progress seen for EYFS and the good level of progress in KS2. ACTION: JB to update date shown on footer of SEF for West Lynn</p>
9	<p><u>Agreement of School Development Plans (SDP) for all Schools</u> Copy of the SDP had been issued to all governors prior to the meeting. JB explained there were now termly development plans, which were a Trust requirement. Following a query from SL about who the SDP was for, LB advised this may change with a new Trust Director of Primary Standards starting in January 2019. Brief discussion took place on what questions governors could be asking when carrying out monitoring in school. LB asked if there were any groups of pupils not moving and why. JB advised there were some pupil groups who were not moving, but she would need access to the data folder for details JB confirmed this data would be available for the January meeting. LB queried if monitoring had an impact. JB confirmed it did. Staff felt monitoring was now working better. LB asked if the change of assembly time at Walpole Cross Keys had an impact. KH explained the reasons for the change and confirmed things were better with the new time.</p>
10	<p><u>Update re LGB Self Review of Governance</u></p>

	<p>As the LGB had been informed a Review of Governance at West Lynn had been undertaken by the Trust, it was felt written evidence would be required as proof for Ofsted at the next inspection.</p> <p>WNAT had advised any action points would be incorporated into the Trust Head teacher's and Chair of Governors meetings.</p> <p>ACTION: LB to request written evidence from the Trust of the Review of Governance undertaken for West Lynn.</p>
11	<p><u>Governor Monitoring</u> <i>Monitoring Schedule for the Autumn Term</i></p>
11.1	<p><u>EYFS Monitoring</u> Meeting arranged by HH with the EYFS lead at Clenchwarton had been cancelled. ACTION: HH to arrange meetings with the EYFS Leaders.</p>
11.2	<p><u>English Subject Leaders</u> LB advised these meetings were to be re-arranged. ACTION: JB to arrange meetings with English Subject Leaders.</p>
11.3	<p><u>Maths Subject Leaders</u> SL advised she would be meeting with the three maths Subject Leaders next week.</p>
11.4	<p><u>Leadership and Management</u> Leadership and Management monitoring had been carried out earlier in the day by SL. ACTION: Leadership and Management monitoring report to be drawn up by SL and forwarded to JB. Once report confirmed JB to forward to Clerk for distribution to all governors.</p>
11.5	<p><u>Marking</u> ACTION: LS to undertake marking monitoring at the end of the Autumn term.</p>
11.6	<p><u>Website Compliance Check</u> ACTION: SL to undertake compliance checks for all three school websites Clerk to provide SL with a copy of the latest website checklist from The Key.</p>
11.7	<p><i>Governor Group Monitoring Days 2018/2019</i> <u>Walpole Cross Keys:</u> Collective Governor monitoring day had been held at Walpole Cross Keys on 8th November 2018. LS confirmed with all governors who had taken part that they were happy with the monitoring report drawn up. ACTION: Clerk to issue agreed monitoring report to all governors.</p>
11.8	<p><u>Clenchwarton:</u> Date agreed for Governor Group Monitoring Day at Clenchwarton as 17th January 2019 from 9.15am.</p>
11.9	<p><i>Review of Any Monitoring Undertaken</i> <u>Parents Evenings</u> JB and LS had attended the Parents Evenings at Clenchwarton. LS and AK had attend the Parents Evening at West Lynn AK reported the vast majority of parents were happy with the school. Some parents had suggested Learning Cafes/Workshops for maths and literacy. MA advised Learning Cafes had been held. JB had attended the Parents Evening at Walpole Cross Keys.</p>
11.10	<p><u>Pupil Premium</u> LS and JB had met to discuss Pupil Premium data.</p>
11.11	<p><u>Trust Remembrance Show Case</u> LS and LB commented on the brilliant Remembrance Showcase performed at Springwood High School, which had involved KS2 pupils from all the Trust schools. Behaviour had been good. The showcase had been well organised and well thought out. Respect had been shown, and it had been a good example of British Values and SMSC. LB had written an article about the show case for the school newsletters. ACTION: Clerk requested to send thank you to H. Roberts at WNAT, who had organised the Showcase.</p>

11.12	<u>Harvest Festival at West Lynn</u> AK had attended the Harvest Festival service in the church at West Lynn, which had been led by Father Andrew.
11.13	<u>Reading at West Lynn</u> AK had visited West Lynn on 6 th November and listened to pupils from Year 5 reading. AK reported this had been very positive and good progress was being made with Reading
12	<u>Governor Training</u>
12.1	<u>Safeguarding Training</u> SL and AK had attended the staff safeguarding training session at Clenchwarton on 3 rd October 2018.
12.2	<u>Safer Recruitment</u> Following a query from JB it was confirmed Safer Recruitment training was held by JB and SL, although SL would need to re-new her training before July 2019. ACTION: SL to arrange Safer Recruitment training prior to July 2019. Safer Recruitment training was only valid for 5 years. ACTION: LB to enquire if the Trust had plans to run any Safer Recruitment training this academic year. HH advised she held Safer Recruitment training through her work at the Nursery. ACTION: HH to forward copy of Safer Recruitment training certificate to the Clerk.
12.3	<u>Prevent Training</u> ACTION: Clerk to re-send online DfE Prevent training link to AK AK to complete training and forward certificate to the Clerk.
13	<u>Policy Reviews</u>
13.1	Copies of the policies for review had been issued to all governors prior to the meeting. Any spelling or grammatical errors identified were amended. SL queried if subject policies needed to come to the LGB for agreement, as they were for teaching purposes. LS advised they would still need to be agreed by the LGB for inclusion and equality.
13.2	<u>RE Policy</u> The issue of alternatives provided for pupils withdrawn from RE were queried and briefly discussed. SL requested the use of the word Academy be changed as the Trust did not use this term. ACTION: LS to amend RE Policy as discussed and forward to the Clerk for agreement at the next LGB meeting.
13.3	<u>First Aid Policy</u> First Aid Policies for West Lynn and Walpole Cross Keys were agreed and accepted by the LGB.
13.4	<u>DT Policy</u> Joint DT Policy was agreed and accepted by the LGB
13.5	<u>Art Policy</u> Joint Art Policy was agreed and accepted by the LGB
13.6	<u>Arts Policy</u> Joint Arts Policy was agreed and accepted by the LGB.
	AK left the meeting at this point 6.50pm
14	<u>Vulnerabilities</u>
14.1	<u>Update on Identified Vulnerabilities</u> Strengths and Concerns were now detailed and discussed under the Head teacher's Report.
14.2	<u>Identification of Any New Vulnerabilities to be Reported to the Trust</u> No new vulnerabilities had been identified.

15	<u>Confirm Date and Venue of Next Meeting</u> Next meeting would be the LGB meeting on Thursday 31 st January 2019 5pm at Clenchwarton.
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Meeting closed at 7pm
Total number of pages 7