



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Meeting
Held on Thursday 11th July 2019
5pm at Clenchwarton Primary School**

Present:	
Ricki Wenn (RW) left meeting 6.25pm, Joanne Borley – Executive Head teacher (JB), Sue Lunnun (SL), Lee Stevens (LS), Michelle Adams (MA) left meeting 6.15pm, Cllr Alexandra Kemp (AK) and Stella Kaye - Clerk (SLK). <u>Also Present- Guests:</u> Rose Ward - Deputy Head teacher (RWD) and Rebecca Steed- WNAT Primary Director of Standards (RS). <u>Absent- No Apologies Received:</u> A. Atkins and A. Jolly	
In the absence of L Bambridge (Chair) the meeting was chaired by R. Wenn (Vice-Chair) From item 10 onwards the meeting was chaired by L. Stevens	
1	<u>Consideration of Apologies</u> Apologies had been received from Cllr Lesley Bambridge, Hannah Henson and Sue Robinson. Apologies 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.
4	<u>Membership of the Local Governing Body</u> <i>Parent Governor Elections</i>
4.1	<u>Walpole Cross Keys:</u> No response had been received to date re the request for a new Parent Governor at Walpole Cross Keys. It was understood that A. Jolly would be standing down as the Parent Governor at the end of the Summer term. ACTION: Election for new Parent Governor at Walpole Cross Keys to be held again in September 2019 – JB MA advised someone had expressed an interest in becoming a governor but requested more information. ACTION: Information to be obtained that could be issued to potential new governors – Clerk
4.2	<u>Clenchwarton:</u> Nomination form received for new Parent Governor at Clenchwarton ACTION: Appointment of new Parent Governor for Clenchwarton to be undertaken – Clerk
4.3	<i>Staff Governor for Clenchwarton</i> JB advised J. Calaby had kindly agreed to take on the role of Staff Governor for Clenchwarton again. ACTION: J. Calaby to be re-appointed as Staff Governor for Clenchwarton – Clerk
4.4	<i>Appointment of New Trust Governors</i> Sarah Swinburn, member of staff at Marshland High School, was in the process of being

	<p>appointed as a Trust Governor. SL advised she was happy to remain as Trust Governor until after the next Ofsted inspection, but would be unable to attend any meetings planned for the Autumn term. LS would be stepping down as a Trust Governor at the end of the Summer term. SL advised she would raise with the Trust the issue of the LGB losing a Trustee as a governor and ask if the Trust would look to appoint another in her place. RW had contacted the Trust about recruiting new Trust Governors and had been advised schools across the Trust were struggling to appoint new governors. Clerk confirmed there had unfortunately been no response to the request made for new governors via Clenchwarton Parish Council. Names of potential governors who could be approached and avenues of recruitment were discussed.</p> <p>ACTION: Governors to continue to try and recruit new Trust Governors. -All ACTION: Letter to be drafted to be sent to local businesses in September to try and recruit new Trust Governors – RW ACTION: D. Hutton to be contacted about becoming a Trust Governor – SL ACTION: P. Evans to be contacted about becoming a Trust Governor – JB</p>
5	<p><u>Review of the Safeguarding Link Governor Position</u> RW confirmed he was willing to continue as Safeguarding Governor until end of December 2019, but would wish for another governor to take on the role, so a handover could be undertaken during the autumn term. A. Atkins had expressed an interest in the role, but in his absence, it was agreed the matter would be carried forward to the next meeting in September 2019 when all Link Governor roles would be reviewed. RW advised he would be happy to take up another Governor Link Role</p> <p>ACTION: Review of Safeguarding Governor Position to be an agenda item for the first meeting of the Autumn term. – Clerk.</p>
6 6.1	<p><u>To Agree the Minutes of the meeting held on 23rd May 2019</u> Minutes of the LGB meeting held on 23rd May 2019 were agreed and accepted as a true record by the LGB. Minutes signed by RW</p>
7 7.1	<p><u>Review of AMR (Action Monitoring Record) from May 2019</u> Copy of the AMR had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> • <u>SEN Review -Agenda Item:</u> In the absence of L. Bambridge item carried forward. ACTION: Clarification to be sought from the Trust regarding what was required under SEN Review agenda item, as termly SEN data provided via Head teacher’s Reports. • <u>Photographs for School Website:</u> JB advised new updated photographs for the schools’ websites would be arranged in the Autumn term. • <u>Safer Recruitment Training:</u> SL would be arranging safer recruitment renewal training before the end of term. ACTION: Safer Recruitment training to be completed before the end of term – SL • <u>Science Data:</u> Comparison data across the three schools for science would be available the following week. ACTION: Science comparison data, across all three schools. to be presented at the next LGB meeting. – JB ACTION: Link Governor for Science to be appointed in the Autumn term – Clerk • <u>SRE (Sex & Relationship Education) Policy:</u> JB advised a copy of the new Trust SRE Policy had been uploaded to GovernorHub • <u>Governor Pen Portraits:</u> JB requested all governors to check their pen portraits on the websites and either advise her of any updates required or confirm no update required.

7.2	<p>ACTION: Governors to check pen portraits on schools' websites and inform JB of either any updates or no update required – ALL ACTION: Pen Portrait to be provided to JB – AA</p> <ul style="list-style-type: none"> • <u>Induction Visit to West Lynn & Clenchwarton:</u> In the absence of both L. Bambridge and A. Atkins item carried forward to the next meeting. ACTION: Induction visit to Clenchwarton and West Lynn to be arranged for A. Atkins – LB • <u>Governor Training for New Knowledge Rich Curriculum:</u> RS advised training and updates for governors would normally be provided via the termly Trust meetings for Chairs and Headteachers, with Chairs then feeding back to all governors. A training session would be arranged for all governors on the new curriculum. ACTION: Governor training session on the new curriculum to be held in the Autumn term – RS • <u>GovernorHub Access:</u> AK was still experiencing problems accessing GovernorHub. Clerk explained this was due to the NCC email account being used and the only way to solve the issue was for AK to use her Trust email account as LB had been experiencing the same problems and this had provided a solution. ACTION: Problems with AK's Trust email and GovernorHub document access to be looked at again – Clerk • <u>Governor Google Drive Access for Monitoring:</u> JB advised all governors should have been invited to the new Google Drive set up to allow access to and editing/updating of the new Trust monitoring records. ACTION: All governors to be invited to the new Google Drive for monitoring records – JB • <u>Governor Induction Training:</u> In the absence of A. Atkins item carried forward. ACTION: Governor Induction training to be booked via GovernorHub – AA. <p>All remaining actions on the AMR had either been completed or were to be covered under agenda items.</p> <p><i>Matters Arising from the Minutes</i></p> <p><u>New Governor Action Plan:</u> New draft Governor Action Plan (GAP) had been drawn up by LS following the LGB Self Evaluation meeting held on 27th June 2019 and uploaded to GovernorHub. ACTION: New GAP to be an agenda item for September LGB meeting – Clerk</p>
8	<p><u>Head teacher's Written Report</u></p> <p>Copies of the Head teacher's Reports for each school had been issued to all governors prior to the meeting. The following items were raised</p> <p>8.1 <u>West Lynn</u> <u>Year 1 Phonics</u> <u>RW queried the concern shown on the report for the Year 1 phonics.</u> JB advised at 75% the figures were below the national figure of 82%. Any gap was usually closed by Year 2 In the previous year only 2 pupils, who both had severe SEN, had not achieved phonics standard. <u>AK asked what the school was doing specifically to improve Phonics.</u> JB replied Read Write Inc scheme was being used, there were regular 6 week assessments, plus the usual intervention groups.</p> <p>8.2 <u>Attendance Figures</u> <u>Governors queried the figures shown on the report for lates</u> ACTION: Late attendance figures for West Lynn to be clarified with the school office – JB. JB advised letters were being sent to parents about poor attendance and the majority had improved after letters had been received. There had still been a lot of holidays taken.</p>

8.3	<p><u>Quality of Teaching</u> LS commented on the quality of Teaching & Learning, which was good in most classes. AK queried what support was being provided to improve the quality of Teaching & Learning. JB informed governors targets had been set with teachers following the recent Book Look by the SLT (Senior Leadership Team) and these would be monitored weekly. RW asked if governors could help provide any support. JB advised governors could support by coming into school and undertaking regular book looks for the Marking Policy and from September 2019 looking for evidence in books of the new curriculum. ACTION: Dates to be set at the first meeting of the new academic year for Governor Book Looks re marking and evidence of new curriculum, to be undertaken in the second half of the Autumn term – Clerk ACTION: Governor checklist for the new Ofsted Framework to be drawn up – RS RW asked what the consensus was on the new curriculum. RS replied the Trust and staff were happy with new curriculum, which had now all been written, with staff input.</p>
8.4	<p><i>Walpole Cross Keys</i> <u>Attendance & Persistent Absence</u> Governors queried why the attendance and persistent absence figures were so poor. JB advised a lot of holidays had been taken. The school had been fining for these. One pupil was on a part time timetable due to medical reasons. LS had previously undertaken some Late Gate monitoring. One family's attendance had improved. Attendance meetings were arranged with families With such small numbers any absences had a bigger impact on the figures.</p>
8.5	<p><u>Number on Roll</u> JB advised the number on roll was changing daily with calls from Admissions at County. JB had rejected a request for a school place earlier that day and pupils were having to be turned away, as the school was full. There were still a number of new homes being built in the village. The school was currently working on having 8 pupils per year group.</p>
8.6	<p><u>Curriculum</u> In response to a query from LS it was confirmed by JB that differentiation had improved. JB explained to governors that due to the mixed classes at Walpole Cross Keys the new curriculum had been thought through very carefully.</p>
8.7	<p><i>Clenchwarton</i> <u>Year 1 Phonics</u> RW asked if the concerns with Year 1 Phonics were cohort specific. JB explained the reasons for the low Phonics scores and advised this would not be an issue with the next cohort. The Read Write Inc scheme would also be used next year.</p>
8.8	<p><u>EYFS</u> MA raised the issue of the strong concerns with the EYFS learning environment. JB advised the outdoor area would be improved over the summer holiday period and work had already taken place in improve the inside area. One new teacher would be in place from September 2019. Joint planning would now be undertaken with the EYFS staff from West Lynn.</p>
8.9	<p><u>Exclusions</u> There had been 3 FTE (Fixed Term Exclusions) all for the same child. AK enquired if the child's issues were being resolved and if any other agencies were involved. JB explained pupil had been taken on a managed move from another school in the Trust to provide a fresh start. Their behaviour had improved greatly, apart from the 3 FTE incidents. JB advised there had been some involvement with other agencies at various times. The</p>

	school was not working in isolation.
9	<p><u>Review of SATs Results</u></p> <p>Copies of data headlines and data summary reports for all three schools had been issued to governors prior to the meeting.</p> <p>JB informed governors the SATs results were poor and needed to be addressed</p> <p>Clenchwarton's results were lower than the school would like to see and the results for Walpole Cross Keys and West Lynn were also low.</p> <p>JB then talked through the individual school results.</p>
9.1	<p><u>West Lynn</u></p> <p>Three year upward trend was being seen for EYFS and figures should be in line with National.</p> <p>Year 1 Phonics were below national and had already been covered under item 8.1.</p> <p>SL commented that there was an upward trend.</p> <p>With the Year 2 Phonics there were two pupils with severe SEN. SL queried if these children had sat the test and if so, had there been an improvement from Year 1.</p> <p>JB confirmed both pupils had sat the Year 2 Phonics test and improvement had been seen.</p> <p>KS1 SATs were up on the previous year and in line with National.</p> <p>Target had been missed by one pupil.</p> <p>Combined figure had increased from the previous year and Greater Depth (GD) had also increased, with the number of Pupil Premium pupils achieving GD improving year on year.</p> <p>Governors requested their congratulations be passed on to everyone involved with the EYFS and KS1 results</p> <p>JB advised she was very disappointed with the KS2 SATs figures.</p> <p>Two year downward trends were shown for Combined (40%), Reading, Writing, Maths, SPAG and Pupil Premium.</p> <p>Combined was 25% below National.</p> <p>JB explained the actions being taken regarding timetabling and the English and Maths plans for the new curriculum.</p> <p>RS advised West Lynn would be one of her focus schools for next year.</p> <p>Question Led Analysis (QLA) would be undertaken to identify strengths and weaknesses in other year groups and CPD would be held across the term to address any weakness.</p> <p>LS enquired how things looked for Ofsted. JB replied the school would focus on what happened and what was being done to ensure better outcomes.</p> <p>SL asked if there was support from parents at home. JB advised there were no excuses.</p> <p>LS asked given the outcomes could there have been better ways of using resources. JB explained the time put in this year on mental maths and arithmetic.</p> <p>RS advised without the booster groups, which were not a long term solution, results would have been worse.</p>
9.2	<p><u>Walpole Cross Keys</u></p> <p>Three year upward trend was shown for GLD in EYFS.</p> <p>Year 1 phonics was similar to the situation at West Lynn whereby pupils would achieve this by end of Year 2.</p> <p>KS1 had seen an increase from the previous year.</p> <p>Target had been met and was in line with National.</p> <p>Maths at 86% was above target and National figures.</p> <p>No pupils had achieved Greater Depth and this would be a focus for Walpole Cross Keys.</p> <p>KS2 SATs at 50% was low and below target, but there were only 6 pupils in the cohort.</p> <p>Two pupils who it was thought would get through did not.</p> <p>One pupil missed maths and another missed Reading.</p> <p>In response to a query from SL, JB confirmed she had already spoken to staff about possible reasons why, but there had been no issues on the day.</p> <p>17% achieved GD in Combined. This was an increase on the previous year.</p>

9.3	<p>33% had achieved GD for Reading. This had exceeded target of 17%.</p> <p><u>Clenchwarton</u> At 76% EYFS GLD was just about in line with National Year 1 phonics had dropped Following KS1 moderation an additional Greater Depth pupil had been added SL queried if assessment was being carried out accurately. JB confirmed it was. Writing had missed target by one pupil. Greater Depth was one above target and in line with National. Target for Maths had been missed. KS2 results were disappointing. Combined at 60% had missed national figure by one pupil and was below target of 70%. One Reading paper had been sent back for re-marking, but would not make a difference to the Combined figure. At 67% Maths had dropped and was below the National figure of 79%, although close to target of 70%. In GD there had been a drop in Reading with three pupils not reaching target. JB explained the need to increase stamina for paper 3. SPAG had been 3 pupils below target. SL enquired about pass scores compared to the previous year. JB advised maths was up, Reading nationally was down as was GD in Reading.</p> <p>M. Adams left the meeting at this point</p> <p>SL commented on the “see-saw” of results seen at Clenchwarton and lack of consistency. JB explained there had been more of a need for knowledge gap filling than in previous years. RW then asked if there were gaps in knowledge for the current Year 5. JB confirmed there were and these were already being addressed. JB advised having seven members of staff leave at Clenchwarton was unusual. In response to a question from RW it was confirmed this was due to a mixture of reasons. SL queried who the mentor would be for the NQT. JB advised this would be M. Ryan. In response to a further query JB replied it had not yet been decided who the mentor would be for the unqualified teacher. JB explained the new teacher appointed in Year 3 would be starting after Christmas. RW queried who would be taking over the responsibility for music etc. from September 2019. JB advised a decision had not yet been made about this. SL suggested contacting the Trust, who were part of the Music Hub</p> <p>RW left the meeting at this point. LS took over as Chair for the remainder of the meeting.</p>
10	<p><u>Review of SIDP</u> Copy of SIDP had been issued to all governors prior to the meeting. RWD talked through the SIDP confirming the Teaching & Learning Policy had been reviewed with staff and now focused on the new Knowledge Rich Curriculum. New books for the Knowledge Rich Curriculum had been ordered. ICT issues had now been resolved and all the new white boards required had been ordered. Classrooms would be re-arranged accordingly. In response to a query from SL, it was confirmed most of this work would be undertaken over the summer holiday period.</p>
11	<p><u>Review of SEF</u> SEF for West Lynn had been issued to all governors prior to the meeting. JB explained the updated SEF would lead into the SIDP for 2019/2020, which would be in the new Trust format. SL queried who had decided on the new SIDP format. JB and RS confirmed the new format had been agreed by the Trust, and would work. The Head teachers would have</p>

	<p>raised any issues with the new format. JB informed governors the SEF would be adjusted following the data outcomes. No queries were raised.</p>
12	<p><u>Governor Monitoring</u> <i>Governor Group Monitoring Days</i></p>
12.1	<p><u>Walpole Cross Keys:</u> The Governor Group Monitoring Day planned for Walpole Cross Keys on 24th June 2019 had been postponed, as two out of the three teachers had not been in school that day.</p>
12.2	<p><u>West Lynn:</u> Governors agreed the next Governor Group Monitoring Day would take place at West Lynn on 17th October 2019 9.30am. ACTION: All governors to be advised of next Group Monitoring Day at West Lynn 17th October 2019 – Clerk</p>
12.3	<p><i>Review of any monitoring undertaken</i> <u>Meeting with the SENDCo:</u> LS advised he had met with the SENDCo on 24th June 2019 and the general position across the three schools discussed. The detailed tracking of SEN pupils had also been looked at. Copy of report had been issued to all governors prior to the meeting. LS had raised the question of how the progress and impact of Thrive could be monitored to show the scheme was working.</p>
12.4	<p><u>Safeguarding:</u> RW had held termly safeguarding meeting with R. Ward.</p>
12.5	<p><u>Science Monitoring:</u> AK had undertaken Science monitoring across the three schools and reported on the key points seen. Feedback had been positive from pupils. They enjoyed Science. Good range was being taught at West Lynn with differentiation seen. Learning objectives had been used at the start of every Science lesson and this had also been seen in some books. Clear next steps to improve had been seen. AK commented on the use of different coloured pens, as per the Marking Policy. AK asked what level of practical Science would be included in the new curriculum. RS explained how, at the current time, Science was to be included within the curriculum. Each Science unit to be used included one practical or investigation. Every unit included a range of work. SL queried the use of the P1 and P2 stickers being seen on pupils' desks. RS and JB explained how these were being used within class and the reasons behind it. LS commented this seemed a little impersonal.</p>
12.6	<p><u>Learning Walk at West Lynn:</u> In the absence of L. Bambridge item carried forward. ACTION: Monitoring report to be written up following Learning Walk at West Lynn – LB.</p>
12.7	<p><i>Monitoring to be Undertaken</i> <u>Attendance Monitoring:</u> Attendance monitoring had not yet been undertaken. ACTION: Meeting with JB to be arranged to carry out attendance monitoring before the end of term – AK</p>
12.8	<p><u>KS2 Curriculum Monitoring:</u> SL advised her planned KS2 curriculum monitoring visit was to be re-arranged. ACTION: KS2 curriculum monitoring visit to be arranged and new monitoring sheet completed – SL</p>
13	<p><u>Vulnerabilities</u></p>
13.1	<p><i>Update on Identified Vulnerabilities</i> Concerns had been detailed in the Head teachers Report and discussed under items 8.1, 8.7 and 8.8.</p>

13.2	<p><i>Identification of Any New Vulnerabilities to be Reported to the Trust</i></p> <p>Following items had been identified as new vulnerabilities: West Lynn SATS results Number of new staff at Clenchwarton Change in year groups at Walpole Cross Keys Progress of maths at Walpole Cross Keys Attendance at Walpole Cross Keys and West Lynn</p>
14	<p><u>To Agree LGB Meeting Schedule for 2019/2020</u></p>
14.1	<p>Copy of draft meeting schedule had been issued to all governors prior to the meeting. LGB meeting schedule for 2019/2020 agreed by governors without any amendments. ACTION: Agreed LGB meeting schedule 2019/2020 to be issued to all governors and dates uploaded to GovernorHub – Clerk.</p>
14.2	<p><u>Date of Next LGB Meeting</u></p> <p>The next LGB meeting would be held on Thursday 26th September 2019 5pm at Clenchwarton.</p>

LS thanked all his fellow governors for their hard work over the year and asked JB to pass on thanks from the LGB to all staff members.

Meeting closed at 6.45pm

Total number of pages 8