



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
Minutes of the Local Governing Body Meeting  
Held on Thursday 21<sup>st</sup> November 2019  
5pm at West Lynn Primary School**

**Present:**  
Chair: L. Bambridge (LB), J. Borley (JB) – Executive Head teacher, C. Catchpole (CC), S. Swinburn (SS), M. Adams (MA) joined meeting 5.10pm, S. Robinson (SR). L. Chilvers (LC) and S. Kaye (SLK) – Clerk.  
Also present: R. Ward (RWD) - Deputy Head teacher and R. Steed (RS) - Trust Primary Director of Standards.

L. Chilvers was welcomed to her first full LGB meeting and introductions made around the table.

GovernorHub Session: As there were so few governors present it was agreed the planned session on using GovernorHub would be postponed.

<b>1</b>	<b><u>Consideration of Apologies</u></b> Apologies had been received from Cllr. A. Kemp, A. Atkins, J. Calaby. H. Henson and R. Wenn Apologies accepted by the LGB.
<b>2.</b>	<b><u>To Agree the Business of the Meeting</u></b> Business of the meeting was agreed as per the agenda.
<b>3</b>	<b><u>Declarations of Interest</u></b> No declarations of pecuniary interest were received. New Declaration of Business Interest form completed by SR..
<b>4</b>	<b><u>Membership of the Local Governing Body</u></b>
4.1	<b><u>Membership of LGB:</u></b> There had been no change to the membership of the LGB since the previous meeting. Parent Governor election at Walpole Cross Keys had been unsuccessful. <b>ACTION: Parent Governor election to be held again at Walpole Cross Keys – JB.</b> As nothing had been heard about appointing D. Hutton as a Trust Governor it was agreed this would not be taken any further. <b>ACTION: Potential new governor to be approached again about joining the LGB – JB</b> S. Lunnun had confirmed she had stepped down as a governor with effect from end of September 2019. Governors agreed thank you letters should be sent to both S. Lunnun and L Stevens on behalf of the LGB, thanking them for their hard work and support while members of the LGB. <b>ACTION: Thank you letters to be drawn up for S. Lunnun and L. Stevens – Clerk</b>
4.2	<b><u>Term of Office Dates:</u></b> Clerk advised the Terms of Office for H. Henson and M Adams would come to an end in May 2020.
4.3	<b><u>Trust Acceptable Use Agreement:</u></b> All governors present signed acceptable use of the school's ICT systems and internet agreement.

	<b>ACTION: All governors not present at the meeting to complete Trust Acceptable Use Agreement for ICT – Clerk</b>
5	<p><b><u>To Agree the Minutes of the Meetings Held on 26<sup>th</sup> September 2019 and 7<sup>th</sup> November 2019</u></b></p> <p>Minutes of the LGB meeting held on 26<sup>th</sup> September 2019 were agreed and accepted as a true record by the LGB. Minutes signed by LB</p> <p>Minutes of the LGB Policy Review Meeting held on 7<sup>th</sup> November 2019 were agreed and accepted as a true record by the LGB. Minutes signed by LB.</p>
6	<p><b><u>Review of AMR (Action Monitoring Record) from September 2019</u></b></p>
6.1	<p>Copy of the AMR from the September LGB had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <u>Trust Email Addresses for Governors:</u> New Trust email addresses for all governors had still not yet been set up. <b>ACTION: Trust ICT Department to be chased up re set up of new governor email addresses – Clerk</b></li> <li>• <u>Governor Pen Portraits for Schools' Websites:</u> Some pen portraits remained outstanding. <b>ACTION: All newly appointed governors to write up pen portrait and email to JB – AA, SS, CC and LC.</b> <b>ACTION: Pen portraits to be checked and either updated details provided or confirmation no update required to be sent to JB – All Governors</b></li> <li>• <u>Google Drive for Governor Monitoring:</u> <b>ACTION: All new governors and the Clerk to be invited to join the Google Drive for Governor monitoring – JB</b></li> <li>• <u>EYFS Monitoring:</u> Meeting with EYFS Leads had still not been arranged by HH. <b>ACTION: HH to be contacted about EYFS monitoring and end of term of office in May 2020 – JB</b></li> <li>• <u>Monitoring:</u> LB advised monitoring had been raised at the recent Ofsted training, which led to a discussion on the monitoring form being used and if it should be reviewed. RS advised it had been proposed governors use the same forms for monitoring as the Senior Leadership Team. <b>ACTION: Monitoring forms to be used by governors to be checked and then issued to Clerk for distribution to all governors – RS</b></li> </ul>
	MA joined the meeting at this point.
6.2	All remaining actions had either been completed or were to be covered under agenda items.
6.3	<p><i>Matters Arising from the Minutes</i></p> <p><u>LGB 26<sup>th</sup> September 2019</u></p> <p>No items were raised from the meeting held on 26<sup>th</sup> September 2019.</p>
6.4	<p><u>LGB Policy Review Meeting 7<sup>th</sup> November 2019</u></p> <p><u>Lettings Policy:</u> Maximum hall number had not yet been confirmed for the Walpole Cross Keys Lettings Policy. <b>ACTION: Lettings Policy for Walpole Cross Keys to be completed and copy then signed by LB, once maximum hall number confirmed by the Trust – RWD &amp; LB</b></p>
6.5	<p><u>Accessibility Plans:</u> JB confirmed Accessibility Plans had been sent through to the website manager to be upload to the schools' websites.</p>
7	<p><b><u>Head teacher's Written Report</u></b></p>
7.1	<p>Copy of Head teacher's Reports for each school, together with joint SIDP 2019 – 2023, had been issued to all governors prior to the meeting.</p> <p>JB talked through the reports.</p>

7.2	<p><i>West Lynn</i>  Good Ofsted inspection had taken place in September 2019.  <u>Concerns and Strong Concerns</u>  There were concerns with two SEN children, one of which was violent towards other children. Working with 1 to 1. Risk care plan in place.  Strong concern was Staffing. Interviews were to be held again the following week as first round of candidates had not been strong enough.  The school did have an option for long term supply.  LB queried when it was hoped the member of staff on a phased return would be back full time. JB replied it was hoped they would be back by Christmas.</p>
7.3	<p><u>Pupil Numbers</u>  LB asked if the new pupils who had joined the school were all English speaking. JB advised no. An EAL pupil joined in Year 2 and in Year 6.</p>
7.4	<p><u>Attendance</u>  JB made governors aware that at this stage of the academic year 2 days absence (4 sessions) would put a pupil below 95%.  Pupil Premium attendance was lower than non- Pupil Premium. Lot of Pupil Premium absence was due to holidays for which the school did fine.  JB reported she had met with two sets of parents that week following attendance letters sent re poor attendance. SR queried if there had been poor attendance the previous year as well. JB confirmed there had been and this was now in hand.</p>
7.5	<p><u>Behaviour and Exclusions</u>  Behaviour generally was very good.  No reported racist or bullying incidents  One parent had reported alleged bullying. Lot of work had been done with the class on bullying and staff had regularly checked in with the child. Weekly meetings had been held with parents and did not need to meet again.  One Fixed term Exclusion (FTE).  There had been internal exclusions and these had mainly been for two SEN children previously referred to under concerns</p>
7.6	<p><u>Performance Management</u>  Performance management for all teachers had been completed.</p>
7.7	<p><i>Walpole Cross Keys</i>  <u>Strengths and Concerns</u>  Strength was a good happy team in place.  Concerns were low results for Year 3. This was a focus for the teacher.  S, White who would be leaving due to a promotion, at Christmas, would mean less SLT time at Walpole Cross Keys.</p>
7.8	<p><u>Attendance</u>  Attendance appeared low due to one child signed off by the doctor whose sick note ran out. Part time timetable set up for pupil who was now being home schooled. School was prepared to work with pupil part time.</p>
7.9	<p><u>Performance Management</u>  Performance management had been completed for all teachers.  Performance management for TAs was due to take place the following day.</p>
7.10	<p><u>Behaviour and Exclusions</u>  Behaviour generally was good  One internal exclusion. 1 to 1 had been appointed.  No reported racist or bullying incidents.  No FTE</p>
7.11	<p><u>Complaint from Parent</u>  LB had observed meeting with parents.</p>

<p>7.12</p> <p>7.13</p> <p>7.14</p> <p>7.15</p> <p>7.16</p>	<p><i>Clenchwarton</i>  <u>Strengths and Concerns</u>          Good improvement in EYFS environment and behaviour.          Concerns were Progress of Year 6, downward trend in phonics and behaviours for learning and behaviour around the school.          Strong concerns were with staffing and the high number of supply teachers.          JB advised it was hard with so many supply teachers to be able to move the school forward. However, the SLT still had the same expectations.          There was also the cost involved with supply teachers  <b>LB queried if the supply teachers were generally the same people.</b> JB explained the schools tried as much as possible to use the same people.</p> <p><u>Attendance</u>          There had been one bereavement, cases of chicken pox and impetigo. One child was waiting for a move to another school.  <b>LB queried how the school was working on improving attendance.</b>          JB explained letters were sent to parents and meetings held. The school fined parents where it was able to do so.</p> <p><u>Behaviour and Exclusions</u>          Behaviour was being monitored          JB had met with all teachers.          Expectations reminder checklist had been sent out to all staff and discussed in staff meetings.  <b>LC advised in Year 3 the seating plan was not consistent which might help with behaviour.</b> JB replied this was a fair comment and asked RWD to look into it.          There had been no reported racist or bullying incidents.          There had been internal exclusions.          One FTE for 1 pupil. Family Support Plan (FSP) now in place, Educational Psychologist had been out to assess pupil.</p> <p><u>Performance Management</u>          Performance management for all teachers had been completed.</p> <p><u>Safeguarding</u>          JB reported this term three calls had been received from Operation Encompass, for the same family. Operation Encompass was explained for new governors.</p>
<p>8.</p>	<p><b><u>Pupil Premium Plans and Strategies for 2019/2020</u></b>          Governor agreed this item had been covered at the previous meeting in September 2019.</p>
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p><b><u>Review of Year 3, Year 4 and Year 5</u></b>          Data for all year groups for all three schools had been issued to governors prior to the meeting.          PIXL was explained for new governors          JB then talked governors through the data.</p> <p><i>Clenchwarton</i>          JB reported Year 1 Reading had not yet been moderated so the data would change  <b>LB queried what the changes would be.</b> JB and RS replied they thought data would be lower.          RWD advised Pupil Progress meetings had been held that week and strengths and weaknesses had been looked at. Individual pupils from Reception, Year 1, Year 2, Year 5 and Year 6 had been discussed. Meetings for Year 3 and Year 4 pupils were still to be undertaken.</p> <p><i>West Lynn</i>          Challenge had been set up in class for Year 4 to encourage reading at home.  <b>SS queried if parents were invited into school regarding how to read with their children.</b>          JB advised Reading Cafes had been held previously and would be held again in the</p>

9.3	<p>future.</p> <p><i>Walpole Cross Keys</i>  <b>Year 1 Figure for Writing was queried at 71%.</b>  <b>ACTION: Walpole Cross Keys Year 1 figure for Writing at 71% to be checked – JB</b>  SR confirmed there were concerns with Year 3 who were a weaker cohort.</p>
10 10.1          10.2	<p><b><u>Update on New Knowledge Rich Curriculum</u></b>  JB reported the new curriculum was going well.  Meeting had been held the previous week to adapt and change ready for next term.  <b>LB commented the new curriculum was very quick paced.</b> JB confirmed it was, but the children were enjoying it.  One parent at Clenchwarton had commented they felt it was too pacey.  <b>LC advised as a parent, children were coming home more excited about what they were learning</b>  <b>LB reported in the deep dive discussion with pupils it had been very clear they remembered and could recall information, even pupils in the bottom 20%.</b>  JB and MA confirmed good discussions were coming from pupils. An example was given where a Year 5 pupil had linked Baghdad, the British Empire and trade.  <b>SS queried if pupils took the knowledge organisers home.</b> JB advised yes and they were also available on the schools' websites.  <b>SS then queried if there had been any feedback from parents about the organisers.</b> JB replied positive feedback had been received at Parents Evenings, especially at West Lynn where parents were very happy with the knowledge organisers.</p> <p><b><u>Book Look</u></b>  A random sample of books from West Lynn pupils were handed out and time given for governors to look through them.  <b>SS commented how well presented and well cared for the books were.</b>  Governors commented on Year 6 pupils studying atoms and the periodic table, which was more KS3.  Governors agreed with LB the biggest difference seen in the books from the previous year, was in Art.  <b>As art was her area of expertise, and having looked at art books for Year 1, Year 4 and Year 5, CC commented, she was impressed with the books and loved the sketch books, but queried if the tonal work and cross hatching were too prescribed.</b> RS explained before the new curriculum Art had not been taught as such before, so there were many gaps to be filled and that was why it was currently more prescribed.</p>
11   11.1   11.2	<p><b><u>Review and Update Governor Action Plan (GAP)</u></b>  Copy of GAP had been issued to all governors prior to the meeting.  Governors talked through the GAP and the following actions and amendments were agreed.  LB commented the Governor self-review and subsequent GAP had been written before the new Ofsted framework.</p> <p><b><u>Informing Governor Recruitment:</u></b> New Skills Audit to be completed following appointment of several new governors.  RS advised the Trust was looking at induction training for new governors.  <b>ACTION: Skills Audit to be sent out to all governors – Clerk</b>  <b>ACTION: Skills Audit to be completed and returned to the Clerk ready for discussion at the next meeting – ALL Governors</b></p> <p><b><u>Engaging with Stakeholders:</u></b> Governors agreed staff should receive feedback following governor monitoring visits and completed monitoring forms were to be shared with relevant staff members.  Possible ways to engage more with the community were discussed, including articles for the parish magazines.  <b>ACTION: Copies of governor monitoring forms to be shared with relevant members</b></p>

11.3	<p><b>of staff – JB</b></p> <p><u>Effective Accountability:</u> LB advised governors needed to question more during meetings and monitoring visits. Suggested all governors look through the new Governor Toolkits for examples and guidance.</p> <p>SIDP was now a standard item in the termly Head teacher's Reports.</p> <p>The use of external data was raised.</p> <p><b>ACTION: Review of IDSR data to be an agenda item for the next meeting – JB/Clerk</b></p>
12	<p><b><u>Ratification of Policies Agreed at Policy Review Meeting 7<sup>th</sup> November 2019</u></b></p> <p>As the LGB Policy Review meeting held on 7<sup>th</sup> November 2019 had not been quorate the following policies reviewed and agreed at that meeting were ratified and accepted by the LGB.</p> <p>Accessibility Plan</p> <p>Disaster Recovery Plans for each school</p> <p>English Policy</p> <p>Collective Worship Policy</p> <p>Computing Policy</p> <p>Drugs Policy</p> <p>Educational Visits</p> <p>Homework Policy</p> <p>Maths Policy</p> <p>Online Safety Policy</p> <p>Looked After Children Policy</p> <p>Lettings Policies for each school.</p>
13	<p><b><u>Governor Monitoring</u></b></p> <p><i>To agree monitoring for the Spring Term and the remaining Autumn Term</i></p> <p>13.1 <b><u>Deep Dive Monitoring</u></b></p> <p>Deep Dive monitoring dates were agreed as follows:</p> <p>9<sup>th</sup> December 2019 at Walpole Cross Keys 11am</p> <p>3<sup>rd</sup> February 2020 at Clenchwarton 9.15am</p> <p><b>ACTION: All governors to be informed of Deep Dive monitoring sessions – Clerk</b></p> <p>13.2 <b><u>Pupil Premium Monitoring</u></b></p> <p><b>ACTION: Meeting to be arranged with RWD re Pupil Premium monitoring - SS</b></p> <p>13.3 <b><u>Behaviour Monitoring</u></b></p> <p><b>ACTION: Meeting to be arranged for behaviour monitoring before half term – SS</b></p> <p>13.4 <b><u>Science Monitoring</u></b></p> <p>JB had not had any contact from AK, since the previous meeting about arranging Science monitoring. In the absence of AK, item carried forward</p> <p><b>ACTION: Review of science books and data to be arranged – AK and JB</b></p> <p>13.5 <b><u>Governor Reading Sessions with Pupils:</u></b> Governors agreed this item was to be carried forward for consideration at the next meeting.</p> <p><b>ACTION: Arranging Governor in school reading sessions to be considered at the next meeting - Clerk</b></p> <p>13.6 <i>Review of any monitoring undertaken</i></p> <p><b><u>Deep Dive Monitoring Visit - West Lynn</u></b></p> <p>Deep Dive monitoring visit had been undertaken at West Lynn on 17<sup>th</sup> October 2019 by RW, LB, CC, MA and HH.</p> <p><b>ACTION: Monitoring report following Deep Dive at West Lynn to be written up – RW</b></p>
14.	<p><b><u>Governor Training and CPD</u></b></p> <p><i>Review of any governor training undertaken since the previous meeting and consider any training required</i></p> <p>14.1 <b><u>Monitoring and Holding School Leaders to Account</u></b></p> <p>Training session for governors on Monitoring and Holding School Leaders to Account had been arranged with Educator Solutions for Tuesday 3<sup>rd</sup> December 2019 6pm at West</p>



<p>14.2</p> <p>14.3</p> <p>14.4</p>	<p>Lynn. LB and SS gave their apologies as they would be unable to attend this training. <u>New Governor Induction Training:</u> CC and LC confirmed New Governor Induction training had been booked. <b>ACTION: New Governor Induction training to be attended by all newly appointed governors – CC, SS and LC.</b></p> <p><u>Governor Toolkits from Educator Solutions:</u> Copies of the new toolkit had been handed out to governors at the meeting held on 7<sup>th</sup> November 2019. <b>ACTION: Governor Toolkits to be handed out at the next meeting to those governors who had not yet received them – Clerk</b></p> <p><u>Future Training via the Trust</u> RS advised no governor training was currently available via the Trust, but potentially training might be provided in the future.</p>
<p>15.</p> <p>15.1</p> <p>15.2</p>	<p><b><u>Vulnerabilities</u></b> <i>Update on Identified Vulnerabilities</i> These had been detailed within the Head teacher’s Report (Items 7.2, 7.7 and 7.12 refer)</p> <p><i>Identification of Any New Vulnerabilities to be Reported to the Trust</i> No new vulnerabilities had been identified.</p>
<p>16.</p>	<p><b><u>To Confirm Date of Next LGB Meeting</u></b> Meeting start times were discussed and it was agreed start time would remain at 5pm. Next LGB meeting would be 6<sup>th</sup> February 2020 5pm at Clenchwarton.</p>

Meeting closed at 6.40pm

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