



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools
Minutes of the Local Governing Body Meeting
Held on Thursday 4th February 2021 at 5pm
Meeting held via Video Conference Call
due to Covid 19 Restrictions**

Attendance:		
Lesley Bambridge – Chair (LB)	Trust Appointed Governor	Apologies Received
Michelle Adams (MA)	Staff Governor (West Lynn)	Present
Andrew Atkins (AA)	Trust Appointed Governor	Present
Jo Borley (JB)	Executive Head teacher	Present
Jackie Calaby (JC)	Staff Governor (Clenchwarton)	Present
Casey Catchpole (CC)	Trust Appointed Governor	Present
Lauren Chilvers (LC)	Parent Governor ((Clenchwarton)	Present
Cllr. Alexandra Kemp (AK)	Trust Appointed Governor	Present – joined the meeting part way through item 10
Jodie Price (JP)	Parent Governor (Walpole Cross Keys)	Present – left the meeting during item 12
Sue Robinson (SR)	Staff Governor (Walpole Cross Keys)	Present
Sarah Swinburn (SS)	Trust Appointed Governor	Present
Ricki Wenn – Vice Chair (RW)	Trust Appointed Governor	Present
In Attendance		
Rose Ward (RWD)	Deputy Head teacher	Present
Rebecca Steed (RS)	Trust Director of Primary Standards	Present
Stella Kaye (SLK)	Clerk	Present

This meeting was not recorded.

In the absence of L. Bambridge the meeting was Chaired by R. Wenn (Vice Chair)

1	<p>Consideration of Apologies Apology had been received from L Bambridge (Chair) Apology accepted by the LGB.</p>
2	<p>Notification of Any Other Urgent Business Governors agreed approval of the updated Safeguarding Policies would be considered under item 13: Any Other Business</p>
3	<p>Pecuniary and Other Interests</p>
3.1	No new declarations, or declarations of pecuniary interest in any items on the agenda were received.
3.2	<p><u>Completion of New Declaration of Interest</u> Clerk report a few Declaration of Interest forms were still outstanding and some governors were yet to complete their online declaration via GovernorHub Governors were reminded to please complete and return the declarations as soon as possible. ACTION: Completed Declaration of Business Interest forms to be returned to the Clerk as soon</p>

	as possible and online declarations completed via GovernorHub – ALL Governors
4	Membership of the Local Governing Body <i>To review and record appointments, resignations, vacancies and end of term of office</i> There had been no changes to the membership of the LGB since the previous meeting.
4.1	<u>Parent Governor for West Lynn</u> There had been no response to the Parent Governor election at West Lynn ACTION: Parent Governor election to be held again at West Lynn once all pupils return from lockdown – JB
4.2	<u>New Trust Governors</u> Clerk advised the Trust Governor vacancy had been registered with Inspiring Governance. Governors agreed with the suggestion from SS that she contact her Key Stage 3 counterparts at the local high schools and ask if any would be willing to join the LGB as Trust Governors. ACTION: SS to contact KS3 counterparts at the high schools about becoming Trust Governors – SS ACTION: All governors to continue to look for potential new Trust Governors – ALL GOVERNORS
4.3	<u>Position of Chair of the LGB</u> RW indicated he would be willing to consider taking over as Chair of Governors in September 2021, when LB stepped down ACTION: All Governors to consider taking over as Chair/Vice Chair of the LGB – ALL GOVERNORS
5	Minutes of the Previous Meeting
5.1	<i>To approve the minutes of the LGB meeting held on 26th November 2020</i> Minutes of the LGB meeting held on 26 th November 2020 were agreed and accepted as a true record by the LGB. Copy of agreed minutes to be sent through to JB at Clenchwarton and arrangements then made for them to be printed and signed by LB. once visitors were permitted into the school building – Clerk JB & LB
5..2	<i>Matters Arising from the Minutes</i> No items were raised.
5.3	<i>Review of the AMR (Action Monitoring Record) for November 2020</i> Copy of the AMR from the November 2020 LGB meeting had been issued to all governors prior to the meeting. <ul style="list-style-type: none"> • <u>Governor Pen Portraits for Schools’ Websites:</u> ACTION: Pen portrait to be re-sent to JB – AA • <u>Report to LGB from EYFS Leaders:</u> JB explained due to the latest lockdown this had been put back until later in the year. ACTION: EYFS Leaders to be invited to an LGB meeting later in the year. Report including pictures to be requested – JB • <u>Keeping Children Safe in Education (KCSIE) 2020:</u> Clerk reminded governors of the need for them to complete their online KCSIE declarations, as some were still outstanding. ACTION: Governors to confirm, as soon as possible, via GovernorHub declaration that they have received and read KCSIE 2020 – ALL GOVERNORS
5.4	All remaining actions had either been completed, or would be covered under items on the agenda.
6.	Head teacher’s Verbal Update
6.1	<u>Covid 19</u> New Risk Assessments had been undertaken following the latest lockdown. Risk Assessments had also been undertaken for vulnerable members of staff. There had been a couple of positive cases reported among pupils.

6.2	<p>Six staff had tested positive since Christmas, so staffing was a bit of a juggling act, as some staff had also had to self-isolate.</p> <p><u>Staffing</u></p> <p>At the time of the meeting four members of staff were back at work, one on a part time basis. One member of staff was still off sick.</p> <p>As the classes were getting too big, changes had been made from the one week on one week off system. All staff were invited back into school with all bubbles now class bubbles.</p> <p>It was planned to try and have a teacher and a TA in each bubble, with the teacher responsible for home learning and uploading the online work.</p> <p>This was working much better for staff.</p>																																
6.3	<p>JB expressed her thanks to all staff who were being very flexible and working hard.</p> <p><u>Staff Wellbeing</u></p> <p>Prior to the meeting LB had asked for some questions to be raised on her behalf. LB had queried how staff were coping and what morale was like.</p> <p>JB advised staff were doing well, although extremely tired.</p> <p>Workload had reduced when all staff had been brought back into school. Working in their own classes had made a big difference.</p> <p>JB and RWD informed governors they had started work on an idea seen online for a staff wellbeing tree.</p>																																
6.4	<p>SR asked if the wellbeing of JB and RWD was being looked after in the same way they were looking after all the staff. RS confirmed she was looking after the wellbeing of JB and RWD.</p> <p><u>Safeguarding</u></p> <p>Staff were making weekly phone calls to each family.</p> <p>JB and RWD were currently undertaking four or five home visits a week to make sure children and families were OK.</p>																																
6.5	<p><u>Attendance</u></p> <p>JB reported the average number of pupils in school were as follows:</p> <table border="1" data-bbox="320 1155 1294 1453"> <thead> <tr> <th>Year Group/Class</th> <th>Clenchwarton</th> <th>Walpole Cross Keys</th> <th>West Lynn</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>11</td> <td>6</td> <td>10</td> </tr> <tr> <td>Year 1 /Class 1</td> <td>15</td> <td>9</td> <td>11</td> </tr> <tr> <td>Year 2/Class 2</td> <td>8</td> <td>6</td> <td>11</td> </tr> <tr> <td>Year 3/Class 3</td> <td>13</td> <td></td> <td>11</td> </tr> <tr> <td>Year 4</td> <td>16</td> <td></td> <td>11</td> </tr> <tr> <td>Year 5</td> <td>11</td> <td></td> <td>11</td> </tr> <tr> <td>Year 6</td> <td>8</td> <td></td> <td>7</td> </tr> </tbody> </table>	Year Group/Class	Clenchwarton	Walpole Cross Keys	West Lynn	Reception	11	6	10	Year 1 /Class 1	15	9	11	Year 2/Class 2	8	6	11	Year 3/Class 3	13		11	Year 4	16		11	Year 5	11		11	Year 6	8		7
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6.6	<p>RW asked if the average numbers in school were increasing.</p> <p>JB and RWD replied the numbers were increasing daily. This was due to some parents coming off furlough and going back to work and as this was now week 5 of lockdown some parents were struggling to cope.</p> <p>The expectations differed in the current lockdown as schools were delivering the curriculum, not just providing child care as in the first lockdown, and pupils were expected to complete and return the work set.</p> <p>Requests for places were looked at on an individual basis. In some cases, the schools had said no to requests.</p> <p><u>Home Learning</u></p> <p>Live zoom sessions were being held twice a week for wellbeing and PSHE (Personnel, Social & Health Education).</p> <p>JB explained some of the school challenges which were being uploaded i.e. reading in an unusual place. Talent competitions. Fancy dress events had also been held.</p>																																

6.7	<p>A technology survey had been carried out in March 2020, at the start of the first lockdown, with a second to be held.</p> <p>Computers and laptops received from County had been distributed, with some more due to be received the following week.</p> <p>The schools had also provided BT vouchers for wi-fi and Vodaphone top up vouchers, as some pupils were still trying to work from mobile phones.</p> <p>In her absence LB had requested the following questions be raised.</p> <p>LB had asked, if all children were able to access online learning.</p> <p>JB replied some families still chose to use paper copies, as that worked best for their situation.</p> <p>RW queried how the paper copies were being distributed to parents. JB advised copies were printed out ready for parents to collect from school on Monday, which the schools expected to be completed and returned. JB was delivering paper copies to one family. This was also a welfare check.</p> <p>RS asked if the families in receipt of paper copies would be receiving laptops. JB reported some families would be, a few would not due to their individual family circumstances.</p> <p>LB had also raised the question, were there any barriers to provision.</p> <p>JB and RWD replied it had taken a while to get laptops.</p> <p>Internet access in school had also been an issue.</p> <p>It had been difficult with the staff absences. Some staff had been very ill.</p> <p><u>Community Engagement</u></p> <p>LB had also asked how the school was communicating with parents. JB explained how Class Dojo was being used by staff to send messages to parents. All letters and forms were being issued via text or email. Weekly celebration assemblies were being held remotely.</p> <p>All teachers were making weekly phone calls to parents.</p>
6.8	<p><u>Health & Safety</u></p> <p>The usual services and safety checks continued to be carried out in all three schools.</p> <p>At Clenchwarton there had been call outs for boiler repairs and external lighting repairs. The electricians had been overloading, so changes had been made to the areas being used.</p> <p>At Walpole Cross Keys repairs had been carried out on the roof and the emergency lighting.</p> <p>At West Lynn heating and water had been restored to the mobile classrooms. The sewage company had been called out on several occasions.</p> <p>The fields at West Lynn and Clenchwarton were flooded, due to the very high water table. The EYFS area at Clenchwarton was also flooded.</p>
7.	<p>Review of Covid 19 Catch-Up Funding</p> <p>JB reported due to the latest lockdown some of the items planned for the Covid funding could not take place.</p> <p>Changes had been made the previous week with funding originally put aside for 1 to 1 provision to now be used to purchase home tutoring sessions via Randstad.</p> <p>After half term 3 to 1 online tuition would be provided for nine groups at Clenchwarton in Reading Writing and Maths. The same for West Lynn.</p> <p>Parents had been notified and permission slips obtained.</p> <p>The work to be carried out would be provided to Randstad by the school.</p> <p>It had been looked at to provide the same for Walpole Cross Keys, but as the groups needed to be of similar abilities this was not possible, due to the small numbers.</p> <p>1 to 1 tuition for certain children was being investigated.</p>
8.	<p>Key Exam Groups Progress Reviews – EYFS, Phonics, Year 2, Year 4 Times Tables and Year 6</p> <p>JB advised it had not been possible to undertake any formal assessments since Christmas, due to lockdown.</p> <p>Pupils were still being assessed by staff.</p> <p>Staff were expected to feedback to pupils on at least one piece of work and also provide class feedback.</p>

	<p>JB informed governors there had been one disgruntled parent following feedback given that it was felt that their child could do better with their home learning.</p> <p>All children, at home or in school, were currently expected to produce a written piece of work for assessment.</p> <p>An online maths assessment scheme had been purchased, maths.co.uk, which parents would be informed how to access.</p>
9.	<p>More Able Pupils <i>Review of progress across all year groups</i></p> <p>JB explained, for the mastery element of the curriculum, if pupils were finding the work provided easy, they would then be contacted by the teacher and extension pieces of work provided.</p>
10.	<p>ICT Provision</p> <p>RS and JB reported provision in school was difficult and needed to be re-vamped. RS had already met with the Trust CEO to discuss the ICT curriculum and provision and the Trust ICT team had agreed improvements were required.</p> <p>Meeting was due to be held the following week with the ICT team to put together an action plan across all seven of the Trust primary schools</p> <p>AK joined the meeting at this point 5.43pm</p> <p>RW raised the subject of companies now providing options to lease IT equipment to prevent it becoming out of date.</p> <p>RS advised the Trust would be looking at all possible options, and this was something that could be considered. Due to everyone now needing laptops or similar, they were becoming expensive. The laptops received from the DfE were not built to last.</p>
11.	<p>Governor Monitoring, Development and Training <i>Monitoring Undertaken Since the Previous Meeting</i></p> <p>11.1 <u>Review of Art Work/Books</u></p> <p>JB and SR displayed on screen art work and pages from art books from Year 3, Year 6 who had been looking at Chinese art and Year 4 who had been looking at light, together with some still life work.</p> <p>Pupils were also sewing stiches on samplers and bookmarks.</p> <p>JB confirmed the Art curriculum also include written work.</p> <p>11.2 <i>To Agree Monitoring for the Spring Term</i> <u>Website Compliance Checks</u></p> <p>RW reported the website compliance checks were in hand and raised a couple of queries.</p> <p>It was agreed a link to a copy of the Trust Articles of Association on the Trust website should be sufficient.</p> <p>JB advised the admission appeals timetable, when available, would be provided by County.</p> <p>ACTION: RS to check with the Trust website manager, if the requirement for union representative time was on the school website or just the Trust website – RS</p> <p>ACTION: Website compliance checks to be completed and report issued to JB and the Clerk – RW</p> <p>11.3 <u>Virtual Learning Walk</u></p> <p>Governors agreed further Virtual Learning Walks were to be undertaken for all three schools. RW and LC offered to take part.</p> <p>ACTION: Virtual Learning walks to be arranged for all three schools and monitoring reports then written up – JB, RW and LC</p> <p>11.4 <u>Pupil Premium and PE Grant Funding</u></p> <p>SS and RWD advised, due to work commitments, it had not yet been possible to hold a Pupil Premium monitoring meeting. Governors agreed it would make sense for PE Grant funding</p>

	<p>monitoring to be undertaken at the same time as the Pupil Premium monitoring.</p> <p>ACTION: Pupil Premium and PE Grant funding monitoring meeting to be arranged, via Zoom – SS and RWD</p>
11.5	<p><u>Safeguarding and SCR (Single Central Record) Check</u></p> <p>ACTION: Safeguarding monitoring meeting and SCR check to be arranged for the Spring term – AA and RWD</p>
11.6	<p><u>SEND and Looked After Children (LAC)</u></p> <p>SEND monitoring was due to be undertaken. At the suggestion of RW, LAC monitoring was to be carried out at the same time.</p> <p>ACTION: Meeting to be arranged for SEND and LAC monitoring with E. Radford the Trust Assistant SENDCo – RW and JB</p> <p>ACTION: Example SEN monitoring questions to be sent to the Clerk for distribution to all Governors – RS and Clerk</p>
11.7	<p><u>Home Learning and Covid 19 Catch Up Funding</u></p> <p>AK kindly volunteered to undertake Home Learning and Covid 19 Catch Up funding monitoring with the SLT (Senior Leadership Team)</p> <p>Guide for governors from RS on Home Learning monitoring, with example questions, had already been uploaded to GovernorHub.</p> <p>ACTION: Home Learning and Covid Catch Up funding monitoring meeting to be arranged – JB and AK</p>
11.8	<p><i>Governor Training</i></p> <p><u>Governor Induction</u></p> <p>JP had completed all four online Governor Induction modules on 5th November 2020</p> <p>ACTION: JP to be contacted about school based governor induction – LB</p>
11.9	<p><u>Making Monitoring Work</u></p> <p>Online Making Monitoring Work training had been completed by LB on 19th January 2021</p>
11.10	<p><u>Training in the Spring/Summer Term</u></p> <p>Governors were encouraged to take a look at all the training available online.</p> <p>ACTION: All governors to consider taking the Bite Size online training session for Safeguarding, available via GovernorHub, and any relevant training for those governors with designated responsibilities – ALL GOVERNORS</p>
12.	Vulnerabilities
12.1	<p><u>Current Vulnerabilities</u></p> <p>The current vulnerabilities remained as concerns over the gaps in learning and how far behind pupils had fallen due to the Covid 19 pandemic.</p> <p>There were concerns as to how long the third lockdown would continue. At the time of the meeting it was hoped pupils would be back on 8th March 2021, but a definite return date was still unknown.</p> <p>There was also the vulnerability of staff who were off sick, and the pressure this then put on other staff members.</p>
12.2	<p><u>New Vulnerabilities</u></p> <p>JB informed governors of the situation at Walpole Cross Keys where there had been an influx of requests from County wanting the school to take SEN pupils. JB explained the school had to make sure it could meet the needs of the children and have the space to do so.</p> <p>RS continued; the school would have to have the space and facilities, within the bubbles, to meet the needs and wellbeing of the child and other pupils.</p> <p>At Walpole Cross Keys, due to its size, for some children this would not be the case.</p> <p>RW queried if the new pupils would just be from September 2021. JB advised no. There was currently a request for an in year move for a child with an EHCP (Educational Health Care Plan).</p> <p>JB confirmed if the school said no to the move, they could still be over ruled by County.</p>

	<p>AK asked what support was being provided by the SEN Service. JB replied a meeting was to be held with them the following week. JB advised there was support out there, but the question would always be, were certain schools suitable for certain children.</p> <p>JP left the meeting at this point 5.58pm</p> <p>RW asked if the children were in catchment. JB confirmed yes. The family had moved into the school catchment area.</p> <p>SR raised the issue of PAN (Published Admission Numbers) JB advised the school could go over PAN.</p> <p>AK asked to be informed if there was anything she could do to help in the matter.</p>
13. 13.1	<p>Any Other Business</p> <p><u>Approval of Updated Safeguarding Policies</u></p> <p>Copy of the Safeguarding Policy for each of the three schools had been issued to all governors prior to the meeting</p> <p>RWD advised the policies had been updated to reflect lockdown 3, as per the model NCC policy. Safeguarding Policies for all three schools agreed and accepted by the LGB without any amendments</p>
14.	<p>Date of Next Meeting</p> <p>The next meeting would be the Policy Review meeting on 4th March 2021 at 5pm followed by LGB meeting on 18th March 2021 at 5pm.</p> <p>Meetings to be held via video conference call.</p>

Meeting closed at 6.05pm

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