



**Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
Minutes of the Local Governing Body Meeting  
Held on Thursday 1<sup>st</sup> October 2020 at 5pm  
Meeting held via Video Conference Call  
due to Covid 19 Restrictions**

<b>Present:</b>	
Lesley Bambridge – Chair (LB)	Trust Appointed Governor
Andrew Atkins (AA)	Trust Appointed Governor
Jo Borley (JB)	Executive Head teacher
Jackie Calaby (JC)	Staff Governor (Clenchwarton)
Casey Catchpole (CC)	Trust Appointed Governor
Lauren Chilvers (LC)	Parent Governor ((Clenchwarton)
Cllr. Alexandra Kemp (AK) left the meeting at the end of item 11	Trust Appointed Governor
Jodie Price (JP)	Parent Governor (Walpole Cross Keys)
Sue Robinson (SR)	Staff Governor (Walpole Cross Keys)
Sarah Swinburn (SS)	Trust Appointed Governor
Ricki Wenn (RW)	Trust Appointed Governor
<b>In Attendance</b>	
Rose Ward (RWD)	Deputy Head teacher
Rebecca Steed (RS) joined meeting at the end of item 2. Audio only via speaker phone.	Trust Director of Primary Standards
Stella Kaye (SLK)	Clerk

This meeting was not recorded.

LB welcomed J. Price, as a new Parent Governor and also welcomed back R. Wenn as a Trust Governor.

	<p><b>Report on Termly Trust Chair of Governors and Head teachers Meeting</b> LB reported on the Trust Chair of Governors and Head teachers meeting held at the beginning of September 2020. The updated Risk Assessments, which were very thorough, had been discussed. There was no performance data available for any schools at the moment. Good attendance (98%) across the Trust had been seen at the start of the new term. Questions had been raised about contingency plans should the schools have to go back into lockdown. The Trust had confirmed contingency plans were in place for each school. Monitoring process had also been discussed. Performance reviews would use the 2019/2020 data as part of the review. An extra Trust Chair of Governors and Head teachers meeting was to be held before the October half term.</p>
	<p><b>Safeguarding Training for Governors</b> Power Point Safeguarding training session was provided by RWD. Training included all the updates/changes in the Keeping Children Safe in Education 2020. Copy of Keeping Children Safe in Education 2020 had been issued to all governors prior to the meeting with a request that they read through and complete declaration on</p>

	<p>GovernorHub once they had done so.</p> <p><b>ACTION: Governors to read Keeping Children Safe in Education 2020 and then complete declaration on GovernorHub – ALL GOVERNORS</b></p> <p>AK asked what differences or challenges had the school needed to address following the return to school from lockdown.</p> <p>RWD reported some of the younger children had been a little daunted by the length of the day and had found the first week tiring. The school community had to be re-built, with getting the children to re-develop their friendships and remember how to do things like take turns. Extra PSHE had been built into lessons and children given the time to talk to the teachers and TAs within their bubble.</p> <p>The schools had purchased two good resources Get Set for PE and Get Set for Life, which focused on mental health and wellbeing.</p>
1	<p><b>Consideration of Apologies</b></p> <p>Apology had been received from H. Henson.</p> <p>Apology accepted by governors.</p>
2	<p><b>Pecuniary and Other Interests</b></p> <p>2.1 No declarations of pecuniary interest were received.</p> <p>2.2 <u>Completion of New Declaration of Interest Forms</u></p> <p>Declaration of Interest forms had been issued to all governors prior to the meeting. Governors were reminded to complete and return them as soon as possible.</p> <p><b>ACTION: Completed Declaration of Business Interest forms to be returned to the Clerk as soon as possible – ALL GOVERNORS</b></p> <p>RS joined the meeting at this point 5.45pm</p>
3	<p><b>Election of Vice Chair of the Local Governing Body (LGB)</b></p> <p>R Wenn was nominated as Vice Chair</p> <p>Proposed by LB Seconded AK</p> <p>No further nominations were received.</p> <p>R Wenn elected as Vice Chair of the LGB.</p>
4	<p><b>Membership of the Local Governing Body</b></p> <p><i>To review and record appointments, resignations, vacancies and end of term of office</i></p> <p>4.1 <u>Parent Governor West Lynn</u></p> <p>JB confirmed the Parent Governor election packs would be going out the following week</p> <p><b>ACTION: Parent Governor election to be held at West Lynn in the Autumn term – JB</b></p> <p>4.2 <u>Staff Governor for West Lynn</u></p> <p>JB confirmed the Staff Governor election was also due to be held the following week.</p> <p><b>ACTION: Staff Governor election to be held for West Lynn in the Autumn term – JB</b></p> <p>4.3 <u>New Trust Governors</u></p> <p>R Wenn had been reappointed as a Trust Governor on 21<sup>st</sup> September 2020.</p> <p><b>ACTION: All governors to continue to look for potential new Trust Governors – ALL GOVERNORS</b></p> <p>4.4 <u>Position of Chair of the LGB</u></p> <p>LB explained that she would be stepping down as Chair of the LGB and as a Trust Governor.</p> <p>LB advised she would be willing to carry on for a while but her Term of Office would end in July 2021 and emphasised the need for a succession plan to be put in place.</p> <p>JP advised she might be willing to consider the Vice Chair role should RW take on the role of Chair.</p> <p><b>ACTION: All Governors to consider taking over as Chair of the LGB – ALL GOVERNORS</b></p> <p>4.5 <u>Review of Allocation of Link Governor Roles</u></p> <p>As the Wellbeing Governor LB advised she would be raising wellbeing at the next Trust Chair of Governors and Head teachers meeting</p> <p>JB and RWD had been keeping LB updated on wellbeing throughout lockdown.</p>

	<p>The current Link Governor roles were reviewed and agreed as follows:</p> <table border="1"> <tr> <td>Attendance</td> <td>S Swinburn</td> </tr> <tr> <td>Behaviour</td> <td>S Swinburn</td> </tr> <tr> <td>Curriculum</td> <td>A Atkins &amp; L Bambridge</td> </tr> <tr> <td>EYFS</td> <td>J Price</td> </tr> <tr> <td>Governor Induction</td> <td>L Bambridge</td> </tr> <tr> <td>Looked After Children (LAC)</td> <td>R Wenn</td> </tr> <tr> <td>SEND</td> <td>R Wenn</td> </tr> <tr> <td>Pupil Premium</td> <td>S Swinburn</td> </tr> <tr> <td>Safeguarding</td> <td>A Atkins</td> </tr> <tr> <td>Science</td> <td>L Chilvers</td> </tr> <tr> <td>Website Compliance</td> <td>R Wenn</td> </tr> <tr> <td>Wellbeing</td> <td>L Bambridge</td> </tr> </table> <p><b>ACTION: JP to be contacted about new governor induction – LB</b>  <b>ACTION: Link Governor details to be updated on GovernorHub and the Governor Overview form. Copy of updated overview form to be sent through to the Trust Website Manager in order for school websites to all be updated – Clerk</b></p>	Attendance	S Swinburn	Behaviour	S Swinburn	Curriculum	A Atkins & L Bambridge	EYFS	J Price	Governor Induction	L Bambridge	Looked After Children (LAC)	R Wenn	SEND	R Wenn	Pupil Premium	S Swinburn	Safeguarding	A Atkins	Science	L Chilvers	Website Compliance	R Wenn	Wellbeing	L Bambridge
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4.6	<p><u>Acceptance of Trust Code of Conduct</u>  Copy of the Trust Code of Conduct had been issued to all governors prior to the meeting. Trust Code of Conduct accepted by all governors present.</p>																								
5	<p><b>Skills Audit</b>  <i>To Review the LGB Skills Audit</i>  Copy of the Skills Audit summary had been issued to all governors prior to the meeting. Clerk informed governors the Skills Audit did not include data for RW, who had just re-joined the LGB.  Clerk summarised the audit drawing governor’s attention to the fact that there were no items rated as Red.  Even for the items that were rated Amber there was at least one governor with extensive knowledge or experience.  The one exception to this was the item on HR, but HR was the responsibility of the Trust, not the LGB, although the LGB did have governors with some experience in this area. Experience of being a governor was low, but that was to be expected with the number of new governors on the LGB.  The LGB still maintained two governors with extensive experience.</p>																								
6	<p><b>Minutes of the Previous Meeting</b></p>																								
6.1	<p><i>To approve the minutes of the LGB meeting held on 9<sup>th</sup> July 2020</i>  Minutes of the LGB meeting held on 9<sup>th</sup> July 2020 were agreed and accepted as a true record by the LGB.  <b>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 – Clerk JB &amp; LB</b></p>																								
6.2	<p><i>Matters Arising from the Minutes</i>  No items were raised.</p>																								
6.3	<p><i>Review of the AMR (Action Monitoring Record) for July 2020</i>  Copy of the AMR from the July 2020 LGB meeting had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> <li>• <u>Governor Pen Portraits for Schools’ Websites:</u> Item carried forward as some were still outstanding  <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>  New governors were also requested to provide pen portraits.</li> </ul>																								

	<p style="text-align: center;"><b>ACTION: New Governors to write up pen portraits and email to JB – AA</b></p> <p>All remaining actions had either been completed, or would be covered under items on the agenda.</p>																
<b>7</b>	<p><b>Head teacher's Verbal Update</b></p>																
7.1	<p><u>Covid 19</u></p> <p>JB reported the return in September had gone well with a lovely atmosphere in all three schools. The children had been surprising, risen to the challenge and were eager to learn. There were gaps in learning but these were being addressed. The Covid 19 Risk Assessments, which included input from staff, had been shared with all governors. The most recent versions were available via GovernorHub. JB explained how the system worked for any changes that were received to the Government guidance, and then talked through the procedures in place. A face visor had been purchased for each member of staff. It was up to the individual member of staff to decide if they wished to wear them. TAs providing 1 to 1 support did wear visors. There were a lot of colds and viruses but currently no positive tests for Covid 19. RW commented on the experience of the emotional support received for children during lockdown at Clenchwarton, which had been very touching, and asked for thanks to be passed onto the staff there. LB also asked for a thank you to all staff members to be passed on from the LGB for all their hard work during the pandemic.</p> <p><b>ACTION: Thank you to be passed on to all members of staff from the LGB for all their hard work during the pandemic - JB</b></p>																
7.2	<p><u>Home Learning</u></p> <p>LB queried what arrangements were in place for home learning, should a bubble have to be closed. JB advised Class Dojo was in place and homework was now being set online via Class Dojo. A Home Learning Policy was being worked on and almost ready to go. The schools would continue with the new Knowledge Rich Curriculum. JB then gave examples of how home learning had worked for two pupils. LB asked if there had been a good response to the home learning last term. JB explained the home learning in the previous term had not really been monitored, but it now would be for this term onwards. Letters had been sent home to parents asking what devices they had access to. Money from the Pupil Premium funding had been put aside to help facilitate home learning. RW enquired if there was another full or partial lockdown was there any obligation on parents for home learning. In response to a query from RW about home learning should there be another full or partial lockdown, JB advised the schools would monitor and encourage parents to support children in their learning. The schools would also continue to do welfare checks.</p>																
7.3	<p><u>Attendance</u></p> <p>JB reported the attendance figures for the first weeks back at school had been as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Week 1</th> <th>Week 2</th> <th>Week 3</th> </tr> </thead> <tbody> <tr> <td>Clenchwarton</td> <td>97%</td> <td>94%</td> <td>98.5%</td> </tr> <tr> <td>Walpole Cross Keys</td> <td>97%</td> <td>90%</td> <td>92%</td> </tr> <tr> <td>West Lynn</td> <td>97%</td> <td>95%</td> <td>96%</td> </tr> </tbody> </table>		Week 1	Week 2	Week 3	Clenchwarton	97%	94%	98.5%	Walpole Cross Keys	97%	90%	92%	West Lynn	97%	95%	96%
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7.4	<p><u>Safeguarding</u></p> <p>Clenchwarton: 1 Child Protection case, 3 Child in Need, 3 Early Help, 3 core group meetings</p> <p>West Lynn No Child Protection cases, 3 Child in Need, 1 core group meeting</p>																

7.5	There were no cases at present at Walpole Cross Keys. <u>Health &amp; Safety</u>
7.6	Walpole Cross Keys had to close for half a day as no water supply due to a problem at the pumping station <u>Staff</u> JB reported there was a good team spirit with staff stepping up to the challenges with a positive attitude.
	Items 8 and 9 were combined and covered together
<b>8 &amp; 9.</b>	<b>Performance Review and Pupil/Teacher Data- Baseline following Reintegration</b> Baseline data for each school had been available to all Governors prior to the meeting. The baseline data for each school was screen shared as JB talked through the key points. JB advised PIXL gap analysis of the data was being undertaken. QLA (Question Level Analysis) would take place and then teachers would teach to the identified gaps. JB advised the schools were doing everything they could to close the gaps and were still teaching the normal curriculum.
9.1	<u>West Lynn</u> No pupils had passed the Year 1 phonics. Year 2 were not in a bad position. The Year 6 at West Lynn were the high performing cohort.
9.2	<u>Clenchwarton</u> Year 2 were five points above other PIXL schools for Reading and thirty above for Maths. Year 6 were also showing as above other PIXL schools
9.3	<u>Walpole Cross Keys</u> JB reminded governors of the effect on the data of having very small cohorts. The PIXL comparison data for Year 3 was still awaited. Year 6 were showing below for GPS (Grammar Punctuation and Spelling) but above for Maths <b>LB commented it was very encouraging to see the Year 6 cohorts doing well.</b> JB confirmed she was really pleased with the data and the work seen in books was of a high standard. RS advised it was expected by the end of the academic year for pupils to be where they should be. <b>LB asked when the next set of assessment data would be available.</b> JB replied this would be available for the next LGB meeting in November.
<b>10.</b>	<b>Pupil Premium</b> <i>To Review and agree Pupil Premium Statements for 2019/2020, including Impact, for Publication on the Schools' Websites</i> Copies of the Pupil Premium Statements for 2019/2020 and the Strategies for 2020/2021 for each of the three schools had been issued to all governors prior to the meeting. RWD explained the change in the template used for the reports and advised it had been difficult to evaluate and evidence the impact of the spending, as pupils had only been in school from September to March. RWD advised the data was showing an improvement and the strategies were starting to have an impact. The purchase of Accelerated Reader had seen an improvement in Reading and together with the online Myon scheme, which was being rolled out that week, would have an impact. Money had been put aside for mental health and wellbeing including training for mental health champions at West Lynn. Training was planned for others to also be trained up. Having the Thrive Practitioner had been invaluable. RWD then talked through the plans and strategies in place for 2020/2021. Pupil Premium Statements for 2019/2020 for each of the three schools were agreed by

	the LGB.
11.	<p><b>Sports Grant Premium</b>  <i>To Review and Agree the Annual Statements, including Impact, for Publication on the Schools' Websites</i>  Copies of the Sports Grant funding Reports for each of the three schools had been issued to all governors prior to the meeting.  JB confirmed that some funding had been carried over from the previous year.  The sports coaches were still coming into school and following the Risk Assessments in place.  The schools had signed up for competitions, but would have to wait and see if these could take place. Some virtual competitions had also been entered.  Money had been put aside for outside gym equipment at Walpole Cross Keys and West Lynn.  <b>LB asked if there were any individual children who were possible future sporting greats, who could be given extra support.</b> JB replied one child represented Great Britain in roller skating and there were badminton players who were doing very well.  All these children were supported by the schools.  <b>LB queried if, for example, a child was a very good runner but could not attend competitions would the Sports Grant be able to help with transport.</b> JB advised something like this might be possible  The Sports Grant Funding Reports for each school were agreed and accepted by the LGB.  AK left the meeting at this point.6.45pm</p>
12.	<p><b>Governor Monitoring, Development and Training</b>  <i>Monitoring Undertaken Since the Previous Meeting</i></p> <p>12.1 <u>SCR Checks</u>  AA and RWD confirmed SCR checks had been carried out for all three schools during September 2020. No queries raised.</p> <p><i>To Agree Monitoring for the Autumn Term including SCR (Single Central Record) and Website Compliance Checks</i></p> <p>12.2 <u>EYFS Monitoring</u>  Governors agreed with the suggestion from JB that the EYFS Lead be invited to the February 2021 LGB meeting and a written report including pictures be requested.  <b>ACTION: EYFS Lead to be invited to the February 2021 LGB meeting and a written report, including pictures be requested – JB</b></p> <p>12.3 <u>Review of Art Books to Show Case More Able Pupils</u>  As it appeared it might not be possible to hold face to face meetings for some time governors agreed with the suggestion from JB that a display/collage, that could be viewed virtually, be put together from the Art books for the next LGB meeting.  <b>ACTION: Display of art work/books to be available for the next meeting to showcase More Able pupils – JB</b></p> <p>12.4 <u>Website Compliance Checks</u>  <b>RW commented that some of the photographs on the school websites were out of date.</b>  JB advised a new website was being designed.  <b>ACTION: Copy of website compliance checklist to be issued to RW – Clerk</b></p> <p>12.5 <u>Virtual/Remote Monitoring</u>  Possible ways for governors to carry out remote monitoring were discussed.  <b>CC asked if governors would be able to come into school.</b> RS explained with the current Covid 19 situation and risk assessments in place the answer was no. Monitoring would have to be virtual.  Governors agreed a virtual Learning Walk was to be held which would include monitoring of the learning environment.  <b>ACTION: Virtual Learning Walk to be arranged – JB, LB &amp; CC</b></p>

<p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p>	<p><b>ACTION: Virtual monitoring guidance for governors to be uploaded to GovernorHub – Clerk</b></p> <p>As previously discussed at the July LGB meeting the Subject leaders for History, Maths and Read Write Inc. were to be invited to the LGB Meeting in November 2020.</p> <p><b>ACTION: Subject Leaders for Maths, History and Read Write Inc to be invited to the November LGB meeting – JB</b></p> <p><u>Pupil Premium Monitoring</u></p> <p><b>ACTION: Pupil Premium monitoring meeting to be arranged via Zoom – RWD &amp; SS</b></p> <p><i>Governor Training</i></p> <p><u>Induction Training for New Governors</u></p> <p>Online Governor Induction training had been completed by CC. JP was booked to attend training on 5<sup>th</sup> November 2020. SS queried the need for her to complete Governor Induction training due to her work with, and attendance at, the Marshland High School LGB. Governors agreed induction training would not be required.</p> <p><u>Governor Online Training</u></p> <p>Since the previous meeting governors had completed the following online training: Keeping Children Safe in Education – AA Safeguarding Parts 1, 2 &amp; 3 – AK RSHE (Relationships, Sex and Health Education) for Governors – CC Behaviour and Exclusions Parts 1, 2 &amp; 3 – AK</p> <p><u>Future Training</u></p> <p>JP was booked to attend the following training sessions: Safeguarding Children in Education – The Governors Role November 2020 Understanding Data – Primary March 2021 Preparing for Ofsted – April 2021 These were all face to face training sessions which it was hoped would be able to go ahead.</p>
<p><b>13.</b></p> <p>13.1</p>	<p><b>Policy Reviews</b></p> <p><u>Safeguarding Policy</u></p> <p>Copy of the Safeguarding Policy and Covid 19 addendum had been issued to all governors prior to the meeting. Safeguarding Policy and addendum agreed and accepted by the LGB without any amendments.</p> <p><b>ACTION: Agreed Safeguarding Policy and addendum to be sent through to JB at Clenchwarton and arrangements then made for them to be printed and signed by LB – Clerk, JB and LB</b></p>
<p><b>14.</b></p>	<p><b>Vulnerabilities</b></p> <p>The main vulnerability was agreed as the impact of Covid 19, especially on the need to close the gaps in learning, with the widest gaps having been seen in Year 1 and Year 2.</p>
<p><b>15.</b></p>	<p><b>Any Other Business</b></p> <p>No items were raised.</p>
<p><b>16.</b></p> <p>16.1</p> <p>16.2</p>	<p><b>LGB Meeting Schedule for 2020/2021</b></p> <p>Copy of the draft LGB meeting schedule for 2020/2021 had been issued to all governors prior to the meeting. Meeting schedule agreed with one amendment; the last meeting of the year would now be held on Wednesday 14<sup>th</sup> July 2021.</p> <p><b>ACTION: Agreed meeting schedule to be issued to all Governors and copy also provided to the Trust. Meeting dates to be uploaded onto the GovernorHub calendar – Clerk</b></p> <p><u>Date of Next Meeting</u></p> <p>The next LGB meeting would be the Policy Review meeting to be held on 22<sup>nd</sup> October 2020 at 5pm via video conference call.</p>

	SS gave her apologies for this meeting. The next full LGB meeting would then be held on 26 <sup>th</sup> November 2020at 5pm via video conference call.
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Meeting closed at 7pm  
Total number of pages 8