



Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
 Minutes of the Joint Local Governing Body Meeting  
 Held on 28<sup>th</sup> September 2021 at 1700  
 At Clenchwarton Primary School

Present:	
Jo Borley (JB)	Executive Headteacher
Cllr. Alexandra Kemp (AK) (Arrived 17.20)	Trust Governor
Ricki Wenn – Vice Chair (RW)	Trust Governor
Matthew Smith (MS)	Trust Governor
Michelle Adams (MA)	Staff Governor- West Lynn
Jacky Calaby (JC)	Staff Governor- Clenchwarton
Rose Ward (RWa)	Trust Governor
Pam Foskett (PF)	Trust Governor
Cllr. Lesley Bambridge (LB)	Trust Governor
In Attendance:	
Rebecca Walker (RWK)	Trust Director of Education
Hayley Roberts (HR)	Clerk
Nichola Maddison (N.M)	Executive Deputy Headteacher

RW welcomed everyone to the meeting and introductions were then made

<p><b>1. Apologies</b>  <i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from C. Catchpole (CC), S. Swinburn (SS), S. Robinson (SR) and L. Chilvers. Apologies accepted by the LGB.</p>
<p><b>2. Notification of any other urgent business</b></p> <p>No urgent items were raised</p>
<p><b>3. Pecuniary and other interests</b>  <i>Declaration of other new interests, pecuniary interests or other interest with regard to items on the agenda</i></p> <p>3.1 No new declarations or declarations of pecuniary interest were received.          3.2 LGB members completed new declaration forms</p>
<p><b>4. Governing body membership</b>  <i>Review and record appointments, resignations, vacancies and end of term of office</i></p>

Signed by Chair

Dated

### 5.1 Membership

Welcome to PF and welcome back to RWa in a different capacity.

A.A has missed 3 meetings in total.

**ACTION: RW to contact AA re membership and feedback at LGB2**

A parent Governor is still needed for Walpole Cross Keys School.

### 5.2 Allocation of Governors to link roles

Roles have been allocated based on requests sent to RW:

S.S - Safeguarding.

L.B - SEND & EYFS

C.C & A.K - Sport, enrichment & pupil voice

R.Wa & M.S - Curriculum Development (PP comes under this)

R.W - Whole school approach of reading, writing & phonics

P.F & M.S - Numeracy

### 5.3 Governor Code of Conduct

All LGB members agreed that they had read the document that had been circulated and unanimously accepted.

## **5. Minutes of the previous meeting**

*To approve the minutes of the joint LGB meeting held 14<sup>th</sup> July 2021*

6.1 The minutes of the joint LGB meeting held on the 14<sup>th</sup> July 2021 were approved and accepted as a true record by the LGB.

**ACTION: Copies of agreed minutes to be sent through to school office for printing and then for signature by chair – Clerk/RW**

### 5.2 Matters Arising

No items were raised

## **6. School Development Plan and SEF**

Documents had been circulated prior to the meeting.

Exams and formal assessments will go ahead this year. Clenchwarton is carrying on with Phonics training.

The Trust primaries have a new Gifted and Talented lead staff member.

Curriculum:

- Maths is being looked at with regards to a disciplined way of learning calculations.
- Carrying on writing science investigations.
- Music is being re-written following the new DfE document.
- Working on bringing diversity into the curriculum.

For personal development, whole school assemblies have returned. Some children had got to year 2 without sitting in an assembly. Trips are returning. A trip to Holkham is planned as well as a residential for yr 6.

Attendance is being worked on and keeping PEX's reduced.

M.A reported that they are still working on the mental health project and that evidence was being gathered.

Staff:

- Working on staff wellbeing
- Ensuring CPD is up to date and relevant

Parents:

- A parent questionnaire was sent out and results showed that parents want to return to face to face interaction, especially parent's evenings.

**RW asked JB how the schools are connecting with their communities.**

JB responded that it was hard and that they need to redevelop their community links following Covid and that normally they would be planning a community Harvest Festival and Bingo etc. but can't do those things just yet.

**LB asked JB if there was anything else planned other than the trips she had previously mentioned.**

JB responded that sports events have started back

**AK asked if students were doing extracurricular football.** JB replied yes.

**AK asked if any girls were participating.** JB responded that she will find out.

**ACTION: JB to enquire re ratio for girls and boys participating in extracurricular football.**

**LB asked if peripatetic music lessons were happening**

JB reported that yes they were, including group recorder lessons. Also that children learning instruments had started going over to St Clements High School one evening a week to form a starter band with their year 7's.

**LB asked how the schools were working on including diversity day to day**

JB replied that there was an audit over summer and that children come into assemblies to music from ethnic backgrounds and different parts of the world. Books and displays were checked during the audit to ensure there was a wide range of inclusion.

**AK questioned what attendance had been like since returning back in relation to Coronavirus?**

JB explained that they have had cases of Covid and do have some at the moment, but that they are now well practised in uploading work online for students and parents to access and that they have a tracking sheet for teachers to check home learning.

1730 LB had to leave the meeting early due to a clash of commitments

## **7. Review of Funding Statements**

JB explained that the Pupil Premium statement would be released later on and that Georgie was working on it. A new deadline had been set for December 31<sup>st</sup> for these.

**ACTION: Add PP statement to LGB2 Agenda-Clerk**

### 7.1 Catch Up Premium 2020-2021

Statements had been circulated prior to the meeting. All LGB members present agreed that they had read them

NM talked through the report and asked if anyone had any questions.

**RW asked if there were bigger gaps than normal due to Covid.**

JB replied that West Lynn data was lower than she would like it to be but in December she would know more following testing. JB explained that it's always the test conditions that effects the

results and that she has no worries about the teaching or the work in the books. She feels they always have good quality teaching.

NM added that some of the money was used for small group work which was really valuable. Students also had extra PHSE which was delivered by the Benjamin Foundation.

**AK enquired as to who the Benjamin Foundation are?**

JB explained that they are an organisation who did 6 week projects with children.

**RW asked if it had to be paid for.** JB replied that yes it did.

The catch up funding Statements were unanimously approved by LGB members.

## 7.2 Sports Premium 2020-2021

Statements had been circulated prior to the meeting. All LGB members present agreed that they had read them.

JB talked through the report and asked if anyone had any questions. JB explained that during the periods of extra restrictions being in place, students didn't go out to competitions and that no external coaches came in.

**RW asked about whether the Clenchwarton pool was in use now**

JB explained that the school pool is going to open again but there is uncertainty as to how long for due to the roof needing replacing.

**RW asked whether the other two schools will use it**

JB replied that West Lynn go to St James's but that Walpole use it.

£35k still needs to be spent on Walpole Cross Keys School before the end of this academic year.

This will be used on playground markings, play equipment, gym equipment. The *Active Kids* programme has been purchased, observation time for teachers, CPD for swimming, subject leader release time and money will go towards supply to take the children on all of the trips.

The Sports Premium Statements were unanimously approved by LGB members.

## **8. Governor Monitoring, development and training**

**RW asked if anyone had done any training since the last meeting.** No one had any training to report.

JB explained that there would be Governor Training tailor made for our Trust, starting with effective questioning, for all trust Governors to attend throughout the year. RWK said dates for these will be confirmed ASAP.

**ACTION: Circulate Trust Governor training dates once available -Clerk**

**RW asked how long it would be until these were available.** RWK replied that they should be confirmed by next week. JB added that they will be virtual, via Zoom.

JB said that SCR checks need to be done.

**ACTION: SS to come in to do SCR checks**

**RW asked if we can arrange book looks, learning walks and an environmental check as has been done in the past.**

JB replied yes, with Clenchwarton being first, to be completed before breaking up for Christmas and to include EYFS.

**RWK requested that monitoring sessions included Governors listening to a child read.**

RW suggested that at the end of the Clenchwarton monitoring session, the curriculum team arrange the dates for repeating the process at the other two schools.

**ACTION: Curriculum team to monitor at Clenchwarton before the Christmas break and arrange dates for doing the same at the other two schools- RWa, LB, MS, RW, PF.**

## **9. Policy Reviews**

Policies to be ratified had been circulated prior to the meeting.  
All policies unanimously agreed.

**ACTION: JB to check names on policies. Specifically, which one LB is named on and LAC policy names.**

RW enquired about a monitoring schedule.

**ACTION: JB and HR to look for a previous one and circulate**

## **10. Current Focus**

### Staffing:

- Two assistant head positions are still available despite advertising and Walpole Cross Keys Assistant Headteacher is looking to step down.
- At West Lynn a teaching position needs covering before Christmas

**AK asked what the entry level qualification was**

JB replied that a degree was necessary.

**AK questioned whether TA's could be trained?**

JB explained that there are two that have been trained through to teacher-level but that it takes time and there isn't any further capacity for ECT's and apprentices.

**AK asked about advertising more widely**

JB responded that £800 had been spent on an advert in TES.

**RW asked if it was a 'Norfolk thing' with regards to the lack of suitable applicants**

JB said that she didn't know but that it's the worst it's been for quite some time.

**PF asked if all trust schools were having the same issue re recruiting.**

BWK answered and said that sadly it wasn't.

RWa said that she had a link to some ECT's but JB explained that she is up to capacity with ECT's.

## **11. Any Other Business**

No other business was reported

## **12. Date of Next Meeting**

Thursday 16<sup>th</sup> December 1700 at West Lynn Primary School

RW thanked everyone for attending

Meeting closed at 1820

Signed by Chair

Dated