



Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
 Minutes of the Joint Local Governing Body Meeting  
 Held on 24<sup>th</sup> May 2022 at 1700 at West Lynn Primary School as a hybrid meeting

<b>Present:</b>	
Jo Borley (JB)	Executive Headteacher
Ricki Wenn Chair (RW)	Trust Governor
Matthew Smith (MS)	Trust Governor
Sue Robinson (SR)	Trust Governor
Cllr. Alexandra Kemp (AK) (arrived at 17.35)	Trust Governor
Pam Foskett (PF) (arrived at 17.30)	Trust Governor
Kerri-Anne Jordan (KJ)	Staff Governor - WCK
Susie White (SW)	Trust Governor
<b>Apologies:</b>	
Peter Pooley (PP)	Parent Governor- WCK
Sarah Swinburn (SS)	Parent Governor
Casey Catchpole (CC)	Parent Governor CW
Jacky Calaby (JC)	Staff Governor CW
Lauren Chilvers (LC)	Parent Governor WL
<b>In Attendance:</b>	
Hayley Roberts (HR)	Clerk
Nichola Maddison (NM)	Executive Deputy Headteacher

RW welcomed everyone to the meeting and introductions were then made

<p><b>1. <u>Apologies</u></b>  <i>To receive and consider apologies for absence</i></p> <p>1.1 Apologies received from Lauren Chilvers (LC), Jacky Calaby (JC), Casey Catchpole (CC), Sarah Swinburn (SS) and Peter Pooley (PP).            1.2 Apologies accepted by the LGB.</p>
<p><b>2. <u>Notification of any other urgent business</u></b></p> <p>No urgent items were raised</p>
<p><b>3. <u>Pecuniary and other interests</u></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.</p>

Signed by Chair

Dated

#### **4. Governing body membership**

*Review and record appointments, resignations, vacancies and end of term of office*

Welcome to Susie White who is a Trust appointed Governor  
A staff Governor is needed from West Lynn  
Lesley Bambridge has stepped down due to being elected Mayor of Kings Lynn.

**ACTION: Clerk to buy a Thankyou card for Lesley**

**ACTION: Clerk to ask S. Nolan about appointing a Trust Governor**

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

*To approve the minutes of the joint LGB meeting held 21<sup>st</sup> April 2022*

6.1 The minutes of the joint LGB meeting held on the 21<sup>st</sup> April 2022 were approved and accepted as a true record by the LGB.

##### 5.2 Matters Arising

No items were raised

#### **6. Final Predictions**

A document was circulated prior to the meeting.

Writing was called for moderation from Walpole Cross Keys. County will choose a sample of children the day before and the books of those children will go to moderation. They will be year 6 children and it will be work taken from all subjects to show cross curriculum.

At WCK there are 7 students in the cohort and 4 are at expected progress.

At CW there are 28 in the cohort and 18 are at expected progress

At WL there are 19 in the cohort and 13 are at expected progress

These numbers are expected to rise next week.

#### **7. Safeguarding report: N. Maddison**

A document was circulated prior to the meeting.

Two new DSL's have been trained. One at WCK and one at WL.

New staff across the schools have been inducted including teaching staff, TA's, midday supervisors and volunteers.

Guidance on safer working practises has been updated. Country provided an updated document with the changes highlighted which was helpful.

JB and NM attended a trust-wise DSL meeting this term.

RW has done his safer recruitment training and the certificate has been issued and uploaded to Governor Hub.

Assistant Headteachers are also doing that training.

**ACTION: NM and SS to meet to do SCR**

NM presented refresher training on 'Prevent' which included an additional unit. DSL's will do that extra training.

No harmful sexual behaviour updates.

Mental health leads at WL are submitting the paperwork in June for their mental health award. Hopefully they will have their award by the next meeting. CW are hoping for an extension on theirs and WCK aren't due until next year.

**RW questioned the records of concern always looking high**

NM explained that behaviour is recorded as well as attendance which is why. However, SEND concerns have been removed.

## **8. Review of SDIP**

A document was circulated prior to the meeting.

TA's still need to observe expectations of the year above, before the end of this academic year.

Workshops for parents haven't happened this academic year as planned due to Covid-19.

Development of teaching through Sheraton was on the Trust plan, but it is not known what happened to that as that has not happened or been mentioned recently.

Staff secondments haven't happened due to Covid-19.

Items highlighted in amber signifies that although they have happened at one school, they haven't happened at all three schools.

**RW asked whether the plans on this document move over automatically to next year's document**

JB replied that some things get developed further and some things will be new

**SW asked what the blue highlight means**

JB replied that it is updated since the last meeting

## **9. Extra-Curricular activities and Trips**

A document was circulated prior to the meeting.

All year 6's have experienced 'Crucial Crew' which they enjoyed. There are plans at all three schools for different trips after half term.

### Clenchwarton:

EYFS- Sea life Centre, Hunstanton

Year 1- Stories of Lynn

Year 4- Leicester Science Museum

Year 5- Gressenhall

Year 6- London

### Walpole Cross Keys:

Class 1 & 2- Sealife Centre, Hunstanton and a ride on the Wash Monster boat

Class 3- Residential and Leicester Space Museum

West Lynn:

EYFS- Sea life Centre, Hunstanton

Year 2- Space Topic film cinema trip

Year 3- Space Centre, Cambridge

Year 4- Leicester Space Museum

Year 5- Gressenhall

Year 6- Residential and Peterborough Mosque

Clubs lists and registers are kept up to date to see who attends.

**RW asked if clubs are well attended**

JB replied that yes they are and so much so at CW that they are extending their offer and bringing in archery, girls football and fencing which will take place at lunch times.

**RW asked how those activities will be staffed**

JB replied that they will be services that are 'bought in' externally.

**SW asked if the opportunities will be for all year groups and children**

JB replied that it would work on a rota system

**10. Curriculum Review**

A document was circulated prior to the meeting.

No questions were raised.

**11. Behaviour for learning**

A document was circulated prior to the meeting.

All children at all three schools know what is expected of them at all times of the day. TNT is used meaning 'tummy near table' as an example of classroom management when children are sat at desks. Non-verbal cues are also used by teachers to communicate with students.

Positive praise is used and teachers use different methods for rewards the children. For example, raffle tickets and marbles are collected by students which they can trade in once they have a certain amount. This is used to promote good behaviour.

Staff use restorative practise and there is a member of staff at Clenchwarton who is an advocate of this process and has offered to do some refresher training on it.

**12. Play leaders and JLT rewards**

Students will be treated to a trip to the Corn Exchange cinema with other JLT and play leaders from the Trust as a reward for all of their hard work.

**SW asked who is responsible for the play leaders**

NM replied that the sports lead and that at Clenchwarton the play leaders sit with the little ones at lunch times.

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

PF monitored French

**ACTION: AK to email JB some dates for enrichment monitoring**

**ACTION: Phonics and art reports to be sent over to HR**

**ACTION: MS to monitor PE at CW**

**ACTION: SW to monitor PHSE and RE**

**ACTION: SR to monitor SEND**

### **14. Policy Reviews**

- Assessment
- Emergency evacuation
- Home school agreement
- Intimate care
- Admissions
- Vision and values

Policies unanimously agreed.

### **15. Current Focus**

Clenchwarton are still due Ofsted.

Assistant head vacancy at WL leaves JB and Nm being stretched.

Behaviour in Year 5 at WL is an issue

WCK are a brand new staff team and it will be another staff team in September

### **16. Any Other Business**

No other business was declared

### **17. Date of Next Meeting**

Thursday 14<sup>th</sup> July 1700: Hybrid meeting at Walpole Cross Keys Primary School

**ACTION: JB possibly to invite play leaders, JLT and PE co coordinators to LGB6**

RW thanked everyone for attending

Meeting closed at 1815