



Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
 Minutes of the Joint Local Governing Body Meeting  
 Held on 14<sup>th</sup> July 2022 at 1700 at Walpole Cross Keys Primary School

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

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 KJ, AK, SS, SW, MS, PF            1.2 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.</p>

Signed by Chair

Dated

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

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

No updates

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

*To approve the minutes of the joint LGB meeting held 24<sup>th</sup> May 2022*

5.1 The minutes of the joint LGB meeting were approved and accepted as a true record by the LGB.

##### 5.2 Matters Arising

No items were raised

#### **6. Headteachers Report**

A document was circulated prior to the meeting

JB explained that she has added some data since the document was sent out which presents writing at CW as being an area of focus and looking at how to bring it in line with the rest of the subjects.

At WL the reading in KS2- Year 4/5 combined is not quite level and more work is needed. Interventions will be made more solid.

At WCK phonics is low but in general there is no real weak area. JB explained that there is no real trend in data for this school and that it always depends on the cohort as they are such low numbers

Staffing absence- workload has been difficult with Covid

Pupil Absence- Lots of Covid and holidays

PP asked with regards to staff workload, how they are directed to choose what is the most important to focus on and what can be left? JB explained that the children come first at all times. There is help with workload within the Trust as all planning is done for all years. There is a live marking policy and all teaching prep is already done, so it frees up time in school for SLT time etc. The trust has really cut planning and has helped with all shared resources

PP asked how it is ensured that staff don't get overloaded by extra work? JB replied that teachers have extra support from overall Trust subject leaders and teachers have had more time in staff meetings as a lot are still via zoom which makes them a lot shorter. Therefore, when they finish at around 16.10 they then get the other 50 minutes to do other things.

RW asked in regards to WL EYFS having quite a turbulent time with staffing how this is being sorted? JB explained that the outside area was not always set up properly and fully utilised but it won't be a problem in September as the new teacher going in is very good and knows it needs to be utilised properly.

RW asked whether the areas inside and outside have everything they need? JB explained that yes, all the resources are there but the issue is that it takes a lot of work to prep and with absence this hasn't always happened. Therefore there have been many weeks when JB and NM have had to do it and spend time laminating and sorting resources. It needs to be done on a Friday afternoon ready for the Monday morning. Two TA's have been offered two hours of overtime to take on this responsibility.

RW asked if it is a big cohort or small in Sept. JB replied that it is an intake of 20 at West Lynn and 26 at Clenchwarton.

JB is hoping for a proper ceremony for the new build at CW; red bow, photos and ask the Lynn News to come in and cover it etc.

RW asked if the children know it is happening. JB explained that although it was in the newsletter, staff haven't said much about it in case it isn't ready when they return as the early investigations found quicksand underneath. Currently awaiting a full report. The Victorian part of the building has been standing for a very long time.

## **7. Safeguarding update**

A document was circulated prior to the meeting

RW asked whether it would be good not to have anything concerning on the report? NM replied that it isn't always the case. For example, with sexual harassment it is said that Ofsted would be more worried if nothing was recorded. At least if there are some reports then it can be positive as it shows that staff and children are happy to report problems no matter how small they are and that they feel comfortable enough to report.

JB added that it is better to have things reported even if they are things that can be dealt with easily as it also shows that the behaviour policy is being used correctly and that outside agencies are being utilised.

CC queried the numbers being higher at CW why that might be. NM explained that at Clenchwarton there are a couple of staff members who are extra vigilant and record lots more and possibly record things that others may not, but they are sometimes things that don't need reporting.

## **8. School Development Plan**

A new Pastoral/Attendance officer is being appointing who will be trained in Thrive. RW asked if this will be full time and where they will work. JB replied that she doesn't think it is quite full time, but it will be working across the three schools working on improving attendance and using Thrive.

RW asked how things are in relation to the cost of living crisis. JB explained that it is difficult but that they use PP funds to subsidise as much as they possibly can. For example, trips/ the annual residential etc. The PTA are also looking to help by doing a school uniform pool for second hand uniform.

RW asked the reason for a lot of PTA events being cancelled this year. JB explained that there are only really three consistent members at the moment and that they need to do a face to face meeting with parents to try and get more on board come September.

RW asked if she thinks that the three current members will continue or whether they will have to start again. JB replied that she thinks they will continue, that that they need to get some more parents in September.

## **9. Summer Data**

JB feels that it is a good set of results across the three schools.

RW asked how the combined score is calculated. JB explained that reading, writing and maths are put together.

RW asked what the negatives are in year three and four at CW. JB replied that there is some work to be done on the basics. For example, the use of capital letters, full stops etc., but the impact of the school led tutoring is showing.

RW asked how the gaps will be identified in September. JB explained that year 6 will take exams on the second week back so that they have some data to work from straight away.

RWL informed the governors that she would like to congratulate JB on how well her schools have done with the tests and thanked her and her team for all of their hard work. RWL expressed that JB had an impressive set of results (especially compared to other schools) and would like to acknowledge how hard they have all worked.

#### **10. Pupil Premium Review**

RW asked why in year five pupils at WL got 5/12 for summer reading, but the time before scored 11/13. NM replied that it may be a possible error. JB added that this is probably correct as the Summer exam was done by a supply teacher and she doesn't think the class tried their best. They will be retaking next week with a teacher they are familiar with.

#### **11. Plans for next year**

Covered in the Headteacher's report

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

JB stated that a meeting has been set in the holidays for herself, NM and HM (PA) to ensure that website compliance is all up to date for September.

#### **13. Policy Reviews**

- Uniform - Unanimously agreed

#### **14. Current Focus**

Ofsted due at Clenchwarton - covered in Headteacher's report

#### **15. Any Other Business**

CC thanked JB for arranging the Cinema trip for the Play leaders and JLT and that they were all thrilled with the opportunity and really enjoyed it.

#### **16. Date of Next Meeting**

TBC in September

RW thanked everyone for attending

Meeting closed at 1835

Signed by Chair

Dated