



Clenchwarton, Walpole Cross Keys & West Lynn Primary Schools  
 Minutes of the Joint Local Governing Body Meeting  
 Held on 20<sup>th</sup> September 2022 at 1700 at Clenchwarton 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
Matthew Smith (MS)	Trust Governor
Casey Catchpole (CC)	Trust Governor
Cllr. Alexandra Kemp (AK)	Trust Governor
Kari-Anne Jordan (KJ)	Staff Governor - WCK
Pam Foskett (PF)	Trust Governor
Nigel Willingham (NW)	Trust Governor
Charlotte Rogers (CR)	Staff Governor - WL
<b>Apologies:</b>	
Peter Pooley (PP)	Parent Governor- WCK
Susie White (SW)	Trust Governor
<b>In Attendance:</b>	
Hayley Roberts (HR)	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 SW, PP            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>

Signed by Chair

Dated

3.1 HR checked that all declarations were up to date for the academic year and updated the overview form

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

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

LC & SS have stepped down.

Welcome to NW- St Clements High School Headteacher

Welcome to CR- Assistant Head at West Lynn.

There is a vacancy for a CW parent governor.

**ACTION: JB to find out if SW is continuing as a Governor.**

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

*To approve the minutes of the joint LGB meeting held 14<sup>th</sup> July 2022*

5.1 The minutes of the joint LGB meeting 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**

#### **6. SDIP**

A document was circulated prior to the meeting

**RW asked what the term scaffolding refers to.** JB replied that it is a strategy that enables children to access the learning objective. It provides them with what they need. For example, in maths the tool might be a number line. In English it might be sentence starters etc.

**RW asked if the EYFS environments are developing.** JB explained that CW & WCK were fine but that WL was still evolving.

**RW asked if anything in those areas was drastically different at WL in comparison.** JB replied that there wasn't anything drastically different, but that it has needed some work as the activities inside in one area needed to mirror those outside.

**RW asked how often the children are tested.** JB replied that it is once a term and that the reception children work with a programme called 'Nelly' which is delivered by a TA.

JB informed the governors that a pastoral and attendance support officer had been appointed. **RW asked if this was a permanent role.** JB explained that at the moment it's just for a year as the appointment was Trust funded and therefore we will have to see.

#### **7. Sports premium/ Pupil premium statements 2021-2022**

A document on each was circulated prior to the meeting

##### Sports Premium

JB gave a rundown of some of the purchases:

- Bought into the Young Leaders programme at CW
- High vis vests

- New equipment
- Outside gym equipment
- Replacement of damaged PE equipment
- Lunchtime clubs
- Extra swimming lessons for those who haven't met the 25 metres
- Joe Dix's sports package for sports festivals and competitions
- Life-saving training package
- Subject release time
- Audit package
- Outside agencies
- 'Get set for PE' online scheme
- CPD for staff
- 'Active Kids' package

Each school had a different amount. There was a £16k lump sum and then £10 per child.

RW asked if the Active Kids programme was connected to the Norfolk Schools programme. JB explained that KES had stopped the sports partnership but that Joe Dix who used to run it has started up on his own and so the schools have bought into his offer.

NW asked what age the children have to be to swim 25 metres and what percentage of children have achieved it. JB replied that the aim is by year six and that at CW 46% could, at WCK 86% could and at WL 58% could.

RW asked if those that don't make it, get extra swimming lessons. JB said that yes they do get extra lessons.

Statement was approved unanimously.

#### Pupil Premium

£2190 was used from PP to employ a teacher to work across the three schools before during and after school.

RW asked if the funding was annual and if so whether JB would expect the money to continue. JB explained that the government had asked schools to write a three-year plan

#### **ACTION: NM to change RW's name to MS**

JB explained that this year's challenges remain the same as previous years as nationally, language acquisition isn't good. Therefore, the curriculum is vocabulary-driven. This is a national issue as there is a national vocabulary gap. The aim is that all children, including pp children, reach the national level.

A lot has been put into upskilling staff in phonics so that children can continue to go through the Read Write Inc. programme.

RW asked JB if she thinks there are PP families who need support with things like clubs but don't want to say. JB said that sometimes they just aren't ready to ask and need to build the relationship with the school. All PP children are offered a 50% discount on clubs.

Statement was approved unanimously.

## **8. Safeguarding**

Another DSL is needed for WL and WCK and therefore two more staff are booked on to the course.

The annual safeguarding training for all staff included three volunteer staff at CWP. The feedback from the training showed that some staff wanted more training on CPOMS, so NM is arranging that.

The national online safety parent resource has been sent out to families and the staff one has also been circulated.

**RW asked how long it takes to complete.** NM replied that it takes around an hour but can be done in small blocks.

The term 'peer on peer' has changed to 'child on child'.

**NW asked if Fast Tracking was used at primary level.** JB said that yes it is. **NW asked if they are taken to prosecution** and NM replied that they do and that all of the early intervention is given beforehand to give every opportunity for the child to get into school.

**RW asked if persistent absence is a current concern.** JB explained that every two weeks the new attendance officer is going through the children who were persistent last year and is providing a report. NM added that the office staff are also aware.

**AK asked if the LAC children are engaging well in education.** NM replied that yes they are.

**MS asked if NM receives the CPOMS reports from all three schools.** NM explained that her and JB get everything from all three, but that the deputy heads just receive reports from their own schools.

## **9. Risk Register**

A document was circulated prior to the meeting

**ACTION: RW to form a risk committee and meet each term with JB to fill in the risk register document for each school.**

## **10. Exclusions**

A document was circulated prior to the meeting that described the changes in procedures from this academic year onwards.

No questions

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

HR explained that everyone needs to attend the WNAT monitoring training on October 10<sup>th</sup> (or watch the recorded version of the session) before undertaking any monitoring in the schools. HR has circulated the training schedule for the year.

**ACTION: Everyone to look at the WNAT governor training dates uploaded on Governor Hub.**

## **12. Policy Reviews**

- Accessibility
- Safeguarding

- Behaviour
- SEND
- Admin of Medicines
- LAC
- Maths
- Teaching & Learning
- EYFS (Trust policy)

All policies unanimously agreed.

### **13. Current Focus**

There are children at CW with very high needs in EYFS.  
There is a new lead staff member at WL as well as an ECT in place.  
There has been a staffing change at WCK.

Financially a lower amount was budgeted for than what's been announced therefore all budgets were in a deficit before the academic year started which has resulted in a freeze. No money can be spent unless absolutely needed.

Alongside this the utility costs have risen alarmingly. For example, electric used to be £1500 a quarter but is now monthly.

KJ asked if the air conditioning may have risen the costs. JB replied that estimates might have been used and therefore the site staff have to do readings now.

MS asked if there was a cap. JB explained that they are bringing in some help for businesses for six months and then it will change every three months.

### **14. Any Other Business**

JB has added some questions on Governor Hub for everyone to read.  
MS suggested doing a dry run for Ofsted prep.

**ACTION: JB to find someone to do a dry run Ofsted check with a team of Governors.**

**ACTION: Clerk to contact Sadie & Heather as SR only gets newsletters from WCK.**

### **15. Date of Next Meeting**

Tuesday 13<sup>th</sup> December at West Lynn Primary School

RW thanked everyone for attending

Meeting closed at 1838