

**Clenchwarton, West Lynn and Walpole Cross Keys
Local Governing Bodies Meeting 2/6
Jan 3rd 2023**

Present J. Borley (Executive HT), N Maddison (Executive Dep HT), M. Smith, C. Catchpole, J. Calaby, P. Foskett, B. Overton, N.Willingham

Apologies R. Wenn, C. Rogers, A. Kemp

Clerk Hayley Roberts

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| Minutes of Previous Meeting | |
| Agreed and list of action points gone through. | |
| ACTION: HR to take minutes to WLP on Thursday for RW to sign. | |
| Matters Arising | |
| None | |
| Agenda Item | Actions |
| 1. Absence | |
| 2. Notification of any other urgent business | |
| None | |
| 3. Pecuniary and other interests | |
| None | |
| 4. Governing body membership | |
| Welcome to Billy Overton as new WCK staff Governor. Susie, Kaz and Peter have all resigned. NW to take on RE & PHSE responsibilities. Need a WCK parent gov. A WCK Grandparent-Mr S Constant, would like to join as a Trust Governor. | ACTION: B. Overton to liaise with H. Mann to put an advert into Friday's newsletter for a WCK parent Governor. |
| 5. Headteachers report | |
| A document was circulated prior to the meeting | |
| NW questioned the strengths and concerns section re WL and CW in reference to the phrase 'continue to develop reading' as it doesn't say the same about WCK. Is that because reading is better at WCK? JB replied that no, it's not better at WCK and actually needs developing even more there, as it isn't as strong as at the other two schools. The reason is that the area of development is still at the beginning stage due | |

to a change of staffing. Reading areas are now being well stocked and they are just beginning that journey. The book corners and book areas need more work.

NW asked about 'floor books'.

JB explained they show the journey of the subject leader and the subject in that school. It's where evidence and monitoring is, along with pupil voice. It's what staff go into Ofsted with.

JB asked if anyone has seen any floor books during monitoring sessions.

PF replied that she had seen the maths one.

NW asked if when monitoring RE & PHSE, whether he should monitor the floor book

JB replied that yes they should be included.

MS asked if it has worked well for subjects that don't have subject books

JB replied that yes, it has worked well for subjects such as PE. Teachers put in pictures and make comments, as well as including the learning objective. The same for music, so that work in those subjects can be evidenced.

MS enquired about the absence figures at each school.

JB explained that a student at CW is about to be fast tracked for attendance.

One pair of PP siblings at WL are on a trial of having a funded taxi to help get them into school. If the family does not utilise the opportunity properly then JB will pull the funding.

WCK attendance is low due to parents taking children out for holidays, for which parents have been fined. Strep A and tonsillitis also went round which had an impact.

CW; one child left the school and moved to a school closer to home.

WL; three children left the school. Two moved to a town school, one to a special school.

WCK; A set of twins left the school to move to a bigger school so that they could have a wider friendship network.

MS asked about the reason for the fixed term exclusion.

JB explained that the student returned in September with severe mental health issues and attachment issues and got himself into a state where he refused everyone, including JB. Would put his head on the desk etc. He got turned down for professional help from Thurlow House, but school have put internal help in, including the Benjamin Foundation.

NW asked when the school-led tutoring happens

JB explained that it happened from October half term to Christmas, and that the phonics groups happened after school. During the Christmas break NM and JB sorted out new groups for years 2-6 ready for this term.

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| <p>At CW and WCK it's likely to be after school sessions. WL didn't work well after school last year, so a questionnaire has been sent to parents to find out when it would work best for families.</p> <p>NW asked JB if she will be able to use all of the grant JB replied that they spend it easily and always overspend. NM added that they only get 60% of what they had before.</p> <p>NW asked where the rest comes from JB explained that they take the rest out of PP funds and that the breakdown is on the document from LGB1.</p> <p>JB informed Governors that further building work is on hold at the moment as there has been emergency expenditure at other schools in the Trust, which funds have had to be allocated to. MS commented that the new classrooms at CWP look lovely.</p> | |
| <p>6. OFSTED</p> <p>A document was circulated prior to the meeting</p> <p>JB explained that the questions are examples that have been asked by Ofsted inspectors during other WNAT school inspections and are the sorts of things that Governors should be prepared to answer.</p> <p>JB hasn't forgotten RW's request for a 'dry run' and will sort with him and will let everyone know a date.</p> <p>JB also shared a crib sheet about the 90 min phone call that JB and NM will be doing when the time comes.</p> | <p>ACTION: JB to speak to RW about an Ofsted meeting with N. Mindham from the Trust and gov's.</p> |
| <p>7. Safeguarding: N. Madison</p> <p>A document was circulated prior to the meeting</p> <p>Although Kaz has left WCK, BO has moved from another WNAT primary school, and taken on the role of Asst HT at WCK which has included taking on the safeguarding role as part of his appointment there.</p> <p>SCR is all up to date and has been checked by RW. Will continue to do that each term.</p> <p>MS asked about the Sexual behaviour comment reported. NM replied that they were verbal comments dealt with via the behaviour policy and that the school contacted the parent.</p> <p>Figures are up to the 30th November due to the change of date of this meeting, but we have our next meeting in a few weeks so there will be another update then.</p> <p>NM held an online safety coffee morning and introduced parents to the national online safety platform. There wasn't a huge uptake, but the parents that did attend all said they found it really useful.</p> <p>Norfolk brought out an updated <i>Prevent</i> risk assessment which goes through all of the good practice and gets schools to RAG rate themselves.</p> | <p>ACTION: RW to arrange website and SCR checks for this term.</p> |

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| <p>A member of staff at WCK will do the senior mental health lead training. A grant has been received for this and will then mean that all three schools have a senior mental health lead.</p> <p>A group of children who went to Springwood to have anti bullying training as ambassadors as part of the Diana Award. It was really positive and they all really enjoyed it.</p> <p>CC asked how children were chosen for this. NM replied that JB informed children during assembly and then asked children in years 4-6 to write a letter to JB to put their case forward as to why they would make a good anti-bullying ambassador.</p> <p>PF asked why a parent makes reference to issues with bullying at WCK, but there aren't any bullying issues in the report. NM explained that there is a specific issue between two children at WCK and both parents have been in to school to discuss with staff. There is a very clear parent/teacher log going on at the moment and a risk assessment has also been put in place with this child.</p> <p>BO added that his observation as class teacher is that since the log has been in place there haven't been any other issues.</p> | |
| <p>8. LGB skills audit</p> <p>Uploaded to Governor Hub ready for everyone to fill in.</p> | <p>ACTION: All to fill in the Skills Audit by 25th Jan and send to HR.</p> |
| <p>9. Autumn data review</p> <p>CW: Yr 3 writing is a bit low but confident that it will come up. Greater depth more or less on track.</p> <p>Yr 4 writing lower even though it meets the target.</p> <p>Yr 5 writing, maths and reading lower and behaviour issues in this year also.</p> <p>Yr 6 maths is lower but got a lot of leeway on paper one. JB and NM will teach to get that arithmetic up. It's a quick fix and not too much of a worry.</p> <p>NW asked where the targets come from.</p> <p>JB explained that EYFS ceomes from baseline and younger years KS1 data and then years 3-6 come from a cominbination of ks1 tests against national. Never set a target below national.</p> <p>West Lynn yr 1 phonics is lower. Yr 2 got some work to do. Their starting point is lower than CW and their exam performance is lower but their day to day books are better. Yr 3 in line Yr 4 bit low in reading and writing. Maths on track. Yr 5 maths really good, reading is the focus for that group. School led turtoring will go there.</p> | |

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| <p>Yr 6 for this time of Lynn they aren't bad. It's paper 1 that needs closing but we can do that quickly.</p> <p>KS1 WCK phonics low. Yr 1 teacher assessment on track though. Yr 2 really strong in reading and writing, maths lower. Yr 3 reading and writing weaker, maths stronger .</p> <p>WCK percentages are always difficult as EHCP in those classes and when you only have six children in a year group the percentages will look higher. Have to look at them individually.</p> <p>Yr 5 strong year Yr 6 need some work but positive.</p> | |
| <p>10. EYFS Baseline & whole school targets</p> <p>As above</p> | |
| <p>11. Risk Register</p> <p>Document circulated prior to the meeting RW and JB met and RAG rated where we are.</p> <p>Because of the increase that schools hadn't budgeted for. Government gave 5 percent but we budgeted for 3percent so it took us into amber. One fixed term exclusion for two days.</p> <p>CW 30 WLP 30 WCK8</p> <p>Are the intake numbers. Got a consultation out from county at the moment as they are doing the pan numbers for 24-25 and they are consulting on CW going to 25. WLP to 20 and WCK the same as 8.</p> <p>Trust are taking advise and whether we can argue that. Due to falling birth rate.</p> <p>MS asked about the WLP results being amber. Do you hope them to be higher next year? JB hopes so but the coronation is the day before SATS!</p> | |
| <p>12. Friends of West Lynn accounts</p> <p>Agreed</p> | |
| <p>13. Governor monitoring and training</p> <p>Monitoring Monday 30th at Clenchwarton.</p> <p>JB and NW to look at dates on Thursday when JB is at St Clements.</p> | <p>ACTION: Monday 30th Jan- CC, PF, MS and SR to monitor at 09.00 at CW.</p> |
| <p>14. Policy reviews</p> <p>Behaviour- Tweaked the bit around classroom removals. The step by step process has been simplified. Approved</p> | |

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| <p>Home learning – Approved</p> <p>SRE- Date change. Approved</p> <p>SEND- Now a Trust policy- Approved</p> <p>Marking policy - Approved</p> <p>MS asked how they mark JB explained that they mark to the learning objective first and that the focus is to match what we've taught them.</p> | |
| <p>15. Current focus</p> <p>Included within the HT report.</p> | |
| <p>Any Other Business</p> <p>None</p> | |
| <p>Date of Next Meeting – Tuesday 7th February 1700. If not had the OFSTED call then CW</p> | |