

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 16th May 2022 at 6.30pm

Present: Mr E Thomas (Chair), Mr A Cooper (Headteacher), Mr J Cunningham, Ms O Else, Mrs A Gaines, Ms J Gray, Ms V Huws-Jones, Mr J Maitland, Mrs J Mitchell, Dr D O'Brien, Ms K Roantree, Ms P Webster

In Attendance: Mrs H Gibson (Head of School), Mrs W Shreeve, Mrs R Gould, Mrs S Triffitt (Clerk), Ms Gilligan (teacher), Mr Tiffany (teacher)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting and introductions were made for the new governors.

Apologies were received and accepted from Mr P Bentley who was attending a school residential.

2. Election of Chair

Mr Thomas left the meeting.

The Headteacher noted that the Regional School Commissioner had confirmed they were supportive of Mr Thomas, who is a Trustee, being interim Chair at Knavesmire to support succession planning.

Resolution: Mr Thomas was elected as Chair of Governors.

Mr Thomas returned to the meeting.

3. Appointment of New Governors

Resolution: The following were elected as co-opted governors through e mail approval on 8th May 2022 with the decision ratified at the meeting:

Jackie Gray

John Cunningham

Paula Webster

Kay Roantree

Action: Finance Manager to chase the DBS link for the new governors.

FMgr

The Chair reminded all governors of the confidentiality of governors business.

4. Minutes of the LGB meeting held on 21st March 2022 (previously circulated)

The minutes were agreed as a true and accurate record of the meeting and were approved.

The confidential minutes were agreed as a true and accurate record of the meeting and were approved.

5. Matters Arising and Action Plan

Action 1: The Trust Principal delivered a MAT Finance training session.

Action 2: The Headteacher met with Ms Huws-Jones and discussed the parent survey.

Action 3: The Headteacher confirmed that the parent governor election process is underway and will be completed by the end of half term.

6. Curriculum Updates

PE

The PE curriculum update was delayed due to a school residential.

Maths

Mr Tiffany, Maths Lead, presented an update on the Maths curriculum and tabled a Maths at Knavesmire information booklet which included detail on the curriculum intent, implementation and impact, knowledge expectations and sequencing, cross curricular links, assessment and scheme (White Rose Maths). Governors were shown the Maths curriculum area on the school website which includes the Maths schemes.

Mrs J Mitchell joined the meeting at 6.53pm.

Challenge: A governor noted the ‘develop resilience and creativity’ element of the impact statement and asked if with the curriculum focus of knowledge this is the right impact focus. Mr Tiffany explained that there is creativity through lesson planning and delivery which is evidenced in Maths books. The Headteacher added that creativity in Maths comes through the application of disciplinary knowledge and resilience is supported by a strong foundation of knowledge.

Challenge: A governor asked what happens after assessments. Mr Tiffany explained that there are half termly summative assessments and the data used to identify and focus on gaps and ensure the children are next stage ready. Mr Tiffany showed governors an example of year group assessment grids that support transition knowledge sharing for each child.

Mr J Maitland joined the meeting at 6.57pm.

Challenge: A governor asked to what extent parents have curriculum information shared. The Head of School explained that there are curriculum updates on the newsletter and there are sections on the website but felt this could be shared to a greater extent and will form part of the communication strategy in response to the parent survey.

Geography

Ms Gilligan, Geography Lead, presented an update on the Geography curriculum which is part of the Our Place in the World area and explained the intent, implementation and impact. The curriculum design is based on the national curriculum with a focus on the local community and providing the children with experiences to apply knowledge and practical assessments.

Challenge: A governor asked if the year group coverage changes each year.

Ms Gilligan explained that the sequencing of knowledge remains the same but how this is implemented and linked to the Big Idea changes in discussion with each year group.

Mr Tiffany and Ms Gilligan left the meeting at 7.07pm.

The Head of School shared examples of the Knavesmire Offer Top 5 documents that are in development.

Challenge: A governor asked what informs the areas covered in the Top 5 documents. The Headteacher confirmed that they he identified the areas.

Action: Circulate completed Top 5 documents for governors through a folder on Decision Time. HofS

11. Finance Update

Monitoring Report (previously circulated)

The Finance Manager provided an update on the monitoring report.

Income - there may be a slight shortfall in Early Years funding due to children starting later than expected and KCKC income is slightly behind due to the timing of invoicing but is on target.

Expenditure – support staff back pay has been completed. Agency staff costs are impacted by the SEN support and there are alternative contracts to offer Teaching Assistants whose roles are due to end which will reduce the need for supply from September. It was confirmed that the

Headteacher working as Trust Principal had delivered staff savings. There has been additional Pupil Premium expenditure but payments were expected back from CYC.

The Finance Manager noted that the budget is circa £30k down on where it should be at this stage but was confident by year end there would be a balanced budget due to the timing of funding and payments.

Challenge: A governor asked if the agency staff overspend will continue to grow. The Finance Manager explained that this was reviewed as part of the revised budget but budget will need to increase to meet the support needs of the children in school. The Headteacher noted this was an area of risk. It was noted that in addition to supply costs for extra SEN support, there was also Covid absence cover which was highest through February and March.

Start Budget (previously circulated)

The Headteacher informed governors that the budget factored in the continuation of the Covid cleaner, Phase Leader release time, an additional teacher in Year 6 for three days (was five days this year), an additional Teaching Assistant working across Year 1 and 2 (was two TA's this year) and £10k allocated for decorating on a three year cycle.

The budget did not support an additional Year 4 teacher and there will be an impact of the Headteacher returning to a full time role in school alongside an expensive teaching body.

Staff costs stand at circa 80% of the budget, the recommended range is 74%-80%, Teaching Assistant costs at 22% of budget is at the top end of recommended but is needed for the SEND support, teaching staff costs at 48% of budget is within the 50% recommendation.

The Headteacher informed governors that the MAT is looking to increase the levy which will support Trust wide roles and school improvement and this will equate to an additional £47k payment from the Knavesmire budget. The CFO and CEO have been asked to review the budget to identify any areas of savings to meet this additional cost.

Challenge: A governor asked how inflation was approached. The Headteacher explained that this is done centrally through the CFO who implements assumptions utilising industry benchmarks.

Challenge: A governor asked if there is a risk to Year 6 of reducing the additional teacher to three days per week. The Headteacher explained that the current additional teacher now needs their own class to support their own professional development. Year 6 is difficult particularly with the recovery from Covid, the team of two full time teachers, a 0.6 teacher and a Teaching Assistant may be seen by most schools as being well-staffed but even with this staffing this cohort team will be stretched and these teachers lead different areas.

Challenge: A governor asked for an update on staffing. The Headteacher reported that the three Early Career Teachers are staying, Ms Crosby is leaving and Mr Bentley is reducing to three days per week. Class allocations will be discussed now SATs have finished, no recruitment will be needed and no one will need to reduce days.

Challenge: A governor noted that the MAT levy is proposed to be increasing significantly, Trust wide posts have been advertised and asked if the increase is going ahead with no consultation. The Headteacher noted that the increase would fund other plans not just the three advertised posts. A governor requested a meeting with the Trust to discuss the proposed increase in levy.

Action: Governors asked the Chair of Governors to raise the levy consultation concerns with the Trust Board. CofG

Challenge: A governor asked what the mechanisms are for governors being informed of what is happening at Trust level. The Headteacher explained that with the appointment of a new trust leader and Scheme of Delegation review the focus will be how information sharing and

consultation will be done going forward. The Chair explained that traditionally there would be governor update evenings and sharing of information discussed at Trust Board.

Challenge: In reference to E19 learning resources a governor asked why there is £0 allocated to books and raising achievement. The Finance Manager explained that books is accounted for in the literacy code and the raising achievement code is not used for the Knavesmire budget.

Challenge: A governor noted that energy costs are unlikely to remain flat. The Finance Manager explained that the assumptions for energy will be informed by the central team.

The Finance Manager informed governors that there will be a review of lettings and KCKC charges.

Challenge: A governor emphasised the importance of ensuring there is allocated Phase Leader time and development.

Resolution: Governors supported the proposed staffing and agreed the budget.

The Finance Manager made governors aware that the school have an amazing new chef.

The Finance Manager left the meeting at 7.48pm.

7. **Headteacher Report** (previously circulated)

The Head of School summarised the report, there were no questions but governors recorded appreciation to the Head of School for producing the report and congratulated the school on delivering the Barcelona trip.

8. **Curriculum Review by B11** (tabled)

The Headteacher explained that the MAT had encouraged schools to consider external validation and the CEO had directed the Headteacher to B11 who visited before Easter. The Headteacher tabled the key focus points and actions from the report whilst the report is being finalised. The Headteacher felt the process and report were useful noting that the priority is being able to accurately articulate and position the Big Idea curriculum.

Action: Circulate the B11 Report.

HT

Challenge: A governor noted that it can be difficult for people external to the school to ‘get’ the Big Idea and understand how integrated it is and asked if the children associate subject learning i.e. History and Geography within the Big Idea work. The Headteacher explained that work had already started to clearly define and be more explicit with which topic / subject is being covered and articulate ‘this is a Science question’ etc, but it will take time to embed. The Head of School added that work with the subject leaders and pupil action groups can direct questioning and develop practice.

A governor noted the importance of children not thinking in discreet subjects as they are linked but understood the requirement to meet the Ofsted expectations.

The Chair had met with B11 on governance and questions Ofsted might ask were highlighted:

- Vision and values of the school and how these relate to the school curriculum and intent.
- Where governors see the school in three years’ time.
- How pupil, staff and parent voice is gathered and the impact from this.
- Governor view of staff wellbeing and workload.
- How governors ensure compliance with the Equalities Act 2010 and that it is implemented in the curriculum –with particular mention to protected characteristics. (the Head of School noted that this is interwoven in the PSHE scheme which is compliant)

A governor noted that it was a useful process to confirm, affirm and identify next steps.

Challenge: A governor asked if the B11 exercise had supported a feeling of Ofsted readiness. The Headteacher confirmed it had and also felt reassured with the support of the new CEO who is Ofsted trained.

9. School Development Plan Monitoring (previously circulated)

The Head of School summarised the RAG rated SDP documents.

The Chair explained that the left hand column of the agenda identifies which agenda items link with which SDP area.

10. Spring Data (previously circulated)

All Pupils (previously circulated)

The Head of School reported that pupil progress meetings are being held with teachers to identify actions.

Challenge: A governor asked why there was no Greater Depth data from Spring 2. The Headteacher noted that the information has been gathered but needed further scrutiny.

The Headteacher noted that there is Year 6 data benchmarked against other MAT schools.

Pupil Premium (previously circulated)

Challenge: A governor asked if there is similar tracking for the SEND cohort. The Headteacher confirmed that data is tracked for gender and SEN analysis through national data but the progress element for SEND tends to be more qualitative.

Challenge: A governor suggested the need for a MAT wide SEND system to monitor progress.

Challenge: A governor suggested that it would be useful to see the PP and SEND attendance data. The Headteacher confirmed that data is available with MAT wide benchmarking.

12. Parent Survey Follow Up (tabled)

The Head of School tabled a letter that had been sent to parents to provide an update on the parent survey and actions.

Action: Governors to receive the Friday newsletter.

HofS

13. Safeguarding Report (previously circulated)

In response to a governor the Headteacher confirmed that the five children on Child in Need came to Knavesmire on that level and were not referred by the school.

14. Premises / Health and Safety Report

Health & Safety Actions Plans

There were no reports.

School House Project Update

The Headteacher reported that the work is expected to complete by September 2022 and the Health and Safety elements are being scrutinised.

Challenge: A governor asked who will provide financial oversight. The Headteacher confirmed that the project management will be done in tandem by the Trust Business Manager and York Building Services. The CFO will also have oversight of the finances.

15. Governor Business

Recruitment and Skills Audit

The Skills Audit was deferred to the next meeting to allow new governors to complete the skills matrix.

The Chair recorded thanks to Mrs Gaines for driving the governor recruitment process.

Visits

Collective Worship & PSHCE (previously circulated)

Quality of Education and Curriculum (previously circulated)

Governors agreed that the visit report framework is a useful way to capture the content of the visit. It was proposed to develop a one page guidance document on link governor visits and samples of questions to support the visit.

A governor noted that visits provide useful triangulation of strategic discussion / decisions and the governor role is to gather information not make judgements.

Action: Ms Huws-Jones to develop a visit guidance and sample questions document.

VHJ

The Chair encouraged governors to make a school visit.

Governor Action Plan

The Chair summarised that the four priorities for the LGB over the next nine months are:

1. Recruitment - skills audit and induction of new governors
2. Visits – develop robust governor visit system
3. Ofsted – request training from the CEO
4. Succession Planning – Ms Huws-Jones to shadow Chair. The Chair invited any governors interested in shadowing the Chair / Vice Chair roles to inform him.

Action: Headteacher to arrange Ofsted training.

HT

16. Trips (previously circulated)

The Head of School confirmed risk assessments are in place.

Challenge: A governor asked for trips to be split by year group not key stage so governors could understand coverage across year groups.

Resolution: Governors agreed the trips.

17. MAT Update and Reports

Addressed elsewhere in the agenda.

18. Any Other Business

There were no items for discussion under AOB.

New governors were provided with their governor pink folder and governors were provided with updated documentation.

19. Items for Next Meeting

Curriculum Update – PE

Lettings / KCKC charges

H&S Walk Around Report

Fire Risk Assessment Report

Governor Skills Audit

20. Future meeting dates (previously circulated)

27th June 2022

11th July 2022 - Strategy

The meeting closed at 9.20pm

Chair

Date

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 16th May 2022

Action	Item	Responsibility	Timescale
1. Chase the DBS link for the new governors.	3	Finance Manager	May 2022
2. Circulate completed Top 5 documents for governors through a folder on Decision Time.	6	Head of School	June 2022
3. Raise the levy consultation concerns with the Trust Board.	11	Chair of Governors	May 2022
4. Circulate the B11 Report.	8	Headteacher	May 2022
5. Governors to receive the Friday newsletter.	12	Finance Manager	May 2022
6. Develop a governor visit guidance and sample questions document.	15	Vanessa Huws-Jones	June 2022
7. Arrange Ofsted training.	15	Headteacher	June 2022

DRAFT