

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL**  
**Minutes of the meeting of the Full Local Governing Body**  
**On Monday 20th March 2023 at 6.30pm**

**Present:** Mr A Cooper (Headteacher), Mr J Cunningham, Ms O Else, Mrs A Gaines, Mrs R Gould, Ms J Gray, V Huws-Jones (Chair), Ms K Roantree, Ms P Webster.

**In Attendance:** Mrs H Gibson (Deputy Headteacher), Mrs S Triffitt (Clerk)

**1. Welcome, Introductions, Apologies and Declarations of Interest**

**Action**

The Chair welcomed everyone to the meeting and reminded governors to keep their declarations of interest records up to date.

Apologies were received and accepted for Mr J Maitland. Mr J Hodgeon was not present at the meeting.

Apologies were also received from the Finance Manager.

The Chair informed governors that Ms P Webster would be stepping down as a governor after the meeting due to work commitments.

The Headteacher informed governors that Mrs R Gould was successfully appointed as the staff governor and governors welcomed her to the governing body.

**2. Minutes of the LGB meeting held on 23<sup>rd</sup> January 2023 (previously circulated)**

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

**3. Matters Arising and Action Plan**

Action 1: Lettings charges were due to be reviewed in the summer term.

Action 2: Data update was included on the agenda.

Action 3: Governor visit reports were circulated for Personal Development (Ms J Gray), Safeguarding (Ms K Roantree) and Recovery (Mr J Maitland). The action was updated to reflect the reports to be submitted.

**4. Finance Update**

**Monitoring Report** (previously circulated)

The Headteacher reported that the monitoring report forecasts a £60k deficit, an improved position from the £80k deficit forecast at the start of year and noted that the budget had been significantly impacted by unfunded pay awards.

The £18k deficit on supplies and services includes food and catering. The school will be working with a group of schools and the local authority on food costs.

**Revised Budget** (previously circulated)

The Headteacher reported that the revised budget projects a £10k surplus by the end of the year despite the redundancy payments.

The Headteacher highlighted the forecast for the next two years with 2023/24 projecting a £50k deficit and 2024/25 a £100k deficit despite the staffing changes to reduce to a core structure made to bring future years into a positive position that has not been realised in the forecast.

The Headteacher was scheduling a meeting with the CFO and CEO to get clarity on the budget forecast and income / funding mechanism as he would not want to understaff based on year two and three projections that, as historical has happened, recover when in current year.

Governors noted the importance of having confidence and clarity in the future year forecasting to effectively plan and asked the Headteacher to report back on the finance meeting with the CFO and CEO at the next governor meeting.

The Headteacher explained that there will be a benchmarking exercise which will include the staffing costs percentage with the aim of being 78/80%.

The Headteacher noted that as a result of staffing cuts supply costs will increase.

**Challenge:** A governor asked if the Trust is audited. The Headteacher confirmed that BHP have audited the MAT accounts.

**Action:** Headteacher to inform the Chair of the date for the finance meeting with the CFO and CEO.

HT

## 5. Curriculum

The Chair informed governors that an annual agenda plan is being reviewed with the Headteacher and the process identified curriculum as a focus area.

**Writing Action Plan** (previously circulated)

The Headteacher presented the Writing Action Plan presentation including priority areas and how to address including:

- Move to new writing books for specific lessons outside of big idea books to clearly monitor progress.
- Relaunch of feedback with a staff buddy system for professional peer feedback.
- Develop extended writing.
- Target groups.
- Explicit teaching of transcription and composition (age-appropriate dictation).

The Writing plan will be reviewed through book trawls, drop ins, pupil voice, peer observation / feedback and incremental writing outcomes.

A governor noted that the breaking down of different tasks of writing will support those with SEND and reduce the cognitive load.

**Challenge:** A governor asked how opportunities for extended writing will fit into the timetable. The Headteacher explained that writing is done through real context within the Big Idea and the flexible timetable supports opportunities to continue focus on extended writing.

**Challenge:** A governor asked how writing will be monitored. The Headteacher confirmed that would be done through Headteacher, Deputy Headteacher and Phase Leader observations and monitoring and through peer feedback and the team approach to check and support each other.

**Challenge:** A governor asked if there was an impact of the Year 2 to Year 3 transition. The Headteacher explained that there was nothing specific to those year group transitions as a primary school but teachers will be looking at books between classes and agreeing appropriate expectations.

**Personal Development** (previously circulated)

The Headteacher presented a Personal Development presentation update noting that it was an area of strength in the Ofsted feedback.

The eight areas of Personal Development link with the Knavesmire Characters and is entwined through the curriculum.

**Challenge:** Ms J Gray noted that her link visit focused on Personal Development and that she could see how it was embedded in the life of school but asked about whether it was clearly articulated and communicated to parents.

**SDP Review**

To be reviewed at the next meeting.

**6. Headteacher Update**

**Data and Targets** (previously circulated)

The Headteacher updated governors on Year 6 targets and how they were formulated using previous key stage outcomes and national data.

The Headteacher explained that 20% (12) of the children who achieved the KS1 results had left, a significant number of which were higher attaining, and without those 12 children the Year 6 target would have been in line with national. Of the 14 new joiners nine had not been in UK education at KS1 and two had no KS1 data so the targets are ambitious.

**Challenge:** A governor asked if there was a trend in the mobility and changing student profile. The Headteacher explained that traditionally the school had circa 20% mobility but over recent years there had been less movement. For this cohort there had been some natural movement and a small cohort of four who left as the parents did not agree with the online learning offer through Covid. There are some children coming in who have EAL and the Headteacher did not anticipate the movement on ability level being a trend.

**Pulse** (previously circulated)

The Headteacher summarised the predictions and how they sat against the Knavesmire and Trust targets.

The Trust School Improvement Partner is supporting on attendance tracking and process and the persistent absence cases are reviewed, consideration is given to circumstances and knowing individual children and then conversations take place.

**Challenge:** A governor asked for an update on staff morale. The Headteacher informed governors that strike action took place on 15<sup>th</sup> and 16<sup>th</sup> March 2023, the Headteacher was out of school observing a candidate for the Deputy Headteacher vacancy and the Deputy Headteacher was ill and had to take the decision at 7.30am not to come into school. The decision was taken to get supply, not to cover striking staff as the Headteacher would not want to undermine strike action, but the Headteacher felt it was too late notice to change the plans communicated to parents.

A governor asked for an update on the Barcelona trip. The Headteacher reported on a very positive trip with lots of great activities but informed governors of the impact to one child who was not able to board the flight due to incorrect advice from Evolve on the need for a Schengen Visa. The child's mum was incredibly understanding, and the advice will be followed through with Evolve. Staff were excellent and positive, and the children had a great time and one child with SEND who attended did well and the SENCO who attended was hugely supportive in enabling the child to positively access the trip.

The Chair recorded that it was an exceptional opportunity and both staff and children did phenomenally well

**Challenge:** A governor asked if the overnight trip for Year 3 that the Headteacher wanted to introduce to incrementally increase opportunities would be happening. The Headteacher confirmed that he wanted to introduce this but due to capacity this was not yet planned. Year 5 attend Carlton Lodge and Year 4 go to Robin Hoods Bay.

**Challenge:** In response to a governor the Headteacher confirmed that capacity across school to deliver everything they want to was the greatest risk.

### **Staffing**

The Headteacher informed governors that a 0.5 FTE office position was being recruited to.

Deputy Headteacher recruitment was underway. Seven from 32 applicants had been shortlisted with an even gender split and the Headteacher would have observed all shortlisted applicants by the end of the week with interviews WC 27<sup>th</sup> March 2023.

The Chair recorded congratulations to the Deputy Headteacher on her Headteacher appointment.

In response to a governor the Headteacher confirmed there was a temporary member of staff able to provide cover staffing in Nursery up to the end of the academic year but may need to recruit externally for 2023/24 academic year.

The Headteacher provided an update on the Teaching Assistant contracts noting that Unison had canvassed on strike action but did not meet the threshold to strike. Of the seven staff impacted one has signed a new contract and if the six who are yet to sign don't sign the trust will issue a letter of dismissal and then reengagement letters would be issued. Continuous service on letters of reengagement is being clarified. The Headteacher confirmed that there has been a detrimental impact on staff morale and there was a risk to school of losing good quality staff in Nursery and dinner time staff.

7. **Safeguarding Update** (previously circulated)

The Deputy Headteacher reported that the Director of SEND and Safeguarding undertook a rigorous audit and confirmed that it was a really useful process.

8. **Risk Record**

Carried over to the next agenda.

9. **Governor Business**

**Governance Action Plan** (previously circulated)

Governors reviewed the action plan and noted, as part of increased communication and visibility, to:

- Ensure the governor section of the website is up to date.
- Attend more school events.
- Establish a governor update as part of the school newsletter.

**Action:** Chair to circulate the governor newsletter update to governors for input.

Chair

**Action:** Mrs Gould to ask the office to inform governors when school events are taking place.

RG

**Governor Visit Reports and Schedule** (previously circulated)

Safeguarding, Recovery and Personal Development link reports were circulated.

Mrs Else had attended Pupil Premium training on 8<sup>th</sup> March 2023 with CYC which focused on bridging the attainment gap for disadvantaged children and will schedule a meeting with the Deputy Headteacher. It was fed back at the training that the Knavesmire documentation was high quality.

The Headteacher confirmed that the school are involved in the Early Talk initiative.

**Action:** The Chair asked governors for a volunteer to take the lead on the link governor schedule and visit reports after this first trial year

Govs

**Resolution:** Governors agreed for reports to be sent to the Headteacher and staff link within two weeks of the visit.

The Chair thanked governors for the quality of the visit reports.

**Training** (previously circulated)

The clerk was asked to update the training record and send to the Chair.

**Code of Conduct** (previously circulated)

The Chair asked governors to be familiar with the Code of Conduct. The clerk confirmed governors are sent the Code of Conduct when appointed. The Chair suggested the Code of Conduct be an annual agenda item as a reminder to governors of the collective and corporate responsibility of the governor role.

**10. MAT Update and Reports**

The Chair informed governors that she had contacted the Chair of Trustees who responded that communication with governors was a priority and that trustees at Trust Board had discussed communication and engagement strategy, working with LGBs, link trustee system, improving engagement, scheduling, cycle of trust board meetings to better connect with schools and the governance evening.

Governors agreed that the plans were positive but noted frustration that the discussion had not yet been implemented and asked the Chair, through appropriate channels, to express the frustration of governors.

**Action:** Chair to write to Chair of Trustees to share the frustration of the LGB at the lack of progress on communication and engagement within governance.

Chair

**11. Trips** (tabled)

Nursery: Open top bus trip around York, pond dipping  
Reception: York Theatre Royal, Sewerby Hall  
Year 1: Harlow Carr, Rowntree's Park, York Theatre Royal  
Year 2: York Theatre Royal, Seaside  
Year 3: Eureka  
Year 4: Robin Hoods Bay, Rowntree's park  
Year 5: Carlton Lodge  
Year 6: crucial Crew at York college

**12. Any Other Business**

Governors recorded thanks to Ms P Webster.

The Headteacher informed governors that the Barcelona school will be in school WC 17<sup>th</sup> April 2023.

**13. Items for Next Meeting**

- Headteacher to report back on the finance meeting with the CFO and CEO
- SDP Review
- Risk Record

**14. Future meeting dates** (previously circulated)

15<sup>th</sup> May 2023

26<sup>th</sup> June 2023 (lettings charges)

The meeting closed at 8.48pm

**Approved at LGB on 15<sup>th</sup> May 2023**

Approval

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL**  
**Action Plan following the meeting of the Local Governing Board, 20<sup>th</sup> March 2023**

| <b>Action</b>  | <b>Item</b>      | <b>Responsibility</b> | <b>Timescale</b>    |
|--|------------------|-----------------------|---------------------|
| 1. Review lettings charges   | 4<br>(27.06.22)  | Finance Manager       | Summer 2023         |
| 2. Visit Report to be circulated.  | 11<br>(23.01.23) | Mr Hodgeon            | March 2023          |
| 3. Inform the Chair of the date for the finance meeting with the CFO and CEO.  | 4                | Headteacher           | March 2023          |
| 4. Circulate the governor newsletter update to governors for input.  | 9                | Chair                 | March 2023          |
| 5. Ask the office to inform governors when school events are taking place.   | 9                | Mrs Gould             | March 2023          |
| 6. A governor to volunteer to take the lead on the link governor schedule and visit reports.   | 9                | Governors             | From September 2023 |
| 7. Write to Chair of Trustees to share the frustration of the LGB at the lack of progress on communication and engagement within governance. | 10               | Chair                 | March 2023          |

APPROVED