

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 21st March 2022 at 6.30pm

Present: Mr D Borlase (Chair), Mr A Cooper (Headteacher), Mr P Bentley, Ms O Else, Mrs A Gaines, Ms V Huws-Jones, Mr J Maitland, Mrs J Mitchell, Dr D O'Brien,

In Attendance: Mr Rob Bennett (Trustee), Mrs H Gibson (Head of School), Mrs W Shreeve, Mrs R Gould, Mrs S Triffitt (Clerk), Miss Kaberry (teacher), Mrs Gage (teacher)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting and introduced Mr Bennett.

The Chair informed governors that Rebecca Hughes and Simon Downes had resigned as governors. This would also be Mr Borlase's last meeting.

There were no apologies.

Ms Else recorded her appointment as a family court magistrate and updated her business interest form.

2. Agenda Summary

The Chair reminded governors of the School Aims and Knavesmire Characters and the Headteacher shared pictures from the recent Barcelona school trip which demonstrated these values and characters. Governors recorded thanks to the Headteacher and staff for making the trip happen.

3. Curriculum Update

Reading & Phonics

Miss Kaberry provided an update on the Reading curriculum intent, implementation and impact and shared the Reading learning journey from Nursery to Year 6 which is supported by Phonics through the Little Wandle scheme in Early Years and VIPERS from Year 2 onwards using high level texts. There is a bespoke reading offer for all children to challenge and support and assessments used to monitor progress.

The Reading for pleasure focus is supported by the library, reading areas, reading buddies, events, quality texts and Knavesmire 99 List.

Mrs Gage updated governors on Phonics intent, implementation and impact explaining that the Phonics journey starts in Nursery and for some children will continue into KS2 with vulnerable children identified through assessment. Little Wandle has been implemented with all staff training to ensure a consistent approach and fidelity to the scheme and there are regular assessments to maintain keep up and catch up.

Challenge: A governor asked if there is a gender gap within the identified target groups in Year 3 and 4. The Headteacher explained that these two year groups were identified as having significant interruption from the timing of Covid and didn't get the opportunity to do the Year 2 rescreen. There is no real gender gap within those identified with vulnerability and both boys and girls at Knavesmire do better than national.

Challenge: A governor asked how the school engages with parents and communicates the expectations for parents to support reading. Miss Kaberry confirmed that reading at home expectations are shared, there has been Phonics evenings to inform parents on Phonics and Reading and parent input to Reading Records with KS2 children encouraged to take ownership of reading. The Headteacher explained that this is part of the next steps for focus and will feed into

the review of the Homework Policy.

Challenge: A governor asked if the Little Wandle scheme is adequately resourced. Mrs Gage explained that resourcing is an issue but the school has worked hard to ensure it is well resourced, going £7k over budget, but have prioritised the right areas ensuring material is tight to the scheme and children have decodable books and will keep this under review.

Ms Mitchell joined the meeting at 7pm.

Challenge: A governor asked if the scheme is flexible enough to allow Knavesmire children to progress in their individual learning journeys. Mrs Gage explained that she had seen some flexibility in the keep up catch up groups such as the size of intervention groups but the learning keeps within the programme and retains fidelity to the scheme.

Miss Kaberry and Mrs Gage left the meeting at 7.05pm.

History

Mrs Gould presented an update on History curriculum intent, implementation and impact and explained how it sits within the Our Place in the World subject group and is sequenced with the Knavesmire Big Idea. Chronological understanding, application of knowledge and historical enquiry are strands that run through all year group learning and Knavesmire uses the local area as York is so rich in History.

Mrs Gould explained how research was used to inform the structure of the History curriculum to deliver broad and balanced learning.

Mrs Gould met with a governor with a background of secondary History education and looked at skills and progression and questions the governor had on the breadth of learning.

A governor recognised the impressive level of background reading / research being done to inform subject leader knowledge and curriculum development and that Mrs Gould had awareness of learning at secondary level to also inform curriculum development.

Personal Development Presentation (previously circulated)

The Head of School updated governors on personal development which is supported by the Knavesmire characters and experiences.

Relationship and Sex Education is a statutory requirement and was discussed previously with governors at the 15 March 2021 meeting and parents were consulted through the newsletter and website. The My Life Scheme has been in place since September 2021 and the scheme was selected through research to support the Knavesmire approach and the scheme's delivery can be flexed within the year to meet the needs of the class.

The Head of School shared the PSHE and RSHE knowledge sequencing summary sheet and reported that the Pupil Action Group feedback suggests the scheme is working well.

In response to a governor the Headteacher explained that the collective worship terminology is a legal term, there is a requirement for daily active collective worship at Knavesmire this is delivered in a secular way i.e. talking about friendship.

Challenge: A governor asked how impact is demonstrated. The Head of School explained that there is no formal assessment but impact and progress can be seen through the development of the children and their understanding and articulation which is progressively different through the years. There is also Pupil Action Group feedback.

A governor gave an example of boys and girls being split up and asked if every opportunity is being used to deliver appropriate learning for both. The Headteacher explained that there is only one teacher for the classes and there will be circumstances where they will be spoken to

separately but the learning for all will be covered over the course of the year.

Examples of 'Top 5's'

The Head of School shared examples of top 5's which highlight the five highest impact elements of strategies at Knavesmire i.e. use of class based Teaching Assistant's.

4. Minutes of the LGB meeting held on 24th January 2022 (previously circulated)

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

5. Matters Arising and Action Plan

Action 1: Governor recruitment included on the agenda.

Action 2: Complete. The clerk was asked to circulate an updated training record.

Action 3: Ongoing.

A governor suggested sharing the MAT Ofsted Readiness training information with all governors.

Challenge: A governor asked if an action plan is in place to respond to the Parent Survey findings. The Head of School explained that communication and homework were prioritised as actions.

Action: Head of School to contact Ms Huws Jones to discuss the parent survey disparity between KS1 and KS2 parents. DHT

6. Finance (previously circulated)

Monitoring report circulated for information.

A governor asked if the income variance shortfall of £47k is projected to be recovered. The Headteacher confirmed that this will be addressed as part of the revised budget.

Revised Budget (previously circulated)

The Headteacher informed governors that the revised budget had been reviewed by the CFO.

Income is down circa £20k on start budget and changes reflect revised Kids Club income, Pupil Premium funding and SEND funding.

Expenditure is impacted by significant staff absence and the extra staffing, as approved by governors, to mitigate the impact of Covid. There have been staff cost savings through the interim Trust Principal agreement. The revised budget also reflects increasing costs for utilities, support staff pay increase, additional £7k literacy funding and a three year painting plan.

The two future year projections were included but will be worked in further detail for start budget.

Resolution: Governors approved the revised budget.

Finance Review Form (tabled)

The Head of School and Finance Governor would attend the Trust Finance and Audit Committee to discuss the Finance Review Form.

The 7% carry forward was noted.

A governor asked if staff salary assumptions on national pay increase are built into projections and if they will be DfE funded. The Headteacher explained that the CFO is developing assumptions for start budget planning.

The Headteacher informed governors that the budget planning for next year includes retention of Phase Leader time, the Head of School being kept out of class, Year 6 being staffed by three teachers, pupil mentor and forest school.

The Headteacher explained that subject to affordability he would want to retain the additional

teacher in Year 4, Covid cleaner and retain two of the three additional Teaching Assistant posts.

Governors supported the Headteacher to run the start budget costings with the proposed retention of staffing cost.

Challenge: A governor emphasised the need to prioritise maintaining the phase leader time and to invest heavily in those roles.

The Head of School, the Finance Manager, Mrs Gould, and Mr Bentley left the meeting.

Discussion recorded as a separate confidential minute.

The Head of School, the Finance Manager, Mrs Gould, and Mr Bentley returned to the meeting.

Mini Bus

The Headteacher reported that the mini bus lease options and cost will be reviewed.

Challenge: A governor asked what the impact of having the mini bus was. The Headteacher felt that the impact had been high but it was difficult to formally measure given Covid.

The Finance Manager left the meeting at 8.22pm.

7. Chair of Governors

Mr Borlase left the meeting.

Ms Gaines led a session on future Charing of the governing board.

The Headteacher explained that there is an interim offer to September facilitated by the Trust to give time for current governors to feel ready to take on the role or look for potential Chairs through recruitment.

Governors asked the Headteacher to speak with the Trust to arrange for Mr Thomas to provide interim Chairmanship.

Mr Borlase returned to the meeting.

8. Year 6 Data (previously circulated)

All Pupils

The Headteacher explained that red indicates 10% or more below the school set target and that staff are working hard to deliver to the targets.

Pupil Premium (tabled)

The Headteacher tabled a Pupil Premium data update.

9. Safeguarding

Newsletter (previously circulated)

The Head of School explained that the staff newsletter which was developed from the Woodthorpe template has been shared with staff by e mail with hard copies available in the staff room. A governor noted that the named safeguarding governor needed updating.

A governor asked if there is an opportunity to share generic information across the Trust to reduce workload. The Headteacher noted this may be possible going forward.

10. Premises / Health and Safety Report

Health & Safety Actions Plans RAG - FRA, Paperwork, Walk round (previously circulated)

The Health and Safety walk round had been rescheduled.

A governor suggested including completed work photos alongside the identified issue photo.

The Head of School noted that Fire Marshall and Working at Heights updated training is

scheduled for the next training day.

School House Project (previously circulated)

The Headteacher explained that the Trust Business Manager has produced the business plan and tenders. There was Trust challenge around project management and in response to this a week of Trust Business Manager time for project management has been factored in and the tender includes that the contractor project manages other contractors.

The proposed preferred contractor is York Building Services and the aim is for works to be complete before the summer holiday.

The Headteacher confirmed that the MAT has approved the project and associated spend.

Resolution: Governors agreed the proposal of York Building Services as preferred contractor.

Recent KPS Covid Risk Assessment (previously circulated)

The Headteacher informed governors that a change of guidance is due on 1st April 2022.

11. Risk Record

The risk record was circulated post meeting for comment.

12. Governor Business

Recruitment

Ms Gaines reported that expressions of interest have been received.

Governors recorded thanks to Ms Gaines for delivering the recruitment work and generating applications.

Action: School to run a parent governor election process for one vacancy.

HT

It was suggested for governors to review the parent governor applications to make an approach for a co-opted vacancy.

Curriculum Strategy

Ms Huws Jones met with the Headteacher and Head of School to fact find on the curriculum offer and agreed to use expertise to support subject leaders which would provide an informed view of the school's curriculum work and build link governor knowledge.

The Head of School reported that the sessions were very positively received by staff who really appreciated the time, support and challenge.

SEN Link Visit

Ms Else and Ms Gaines met with Mrs Haslam who provided an overview of SEN in the school. The impact of Covid and trauma was highlighted as a challenging area and Mrs Haslam was investigating trauma training. Another challenge was capacity particularly around paperwork, dyslexia assessments and Education Psychologist time. Evaluating impact is an area to focus on going forward.

The Headteacher reported that the MAT networks had been useful.

Pupil Premium Link Visit

Ms Else and Ms Mitchell reported that the visit discussion focused on the overlap with pastoral support, wellbeing groups, the suggestion of an interventions impact report, RAG rated system for children to raise awareness across all staff and case studies.

Four Pupil Premium deep dive questions were provided for discussion at the next meeting.

A governor noted the importance of evidencing Pupil Premium spend and impact including what that looks like over the X number of years they are in receipt of Pupil Premium and what

difference it has made. The Headteacher noted that as there are so few children the case studies are effective in articulating their story.

History

Ms Gaines met with Mrs Gould with much of the discussion covered in the History update.

Governor Impact Discussion

The Chair asked governors to consider the impact / tangible difference governors have made.

A governor noted the importance of clearly recording challenge (not questions) in governor minutes and the importance of focusing on impact.

13. Policies

Anti-bullying Policy (previously circulated)

Resolution: Governors approved the Anti-bullying Policy.

Behaviour Policy (previously circulated)

Resolution: Governors approved the Behaviour Policy.

Collective Worship Policy (previously circulated)

Resolution: Governors approved the Collective Worship Policy.

Accessibility Policy (previously circulated)

Resolution: Governors approved the Accessibility Policy.

Homework Policy (previously circulated)

Resolution: Governors approved the Homework Policy.

14. Trips (previously circulated)

Resolution: Governors approved the trips. The Year 4 residential had previously been approved by e mail.

15. MAT Update and Reports

Ms Mitchell attended the CEO recruitment carousel session on behalf of the LGB.

Governors recorded that CEO recruitment had been an inclusive process with the LGBs.

The Trust Principal reported that the CEO will be starting after Easter and the Scheme of Delegation is being adapted to refine focus, provide clarity and be more efficient.

The Headteacher would continue in the interim Trust Principal role until the end of the academic year.

16. Any Other Business

Governors recorded thanks to Mr Borlase for his significant contribution to the LGB and school.

17. Items for Next Meeting

Homework Policy

18. Future meeting dates (previously circulated)

16th May 2022

27th June 2022

11th July 2022 - Strategy

The meeting closed at 9.50pm

Chair

Date

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 21st March 2022

Action		Item	Responsibility	Timescale
1.	Trust Principal to deliver a MAT Finance training session.	15 (24.01.22)	Headteacher	Mar 2022
2.	Head of School to contact Ms Huws Jones to discuss the parent survey disparity between KS1 and KS2 parents.	5	Head of School	Apr 2022
3.	School to run a parent governor election process for one vacancy.	12	Headteacher	Apr 2022

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