

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

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

In Attendance: Mrs H Gibson (Deputy Headteacher), Mr R Bennett (Trustee), Mrs W Shreeve (Finance Manager), Mrs R Gould, Mrs S Triffitt (Clerk)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Head welcomed everyone to the meeting and introductions were made.

Apologies were received and accepted from the Chair and Ms P Webster.

The Headteacher introduced Mr Bennett, link trustee.

Ms Huws Jones as a Vice Chair chaired the meeting

2. Minutes of the LGB meeting held on 22nd September 2022 (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 scheduled to be reviewed in the new year.

Action 2: The Headteacher reported that there is ongoing work to support the Friends group and develop a calendar of events.

Action 3: The Deputy Headteacher reported that she had met with Ms Else and took the decision to meet with Pupil Premium Plus families directly instead of issuing a survey for a more personal approach and feedback on the process had been positive.

Action 4: Ms Mitchell had completed Exclusion's training.

Action 5: The Chair had circulated the NGA Vice Chair role descriptor.

Action 6: The Cyber Security training link was circulated.

Action: SBM to confirm that all governors had completed cyber security training and provided a certificate. SBM

Action 7: Action to be carried over to the January meeting.

Action 8: The governor visit schedule was circulated. The Headteacher thanked governors for their visits.

Action 9: The training links were circulated.

Action 10: It was confirmed that the Knavesmire Family Tree had been updated and governors who had not provided a photograph would be contacted.

4. The Big Idea

The Headteacher presented an update on the Big Idea approach and how it had evolved from the Knavesmire values and principles.

Challenge: A governor asked if the big idea concept was taught in other schools in the trust or unique to Knavesmire. The Headteacher explained that it is unique to Knavesmire but other schools will have a version of this and approach it differently.

A governor who was a parent provided feedback that the children understand the approach and are enthused by it.

Challenge: A governor highlighted the positive feedback from the Ofsted report noting the ambition for the children.

Challenge: A governor asked how supply teachers are supported in facilitating the Big Idea learning. The Headteacher explained that with the two-form entry structure a supply teacher would always have a permanent teacher alongside them. As a rule, supply staff enjoy the Big Idea approach and experiences had been positive and long-term supply tend to particularly embrace it.

The Deputy Headteacher added that the children can explain the Big Idea and have ownership over the process.

5. Ofsted Update

The Headteacher reported that the inspection was a rigorous process but the report was excellent and captured the school well. The school will always work hard to improve but school should be extremely proud of the achievement.

The Headteacher felt disappointment with the timing of the report being published and the difficult staffing announcements which had meant the Ofsted outcome was not celebrated as it should have been.

A governor highlighted the national picture of retaining an outstanding judgement and congratulated the leadership team and school.

The Headteacher made governors aware that he had been supported by the CEO and Director of Personal Development. Ms Mitchell added that Subject Leaders were able to talk as experts.

The SBM recorded thanks to the admin team, many who are new, who were a great help in supporting the inspection process.

The Vice Chair thanked governors for their input to the governor Ofsted meeting.

6. Finance Update

Monitoring Report (previously circulated)

The Headteacher noted that there are some inaccuracies being queried including expected carry forward and support staff back pay coming from last year's budget.

The Headteacher made governors aware that the budget forecasts a £78k deficit, which was not projected in the summer, a result of unfunded pay uplifts. Risks to the budget include energy, food costs and supply staff.

The biggest challenge for staffing was office positions but following recruitment admin was now fully staffed.

Challenge: A governor asked if there were plans to increase charges for school meals in response to food cost inflation. The Headteacher explained that the charge was increased in September and suggested the need for a period of monitoring to then consider all options as he would not want to pass on costs to parents.

Challenge: A governor asked if there was the possibility to work across the Trust to reduce the impact of rising food costs. The Headteacher explained that was being done where possible given the contracts in place. The Headteacher highlighted that there is a good team in the kitchen.

Challenge: A governor asked how much of the food budget was invested locally. The Headteacher confirmed that it is completely local through Millers, the local butchers and fruit and veg store. Governors supported maintaining the local link.

Challenge: A governor asked if there had been any detail from the autumn statement and how the money for the DfE would filter down. The Headteacher confirmed it was not yet clear and would be discussed at the MAT leadership meeting.

Challenge: A governor asked if any of the budget was for separate initiatives through conditional funding. The Headteacher confirmed not, and that government grants and Pupil Premium are done annually.

The Headteacher explained that the staffing structure was agreed based on the budget standing and that actions have been requested based on future budgets when years two and three have historically not been correct and have delivered a good budget position so had challenged back with the MAT and the CFO is investigating.

Challenge: A governor asked if there had been a change in school meal take up since raising prices. The SBM reported that more income had been generated than expected and could confirm pupil numbers if needed.

Action: SBM to confirm funding included in government grants and how phased.

SBM

Staffing Update

The SBM, Mr Bentley and Mrs Gould left the meeting at 7.35pm.

The Headteacher updated governors on the Trust work to move 52-week teaching assistant contracts to term time contracts to deliver financial savings and address an inequality across teaching assistant roles. There are eight staff impacted at Knavesmire in level three posts. The move to term time contracts does not deliver a significant saving to the Knavesmire budget and has impacted staff morale.

The Headteacher explained that there was a conscious decision to staff to the needs of the school based on budget projections and recognised that meant the percentage of budget spent on staffing was above the national benchmark. The SEN support also contributed to the percentage of costs on teaching assistants being above that benchmark. The Headteacher explained that 11 children have Education Health Care Plans and the maximum funding for each child is £5k against the cost of staffing per child of £25k.

The Headteacher explained that to deliver a non-deficit budget the staffing structure needs to revert to a core structure of one teacher per class and one teaching assistant per year group cohort. This would mean the loss of the additional teacher time in Year 6 and Year 4, a reduction in SENCO release time, removal of the cover teaching assistant post and the Deputy Headteacher covering release time. The Headteacher noted that leadership capacity would be impacted.

The Headteacher agreed with the strategic decision to address the changes in one go but made governors aware that morale is very low.

The Headteacher is uncomfortable taking significant staffing action based on financial numbers that historically have not been accurate.

The Headteacher had encouraged staff to engage with the consultation process.

The Headteacher recognised the difficult communication timings but explained that with the Scheme of Delegation this was a Trust level decision and staff needed to be told first and a HR process followed.

Challenge: A governor asked if the school could use reserves to have a softer approach to the additional teacher / HLTAs posts reduction. The Headteacher explained that is not an option due to the MAT reserve level and the DfE 5% reserve threshold.

Challenge: A governor asked if the MAT policy to the teaching assistant term time only decision could be challenged. The Headteacher explained that York is one of the last local authority to change the policy and standardise contracts. There is a question on whether staff are on the right teaching assistant level, and this has been raised and the MAT explained that job evaluation was a longer process, but the Headteacher felt they should be run as a priority.

Challenge: A governor asked for an update on the SENCO role. The Headteacher confirmed that it would be internally advertised as a 0.4 role but expected more release time would be needed up to 0.6.

Challenge: A governor asked if it is usual to appoint a SENCO internally and questioned not having someone to hit the ground running and with real expertise. The Headteacher recognised the risk and explained the complication of advertising externally while making redundancies and noted the risk that there may be no applications as was the case when other MAT schools advertised externally.

Challenge: A governor noted that there are people in school who have an interest in SEN and suggested that if needed they could be supported by a consultant and there would be MAT support through the Director of SEND who will bring significant expertise and put systems and processes in.

Challenge: The Headteacher confirmed that a SENCO can train on the job (regarding qualification).

Challenge: A governor asked what the impact of staffing changes had been on other schools in the MAT. The Headteacher explained that some schools will have restructures due to reducing pupil numbers, Millthorpe have already done some restructure work and York High School will be significantly impacted by the 52 week / term time contract work.

The trustee noted that the MAT as the employer needed to take a trust wide approach to have equality and address the historical issue of 52-week contracts for term time working and highlighted the significant budget deficit as a result of increasing costs and unfunded pay awards.

Mr Maitland joined the meeting at 8.05pm.

Challenge: A governor noted that the financial efficiency may be overridden by a loss of good will and suggested that the message had got out of control in the community.

Challenge: A governor noted that the Scheme of Delegation delegates the management of the school budget and asked if the LGB have the power to make up the difference of the 52 week / term time contract change to offer one year's grace to give staff time to manage the significant financial impact. The Headteacher agreed to pass the suggestion on to the CEO.

Challenge: A governor recognised the difficulty in timing but suggested the need to know the material impact of the autumn statement funding to the current and future years budget as the decision to make redundancies may be being made on inaccurate information that is relevant to the consultation.

The trustee explained that the Trust reacted to a central government position and tried to take the lowest level of impact approach. No trustee was comfortable with the decision they had to take.

The Headteacher noted that the local authority is looking at maintained schools in deficit in the same way.

Challenge: A governor suggested maximising income and making other savings / efficiencies before losing teaching staff should be done first and would expect that to be form part of the whole picture.

The trustee suggested that holding firm on values is important in uncertain times and the Finance and Audit Committee will include discussion on income generation balanced against supporting the community.

Challenge: A governor asked if there was any capacity in admin or non-staff expenditure areas. The Headteacher explained that the school is below benchmarking on admin so was assured there were no savings to be made.

Challenge: A governor noted surprise at the low level of EHCP funding and that it did not cover the teaching assistant salary. The Headteacher explained that the first 15 hours and lunch time support are funded by the school. Most bandings are for 20 hours so the school get one hour a day funding.

Challenge: A governor asked if there was any other funding support for children with additional needs. The Headteacher confirmed not and whilst the system does not encourage having SEN in school Knavesmire strives to remain inclusive.

Challenge: A governor asked how future communications would be managed. The Headteacher explained the need to follow trust direction on communications and recognised his communication with stakeholders should have been authorized at a Trust exec level.

Challenge: A governor suggested consideration to communication with children who may be hearing messages in the community.

The trustee informed governors that trustees did request strong and clear communication and will feedback to the Trust.

Challenge: A governor noted that individual governors had been getting questions and abuse for decisions taken by the MAT which was not comfortable. A governor noted that the Headteacher had articulated the message clearly and there is a need to have open communication with school stakeholders.

Challenge: A governor asked how they could pass on their views. The headteacher said this may be through the consultation process, but if not, a strategy for feedback would be communicated to governors as a priority.

Mr Bentley and Mrs Gould returned to the meeting at 8.30pm.

7. **School Development Plan** (previously circulated)

The Headteacher invited governor feedback / questions on the SDP documents in the meeting or by e mail.

8. **Personal Development** (previously circulated)

Ms Mitchell, Director of Personal Development, presented the Personal Development audit.

9. **Data Headlines**

IDSR (previously circulated)

The Headteacher presented the IDSR data for 2022 noting that he had already done analysis and identified strengths and development areas that aligned with the IDSR.

Pulse (previously circulated)

The Headteacher explained the Pulse weekly report and the BRAG process.

There will be Autumn term teacher assessment snapshots in the coming weeks which will be reported at the January meeting.

The Headteacher highlighted that Year 6 are 10% less on track than last year's Year 6.

Challenge: A governor asked if the Pulse report had created additional workload for the Headteacher. The Headteacher explained that the workload is currently greater due to the period of transition and working with two systems, but this will be reduced as they migrate to one and Arbor reports are set up. The Headteacher assured governors that it is a useful process, and he maintains an open dialogue with the CEO and the Headteachers are working collaboratively.

Challenge: A governor noted frustration with the way the MAT is currently operating, governors have a role that is defined in the constitution of the MAT and it feels that the MAT are ignoring that and heading towards a model that was not the aim when SB MAT was established. The Headteacher explained that the CEO's philosophy is that schools aren't told how to implement things and retain individuality. The MAT curriculum days have worked well and produced really good collaboration.

Challenge: A governor requested clarification on the role of the LGB and how it fits in the Trust. The headteacher said the CEO was aware of the need for clarity on this, and the pace of change has been a challenge. Trust work with this was planned.

10. Risk Record (previously circulated)

The Headteacher invited feedback and comment on the top five risks.

Challenge: A governor noted that the risk of potential impact of Ofsted and provision of safe spaces are risks that have been mitigated which suggested dynamic risk management and a sensible use of reserves.

11. Governor Business

Governor Impact Assessment / Self Review

Carried over to the January 2023 meeting.

Skills Audit

Carried over to the January 2023 meeting.

Action Plan (previously circulated)

Carried over to the January 2023 meeting.

Governor Visits Protocol, Schedule (previously circulated)

Carried over to the January 2023 meeting.

Training

Carried over to the January 2023 meeting.

12. MAT Update and Reports

There was no update in addition to the staffing discussion.

13. Premises / Health and Safety Report

Paperwork review was scheduled for 24th November 2022 and will be reported at the January 2023 meeting.

14. SEND Policy (previously circulated)

A governor noted that the policy should read 'many looked after children have SEND', that the term Asperger's syndrome is no longer used, and the policy should make it clear on how parents develop a support plan in collaboration with school.

The Headteacher explained that the new Director of SEND will provide guidance on the direction of my Support Plans and provide guidance on policies.

Challenge: A governor suggested consideration of how the pupil policy is delivered in an accessible way for children.

Challenge A governor asked if the term SEND should be used throughout a policy aimed at children. The Headteacher agreed to seek opinion on the balance between sensitivity and being transparent.

Challenge: A governor questioned the purpose of the pupil policy and suggested a social story may be more appropriate.

It was agreed for the SEND Policies and presentation to be included on a summer term agenda.

15. Any Other Business

Action: Headteacher to confirm where / how governors should direct parents if approached on the staffing issued. HT

16. Items for Next Meeting

- Autumn term teacher assessments.
- H&S paperwork review.
- Governor impact assessment / self-review.
- Skills audit.
- Action plan.
- Governor visits protocol / schedule.
- Governor training.

SEND Policies and presentation on a summer term agenda.

17. Future meeting dates (previously circulated)

- 23rd January 2023
- 20th March 2023
- 15th May 2023
- 26th June 2023

The meeting closed at 9.10pm

Chair
Date

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

Action	Item	Responsibility	Timescale
1. Review lettings charges	4 (27.06.22)	Finance Manager	January 2023 Summer 2023
2. Vanessa Huws Jones and Kay Roantree to complete Safer Recruitment training.	10 (27.06.22)	V Huws-Jones K Roantree	July 2022
3. Chair to complete a draft governor impact assessment / self-review response.	15 (22.09.22)	Chair	November 2022

4.	SBM to confirm that all governors had completed cyber security training and provided a certificate.	3	SBM	December 2022
5.	SBM to confirm funding included in government grants and how phased.	6	SBM	December 2022
6.	Headteacher to confirm where / how governors should direct parents if approached on the staffing issued.	15	Headteacher	December 2022

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