

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body - Virtual Meeting
On Monday 22nd November 2021 at 6.30pm

Present: Mr P Bentley, Mr D Borlase (Chair), Mr A Cooper (Headteacher), Mr S Downes, Ms O Else, Mrs A Gaines, Mrs R Hughes,

In Attendance: Mrs R Shearer, Mrs S Triffitt (Clerk)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting.

Apologies were accepted from Ms J Mitchell, Dr D O'Brien and Mr J Maitland. The Head of School and SBM had also provided apologies.

Governors completed their business interest forms.

2. Agenda Summary

The Chair reminded governors of the School Aims and encouraged governors to live those aims through the meeting which would have a focus on recovery and being Ofsted ready.

3. Minutes of the LGB meeting held on 27th September 2021 (previously circulated)

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

4. Matters Arising and Action Plan

Action 1: The Chair informed governors that an educational specialist was identified from the recent round of parent governor elections and the Vice Chair has developed governor promotion material to recruit non parent governors.

Resolution: Governors agreed Vanessa Huws Jones as a co-opted governor.

Action: Vice Chair to coordinate governors in promoting the governor recruitment advert.

AG

Action 2: The Head of School shared the School Development Plan staff leads as part of the agenda pack papers.

Action 3: Trips and visits were approved by e mail and included in the agenda pack.

Action 4: The Pay Committee meeting took place in line with Trust policy.

The Headteacher noted that there were no expressions of interest for Vice Chair / co Vice Chair.

5. Finance

Monitoring Report (previously circulated)

The Headteacher explained that the income deficit is linked to the phasing / timing of funding. The financial risks are around staffing for SEN children who don't yet have an EHCP and staff absence cover. The Teaching Assistants for Year 1 and Year 2 were appointed which will be in the budget as a deficit.

Challenge: A governor noted that the greatest variance other than agency staff was on staff development and asked what this was linked to. The Headteacher confirmed that the biggest cost on this expenditure line was staff flu jabs.

6. School Development Plan

2020-21 Evaluation (previously circulated)

Governors were happy with the model of evaluation and noted that it was an achievement to develop the non Covid related areas given the circumstances.

Governors / Staff Liaison Feedback

The Chair reminded governors of the expectation to make a link visit each term.

Mrs Gaines and Ms Else met with the Headteacher to look at the strategy of action plans and had a broad and varied conversation that included the parent voice process and communication.

Action: Governors to make contact with their link area staff lead.

Govs

SSE (previously circulated)

Challenge: A governor asked if there was a legal requirement to complete a self-evaluation. The Headteacher confirmed there is no legal requirement but Ofsted would expect to see one.

The Headteacher noted that the SSE was quality assured by an external consultant.

Governors felt the evaluation was a true reflection of the school and supported the outstanding self-assessment.

The Headteacher was confident in the embedded curriculum offering and made governors aware that as a historical outstanding school would expect an Ofsted visit soon.

Challenge: A governor noted that the SSE was an impressive document and asked if there would be any merit in sharing this with parents or publishing on the school website. It was agreed to consider what elements of the SSE would be of interest to parents as part of the next meeting agenda.

The Headteacher explained that the parent survey has highlighted that Reception, Year 1 and Year 2 parents feel disconnected from school and it is important to build this into the communication strategy as part of the school development action plan.

Staff and Parent Survey

The Headteacher tabled the staff and parent survey results.

There will be follow up with staff on the lower rated areas such as workload.

There was a low response rate to the parent survey with 131 parent responses from 420 children. The responses and comments have brought up areas for investigation and many link to areas of the SDP. Question / comment areas to address include progress, communication, homework, behaviour and bullying.

Challenge: A governor asked if there is comparison data across the MAT. The Headteacher confirmed that Headteachers have agreed to share this data.

Challenge: A governor suggested that governors should pull the comments that link to their SDP areas to inform link governor work.

Olivia Else left the meeting at 8pm.

A governor reflected that some of the feedback may be a reflection of general stress and anxiety in society.

7. Headteacher Report (previously circulated)

Challenge: A governor asked for an update on attendance. The Headteacher reported that attendance is tracking above national. Persistent absence is circa 20% (10% due to Covid absence) with 40% of Pupil Premium children falling into the PA category. There is ongoing monitoring of PA children to improve attendance.

8. Autumn Data (previously circulated)

Challenge: A governor noted that the Pupil Premium data is lower than all, with some significantly below. The Headteacher explained that Pupil Premium is a school priority and national standard has been set as a target for Pupil Premium. The numbers at Knavesmire are

often low and the school need to know the story behind each child and what support is being put in place. There will be Year 3 and Year 4 tracking data from Reception baseline to track progress.

Action: Pupil Premium Report to be provided at the January meeting to include baseline and progress data.

HT / HofS

The Headteacher noted that targets are aspirational and set as if Covid had not happened.

9. **Staffing**

The Headteacher informed governors that staffing is stretched due to Covid and other sickness and securing cover through supply agencies it difficult. There is an emergency York Schools and Academies Board meeting to discuss staff and pupil absence.

Two fixed term Teaching Assistants were appointed from a strong field and the Headteacher requested governor agreement to appoint a third Teaching Assistant to support with cover.

Resolution: Governors agreed a third fixed term appointment of a cover Teaching Assistant.

Challenge: A governor asked if there is benefit in sharing teachers across the MAT. The Headteacher explained that this had been looked into but currently everyone is stretched and there is no capacity at this stage.

10. **Pay Committee Feedback**

The Pay Committee had met in line with Trust policy, reviewed recommendations and looked at a cross section of staff.

11. **Staff and Parent Surveys**

Addressed earlier in the agenda.

12. **Premises / Health and Safety Report** (previously circulated)

There were two recommendations from the paperwork inspection and the Headteacher confirmed they had already been updated.

13. **Safeguarding Report and Action Plan** (previously circulated)

Challenge: A governor questioned if the Behaviour and Anti-bullying policies had been updated. The Headteacher confirmed that work is underway on overarching MAT policies and schools will have individual policies that sit under these.

The Headteacher reported that there had been a racist incident that will be recorded on the next report and will be recorded on CPOMS, this has been addressed and conversations had with the family of the child who was subject to the comment to ensure they feel supported.

14. **Risk Record** (previously circulated)

Governors reviewed the risk record and had no additions to make.

The Headteacher informed governors that the School House is vacant and quotes will be obtained and a business plan developed to meet the needs of additional space for SEN students as a priority.

15. **Policies**

There were no policies for review.

16. **MAT Update and Reports**

Governor Code of Conduct (previously circulated)

Resolution: Governors agreed to adopt, and in doing so abide by, the governor code of conduct.

17. **Governor Recruitment**

Discussed as part of the actions update.

18. Any Other Business

Wandle Letters and Sounds

Resolution: Governors had approved the cost for the adoption of Wandle Letters and Sounds by e mail to ensure government requirements are met.

Trips and Visits (previously circulated)

Resolution: Governors had approved the trips and visits by e mail.

Leadership

The Headteacher reported that leadership capacity is ok at the moment and he will maintain communication with the Chair.

MAT Update

The Headteacher reported that the merger consultation has closed and more information on the structure is being developed and will be shared with Heads and Chairs.

19. Items for Next Meeting

Parent Voice / Communication Strategy – incl. consider whether to share SSE or elements from it.

Pupil Premium Report

Safeguarding Report and Action Plan

20. Future meeting dates (previously circulated)

24th January 2022

21st March 2022

The meeting closed at 8.50pm

Mr David Borlase
Chair

Date

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Body, 22nd November 2021**

Action	Item	Responsibility	Timescale
1. Vice Chair to coordinate governors in promoting the governor recruitment advert.	4	Abigail Gaines	Dec 2021
2. Governors to make contact with their link area staff lead.	6	Governors	Jan 2022
3. Pupil Premium Report to be provided at the January meeting to include baseline and progress data.	8	Head of School / Headteacher	Jan 2022