

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Thursday 22nd September 2022 at 6.30pm

Present: Mr E Thomas (Chair), Mr A Cooper (Headteacher), Mr J Cunningham, Ms O Else, Ms J Gray, Ms V Huws-Jones, Mr J Maitland, Mrs J Mitchell, Dr O'Brien, 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 introductions were made.

Apologies were received and accepted from Mrs A Gaines, Mr J Hodgeon and Mr P Bentley. Ms J Gray had notified the chair that she would be late. Mrs R Gould and the Finance Manager had also provided apologies.

Governors were provided with business interest forms to complete.

2. Nomination of Chair and Vice Chair

Mr Thomas notified the LGB that he would be happy to stand as Chair until January 2023.

Resolution: Mr Thomas left the meeting and was unanimously elected as Chair of Governors for a term of one year (or until he stepped down). Mr Thomas returned to the meeting.

Resolution: Ms Huws Jones left the meeting. Mrs Gaines and Ms Huws Jones were unanimously elected as co Vice Chairs for a term of one year. Ms Huws Jones returned to the meeting.

The Chair encouraged governors to consider the Vice Chair post for future succession planning.

Action: Chair to circulate details of the Vice Chair role.

Chair

3. Minutes of the LGB meeting held on 27th June 2022 (previously circulated)

It was clarified that the Pupil Premium link visit and report was focused on Pupil Premium Plus and should be updated in the minutes.

Subject to the agreed amend the minutes were agreed as a true and accurate record of the meeting and were approved.

4. Matters Arising and Action Plan

Action 1: It was confirmed that gender split and SEND data did form part of the end of year data analysis and was included in the agenda pack.

Action 2: Trips split by year group was included in the agenda pack.

Action 3: Action due for January 2023.

Action 4: The Headteacher reported that as a result of Mr Bentley's hard work and community relations skills sports day was able to go ahead on the Hamilton Panthers field. Governors who attended reported on a really good event.

Action 5: The Headteacher is meeting with Friends on 23rd September 2022 and will share the calendar of events with parents and governors.

Action 6: The Headteacher explained that the personal development survey is part of internal assessment and was shared with Mrs Mitchell as a governor and through her role in the Trust. The Headteacher was confident that there is a clear plan of how to assess personal development. Mrs Mitchell reported that there is a very strong provision and way of assessing with a couple of items identified for further action.

Action 7: The Headteacher confirmed that the Pupil Premium Plus Parent Survey is drafted and will be issued this half term with results to be included in the November agenda pack.

Action 8: Cyber Security Training action ongoing. The Chair explained that the training is a condition of insurance.

Action 9: Action ongoing.

Action: Circulate cyber security training link to governors who still need to complete it.

Clerk

It was agreed to include the Governor Skills Audit on the November meeting agenda.

The Headteacher shared the Ofsted Readiness Dashboard with governors.

The Chair shared the Weekly Pulse template that the Headteacher will complete weekly for the CEO.

Mrs Else left the meeting at 6.56pm.

5. Update from Strategy Meeting

The Chair reported that governors received a thorough presentation of the results and brainstormed potential areas for the School Development Plan:

- Governor development
- Communications
- Staff wellbeing and mental health
- Student wellbeing and mental health
- SEND
- Pupil Premium and Pupil Premium Plus
- Writing (particularly more able)
- Middle leaders

It was noted that a number of the priorities discussed fed through to the SDP and others will be covered within the priorities.

6. Finance Update

Monitoring Report (previously circulated)

The Headteacher reported that the budget delivered a greater reserve than projected, despite being £35k over for the year, which increases the reserves to circa £200k. The Headteacher explained the difficulty in releasing the reserve funding due to the MAT reserve level.

Challenge: A governor questioned if there was a flaw in the budget tracking and phasing through the year as there has regularly been a positive discrepancy in the expected year end outturn / reserve and may result in the school taking action that is not needed and not spending the money it should on the children at school in that year. The Headteacher explained that the income was higher due to SEND funding and the Interim Trust Principal role, but he is asking for support from the CFO and CEO to ensure accurate in year tracking.

The Headteacher informed governors that the unfunded staff pay awards will impact the budget by £80k so schools are being asked to review the budget closely including a rigorous review of staffing for this year. The Headteacher explained that the staff contact ratio is higher than the national benchmark as school was staffed to what it could afford.

School House Costs

The Headteacher reported that the School House project is tracking to complete at £80k (budget was £90k).

7. Data Headlines (previously circulated)

The Headteacher reported that progress data is strong, in the top 5% of the country, Writing is in the middle 20% and Maths in the top 20% but noted that the data at this time is unvalidated.

The School Development Plan includes Writing for the more able as this was further behind other subjects.

SEND, Pupil Premium and vulnerable groups are making sound progress.

There are no strong gender trends other than the more able in Maths tend to be boys so girls will be targeted in this subject.

A governor congratulated the school on the very strong results particularly given the context of the last couple of years and thanked the Headteacher for the quality in-depth analysis.

Challenge: A governor asked what Ofsted category would fit the data. The Headteacher felt that the whole set of data should be outstanding particularly given the vulnerable KS2 cohort.

Challenge: A governor asked how the SEND cohort tracked. The Headteacher explained that the tracking of SEND children can be incremental and include other successes outside of attainment data to build on life chances but there are case studies in place to evidence individual progress.

Challenge: A governor suggested tracking children who didn't pass their Phonics screening in Year 1 and Year 2 to see other elements they may not attain through school and correlations across groups i.e., Pupil Premium. The Headteacher confirmed that information is available for SEND and cross over with Pupil Premium, able or less able and case studies provide this information on an individual level with attainment. For disadvantaged this is tracked from Early Years through primary school and also where possible tracks to GCSE at Millthorpe to see who achieved 7+.

Ms J Gray joined the meeting at 7.22pm.

8. School Development Plan (previously circulated)

2021-22 Review (previously circulated)

The Deputy Headteacher reported that the amber rated items linked to cross MAT working were impacted by circumstances. Options for mental health training were investigated but the hours out of classroom would not have been sustainable in a recovery year.

Challenge: A governor noted that the mental health practitioner training had received good feedback and asked if this was still an option. The Deputy Headteacher explained that it is not off the agenda and will liaise with staff in the Trust who have completed it to understand the value and impact.

Challenge: A governor noted the Writing focus of sentence types, but that vocabulary was highlighted in the Writing curriculum presentation. The Headteacher explained the need to structure and use the right sentence type as a skill in the same way as learning times tables. The vocabulary need was identified after the plan was started. The Headteacher noted that Writing is a key area of focus nationally.

A governor congratulated the school on the good work that has happened in a difficult year.

2022-23 (previously circulated)

Governors reviewed the four priority headlines and plans and the Headteacher invited feedback.

Challenge: A governor asked if middle leaders have indicated what they would find useful to build on the work done last year. The Headteacher explained that this will be a consolidation year to embed, and stretch, the work done. There is continuous conversation and middle leaders are doing really good work to maintain momentum in their knowledge of subjects.

Challenge: Governors recognized the responsibility of subject leaders and noted the importance of them being supported so they can be as secure and confident as they can be.

Resolution: Governors approved the 2022-23 School Development Plan with the four key areas of improvement.

9. Targets (previously circulated)

The Headteacher noted that the targets were set by the CEO, they are ambitious targets but the school will aim to achieve them.

The Headteacher explained that the 90% benchmark has been set by government and greater depth set by the Trust to be aspirational based on cohort baseline. The 90% target is not enough for some Knavesmire children so we will continue to challenge those that can achieve more.

Challenge: A governor asked if there is a danger to staff morale of setting unattainable targets. The Headteacher explained that he has an open conversation with staff and gives the message that they are school targets and staff are in it together.

Challenge: A governor requested that governors are informed if the targets start to impact staff mental wellbeing.

10. B11 Report (previously circulated)

The Headteacher confirmed that feedback from the link governor on History around diversity and the gap in chronology was actioned with activities in place to support an understanding of chronology.

The review was a useful experience and provided actions to fine tune and push for outstanding.

The Headteacher explained that he took the decision to remove sketchbooks but as a result of the review they have been reintroduced with an enthused staff session from the subject leader.

11. Attendance – Graduated Response, Strategies and Impact (previously circulated)

The Headteacher explained that the same process is in place for vulnerable pupils but with more conversation to understand the barriers.

12. Headteacher Report (previously circulated)

The Headteacher explained the difficulty in recruiting to Teaching Assistant positions across the sector.

Challenge: Governors requested the staff absence data be in a summary report by staff category and number of staff hitting absence triggers.

Parent Survey Feedback (previously circulated)

Challenge: A governor noted that the survey data shows a real shift in a number of areas and identifies a couple of strands for further investigation.

In response to a governor the Headteacher confirmed that the survey was anonymous with no e mail contact taken.

Challenge: A governor noted the strongly disagree and disagree responses to the ‘my child feels safe’ question. The Headteacher explained that he was disappointed with these responses and would not want any child not feeling safe. Without being able to follow up on these response directly proactive actions have been implemented including having greater SLT presence around school to ensure behaviour, being clear on the leadership structure and following up with parent concerns.

The Headteacher explained that for the next survey he would want to be clear that if there is a negative response to let the Headteacher know so it can be followed up / action taken.

Challenge: A governor noted that there were two incidents of bullying reported but there were disagree responses to the ‘school deals effectively with bullying’ responses.

13. Safeguarding Report (previously circulated)

The Deputy Headteacher reported that the Child Protection Policy is now on the school website and the SEND policy will come to the next LGB.

14. Trips (previously circulated)

Resolution: Governors approved the trips.

In response to a governor the Headteacher confirmed that Key Stage 1 children walk for local trips where they can.

15. Governor Business

Governor Impact Assessment / Self Review (previously circulated)

Action: Chair to complete a draft governor impact assessment / self-review response.

Chair

Action Plan

The Chair had drafted a Governor Action Plan which will be presented at the next meeting.

Headlines include:

- Recruitment and induction
- Training (Ofsted) – drafting answers to Ofsted questions and hold a meeting to review
- Link roles
- Succession planning
- Communications / visibility

Governor Visits Protocol, Schedule and Form (previously circulated)

Resolution: Governors agreed the visits protocol, schedule and visit form and the Chair recorded thanks to Ms Huws Jones for the work done developing the system and documents.

Resolution: Link roles were agreed as:

Safeguarding – Kay Roantree

SEND– Jon Hodgeon

Recovery – Paula Webster / Joe Maitland

Vulnerable & Pupil Premium – Olivia Else / David O’Brien

Curriculum & Personal Development – Jennifer Mitchell / Jackie Gray

Leadership & Management – Abigail Gaines / John Cunningham

Resolution: Governors agreed to make at least two school visits per year, with the first one being before Christmas. Mrs Gould is keen to support getting the visit plan right for governors and staff.

Action: Ms Huws Jones to circulate the governor visit schedule and governors to confirm a visit date by 30th September 2022.

VHJ

Governor Visit Reports

Library (previously circulated)

The Deputy Headteacher reported that Reading Cloud has been reviewed and it was felt that the system works for the school and delivers a lot for a large number of children.

PE (previously circulated)

There were no questions on the report.

SEND x 2 (previously circulated)

The Deputy Headteacher explained that the school always aims to be outstanding and clarified that, as reflected in the B11 Report, the school is delivering well for SEND but there will always be areas for development around SEND as there is locally and nationally. The portfolio is an ongoing working document.

Ms Huws Jones highlighted that the governor visits policy makes it clear that draft reports should receive approval from the Headteacher and Deputy Headteacher before published to governors.

Training (previously circulated)

The Chair made governors aware of primary performance training on 3rd October 2022.

Action: Clerk to circulate the link for EDI training.

Clerk

16. MAT Update and Reports

Safeguarding and Health and Safety governors were asked to attend the Trust Safeguarding and Safety Group meeting.

17. Premises / Health and Safety Report

There was no update to record.

18. Any Other Business

Action: Governors were reminded to provide Mrs Gould with a photograph for the Knavesmire Tree by Friday 30th September.

Govs

19. Items for Next Meeting

SEND Policy

Pupil Premium Plus Parent Survey

Governor Skills Audit (David O'Brien)

Governor impact assessment / self-review (Chair)

Governor Action Plan (Chair)

20. Future meeting dates (previously circulated)

21st November 2022

23rd January 2023

20th March 2023

8th May 2023

26th June 2023

The meeting closed at 8.54pm

Chair

Date

| Action | Item | Responsibility | Timescale |
|---|------------------------|--|------------------|
| 1. Review lettings charges | 4 (27.06.22) | Finance Manager | January 2023 |
| 2. Share the Friends calendar at the start of next academic year. | 4 (27.06.22) | Headteacher | October 2022 |
| 3. School to run a Pupil Premium Plus Parent Survey and report back on the action plan at the Autumn 2 meeting. | 10 (27.06.22) | Headteacher | Autumn 2022 |
| 4. Jen Mitchell to complete Exclusion training. Vanessa Huws Jones and Kay Roantree to complete Safer Recruitment training. | 10 10 (27.06.22) | J Mitchell V Huws-Jones K Roantree | July 2022 |
| 5. Chair to circulate details of the Vice Chair role. | 2 | Chair | October 2022 |
| 6. Circulate cyber security training link to governors who still need to complete it. | 4 | Clerk | October 2022 |
| 7. Chair to complete a draft governor impact assessment / self-review response. | 15 | Chair | November 2022 |
| 8. Ms Huws Jones to circulate the governor visit schedule and governors to confirm a visit date by 30 th September 2022. | 15 | V Huws Jones Governors | October 2022 |
| 9. Circulate the link for EDI training. | 15 | Clerk | October 2022 |
| 10. Governors were reminded to provide Mrs Gould with a photograph for the Knavesmire Tree by Friday 30 th September. | 18 | KR, JC, JH, PW | October 2022 |