

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL**  
**Minutes of the meeting of the Full Local Governing Body**  
**On Monday 23<sup>rd</sup> January 2023 at 6.30pm**

**Present:** Mr A Cooper (Headteacher), Mr E Thomas (Chair), Mr J Cunningham, Mrs A Gaines, Mr J Hodgeon, Ms V Huws-Jones, Dr O'Brien, Ms K Roantree,

**In Attendance:** Mrs H Gibson (Deputy Headteacher), Mrs W Shreeve (Finance Manager), Mrs R Gould, 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, Ms P Webster, Ms J Gray, Mrs J Mitchell and Ms O Else.

Mr Bentley the staff governor had resigned and was no longer employed at the school. The Headteacher confirmed that a staff governor election process was underway.

**2. Election of Chair**

Ms Huws Jones left the meeting.

**Resolution:** Vanessa Huws Jones was unanimously elected as Chair of Governors.

Ms Huws Jones returned to the meeting and commenced chairing.

The Chair recorded thanks to Mr Thomas for his support to the LGB in the transition period.

**3. Minutes of the LGB meeting held on 21<sup>st</sup> November 2022 (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: Ongoing.

Action 2: Ms Huws Jones and Ms Roantree had completed Safer Recruitment training.

Action 3: The draft governor impact assessment / self-review response was included on the agenda.

Action 4: The SBM confirmed all governors had completed the cyber security training and the clerk updated the training record.

Action 5: The Finance Manager would provide an update on government grants as part of the finance agenda item.

Action 6: The action was confirmed as complete.

**5. Weekly Pulse (previously circulated)**

The Headteacher tabled the 16<sup>th</sup> January Pulse report (the 9<sup>th</sup> January report was previously circulated) and explained the information provided and that it would stand as the Headteacher Report going forward. The report is submitted to the CEO and Executive Team weekly.

The Headteacher noted that attendance is reporting at 94.8% which is above national average and moving in the right direction towards the pre covid attendance level target of 97%.

**Challenge:** A governor asked why predictions vary between the 9<sup>th</sup> January and 16<sup>th</sup> January report. The Headteacher explained that there had been clarification from the CEO that the data should be a prediction of what the children will get at the end of year and not on track data. The Reading, Writing, Maths on track was 56% whereas the end of year prediction would be in the 70%<sup>s</sup>.

The Headteacher explained the BRAG process and how the discussion focuses on what intervention would be put in place to move children on i.e. from amber to green.

The quality of education comments are informed by discussion with Phase Leaders.

**Challenge:** A governor asked how much time the report takes to complete. The Headteacher explained that the process is getting more efficient, and all the information is available but there is work to do on systems including a generated report through Arbor. The Headteacher confirmed that he was comfortable with the process and could see how it was useful for the Trust.

**Challenge:** A governor asked if the report had proved useful at school level. The Headteacher explained that the weekly attendance tracking by groups had provided earlier identification of areas for investigation.

**Challenge:** In response to governors the Headteacher confirmed that the CEO had provided the report template for completion and there had been open discussions on implementing and developing the process.

**Challenge:** A governor asked why the predictions were lower than target. The Headteacher explained that the school targets were driven by KS1 data and cohort context, but the CEO had set targets based on the government white paper on levelling up which has set a target of 90% of pupils to achieve the expected standard in Reading, Writing and Maths at the end of Key Stage 2 by 2030

**Challenge:** A governor questioned how targets not informed by context would help drive performance and where the trigger would be for the CEO to intervene / challenge. The Headteacher explained that the CEO would review the level of gap against the target and the trend towards this target.

**Challenge:** A governor suggested inviting the CEO to a governor meeting to understand how governors can work in a cohesive way with the CEO.

#### 6. **Autumn Checkpoint Data** (previously circulated)

The Headteacher talked governors through the data report and highlighted that the attitude to learning data expectation at Knavesmire is that all children are engaged with their learning. He had taken the decision not to report this for Reception or Nursery and noted the need to consider SEND and barriers to learning in this reporting.

**Challenge:** In response to a governor the Headteacher confirmed that the next checkpoint will be at Easter 2023 with an intermediate data capture for Year 6 in February 2023.

**Challenge:** In response to a governor the Headteacher confirmed that the Year 4 data is based on national curriculum expectations.

**Challenge:** A governor asked why there was no Year 6 Science data. The Headteacher explained that there had been a rigorous Writing moderation in Year 6 so the Science data was not available at the point of submission but that information was now available.

**Challenge:** In response to a governor the Headteacher confirmed there were no children in Year 2 in receipt of Pupil Premium.

The Headteacher asked governors if this new format gave them all the information they needed. Helpful suggestions were made and will be discussed further as part of a review of the previous Headteacher reporting format.

#### 7. **Staffing Update**

**Strike Action:** The Headteacher informed governors that an update e mail has been issued for the planned strike on 1<sup>st</sup> February 2023. The trust and school support all staff and their right for

industrial action but wanted to communicate with parents. The DfE guidance is for schools to open as best as they can for everyone using supply and SLT cover. There will be a picket line at school and staff will be supported in whatever they choose to do.

Staff have been asked if they plan to strike but they do not have to confirm. Based on information from staff and Early Years ratios the decision has been taken to close for Nursery and Reception and plan to open for Year 1 to Year 6, but pupil numbers and available staff will need to be reviewed on the day to ensure the safety of children.

The Headteacher explained that clarification on absence details and coding is being sought in the event that parents want to keep their child at home without impacting attendance data.

**Challenge:** A governor asked if the MAT view was as supportive as school. The Headteacher confirmed the MAT supports the right to withdraw labour and HR did a good job clarifying information for staff.

Teaching Assistant Level 3 contracts: The Headteacher reported that the work is ongoing. Unison engaged after consultation, so the trust extended the period for discussions. Unison is balloting for strikes of Teaching Assistants.

**Challenge:** In response to a governor the Headteacher confirmed that he did not know the timescales of the Unison ballot across the MAT but expected contracts to be issued soon.

**Challenge:** In response to a governor the Headteacher confirmed that children have not been impacted but there has been an impact to staff morale. No Teachings Assistants had tendered their resignation but the date for the signing of new contracts had not yet been reached.

The Headteacher summarised staffing structure changes:

- One HLTA position outside of the core staffing structure will be made redundant.
- Core structure is one teacher per class with PPA time.
- The additional teacher in Year 6 will be covering a maternity cover.
- The SENCO left and an internal appointment was made on 0.4 FTE.
- The Phase Leader cover moved to a Year 4 job share.
- A teacher requested voluntary redundancy on the last day of consultation and school was able to support them in this and their request not to work their notice period.

The Headteacher explained that by Easter he will be able to review the staffing structure and the future financial picture.

The Headteacher confirmed that any redundancy payment will come from school budget not the MAT budget.

**Challenge:** A governor asked if the MAT had fully explored redeployment across the trust to avoid the impact of redundancy costs. The Headteacher confirmed they did look at redeployment and maternity cover as part of the process.

## **8. Finance Update**

The Finance Manager updated governors on what funding was included in government grants as confirmed by the CFO:

- School supplementary grant announced August 2021 to cover increased NI costs.
- Covid Recovery Premium and Tutoring Grants (if not used this will need to be repaid).
- Nursery Teacher Pay and Pension Grant confirmed until March 2023.
- Pay and Pension Grant for teachers included in GAG funding from September 2022 (will be reflected in the revised budget).

- Mainstream School Additional Grant announced in Autumn from April 2023 will be reflected in the revised budget.

The Headteacher noted that there was a revised budget meeting with the CFO planned that week.

**Monitoring Report** (previously circulated)

The Headteacher reported that income had increased due to lagged SEN and Early Years funding and a growing Kids Club. Staffing costs were down but there was a budget impact from agency staff costs related to a long-term absence in addition to some additional supply.

**Challenge:** A governor noted that the costs related to school dinners had increased significantly more than the increase of school dinner income and requested a review of school dinner income and cost. The Finance Manager noted that costs of basic ingredients had significantly increased and explained that there was work being done across the MAT on reviewing costs.

**Challenge:** A governor asked if school dinner charges will need to be increased. The Headteacher explained that school dinner costs and income will be monitored this year and then reviewed.

The Finance Manager left the meeting at 7.52pm.

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

The Headteacher explained that the red in the RAG rated updated referred to items that were behind where they should be.

The Chair noted that the governance section on priority 4 was rated amber as it hadn't been covered in the previous meeting as hoped and would be addressed as part of the agenda discussion.

**Challenge:** A governor asked if given the unexpected nature of the year any priorities would have been different or actions within them would not be progressed. The Headteacher explained that the priorities would be the same, but some would be done in different ways, and he would have had staffing as a standalone priority.

**Challenge:** In response to a governor the Headteacher confirmed that staffing PPA cover as opposed to the Deputy Headteacher doing this would be dependent on the budget.

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

The Deputy Headteacher noted there are four children with a FEHA (Family Early Help Assessment).

The Director of SEND and Safeguarding will be undertaking an audit and mentoring the new SENCO. The link governor asked to attend on the date of the audit.

**Challenge:** A governor asked if the number of racist bullying incidents was normal. The Headteacher explained that this data can be sporadic and was related to small children, conversations are had with parents and the incidents were used as a learning opportunity and elements of Year 1 PSHE learning were identified to be brought forward earlier by half a term.

The Headteacher explained that anything beyond normal classroom behaviour is recorded by a member of staff on CPOMS and the Deputy Headteacher reviews CPOMS to ensure actions are followed up on.

The Deputy Headteacher explained that it will be useful for the Director of SEND and Safeguarding to review the approach to logging incidents, have oversight of data across all the schools in the MAT and be assured action is being taken.

Governors considered the Pulse as a replacement to the Headteachers Report and felt that it provided required information. Governors did suggest that staff absence data (YTD or term to date) and staff training would be useful.

**Challenge:** A governor suggested that, as non-teachers, it would be useful to understand the nuance between target and prediction.

**Action:** The Headteacher agreed to provide cohort contextualised autumn data and targets for the March 2023 meeting.

HT

## 11. Governor Business

**Governor Impact Assessment / Self Review** (previously circulated)

**Resolution:** Governors agreed the self-review for submission to the Trust Board.

**Skills Audit** (previously circulated)

Dr O'Brien presented a review of the skills audit noting that the areas of focus (governance experience, funding, budgets, legal and compliance) had already been addressed through time and training. It was agreed that there were no areas of significant concern and recommendations were included in the report.

Governors thanked Dr O'Brien for completing the exercise on behalf of the LGB.

**Action Plan** (previously circulated)

**Challenge:** The Chair asked governors for suggestions of actions to improve communication and visibility. Governors suggested representation at parents evening, a governor message through the school newsletter or a termly governor letter to parents, attendance at school events, ensuring the governor website section was up to date and finding a time to get to know staff.

The Deputy Headteacher confirmed that governors are always welcome to attend any school events.

The Chair emphasised the importance of a collaborative LGB for a shared voice.

**Governor Visits Protocol, Schedule**

**Safeguarding** (previously circulated)

There were no questions on the circulated link governor report.

**Curriculum Planning Days / Curriculum Intent – Maths** (previously circulated)

There were no questions on the circulated link governor report.

Mrs Gould updated governors on the recent History curriculum day. The Headteacher confirmed that the intent documents will be published on the Trust / school websites when all subject areas are complete.

**School Events** (tabled)

Circulated for information.

**Schedule**

The Chair reminded governors of the agreement to undertake two visits an academic year and reviewed the visit schedule noting reports were to follow from Mr Maitland and Ms Gray. Mr Hodgeon had another visit planned and will combine his previous visit report with the next one

Mr Thomas thanked governors for the impressive number of governor visits. The Chair agreed to update the schedule for the rest of the academic year.

**Training** (previously circulated)

Governors provided updates for the training tracker and were asked to inform the clerk and school office of any training completed on Educare.

**Terms of Office**

It was confirmed that Ms Mitchell had resigned as a governor. Governors recorded thanks to Ms Mitchell.

Dr O'Brien confirmed he would not be standing for reappointment. Governors recorded thanks to Dr O'Brien for his hard work, commitment to good governance and professional approach always in the best interest of the children over the thirteen years he had been a governor.

Mr Thomas was stepping down as interim Chair and governor. Governors recorded thanks to Mr Thomas for his hard work and commitment not only to Knavesmire but the wider Trust.

It was agreed not to recruit general governors at this time.

**12. MAT Update and Reports**

The Chair reported that a date for the MAT governance evening was being agreed and a Chairs meeting being scheduled.

**13. Premises / Health and Safety Report**

**Health & Safety Paperwork Review** (previously circulated)

The Headteacher confirmed there were no actions from the review.

Mr Maitland had attended the Safeguarding and Safety Working Group where there were introductions from the Director of SEND and Safeguarding and Director of Estates. The working group had been disbanded and it was confirmed that Health and Safety no longer needed to be a standing agenda item, but governors were encouraged to engage directors where required.

**14. Any Other Business**

There were no items for discussion under AOB.

**15. Items for Next Meeting**

Cohort contextualised autumn data and targets.

Summer term (May / June)

- SENCO update
- SEND Policies and presentation

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

20<sup>th</sup> March 2023

15<sup>th</sup> May 2023

26<sup>th</sup> June 2023

The meeting closed at 9pm

**Approved at LGB on 20<sup>th</sup> March 2023**

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Approval

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL**  
**Action Plan following the meeting of the Local Governing Board, 23<sup>rd</sup> January 2023**

Action	Item	Responsibility	Timescale
1. Review lettings charges	4 (27.06.22)	Finance Manager	Summer 2023
2. Provide cohort contextualised autumn data and targets.	10	Headteacher	March 2023
3. Visit Reports (JM, JH, JG) and updated governor schedule (VHJ) to be circulated.	11	Mr Maitland Mr Hodgeon Ms Gray Ms Huws Jones	March 2023

APPROVED