

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 24th January 2022 at 6.30pm

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

In Attendance: Mrs H Gibson (Head of School), Mrs W Shreeve, Mrs R Gould, Mrs S Triffitt (Clerk)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting with special mention to Ms Huws Jones the new governor.

The Head of School and Mrs Gould joined the meeting virtually.

Apologies were accepted from Mr Bentley.

There were no declarations of interest raised.

2. Agenda Summary

The Chair reminded governors of the School Aims and Knavesmire Characters and encouraged governors to live those aims through the meeting.

Operations Update

The Headteacher reported that managing staff absence is challenging with 14 staff off this week (10 with or connected to Covid), as these are spread across roles / areas of school it has been manageable with everyone doing a little bit more to support. There is a staged process for providing cover, firstly the Cover Supervisor, then supply, then using leader release time, the next stage would be to group classes and plan b education delivery, the final stage would be a move to virtual learning. Staff are working hard to ensure children can remain in school.

3. Minutes of the LGB meeting held on 22nd November 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: Mrs Gaines reported that the governor recruitment poster is being finalised and will be printed by the school.

Action 2: Governor link contact will be discussed as part of the SDP update.

Action 3: Pupil Premium Report is included in the agenda pack.

5. Finance

Monitoring Report (previously circulated)

The Headteacher noted that staffing expenditure has been impacted by the need to put supply in place to support children with SEN but no Educational Health Care Plan, the next report will also reflect supply for Covid related absences.

The Literacy Budget is £5k overspent due to the investment in the new Phonics scheme Little Wandle.

The training and development budget has been spent on first aid, Early Years, RQT, Subject Leader, SENCO and Ofsted deep dive training.

Challenge: A governor asked about the £29k deficit variance on A2 Other Government Grants income. The SBM explained that this is due to phasing and includes SEN funding from the LA

which has been delayed. The funding has been received for Early Years and will be reflected in the next monitoring report.

Challenge: A governor asked why there is a £16k positive variance on other income. The SBM explained that some of this will be due to phasing and is income for swimming and trips which will net off. This also includes some lettings and increased Nursery income but Kids Club income is expected to reduce.

Challenge: A governor noted that the B5 staffing line reports a £21k overspend before accounting for much of the Covid cover. The Headteacher explained that this reflects the TA support for SEN children who don't yet have an EHCP.

Challenge: A governor asked if the staffing deficit is likely to get worse. The Headteacher confirmed that it is likely the deficit will continue to grow even if an EHCP is in place as the school funds over half of any support requirements.

Challenge: A governor noted that most years the deficit is recovered by year end and asked if this is likely to happen this year. The Headteacher felt that this is a genuine deficit projection and would not want to take decisions that could have a negative impact on education when there is the reserves to support.

The Kids Club income has reduced, the numbers are high but need to recruit to ensure it is staffed so that places can be offered to all.

There are staffing costs of additional TA resource to support the years in need.

The apprentice for maternity cover has started.

Costs will be saved on the Headteacher being Interim Trust Principal over the summer term.

Revised Budget

The Headteacher reported that the revised budget needs to be submitted by February half term and will come to the next meeting.

School House Business Case (previously circulated)

The Headteacher confirmed that the reserve at 7% would still be above the 4% reserve target.

Challenge: A governor noted that the contingency differs between £10k and 10% and suggested it being £10k.

Challenge: A governor asked if the school house would be a MAT or Knavesmire asset. The Headteacher confirmed it would be a Knavesmire asset but if someone within the trust wanted to use it and it was free they could.

Challenge: A governor asked if the aspiration to complete for May would impact the running of the school. The Headteacher confirmed that the works can be managed with minimal impact to the school and a full risk assessment would be undertaken.

Challenge: A governor asked who will project manage the works and to be aware of any related costs. The Headteacher confirmed that the MAT central team will project manage. On site management will be dependent on who was successful in the tender.

Challenge: A governor asked if the intended use of the space was for all children or vulnerable groups. The Headteacher explained that it will be an extension of the school space for targeted work. At the moment there are some vulnerable children working at times outside of class and this would be an extra space for people to access who need it. It will more likely be accessed for SEN / PP but will be a space for all children at different points to use.

Challenge: In response to a governor the Headteacher confirmed the ground floor will be

accessible.

Resolution: Governors supported the school house project and use of reserves and recommended the proposal to be submitted to the Trust Board.

SBM left the meeting at 7.16pm.

6. School Development Plan

RAG Rated Update (previously circulated)

Governor SDP alignment was confirmed as:

1. Recovery– Simon Downes
2. Writing – Joe Maitland
3. Curriculum – David O’Brien
4. Educational Philosophies, Pedagogy and Good Practice – Dave Borlase
5. Quality of Education – Dave Borlase
6. Pupil Premium – Jen Mitchell / Olivia Else
7. Mental Health – Rebecca Hughes / Jen Mitchell
8. Communication - Abigail Gaines / Olivia Else

Governors / Staff Liaison Feedback

Mrs Gaines and Ms Else have an SEN meeting scheduled.

Ms Else and Mrs Mitchell have a PP meeting scheduled.

Mrs Gaines had met with the Head of School to discuss surveys and communication.

The Chair met with the Headteacher and Head of School and reviewed the performance data, looked at philosophy and ethos and being Ofsted ready. The Chair noted that the learning and knowledge journey is a strength of the school.

The Chair asked governors to make contact with their link staff member and offered support for any governor who wanted it.

Challenge: A governor asked about Ofsted readiness. The Headteacher informed governors that the MAT is arranging Ofsted training and noted that the self-evaluation document in the last meeting pack is a key element of governors being prepared for Ofsted.

School Improvement

The Headteacher updated governors on the work done on school improvement.

Safeguarding – the Headteacher noted that all staff, including Kids Club, have access to CPOMS and the Head of School is copied into all entries to moderate and ensure consistent accurate reporting.

Challenge: In response to a governors the Headteacher confirmed that staff have had CPOMs training.

Reading – there is a consistent approach and a DfE registered Phonics scheme.

Challenge: A governor asked for a Reading update at a future meeting.

Knowledge / Big Idea Principles – the Headteacher explained that substantive and disciplinary knowledge and Renzulli’s three ringed model are integral to the curriculum delivery. Subject leaders have details of the substantive and disciplinary knowledge areas for their subjects.

Assessment – the Headteacher presented the classroom assessments plan which is in place for core and foundation subjects and the principles for assessment to ensure effectiveness and efficiency of the process.

Challenge: A governor emphasised the importance of governors knowing and being able to articulate this information and using it to inform link meetings / discussion and to see the plan in practice and the impact it delivers.

Challenge: A governor asked if the subject leaders decide the assessment area or if there are set elements for each subject area each year or a focus of the year. The Headteacher explained that it depends on what the subject leader needs but felt that there should be some consistency to enable comparison. Some subjects would be more coverage based.

Challenge: A governor asked if there are any concerns around staff subject knowledge. The Headteacher explained that they work in teams so they have people to work alongside. The staff are enthusiastic no matter their subject and they work with peers as part of MAT and wider networks. The vulnerability is not subject knowledge but being able to communicate to an Ofsted Inspector. Role play exercises are being used to empower the leaders to communicate the messages of their areas.

7. Parent Voice / Communication Strategy (previously circulated)

Challenge: A governor asked what action is being taken on the homework feedback. The Headteacher explained that the feedback is being pulled together to inform a Homework Policy that will be on the next agenda.

Challenge: A governor noted that it is good to give the opportunity for parents to engage but there was a small proportion of responses.

Challenge: A governor noted that the requirement to put an e mail address may be off putting to parents. The Headteacher confirmed that it should have been issued without the requirement to put an e mail address.

Challenge: A governor noted that the slight majority of responses were from KS1.

Challenge: A governor suggested that governors need to communicate clearly what they do and who they are. Governors suggested this could be done through newsletters, website, parents evening attendance, an annual governors parents evening. The Headteacher noted that the new scheme of delegation will give clarity and provide an opportunity to articulate the governor role to parents.

8. Headteacher Report (previously circulated)

Challenge: A governor asked if any staff have reached absence trigger points and if the trigger points have been revised with Covid. The Headteacher confirmed that staff have reached trigger points through normal triggers and Covid was taken out of it, NYCC HR support provides clarity to escalation.

Challenge: A governor asked if the mini bus passed the MOT and with the lease coming to an end has there been a value for money assessment. The Headteacher confirmed the mini bus did pass the MOT and that the mini bus will form part of the revised budget discussion on the next agenda.

Governors noted that the Friends group had been very active and the new membership was positive.

Governors recorded thanks to the Head of School for the detailed report.

9. Autumn Data (previously circulated)

All Pupils (previously circulated)

The Headteacher talked governors through the Autumn 2 on track data.

Challenge: A governor asked if the Headteacher was happy with the data. The Headteacher noted that Year 1 areas are lower than expected but have put in place additional TA resource. Overall

the data is higher than expected at this stage but there is lots of need and different priorities and there is no quick fix. The work is focused on getting the children to their next transition point as best they can.

Challenge: A governor asked about the level of Covid Catch Up funding, The Headteacher explained that the funding is low as the school have lower numbers of Pupil Premium. Given the low numbers Pupil Premium funding goes towards the Pupil Premium strategy but is not enough to cover all costs.

Challenge: In response to a governor the Headteacher confirmed the next data point for Year 6 will be February and the wider school before Easter.

Pupil Premium (previously circulated)

The Chair reported that he had robust Pupil Premium discussion with the Headteacher and the Headteacher has pulled together the PP cohort as one data group for effective monitoring. The Pupil Premium progress is reporting stronger than attainment.

Challenge: A governor noted the vulnerable cohorts of Years 3, 4 and 6 and asked if these have higher numbers of PP. The Headteacher explained that:

- Year 6 have been tracked through school as a vulnerable cohort and additional staff were put in place given the expectations. The Headteacher explained that having a higher number of Pupil Premium does not always equate to a vulnerable cohort at Knavesmire but the Year 6 cohort do have lower performing PP children.
- Year 4 had additional staffing to preempt the impact of the disrupted staffing they have had and as a cohort they had high Early Years data.
- Year 3 have a high number of EHCP children and had an additional TA to follow the cohort through school and support the lower layer of SEN need and provide consistent cover for any 1:1 TA absences.
- Year 2 had an additional TA as it was felt this cohort needed more resource.

Challenge: A governor asked for the tracking of the children who are both PP and SEND to be discussed at the next link meeting.

Challenge: A governor asked why 100% of PP children in Year 4 are reporting on track. The Headteacher explained that it was due to the profile of the children and different starting points. Given the low numbers the PP children are monitored on an individual basis.

The Headteacher noted the need to investigate how to articulate the progress journey for SEN.

Challenge: A governor noted that the strategy statement and class data have different PP totals.

Pupil Premium Report / Strategy Statement (previously circulated)

Challenge: A governor asked if there are eligible families not accessing the funding they are entitled to. The Headteacher explained that there will be some but there are more families just above the cutoff point. A deprivation school profile survey has been undertaken and there are Knavesmire families who live in low Idaci deprivation areas.

The Head of School noted that there are case studies for each Pupil Premium child and tracking documents.

Challenge: A governor asked if the Pupil Premium tracking documents are embedded. The Head of School confirmed they are in place for each child and Ms Copping can access the school data and is offered release time.

Challenge: A governor noted that the strategy document reads really well, is clear and anticipates

the questions you would want to ask.

10. **Staffing**

The Headteacher informed governors that there are two flexible working requests and in line with the policy the decision sits at school leaders level and governors role is to be available for potential appeals.

There are maternity cover positions to be recruited to.

A disciplinary hearing is being scheduled.

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

There was no update to report.

Challenge: The link governor asked to be informed when the next walk round is scheduled.

School House Project (previously circulated)

Discussed earlier in the agenda.

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

Resolution: Jennifer Mitchell was agreed as the named safeguarding governor.

Challenge: A governor asked when the anti-bullying and PSHE policies will come to governors. The Headteacher confirmed they will be on the next agenda.

Challenge: A governor noted surprise that given the number of persistent absences there is only one FEHA. The Headteacher explained that families drop in and out of the FEHA process and some have escalated to Child in Need. There are more families at the higher level than pre Covid. A governor noted that the FEHA is a voluntary process so some may choose not to engage.

Ms Else left the meeting at 8.55pm.

The Headteacher reported that attendance is better than national but there is no national data for persistent absence. When those with Covid related absences are removed the PA data is a lot lower and there is tracking of those in PA who are in receipt of Pupil Premium.

Challenge: A governor asked if there is a central attendance worker for the MAT. The Headteacher confirmed not and there is a need for a consistent MIS system across the schools. The Trust Principal does a trust wide termly report.

13. **Policies**

There were no policies for review.

14. **MAT Update and Reports**

The Headteacher reported that the decision was taken not to progress the merger, with the CofE Articles of Association being a significant red line. The process involved a significant amount of work but has informed work that needed to be done around the scheme of delegation and structure in the Trust.

A CEO/TP recruitment working party has been established with the aim to recruit for a September start. Knavesmire September staffing will need to be discussed with the Headteacher returning and the leadership structure around that.

15. **Governor Recruitment**

Recruitment

Discussed earlier in the meeting.

Training (previously circulated)

Action: Clerk to circulate Educare link and the title of the Child Protection training module.

Clerk

Action: Clerk to ask Mr Thomas to run a MAT governance session on Zoom.

Clerk

Action: Clerk to send the Chair the Exclusion and Accountability Measures training links.

Clerk

Action: Clerk to check the Safeguarding training requirements.

Clerk

Action: Trust Principal to deliver a MAT Finance training session.

TP

The Chair and Mrs Hughes had completed the Child Protection training.

16. Any Other Business

Resolution: Governors agreed the 2022/23 training days:

5th September 22

3rd January 23

3rd March 23

24th and 25th July

17. Items for Next Meeting

Link visits – SEN, PP

Homework Policy

Anti-bullying Policy

PSHE Policy

Year 6 data

H&S

Reading presentation by staff lead

Revised budget (mini bus)

18. Future meeting dates (previously circulated)

21st March 2022

16th May 2022

27th June 2022

11th July 2022 - Strategy

The meeting closed at 9.18pm

Mr David Borlase
Chair

Date

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Body, 24th January 2022**

Action	Item	Responsibility	Timescale
1. Vice Chair to coordinate governors in promoting the governor recruitment advert.	4 (22.11.21)	Abigail Gaines	Dec 2021
2. - Circulate Educare link and the title of the Child Protection training module. - Ask Mr Thomas to run a MAT governance session on Zoom. - Send the Chair the Exclusion and Accountability Measures training links. - Check the Safeguarding training requirements.	15	Clerk	Feb 2022
3. Trust Principal to deliver a MAT Finance training session.	15	Headteacher	Mar 2022