

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 25th September 2023 at 5.30pm

Present: Mr A Cooper (Headteacher), Ms O Else, Mrs A Gaines, Ms J Gray, Mr J Hodgeon, V Huws-Jones (Chair), Mr J Maitland,

In Attendance: Mr G Gardiner (Deputy Headteacher), Ms Clare Hardy (Teacher), Mrs W Shreeve (Finance Manager), Mrs S Triffitt (Clerk)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting. Governors completed their declarations of interest forms.

Apologies were received and accepted for Mrs R Gould and Mrs K Roantree.

The Chair informed governors that Mr Cunningham had resigned from his role as a governor, governors recorded thanks to Mr Cunningham.

2. Chair Appointment

Resolution: Vanessa Huws Jones was recommended for Trust Board approval as Chair of Governors. (nominated by Ms Else, seconded by Mr Maitland).

Resolution: Abigail Gaines was recommended for Trust Board approval as Vice Chair.

The Chair emphasised the need to develop succession planning for leadership of the LGB.

3. Minutes of the LGB meeting held on 26th June 2023 (previously circulated)

Subject to the minutes being corrected to reflect that Ms Gray 'would be' arranging a link visit they were agreed as a true and accurate record of the meeting and were approved.

Matters Arising and Action Plan

Action 1: The Lettings Procedure was included as part of the agenda.

Action 2: The SEND Policy and Report was circulated to governors.

Action 3: The SATs results were circulated.

Action 4: Ongoing. The action was allocated to the Finance Manager.

Action 5: A charges increase communication was issued.

Action 6: The Governor Newsletter had been issued.

Action 7: The CFO confirmed the Trust risk record could be shared once the new software, which would produce the risk document, was implemented. The SBM confirmed that the new software had not yet been rolled out.

Action: Finance Manager to request the Trust Top Risks to share with governors.

FM

Action 8: Visit reports were included on the agenda.

4. Finance Update

Lettings Procedure (previously circulated)

The Finance Manager explained that the draft policy was produced by the Director of Estates and charges included are suggestions based on market information.

The Finance Manager confirmed that the current charge was £5 per hour with an additional after school hours charge of £15 to cover caretaker costs. The Headteacher explained that these charges are offered to ensure opportunities for Knavesmire children and the local community and on the understanding that any financial benefit is reflected in the service charge.

The Headteacher asked governor views of whether letting costs should be raised given increasing costs on the premises.

Governors suggested the need to consider:

- If those using the premises have raised their charges.
- Due diligence that the charges are reasonable for the type of premises.
- If there was a need to offer the same rate to new users compared to those on historical agreements.
- Potential of a gradual increase.
- Option for an additional charge per person / child attending.
- How rates compare locally.

Challenge: Governors challenged the proposed charges that seemed significantly beyond what would be reasonable for the classes that run on the school premises.

Action: Finance Manager to discuss governor feedback on the letting charges with the Director of **FM** Estates.

Monitoring Report (tabled)

The Headteacher reported that the projected £120k deficit position improved to £77k. Income was in a £70k improved position (including from Kids Club and dinners). SEN funding was lower than projected and agency staffing deficit contributed to the overall £40k staffing deficit. Additional costs were seen from electricity (£29k), redundancy (£37k) and food costs. The Trip deficit was balanced with additional funds reducing the overall deficit to £5k.

Challenge: A governor asked if the loss of the Higher-Level Teaching Assistant impacted supply costs. The Headteacher confirmed that the loss of a HLTA / cover supervisor role had meant the need to spend additional budget on supply staff.

The Headteacher highlighted the difficulty in recruiting to Midday Supervisor Assistants vacancies.

The Finance Manager left the meeting at 6.07pm.

5. Headteacher Report / Weekly Pulse (previously circulated)

The Headteacher informed governors that the BRAG process was being undertaken this week.

The Headteacher noted the pupil movement with 15 children leaving over the summer due to relocations with a majority of spaces already filled. The Deputy Headteacher confirmed there were five spaces across Year 3 and Year 4.

Challenge: A governor asked if the spaces were being advertised. The Headteacher confirmed that if spaces remain after confirming with CYC that no child is waiting on a place then the spaces will be advertised.

Challenge: A governor asked what the Trust response had been to the red rating of MSA recruitment. The Headteacher confirmed that he took the opportunity to raise this and School Development Plan format with the Director of School Improvement on her recent visit to school.

6. School Improvement Plan Update / Data Outcomes (previously circulated)

The Headteacher reported that an ambitious combined RWM target of 85% was being set for 2023/24 Year 6 SATs.

The Headteacher summarised the outcomes and confirmed that the validated data would be released in October / November 2023:

- Early Years was strong.

- Phonics was lower and areas of focus have been identified including transition.
- KS1 was strong.
- Year 4 Multiplication scores were lower this year and areas have been identified for intervention in Year 5
- KS2 data was strong, Writing Greater Depth has been identified as an area of focus.

Challenge: A governor asked if the Phonics outcomes were lower as a result of Covid impact. The Headteacher confirmed that Covid would have had an impact but there were areas of school practice to be refined.

Governors recognised the strong 83% combined RWM outcome and noted that the progress scores were strong.

Action: It was agreed for the Chair to send an e mail of appreciation on behalf of governors to Year 6 teachers and the Y6 team on delivering strong SATs outcomes.

Chair

7. PGCE – Funding, Benefits and Impact Update (previously circulated)

The Headteacher noted that the paper was developed in response to governor challenge at the previous meeting.

Challenge: A governor asked if staff are compensated for their time as mentors. The Headteacher explained that there is an expectation for all staff to mentor students and up and coming staff. Where possible teachers are provided with release time to manage mentor meetings in the school day. Year 6 teachers were not given mentor posts, the Headteacher would always try to be mindful of any staff who did not have capacity and there was a balance between the benefits of having a student in class and capacity to be a mentor.

8. Staffing

The Headteacher reported potential long-term absences for a Teacher and Teaching Assistant.

The Headteacher highlighted the pressure / risk area of lunchtime supervision as recruitment to the MSA posts had been difficult.

Challenge: A governor suggested investigating the possibility of inviting volunteers for MSA roles.

9. Safeguarding Update (previously circulated)

Action: Clerk to confirm through Director of SEND and Safeguarding if governors need to read KCSiE in its entirety or Part 1 and Annex B.

Clerk

10. Governor Business (previously circulated)

Safeguarding Link Governor Meeting Feedback

The Safeguarding Link Governor provided a written update on the safeguarding link governor meeting which included a thorough and robust update on:

- Trust safeguarding including a template for safeguarding link governors, safeguarding audits, Designated Safeguarding Lead training, streamlining of reporting of safeguarding concerns.
- Local safeguarding including Operation Endeavour and Harmful Sexualised Behaviour service in York.
- National safeguarding including Online Safety Bill and Child Sexual Exploitation.
- Contextualised safeguarding.

Governor Visits

Leadership and Management (previously circulated)

The Headteacher informed governors of the positive Trust CPD offer and that staff were engaging with National Professional Qualifications noting that there is a need to facilitate cover to release staff for development.

The Chair referenced governor challenge to the Headteacher on female leadership when appointing a male Deputy Head and noted that on the link visit she had seen strong female representation of leadership. A governor noted that the Headteacher had previously appointed and developed three female deputies who had progressed to their own Headships.

SEND (previously circulated)

The link governor reported that the SENCO was very committed, passionate, enthusiastic and operating at a high level but noted the significant workload and asked the Headteacher to proactively monitor the SENCOs workload and wellbeing. The Headteacher confirmed that the SENCO had been encouraged to raise if there was a need for additional release time and was confident the SENCO would feel comfortable in doing this. Staff have been asked to be mindful of the SENCO and class teacher days split.

Challenge: A governor asked for an update on the School House provision. The Headteacher reported that the provision had been in place for four weeks and Miss Smith was meeting with parents, getting feedback and keeping communication open. Staff were working hard to deliver the bespoke timetables and moving forward this could be simplified but will be reviewed at half term.

Challenge: A governor suggested having a mechanism for ‘little and often’ feedback, a parent forum and in general encouraging parents to have an open dialogue with teachers.

The link governor confirmed that he would arrange a link meeting with Miss Gilligan and Miss Smith.

A governor noted the importance of the central team building relationships with the wider team in schools i.e. Teaching Assistants.

Values and Vision (previously circulated)

Discussed as part of the LGB plans for 2023/24.

Action: Ms Gray asked governors to book a visit before the end of December and inform her of scheduled visits.

Governors

Governor Training (previously circulated)

Mr Maitland and Ms Gray confirmed they had completed the Cyber Security training on 25th September 2023.

11. Trips (previously circulated)

The Headteacher informed governors of investigations into Year 3 and Year 4 overnight trips including The Deep noting the aim to be ambitious in giving children experiences. A governor suggested that an overnight at school would be a good introduction for those children in Year 3.

12. MAT Update and Reports

The MAT newsletter was circulated.

13. Any Other Business

LGB Going Forward (previously circulated)

Governors discussed the role of governors within the Trust, priorities for the year ahead and focus of meetings.

Challenge: A governor requested including ‘and support’ to the providing high levels of professional challenge bullet point.

Governors agreed that it was important for them to be kept informed on safeguarding and that they valued the staff curriculum presentations.

The Headteacher confirmed that the Pulse Report and Checkpoint Data would be provided.

Governors agreed that finance, staffing and health and safety items could be reported for information under a Resourcing agenda item.

Governors requested the inclusion of the agenda sheet with items allocated for information, discussion, pre questions.

Resolution: Link governor roles were agreed as follows:

Safeguarding – Kay Roantree

SEND – Jon Hodgeon

Pupil Premium / Disadvantaged – Olivia Else

Personal Development – Jackie Gray

Governors discussed possible link focus on personal development, curriculum, and data / educational outcomes.

14. Items for Next Meeting

LGB leadership succession planning.

15. Future meeting dates

2023/24 Dates - 5.30pm start

Monday 29th January 2024

Monday 11th March 2024

Monday 24th June 2024

July Strategy TBC – in line with SATs results date

The meeting closed at 7.37pm

Approval

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 25th September 2023

Action	Item	Responsibility	Timescale
1. Confirm if Nursery 30 hour top up charges could be applied.	4 (26.06.23)	Finance Manager	July 2023
2. Finance Manager to request the Trust Top Risks to share with governors.	3	Finance Manager	Oct 2023
3. Discuss governor feedback on the letting charges with the Director of Estates.	4	Finance Manager	Sep 2023
4. Send an e mail of appreciation on behalf of governors to Year 6 teachers on delivering strong SATs outcomes.	6	Chair	Sep 2023
5. Confirm if governors need to read KCSiE in its entirety or Part 1 and Annex B.	9	Clerk	Complete
6. Governors to book a visit before the end of December and inform Ms Gray of scheduled visits.	10	Governors	Oct 2023

DRAFT