

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 29th January 2024 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, Mrs K Roantree

In Attendance: Mr G Gardiner (Deputy Headteacher), Ms Clare Hardy (Teacher), Miss Saffron Coulson (EY Phase Leader), Mrs S Triffitt (Clerk)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting. There were no declarations of interest.

Apologies were received and accepted for Mrs R Gould.

The Chair explained the new agenda format approach to focus governor discussion.

2. Minutes of the LGB meeting held on 25th September 2023 (previously circulated)

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

Matters Arising and Action Plan

Action 1: Finance Manager to confirm.

Action 2: Finance Manager to confirm.

Action 3: Feedback on lettings charges was discussed with Director of Estates.

Action 4: The Chair sent letters of thanks to teachers / TAs and received appreciative responses in return.

Action 5: Clerk confirmed governors need to read KCSiE in its entirety.

Action: Governors to confirm to Deputy Headteacher that they have read Keeping Children Safe in Education.

Governors

Action 6: Governor visits were reported as part of the agenda.

3. Pulse / Headteacher Report (previously circulated)

The Headteacher shared the Week of the 15th January 2024 Pulse Report, presented the Year 6 BRAG prediction data and explained how the report feeds into the Trust executive team.

Challenge: A governor noted that data was tracking below for all targets and asked how the Headteacher identifies which areas to scrutinise. The Headteacher explained that the school was driving towards all targets and scrutiny would focus on areas tracking below 10% of target.

4. Attendance and Behaviour

The Headteacher highlighted that attendance and Persistent Absence data was reporting positively.

5. Performance Data including Pupil Groups

Checkpoint Data (previously circulated)

The Headteacher explained that there were three formal trust data checkpoints and presented the Progress Teaching summary report.

The Headteacher explained that Greater Depth Writing and Phonics were identified in the Improvement Plan as areas of focus.

Year 1 Phonics prediction at 85% was above the national average (circa 80%). 18 children in Year 2 were having interventions for the rescreening and 98% were on track to achieve the standard.

The next data checkpoint would be at the end of the spring term.

Year 6 Autumn Data (previously circulated)

The Headteacher explained the move from on track to prediction data and highlighted the trend in Maths.

ASP and Performance Tables

The Headteacher shared the DfE Performance Tables and Analyse School Performance data and explained how they are used to analyse the validated data.

Challenge: A governor requested a data deep dive session.

Action: Data link governor (Mr Maitland) and Headteacher to lead a data review session with Ms Gray, Mrs Roantree, and Mr Hodgeon.

J Maitland
HT

6. Reports

Miss Coulson presented an update on the Trust RE Audit, English Hub visit and Early Years.

RE Audit

As subject Lead Miss Coulson met with the Director of School Improvement and the audit report was included in the agenda pack. Outcomes of the review have led to collaborative work with RE leads across the MAT. Miss Coulson shared the progress document for Christianity, Islam and wider world religions across the key stages and year groups.

Challenge: A governor asked if there were significant differences between the schools. Miss Coulson explained that all the schools follow the guidelines for York and together the schools mapped the progression by year group. The Headteacher noted that the schools can still take an individual approach as to how they teach the content.

A governor noted that the pupil voice was positive. Miss Coulson explained that the pupil voice demonstrated how the school engage with people of different faiths and expose children to a wide range of faiths and cultures.

Challenge: A governor asked if the progression document was school or MAT level. Miss Coulson explained that they were agreed within the MAT but had been individualised to Knavesmire by splitting by year group.

Challenge: A governor asked if there was aspiration in terms of higher level skills to demonstrate progression in addition to the 'know' elements. Miss Coulson explained that the objectives are from the SACRE (Standing Advisory Council on Religious Education) agreed syllabus document.

Phonics

Miss Coulson reported on the English Hub Phonics review visit with observation of lessons in Reception and Year 1, Year 2 interventions and reading with Reception, Year 1 and Year 2 children.

Strengths identified were strong teaching, reading areas, promotion of reading and fidelity to the scheme.

A development area identified was book resources, and the English Hub has allocated £6k for books to enhance resources available.

A governor asked if there would be ongoing engagement with the English Hub. Miss Coulson confirmed that they would undertake a review in a years' time.

The Headteacher recognised and thanked Miss Coulson for stepping in to cover for the Phonics Lead.

EYFS Lead

Miss Coulson informed governors that she has allocated leader time on a Thursday morning with tasks including monitoring books, lessons, environment, work with York College, mentoring, work with vulnerable families and safeguarding.

Miss Coulson reported a settled staff team and that focus areas included developing the outside area and sourcing grants to support that.

Challenge: A governor asked how Miss Coulson manages the workload given the number of responsibilities she has. Miss Coulson explained that whilst it was a very busy role there was support from SLT and a very busy but supportive team.

A governor who spent time in Early Years on a link governor visit reported a busy but lovely environment / atmosphere.

The Deputy Headteacher explained that the audits had been very forensic but SLT were able to trust Miss Saffron to lead and she does a great job in leading the team.

The Chair thanked Miss Coulson for the update and recorded congratulations on the quality work.

Miss Coulson left the meeting at 6.20pm.

Challenge: A governor noted that a theme of success at Knavesmire was staff going above and beyond and questioned how concerns on the lack of adequate central government funding could be escalated. The Headteacher explained that there were four phase leaders with half day each out of class with the Deputy Headteacher covering those two teaching days. The Phase Leader roles do an integral role of monitoring, establishing framework and setting expectations to ensure the teams can't fail. Workload has been stripped back through the no written feedback marking policy to support staff capacity. The Deputy Headteacher added that they try to reduce tasks for staff that won't have an impact.

Challenge: A governor asked if the workload was sustainable. The Headteacher explained that there were budget pressures and there was stretch in all areas but staff feel happy, are engaged and were enjoying the job. The Headteacher was being transparent with staff around challenges.

Governors recorded thanks to the staff for stepping up in all areas when needed (i.e. cleaning and break cover).

Pupil Premium (previously circulated)

The Headteacher informed governors that the report was published on the website as draft. A governor noted that it was in line with recommendations at recent training.

Action: The PP link governor to review the PP Report and propose any amends.

O Else

Challenge: A governor noted that this was another example of provision that should be funded by central government funding as the provision offered would be needed without the £70k PP funding.

The Headteacher reported that the 22/23 Year 6 PP cohort did well and got higher outcomes than non PP.

RE MAT Audit (previously circulated)

Provided for information.

Science MAT Audit (previously circulated)

Provided for information.

7. SIP (previously circulated)

The Headteacher explained the new SIP format and summarised the five priorities.

Mr Hodgeon left the meeting at 6.33pm.

8. Personal Development

Events Data (previously circulated)

Trips (previously circulated)

Clubs List (previously circulated)

The Deputy Headteacher highlighted the number of enrichment opportunities offered as part of the curriculum.

The Headteacher and Deputy Headteacher had attended training on educational visits.

The Deputy Headteacher reported that there was an ongoing PD Action Plan with the Trust which was monitored by the Associate Leader and data from CPOMs was used to identify trends / areas to address through the PD curriculum.

The Headteacher informed governors that the four primary schools were doing work on transition and York Students in Schools volunteers were working on Year 6 coaching.

The Deputy Headteacher reported that he was confident there was a strong PD offer at Knavesmire.

A governor recorded thanks for the documents to clearly demonstrate the Knavesmire offer.

A governor asked if the clubs summary was shared with parents. The Headteacher confirmed that it will be published on the website and a link shared with parents.

School newsletter (link provided)

The Headteacher shared the new newsletter template and reported that the website would be changing in the summer term.

Challenge: A governor asked for assurance that the website would work well on mobile phones. The Headteacher confirmed that it would be tested.

Challenge: A governor suggested checking the colour combination of the newsletter for access usability.

The Chair recorded thanks to Rachel for the work on developing the newsletters.

9. Saffron Coulson (Phase Leader Role, RE Review, Phonics)

Update provided earlier in the meeting.

10. Ofsted SSE

The Headteacher reported that the new format would be implemented in the summer term.

Challenge: A governor asked if the significant amount of time SLT spend helping others impacted their capacity to do the work they should be doing. The Headteacher acknowledged that there was stretch for all staff and SLT would continue to drive improvements.

11. SCA Application Spring 1

The Headteacher reported that of the overall £2.3m budget £8k funding for capital was provided. The Trust are allocated School Condition Allocation funding for buildings (safe, warm, dry) and there was a process to submit bids. The submission from Knavesmire included additional space (loft), roofing, LED lighting, rubber flooring in nursery, play equipment area, MUGA surface and boiler.

In response to a governor the Headteacher confirmed that he had asked the CFO to investigate the Section 106 funding.

12. **Staffing and Appointments**

The Headteacher reported that maternity leave staff were returning and there was one flexible working request and one phased return.

Kids Club have appointed a key worker and there had been two Midday Supervisor Assistant appointments.

The HLTA / Cover Supervisor full time role was being utilised to cover planned absence, sickness absence, Associate Leader time out for the MAT and Phased Leader time where possible.

A governor asked about long term absence. The Headteacher updated governors on the long-term absences.

13. **KPS LGB Roles and Responsibilities** (previously circulated)

The Chair explained that the document ensures the LGB are doing what they should in line with the Scheme of Delegation and link governor responsibilities were aligned to the Ofsted framework.

Governors recorded thanks to the Chair and Headteacher for compiling what governors had discussed and for engaging with the MAT on behalf of the LGB.

14. **Governor Visits and Reports**

Safeguarding 16.11.23 (previously circulated)

There were no questions on the link governor report.

Ethos of School 07.12.23 (previously circulated)

The link governor reported an increasing need around the background of children and needs of families and highlighted that there were a lot of families struggling.

Music 30.11.23 (previously circulated)

There were no questions on the link governor report.

Curriculum / Assessment and the Bid Idea 09.10.23 (previously circulated)

There were no questions on the link governor report.

A governor suggested that it would be useful to discuss what was appropriate to report in governor visit reports.

The Chair thanked governors for the visits and reports.

15. **LGB Leadership Succession Planning**

Governors discussed the approach to governor recruitment and potentially making an approach to a parent.

The Clerk suggested that governors should consider the balance of parent and non-parent governors.

Governors considered the skills of the LGB and agreed there was no specific skills requirement but agreed that there was a need to add further capacity.

It was agreed to discuss further at the March meeting.

16. **Governor Training** (previously circulated)

The Chair reminded governors of the need to ensure the required training was completed.

Governors were booked on the below training:

Staff Hearing and Appeals – 12th March 2024 – Mrs Roantree / Mr Maitland

Exclusions & Suspensions – 21st March 2024 – Ms Else / Ms Huws Jones

17. **Newsletter** (previously circulated)

Action: Ms Else to draft the governor newsletter.

O Else

18. **MAT Update**

The Chair reported a productive meeting with the CEO where discussion focused on communications and sharing the LGB views on the Scheme of Delegation and Code of Conduct. A Chairs meeting was scheduled for next half term.

A governor suggested sharing information with parents to be clear on the role of governors in the trust.

19. **Monitoring Report** (previously circulated)

The Headteacher reported that some income was reporting behind plan due to timing / phasing, Kids Club income was up and catering income was down.

Challenge: A governor asked if there was any support from the MAT around the unpredictability of supply costs given specific circumstances to Knavesmire staff. The Headteacher confirmed there were no central funds to support supply costs.

Challenge: A governor asked if MAT employed bank staff had been considered. The Headteacher explained that there was a HLTA employed in school to support at Knavesmire.

The Headteacher made governors aware of the financial pressures on maintained schools in the city.

The Headteacher noted that the Friends group usually raise £10/11k to support the school through subsidising trips but due to capacity expected to raise £6k this year and that there would be some school events to support fund raising. A governor noted that Friends were in a transition stage due to movement of people.

20. **Future Staffing Report**

The Headteacher explained that benchmarking reports identified the need to review TA provision and a meeting was scheduled with the CFO and Director of HR to review financially viable TA provision and depending on staff movement there may need to be TA redundancies. An update would be provided at the March meeting.

In response to a governor the Headteacher explained that the government want MATs to run an 8% reserve whereas the MAT currently have a 4% reserve target.

21. **Two Year Old Provision**

The Headteacher informed governors of plans to investigate utilising the Childrens Centre for 2-year-old provision and confirmed that the midwives currently based there would not be impacted. The Headteacher had visited local schools to understand running requirements and the MAT will scrutinise costings and potential income generation from that provision and Early Years wrap around care.

22. **H&S Paperwork Report / Action Plan** (previously circulated)

The Deputy Headteacher reported that overall, the report was very positive and noted the three actions were being addressed.

23. **Governor Safeguarding Report** (previously circulated)

A governor asked what the approach was to attendance. The Headteacher explained the graduated response and how the School Improvement Partner provides data and support on process and is satisfied with the attendance rate.

In response to a governor the Headteacher confirmed there were no children and no families on Child in Need Plan.

The Deputy Headteacher highlighted that three of the four children on early help assessment were in Early Years.

Challenge: A governor asked for further context on the racism incident. The Headteacher explained that there were no patterns of racism. Incidents tend to be with younger children and addressed through age-appropriate learning and there was always transparent communication with parents.

24. Any Other Business

There were no items for discussion under AOB.

25. Items for Next Meeting

Governor recruitment.
Staffing.

June 2024 meeting: Checkpoint data.

26. Future meeting dates

2023/24 Dates - 5.30pm start

Monday 11th March 2024

Monday 24th June 2024

July Strategy TBC – in line with SATs results date

The meeting closed at 8pm

Approval

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 29th January 2024**

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 (25.09.23)	Finance Manager	Oct 2023
3. Governors to confirm to Deputy Headteacher that they have read Keeping Children Safe in Education.	2	Governors	Feb 2024
4. Data link governor (Mr Maitland) and Headteacher to lead a data review session with Ms Gray, Mrs Roantree, and Mr Hodgeon.	5	Mr Maitland / Headteacher	Feb 2024
5. The PP link governor to review the PP Report and propose any amends.	6	Ms Else	Feb 2024
6. Draft the governor newsletter.	17	Ms Else	Feb 2024