

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 11th March 2024 at 5.30pm

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

In Attendance: Mr G Gardiner (Deputy Headteacher), Ms Clare Hardy (Teacher), 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 to note. Apologies were received and accepted for Mrs R Gould and Mrs O Else. Mr J Hodgson was absent.

2. Minutes of the LGB meeting held on 29th January 2024 (previously circulated)

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

Matters Arising and Action Plan

Action 1: The Chair reported that the SBM investigated Nursery 30 hour top up charges and the central team confirmed nurseries are not able to charge for top up funding but can ask for contributions for consumables. The SBM had confirmed that parents were asked to contribute to enrichment activities/resources and hygiene items.

Action 2: The Chair had contacted the CFO on Trust risks and awaited a response.

Action 3: Governors who had not yet confirmed they had read Keeping Children Safe in Education were asked to do so and confirm to the Deputy Headteacher. Mrs Roantree confirmed she had read KCSiE.

Action 4: Mr Maitland met with the Headteacher and would report back as part of the agenda.

Action 5: Mrs Else had reviewed the Pupil Premium Report and sent amendments.

Action 6: Mrs Else has drafted a governor newsletter for approval.

3. Pulse / Headteacher Report / Education Leadership Group Update (previously circulated)

The Headteacher presented the Pulse Report. Governors had no questions on the report.

The Headteacher explained the ELG process within the Trust noting that recent discussions and areas of activity had focused on Headteacher walk rounds, attendance, Executive Headteacher recruitment and a meeting with MP Rachael Maskell to build relationships following the recent media activity.

4. Attendance and Behaviour

The Headteacher referred to the Pulse Report and presented detailed Arbor attendance data noting that Year 6 have had lower attendance but were improving with a current year average of 96.4%. Year 4 were the cohort with the lowest attendance.

The Headteacher demonstrated how the data can be funneled into cohort groups noting the disadvantaged attendance reporting at 94.1% compared to the 91.9% national average.

The Headteacher explained the School Improvement Partner attendance data and directed actions for individuals for focus and celebration and the menu of tools available to improve attendance particularly for those below 90% attendance. The Headteacher confirmed that individual circumstances were taken into account to inform actions.

Challenge: A governor asked if any Persistent Absence cases were a result of term time holidays. The Headteacher explained that term time holidays were not a significant area of

concern and was seeking clarification on unauthorised holiday fines as recently announced by the government.

Challenge: A governor asked what was impacting Year 4 attendance. The Headteacher explained that there were no patterns, the data was significantly impacted by a small number of children with understandable absence for medical reasons. The Year 6 cohort had seven children reporting as PA (improved position from 11) and there were a small number of children with repeated short term illness absence and broken weeks.

Challenge: A governor asked what the focus of attendance letters to parents was. The Headteacher explained that he was trying to be transparent in conversations with parents and the letters were to notify parents of the number of days attendance in a row that were needed for their child to move out of PA.

Challenge: A governor asked if there was pressure within the Trust to send attendance letters. The Headteacher confirmed there was no pressure, but Knavesmire has strong attendance and improving data on the same period for the previous year. The Trust have introduced 100% attendance awards and Knavesmire were an outlier by not introducing these awards but have put in place termly 100% celebration letters.

Challenge: A governor asked if there was a good culture at Knavesmire of the importance of going to school. The Headteacher confirmed there was and the CYC Attendance Officer has enquired to the strategies used to be successful on attendance. The Headteacher and Deputy Headteacher explained that the Curriculum and Personal Development offer at Knavesmire supports a culture that children enjoy coming to school.

5. Performance Data including Pupil Groups

The Headteacher explained the BRAG data process which helps focus interventions. Predictions were based broadly on teacher assessment and informed by practice tests in Year 6. The Headteacher presented the Year 6 February 2024 prediction data which was reporting positively.

The Headteacher highlighted two target areas for this year:

Phonics which was 10% below national last year. With intervention Phonics outcomes were on track for 88% which would be significantly above national. For Year 2 there was only one child not likely to achieve the expected Phonics standard at rescreening.

Y6 Greater Depth combined for Reading, Writing and Maths. The Year 6 team were working hard with intervention groups.

Mr Maitland reported verbally on his and Mrs Roantree's meeting with the Headteacher and Deputy Headteacher to look at data in detail and the different data sources. Mr Maitland was reassured with the wealth of data that leaders had to hand, their deep understanding of that data and how they use that to direct challenge and discussion with teachers. Discussion also focused on individual outcomes and each child making the best progress they can and defining the role of the newly appointed data governor role with scheduled meetings in line with data points and reporting back to governors.

Challenge: A governor asked why the government do not share the Early Years data collection with schools. The Headteacher could not confirm and explained that the school do its own baselines for inhouse tracking.

6. Reports

There was no update to report.

7. SDP

There was no update to report.

8. Personal Development

Addressed as part of agenda item 9.

9. Spanish Partnership Update

The Headteacher presented an update on the Year 6 Barcelona residential noting that the main objective of Personal Development including building independence, providing a wide range of different opportunities, experiencing different food, culture and teamwork. 12 children from Woodthorpe joined the trip for Woodthorpe staff to trial the experience and see if they want to introduce a similar experience.

Challenge: A governor asked how the two York schools integrated. The Headteacher explained that there was a Spanish speed date exercise before the trip to get to know each other and the children merged well together. The Spanish school had visited Knavesmire in February.

Challenge: A governor asked about the children who did not attend the trip. The Headteacher confirmed that nine children chose not to go and confirmed that no one was restricted from attending due to financial reasons. These children had five days of York activities.

The Headteacher explained the cost of the trip for parents and the cost incurred by the school and explained that he would undertake a detailed analysis of the costs.

Challenge: A governor suggested being open about the extra costs of the experience managed within the school budget and give the option for parents to pay more if they choose to.

The Deputy Headteacher shared a video of the visit.

Governors recorded thanks to the school and staff for their courage, hard work and commitment to deliver an amazing experience for the children.

10. Ofsted SSE

There was no update to report.

13. Governor Recruitment and KPS LGB Roles and Responsibilities (previously circulated)

The Chair had updated the document and confirmed that the school newsletter included an update inviting interest from the school community in becoming a governor. As no one registered an interest the Chair approached a potential governor from the previous parent governor process, and they submitted a pen portrait detailing their experience.

Resolution: Governors agreed to appoint Thom Jones as a general governor subject to Trust Board approval and safeguarding checks.

Mr Maitland left the meeting at 7.19pm.

11. SCA Application Spring 1 Feedback (previously circulated)

There were no questions on the paper.

12. Staffing and Appointments

The Headteacher explained that the revised budget was in development and would inform the staffing plan. The Headteacher expected, at this point, there to be at least a 1.5FTE teacher recruitment process and there were three ECTs in school.

The Headteacher would update governors on recruitment when there was information to share.

14. LGB Leadership Succession Planning

Jackie Gray informed governors that she would be interested in taking on the Vice Chair role for 2024/25.

15. **Governor Visits and Reports**

Pupil Premium 07.01.24 (previously circulated)

There were no questions on the report.

Whole School 19.02.24 (previously circulated)

There were no questions on the report.

Data 26.02.24

Updated earlier in the agenda.

Governor Priorities (circulated post meeting)

The Chair referred to the Governor Priorities document. Governors agreed for any areas that align with a link governor area or something that they are particularly interested in exploring to be addressed as part of link visits and reported to LGB.

Action: Mrs Else and Mrs Gray to address the social media usage priority at a link visit.

**O Else / J
Gray**

16. **LGB Drop in Sessions**

Governors were reminded of the LGB drop-in sessions at Woodthorpe Primary School:

Tuesday 7 May 10.00am to 12.00pm

Wednesday 3 July 3.00 to 4.30pm

Challenge: A governor suggested alternating location to make it more accessible.

17. **Governor Training**

Governors were reminded of training gaps to be completed and it was agreed to review the training record at the June 2024 meeting.

18. **Newsletter**

Mrs Else had circulated the draft governor newsletter.

19. **SBMAT Chairs Update**

The Chair informed governors that updates focused on Executive Headteacher recruitment, the Look North interview, Curriculum Reviews, appointment of a new Trust Board Vice Chair, Health and Safety update and a SEND update including MAT wide CPD.

20. **Finance Monitoring Report** (previously circulated)

The Headteacher reported that the finance monitoring was tracking ok due to additional income generated from Nursery and Kids Club.

The Deputy Headteacher noted that the new software being implemented should provide more accurate projections and phasing.

21. **Future Staffing Report**

Addressed as part of the staffing and appointments update.

22. **Two Year Old Provision**

The Headteacher reported that investigations were ongoing.

23. **H&S Paperwork Report / Action Plan**

The Headteacher reported that the Fire Risk Assessment was scheduled for 14th March 2024.

24. **Governor Safeguarding Report**

There was no update to report.

25. Any Other Business

Friends of Knavesmire

The Chair noted the recent resignations from Friends of Knavesmire volunteers and acknowledged their contribution to transition the Friends membership.

Action: Chair to write a message of thanks to the outgoing Friends of Knavesmire.

Chair

Governors Visits

Action: Governors who had not made two visits this academic year to schedule a summer term visit.

Governors

Spring 2025 Meeting

The Chair asked governors to consider holding a spring 2025 meeting during the school day. Next steps in moving this forward will be discussed with the Chair and J Gray

26. Items for Next Meeting

Governor Training Record.

Checkpoint data.

2024/25 meeting schedule.

Staffing plan.

27. Future meeting dates

2023/24 Dates - 5.30pm start

Monday 24th June 2024

July Strategy TBC –SATs results date was 9th July 2024

The meeting closed at 7.51pm

Approved at LGB on 24th June 2024.

Approval

KNAVESMIRE COMMUNITY PRIMARY SCHOOL Action Plan following the meeting of the Local Governing Board, 11th March 2024

Action	Item	Responsibility	Timescale
1. Finance Manager to request the Trust Top Risks to share with governors.	3 (25.09.23)	Finance Manager	Oct 2023
2. Governors to confirm to Deputy Headteacher that they have read Keeping Children Safe in Education.	2 (29.01.24)	Governors	Feb 2024
3. Address the social media usage priority at a link visit.	15	Mrs Else Ms Gray	10 June 2024
4. Write a message of thanks to the outgoing Friends of Knavesmire.	25	Chair	March 2024
5. Governors who had not made two visits this academic year to schedule a summer term visit.	25	Governors	10 June 2024