

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 24th June 2024 at 5.30pm

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

In Attendance: Mrs S Triffitt (Clerk)

1. Welcome, Introductions, Apologies and Declarations of Interest

Action

The Chair welcomed everyone to the meeting and introductions were made. There were no declarations of interest to note.

Apologies were received and accepted for Mrs R Gould and Mr J Maitland. Apologies were also received from the Deputy Headteacher and Ms Hardy.

2. Minutes of the LGB meeting held on 11th March 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 had been allocated the action.

Action 2: Governors had confirmed they had read Keeping Children Safe in Education.

Action 3: Would be carried over to the September meeting.

Action 4: A message of thanks had been sent to the outgoing Friends of Knavesmire and were received positively.

Action 5: Governor visits had taken place.

The Chair confirmed that the July strategy meeting would not take place, governors would instead meet early in September.

School House

Miss Gilligan, SENCO, and Miss Smith presented an update on the School House provision for children with SEND and as a safe space for other children in school (SEMH (Social, Emotional, Mental Health), pupil mentor, nursery). They explained the structure of the provision across Year 1 to Year 5. (up to Year 6 from September 2024) with the aim to offer a broad and balanced curriculum alongside a personalised timetable and provide space for an emphasis on personal development with lots of trips and a focus on life skills. There was a focus on ensuring a balance of main school and School House experiences.

The SENCO noted pride in the academic progress and shared examples of work to evidence academic rigour in line with the child's level and need.

The SENCO reported on the positive Inclusion Quality Mark inspection for the school with positive feedback on the Big Idea as an inclusive curriculum and identified the School House be put forward as a flagship provision as a case of best practice.

The move from a one-to-one reliance to having a range of support adults has received positive feedback.

The SEND Coffee Mornings and Christmas dinner with parents provided the opportunity for parents and families to build a network.

The Chair noted that it was positive to see the progress of the provision.

A governor reported on a meeting with the SENCO to understand the journey of the provision and recorded thanks for the benefit the establishment of the School House had brought to children and their families and was positively contributing to the reputation of the school.

Challenge: A governor asked if any parents who were uncertain had been convinced of the benefits of the School House. The SENCO confirmed they had, and parents are met with regularly. The parent voice questionnaire reported positive feedback both academically and socially. The Headteacher noted that there was one parent who remained skeptical of the provision offer.

Challenge: A governor asked about transition for new children coming through. The SENCO explained that there was a child in Reception who already makes use of the sensory room (which was open to any child in school) and there had been lunch clubs to build relationships.

The Headteacher noted that the profile of need was high in Reception so may change the profile of children accessing the provision. The School House was now seen as part of the whole school offer.

Challenge: A governor asked if there had been an increase in families who want their child to access the provision. The Headteacher reported that there were two children with an Education Health Care Plan in Reception, two with a My Support Plan coming into Nursery and there were two children with need coming from out of catchment. Going forward the needs of, and responsibility to, those in catchment should be a priority. The SENCO explained that there was a limited amount of space but there had been no requests from children already in school.

The Headteacher reported that the Reception intake had increased by two children to 62 as the families of two children with an EHCP selected Knavesmire. This would be in addition to the six they already had in the Reception cohort.

Challenge: A governor asked about the relationship between the children in the School House and those in main school. The SENCO explained that the children across school see the staff as School House support staff and are very accepting when the children are in main school based in their year group and have seen less dysregulation due to accessing more break out and choosing time.

A governor noted that on a link visit the view from parents and staff was very positive.

Challenge: A governor asked if there was any way governors could support further. The SENCO and Miss Smith noted that it was positive to have governors visit at the coffee morning and requested that the School House was celebrated in any communications and recognised as another class as part of the whole school.

Governors recorded thanks to the School House team for the great work.

Action: Chair to formally thank School House staff.

Chair

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

The Headteacher presented the WC 3rd June 2024 Pulse Report.

Jackie Gray joined the meeting at 6.12pm.

Olivia Else joined the meeting at 6.15pm.

4. **Performance Data including Pupil Groups / Checkpoint Data**

The Headteacher reported that the Year 6 expected and combined data was expected to be strong but Greater Depth outcomes would likely be impacted by the level / style of the Maths Reasoning papers.

The Year 4 Multiplication Check scores mirrored the strong outcomes of two years ago.

Year 2 SATs were no longer statutory, but MAT schools had completed them for internal data and they were reporting as a lower cohort.

Phonics at 88% was reporting strongly.

Reception Good Level of Development at 80% was in line with a Knavesmire strong cohort.

In year data identified Year 2 and Year 5 as cohorts reporting lower. The Year 6 team have mapped out literacy for next year in line with the cohort coming through.

Action: Headteacher to circulate SATs data when results were available.

HT

5. **Reports**

Music (previously circulated)

DT (previously circulated)

The Headteacher explained the role of the Director of School Improvement on subject reviews and that the process included viewing lessons, speaking to subject leaders and pupil voice. The school level review feeds into a MAT wide report.

A PE subject review was being done WC 24th June 2024.

Challenge: A governor asked if the next steps are left with the school or measured centrally.

The Headteacher explained that they are left to the school to action. The safeguarding report next steps would be reviewed termly.

Challenge: A governor asked if the process was helpful and added value. The Headteacher confirmed it did add value and provided leadership development and an external view. Staff take the process seriously and had found it to be a positive experience.

Challenge: A governor asked if it was a two-way process. The Headteacher confirmed it was and that the process was open to professional discussion.

6. **SDP** (previously circulated)

Mrs Else and Mrs Huws-Jones had a behaviour curriculum visit scheduled for 28th June 2024.

Challenge: A governor requested an at a glance sheet for the 24/25 SDP.

7. **Personal Development**

Action: Headteacher to circulate the school trips and diary dates. It was noted that these are in the weekly newsletters too.

HT

The Headteacher noted that the quotes for the Barcelona trip were proving difficult and there was a risk that the trip would not be affordable.

Challenge: A governor suggested fundraising opportunities specifically for the Year 6 Barcelona trip.

Challenge: A governor suggested having open communication with parents about the financial challenges.

The Headteacher reported that Ms Betny, MAT PD Lead for Curriculum met with the Deputy Headteacher to discuss careers education and the Deputy Headteacher would update on the action plan at a future meeting.

The Chair reported that the Chair and Headteacher had spent three days in a school in Oslo to deliver consultancy work on values and aims which generated income for the school.

8. **School House / IQM Update**
Taken earlier in the agenda.
9. **Ofsted SSE**
The Headteacher confirmed that it was in development and would share at a future meeting.
10. **SCA Application Spring 1 Feedback** (previously circulated)
The Headteacher shared the SCA funding approved works.
11. **Staffing and Appointments**
The Headteacher shared the staffing plan for 2024/25 including Phase Leader structure and confirmed that no TA redundancies were needed due to natural attrition.
12. **Governor Visits and Reports**
Carried over to the September meeting.
13. **Governor Work Plan Review for 2023/24 Including Planning for a Skills Audit** (previously circulated)
Carried over to the September meeting.
14. **School and Governor Development Areas for 2024/25**
Carried over to the September meeting.
15. **Governor Recruitment**
Carried over to the September meeting.
16. **Veritau Data Protection Review**
Carried over to the September meeting.
17. **LGB Drop in Sessions** (previously circulated)
Governors were reminded of the 3rd July governor drop in session.
18. **Governor Training Record** (previously circulated)
Carried over to the September meeting.
19. **End of Year Governor Newsletter**
Action: Mrs Roantree to draft a governor newsletter by 12th July.
Mr Hodgeon volunteered to write the autumn term newsletter.
20. **2024/25 Meeting Schedule** (previously circulated)
Governors agreed the meeting schedule.
21. **SBMAT Chairs Meeting Update**
Trust Committee Vacancies
The Chair asked for expressions of interest for governor representation on the Trust Committees.
Governor Code of Conduct (previously circulated)
Governors noted the updated Governor Code of Conduct.
22. **Monitoring Report / Start Budget** (previously circulated)
The Headteacher summarised the monitoring report which delivered a predicted end of year £25k surplus against the approved budget position of a £5k deficit. This was delivered by income being higher than expected at start budget.
Challenge: A governor asked if the surplus was held by the school. The Headteacher explained that it remained within the school reporting but would go towards building to the government recommended 8% reserve (MAT target currently 4%).

KR

The Headteacher summarised the budget submission noting the difficult financial position and that the 2026/27 year does not include income generation from two-year-old provision.

There were plans in place to review place submissions over the summer to ensure as many spaces were filled before the census day to maximise funding.

The Headteacher explained that the budget currently reported an 83% staffing costs ratio against a central target of 76%. Teachers accounted for 48% of budget and TAs 18.6% of budget both below previous levels and previous benchmarks.

Challenge: A governor asked if there were any expectations of impact to funding from a change in government following the General Election. The Headteacher explained that the expectation was that there would be no positive impact until a second term but would hope any education changes would come with realistic notice periods and early transparency over pay rises and funding.

23. 76% Plan Draft (previously circulated)

The Headteacher presented a plan to work towards the 76% staffing costs ratio which would require a £193k staff saving.

The Headteacher had questioned the clarity on income projections and final outcomes and the Director of SEND and Safeguarding was supporting with appealing SEND funding and EHCP bandings.

Challenge: A governor asked if there were conversations happening across the MAT around economies of scale. The Headteacher confirmed they were.

Challenge: A governor questioned if the benchmarking across the MAT was like for like and if there was an artificial position around the staffing percentage given the in-house cleaning and catering staff compared to externally contracted staff. The Headteacher explained that the DfE set benchmarks and have consultants who review budget efficiencies and there was a requirement to work within the framework. The proposed plan was a way to work towards the target set.

Challenge: A governor asked how the plan balances with the school values around community and asked if there was support required from governors.

The Headteacher noted that the income plan generation would require additional staff so would not necessarily reduce the staff ratio.

The Headteacher tabled Early Years and Kids Club charges for governor feedback.

Action: Governors to provide feedback on the Early Years and Kids Club charges by Monday 1st July 2024. Governors

24. 2-Year Old Provision Update

The Headteacher reported that the proposal was with the Local Authority, but decision making was being impacted by the General Election.

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

The Headteacher reported no significant concerns.

26. Governor Termly Update

There was no update to record.

27. Any Other Business

A governor asked if staff would benefit from enhanced cyber training and the Headteacher agreed to make contact.

The Chair recorded thanks to Clare Hardy for attending as staff representative and noted that Mrs Gould would return in September.

The Chair recorded thanks to Abigail Gaines at her last governor meeting for her hard work and commitment to both the school and local community.

28. Items for Next Meeting

- Governor Reports and visits x 8
- 23/24 plan review
- 24/25 school and gov dev areas
- Gov recruitment
- Data Protection review
- Training record

Future Meeting

- PD Action Plan
- Ofsted SSE

29. Future meeting dates

- Governor Business/Development Planning – Monday 9th September 5.30-6.30pm
- Aut1 - Monday 23rd September 5.30-7.30 pm
- Spr1 - Monday 27th January 5.30-7.30 pm
- Spr2 - Friday 21st March 9.30-11.30am (breakfast /briefing from 8.00am for those who wish)
- Sum2 - Monday 23rd June 5.30-7.30 pm

The meeting closed at 7.45pm

Approved at LGB on 23rd September 2024.

Approval

**KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 24th June 2024**

Action	Item	Responsibility	Timescale
1. Finance Manager to request the Trust Top Risks to share with governors.	3 (25.09.23)	Chair	Oct 2023
2. Address the social media usage priority at a link visit.	15 (11.03.24)	Mrs Else Ms Gray	September 2024
3. Formally thank School House staff.	2	Chair	July 2024
4. Circulate SATs data when results were available.	4	Headteacher	July 2024
5. Circulate the school trips and diary dates.	7	Headteacher	July 2024
6. Draft a governor newsletter by 12 th July.	19	Kay Roantree	12 July 2024
7. Governors to provide feedback on the Early Years and Kids Club charges by Monday 1 st July 2024.	23	Governors	1 st July 2024