

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 23rd September 2024 at 5.30pm

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

In Attendance: Mr G Gardiner (Deputy Headteacher), 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.

There were no apologies.

The Chair recorded thanks to Ms Hardy for her attendance and contribution to meetings in 2023/24.

2. Chair and Vice Chair Appointments for 24/25

Resolution: Vanessa Huws-Jones was unanimously recommended as Chair of Governors for Trust Board approval. (Proposed by Ms Gray, Seconded by Mr Maitland)

Resolution: Jackie Gray was unanimously recommended as Vice Chair for Trust Board approval. (Proposed by Mrs Huws-Jones, Seconded by Mr Jones)

3. Minutes of the LGB meeting held on 24th June 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 Headteacher took an action to contact the CFO for the requested information.

Action 2: Visit report included in agenda pack.

Action 3: Chair had formally thanked School House staff.

Action 4: SATs data was circulated and included in the agenda pack.

Action 5: Trips and school diary dates was included in the agenda pack.

Action 6: The Chair thanked Mrs Roantree for drafting the July newsletter.

Action 7: Governors had provided feedback on the Early Years and Kids Club charges.

Challenge: A governor asked if there had been any feedback from the increase in charges.

The Headteacher explained that a communication had been issued with an apology for needing to pass on the increase in costs and there had been no further response.

Challenge: A governor asked if attendance had been impacted. The Deputy Headteacher confirmed not, with breakfast club close to capacity and after school club at the maximum attendance of 105 Tuesday to Thursday.

Challenge: A governor asked if there had been any feedback on the new booking system for Kids Club. The Headteacher explained there were teething issues over the summer but there had been no feedback from families booking.

The Chair referred governors to the agenda and reminded governors to consider the four key questions.

Curriculum Presentation - Breadth and Balance – Ms Kaberry

Ms Kaberry recognised the positive SATs outcomes and presented an update to governors that emphasised the focus in Year 6 on engaging the children in learning whilst also evidencing

progress and ability through the Big Idea and engaging learning opportunities. The children and staff work very hard but that was balanced with a breadth of curriculum, a culture embedded throughout school to provide children with many opportunities to shine in different ways.

Challenge: A governor asked if the school get reports on how the children progressed. The Headteacher explained there was no formal mechanism for this but many of the children were good at keeping in touch and those that move up to Millthorpe were still within the MAT.

Governors recorded thanks to Ms Kaberry for the update.

Ms Kaberry left the meeting at 6.06pm.

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

The Headteacher reported that targets and BRAG information would be added.

Pupil numbers were strong with eight new starters since September. In response to a governor the Deputy Headteacher confirmed that Year 1 had two places under the Pupil Admission Number and all KS2 years were above the 60 PAN.

Challenge: In response to a governor the Headteacher explained that development of a behaviour curriculum would feed into the work to address pockets of low-level behaviour.

Challenge: A governor questioned the decision to start a school Instagram account. The Headteacher explained that the Twitter account would be closed with Instagram becoming a showcase account. The Deputy Headteacher noted that safeguarding protocols and an image consents checking flowchart was developed to include actions agreed at the link governor meeting.

5. Attendance and Behaviour

The Headteacher reported that attendance at 96.1% was tracking above the previous year and close to the 97% target. The persistent absence rate was reporting low.

The Headteacher reported that behaviour was strong with low level systems and sanctions in place when needed.

6. Performance Data including pupil groups (previously circulated)

Challenge: A governor questioned the change in Greater Depth outcomes. The Headteacher explained that there were 12 children who missed the Greater Depth standard by one mark. Five appeals were submitted, and one paper went up one mark and was upgraded to Greater Depth.

7. Reports (including PP) (previously circulated)

The Deputy Headteacher explained that it was a three-year strategy document that was updated following some external consultation and included Pupil Premium Plus strategies. The Pupil Premium Lead met with Pupil Premium Plus families and developed a more formal approach to supporting those children and families to meet individual need.

The Deputy Headteacher reported that for 2023 KS2 outcomes the Pupil Premium cohort outperformed non Pupil Premium. For 2024 four of six reached the expected standard with one child being close to the standard. All Pupil Premium children achieved the expected standard in the Year 1 Phonics screening and Year 4 Multiplication Check.

The Headteacher reported that outcomes for disadvantaged was a Trust focus and a quality of teaching review this half term would have a focus on Pupil Premium. The outcome of the review would be reported at the January meeting.

The Deputy Headteacher informed governors that an index of barriers and actions had been developed with children mapped against these to ensure bespoke support.

A governor recognised the positive approach to the Pupil Premium Plus process.

Action: Mrs Else to undertake a Pupil Premium link visit and invite the PP lead to present at the Spring 1 meeting

O Else
Head

8. School Development Plan Headlines (previously circulated)

The Headteacher summarised the SDP Priorities.

The Chair highlighted the governance element and the need to make visits bespoke and include follow up on SDP issues.

It was agreed to allocate time in the January agenda to look at collaboration and partnerships.

9. Personal Development (including trips and school diary) (previously circulated)

The Headteacher tabled the autumn term trips.

The Barcelona trip was on track as a result of the hotel negotiating their charge and parent support on accessing flight discounts.

The Year 5 Carlton Lodge trip was costed at £250 following lots of hard work to reduce the cost.

The Year 4 Robin Hood's Bay cost had increased from £55 to £63.

The Headteacher noted that costs for trips would continue to rise for 2025/26 and managing the cost of trips was reliant on Friends support for coach travel.

The School House were investigating an overnight stay in the School House. The headteacher pointed out that this would need to align with plans for to happen in Year 3.

10. Curriculum Presentation - Breadth and Balance in Year 6

Taken earlier in the meeting.

11. SCA

The Headteacher reported that a painting programme had taken place across school with the hall to be scheduled. The play area and Nursery outside area had been updated and roof works done in line with the roofing survey.

Mr Jones left the meeting at 6.39pm.

12. Staffing and Appointments

The Headteacher updated governors on staffing appointments made for Nursery, Kids Club and cleaning team.

The Headteacher reported that the SBM had resigned and the Woodthorpe SBM was supporting the school.

Mr Jones returned to the meeting at 6.42pm.

13. LGB Roles and Responsibilities and skills audit (previously circulated)

Skills audit to be included on the January agenda.

14. Governor work plan (previously circulated)

Governors agreed that the document accurately captured what governors agreed for the year ahead.

Challenge: A governor emphasised the need for governors to take responsibility to regularly review the plan and take ownership of progressing key actions.

Resolution: Governors agreed a minimum of two governor visits per year and Mrs Gould to maintain a track of visits taking place.

15. Governor recruitment

The Chair informed governors that Katherine Marshall had submitted a CV and registered interest in being a governor.

Resolution: Governors agreed for the Chair to meet with the governor applicant.

16. Governor Visits and Reports (previously circulated)

The Chair recorded thanks to governors for the visits and associated reports.

- AG 8/4/24 & 17/4/24
- KR 30/3/24 & 2/5/24
- VHJ 22/3/24
- OE & VHJ 20/6/24
- JG & OE 17/6/24
- JH 20/6/24

Related to the behaviour visit outcomes on 20th June, the Deputy Headteacher reported that the behaviour of children had been very good whilst also allowing them to ‘feel the buzz’ of learning. Work was ongoing to maintain that level of behaviour particularly when moving around school and address low level behaviour early.

Challenge: A governor wanted to understand the MAT consideration to cyber risks and mitigating actions.

Challenge: A governor noted that with the removal of the school twitter account there should be consideration to how school communicates pick up information for trips.

Mr Maitland left the meeting at 7pm.

Action: Governors to undertake the first visit of the academic year and submit the associated report before the January meeting.

Govs

17. MAT Governance Evening

The Chair informed governors of a Trust Governance Evening on 12th November 2024 5.30pm to 7.30pm.

18. Governor Training Record and courses (previously circulated)

Action: Governors to read Keeping Children Safe in Education and confirm to the Deputy Headteacher.

Govs

Action: Governors to complete Cyber Security Training.

Govs

19. Newsletter / communication with parents/carers

Action: Mr Hodgeon agreed to draft the autumn term newsletter.

JH

Action: Mr Maitland was agreed to draft the spring term newsletter- subsequently changed to Christmas newsletter

JM

20. SBMAT Chairs Meeting Update

The Chair informed governors that:

The Trust growth strategy would be covered at the governance evening on the 12th November.

The Trust office development at Woodthorpe Primary School had been completed.

The Trust training day would include a focus on Emotion Coaching. The Headteacher reported that it would be a beneficial use for the day and provide staff with a structured approach to support children and children’s self-regulation. The Deputy Headteacher added that lunchtime staff who would benefit the most from this coaching would be included.

21. Veritau data Protection Review

Challenge: A governor asked to see the output of the Veritau review.

Action: Chair to speak with the SBM for sight of the Veritau Report.

Chair

22. Finance Monitoring Report (previously circulated)

The Headteacher reported that the autumn report required some tidying up for end of year and following a meeting with the CFO the -£12k in year deficit position improved to -£7k with accruals and some lines to be clarified.

23. 2 year old provision

Included as part of the 76% plan.

24. 76% Plan Draft (previously circulated)

The Headteacher presented the budget plan and noted that the 2-year-old provision could help maximise funding and provide wrap-around care for families of 2-year-olds and 3-year-olds. This was one factor helping achieve a 76% staffing target, and the Headteacher would keep governors updated of progress.

Challenge: A governor suggested the need to understand tangible benefits of the 76% staffing target. The Headteacher explained that this was a national target and he could follow-up with further detail outside the meeting. The benefits of outsourcing catering and or cleaning could also be clarified at a later date.

25. Minibus

The Headteacher reported that the Minibus contract was due to end in November 2024 and proposed a new lease contract with an increase in cost of £1,500 across the year. The Headteacher highlighted the significant impact the bus had on enrichment and sports particularly for the School House.

Governors were supportive of maintaining a minibus contract.

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

The Deputy Headteacher reported that there were three audits through the year (autumn: Health & Safety paperwork, spring: fire, June: premises).

The Deputy Headteacher referred to the circulated premises report and highlighted the high and medium rated items and confirmed that where appropriate feedback would be shared with staff. The Deputy Headteacher noted that the boiler room desk referenced was not used by staff.

Challenge: A governor asked if there would be a cost for replacing chairs. The Headteacher confirmed there would but that formed part of the regular cycle of replacement.

Challenge: A governor noted that there were more recommended actions that previous reports. The Headteacher explained that there were new personnel from both school and HandS (the NYorks Health and Safety provider) undertaking the visit and anticipated less items in future reports.

27. Governor safeguarding report (previously circulated)

The Deputy Headteacher reported that there had been one incident of recorded racism WC 16th September 2024.

One child was on a Child Protection Plan, school were not invited to the first core meeting but had received the report and an invite to the next meeting.

28. Review and evaluate – to what extent have we been able to impact positively on the agenda today.

The Chair explained the plan to build in five minutes at the end of each meeting to review and reflect on the four key questions from the start of the agenda.

Post meeting notes of governor feedback on the impact of governance in the meeting:

- *Every governor individually made a commitment to do more / do things differently to strengthen their contribution and, from that, an action plan has been formed.*
- *Provided school leadership with useful sounding board for difficult financial decisions eg minibus renewal*
- *Give feedback to Sophie Kaberry on what a great job she and the Year 6 team do. It makes a real difference for the teachers to hear that from us as well as Adam and George.*
- *Staff well-being/ headteacher support regarding supporting outsourcing of catering and cleaning contracts to take away their responsibilities for finding staff to cover for sickness and managing all the staff.*
- *Looked at the Social Media feeds and discussed platform choices and ways to ensure maximum coverage, while also being able to pass last minute messaging quickly to the widest number parents AND staff.*
- *Demonstrated to Mrs Gould the level of engagement governing body is having via the volume of school visit reports completed. We need this to filter back to staff who will hopefully feel supported.*
- *Provided assurance over the actions in relation to the health and safety review and offered support on the data protection review.*

29. Any Other Business

There were no items for AOB.

30. Items for Next Meeting

Governor skills audit.

SDP - collaboration and partnerships.

Disadvantaged Quality of Teaching review and outcomes.

The summer meeting date was changed to Monday 30th June.

31. Future meeting dates

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 30th June 5.30-7.30 pm

The meeting closed at 7.37pm

Approved at LGB on 27th January 2025.

Approval

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 23rd September 2024

Action	Item	Responsibility	Timescale
1. Finance Manager to request the Trust Top Risks to share with governors. 23/09/24: Headteacher took an action to contact the CFO for the Trust top risks information.	3 (25.09.23)	Chair Headteacher	Oct 2023
2. Mrs Else to undertake a Pupil Premium link visit.	7	O Else	Oct 2024
3. Governors to undertake the first visit of the academic year and submit the associated report before the January meeting.	16	Governors	Jan 2025
4. Governors to read Keeping Children Safe in Education and complete Cyber Security Training and confirm to the Deputy Headteacher.	18	Governors	Oct 2024
5. Mr Hodgeon agreed to draft the autumn term newsletter. Mr Maitland was agreed to draft the spring (subsequently changed to Christmas) term newsletter.	19	J Hodgeon J Maitland	Oct 2024 Feb 2025
6. Speak with the SBM for sight of the Veritau Report.	21	Chair	Oct 2024

APPROVED