

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Monday 27th January 2025 at 5.30pm

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

In Attendance: Mr G Gardiner (Deputy Headteacher), Miss S Copping (Teacher/Pupil Premium Lead), 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 Olivia Else. Thom Jones was not present.

Item 10: Curriculum Presentation – Disadvantaged Provision (tabled)

Miss Copping presented an update on the Pupil Premium offer for pupils at Knavesmire Primary School.

Miss Copping confirmed that the offer was regularly communicated to parents to ensure no child / family was missing out on support they were entitled to.

Miss Copping presented the ELT Promise to Vulnerable Pupils and Families and explained that strategies used in school were informed by Education Endowment Fund research to maximise impact. The top five challenges identified for Knavesmire Pupil Premium were Reading, Writing, homelife factors, Social Emotional Mental Health (SEMH) and Phonics. Miss Copping informed governors that the numbers of children in receipt of pupil premium at Knavesmire tends to be low which enables the school to offer a bespoke individual offer.

It was confirmed that governors had reviewed the 2023/24 statutory data previously.

Miss Copping explained that not all children in receipt of pupil premium were disadvantaged and some children who don't qualify for pupil premium were, so there was a bespoke offer to ensure all children facing disadvantage could be supported to reach their potential.

Miss Copping presented the processes in place for tracking children in receipt of pupil premium including what elements of the offer they were accessing, barriers they face, monitoring of attainment through school and case studies. Attendance continued to be a priority and was tracked closely at various levels across school.

Miss Copping explained the process of Pupil Premium Plus with parents met with twice a year as an enhanced offer to parent evenings.

Miss Copping explained that the school use Boxall Project, an SEMH tool, which has an assessment process and produces a report on barriers and recommended targets and support.

Miss Copping presented the Pupil Premium Budget allocation.

Challenge: A governor asked how the Trust Vulnerable Promise crossed over with the Knavesmire offer. Miss Copping explained that they complement each other, and the Trust have prioritised the Pupil Premium offer for both attainment and attendance. The Deputy Headteacher added that there was also a city-wide focus as York outcomes for Pupil Premium were low and the area had low funding levels.

Challenge: A governor asked if the meetings with PPPlus families had been welcomed. Miss Copping confirmed they had been well received and families appreciated the extra time.

Challenge: A governor asked for examples of interventions and support around Writing. Miss Copping explained that across school those children were targeted to be the first books that were looked at and for early interventions. Writing was also supported through the enrichment opportunities. Miss Copping added that the teachers know the children really well and what motivates them to get back on track with a task. A governor noted that during an Early Years governor visit it was emphasised that there was a priority to ensure no child was left behind. Governors thanked Miss Copping for the update.

It was confirmed that a Pupil Premium link governor meeting was scheduled for Monday 3rd February 2025.

Miss Copping left the meeting at 5.56pm.

2. **Minutes of the LGB meeting held on 23rd September 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 reported that the CFO confirmed one of the internal audits was IT based and included cyber security. Cyber security was included as one of the Trust top rated risks. It was agreed to close the action.

Action 2: A pupil premium link meeting was scheduled for Monday 3rd February 2025.

Action 3: Governor visits had taken place and reports included on the agenda.

Action 4: Governors yet to complete were reminded to read Keeping Children Safe in Education and complete Cyber Security Training and confirm to the Deputy Headteacher.

Action 5: The Chair recorded thanks to Mr Hodgeon and Mr Maitland for writing the newsletters.

Action 6: The Chair had spoken to the SBM, and it was confirmed the Veritau audit recommendations were dealt with at Trust level.

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

Challenge: A governor asked if any action had arisen from the support for Year 6 meetings.

The Headteacher explained that there were ongoing conversations of what support was put in place to address the challenges around data for that cohort. Interventions had started earlier and were being supported by the Headteacher and Deputy Headteacher. Access arrangements was an area of focus for the cohort and test arrangements were being reviewed through practice tests to check logistics and organisation. The practice in test conditions should also help the children feel comfortable with the arrangements.

Challenge: A governor asked if knowledge of the cohort informed targets. The Headteacher explained they did to a point but that targets were always ambitious, 23/34 had a higher target of 90% expected / 30% greater depth. The lower current target of 80%/20% was ambitious for the cohort and school would do their best to achieve these.

Challenge: A governor asked how the new staffing in the Schoolhouse was working. The Headteacher confirmed it was working well.

Challenge: A governor asked if the vandalism in the toilets was a concern. The Headteacher confirmed that the issue with the boy's toilets had been resolved but there was an ongoing issue in the girls Year 3 / 4 toilets with paint being scratched off with a nail.

Challenge: A governor noted the comment on intervention space for Early Years and Key Stage 1. The Headteacher explained that Early Years were struggling to deliver interventions in class but there were limitations of space across school for interventions.

Challenge: A governor asked if the roof leaks were being addressed by Estates. The Headteacher confirmed that he would provide an update as part of the SCA agenda item.

Challenge: A governor asked if the two incidents of restraint were significant events / the same child. The Deputy Headteacher confirmed they were two different students and were recorded use of Team Teach strategies for low level incidents including guiding a child into school.

Challenge: A governor noted that the Year 1 Phonics prediction was less than the target. The Deputy Headteacher was hopeful that with interventions the final outcome would be close to the target. Seven children (12%) who were red would have support but were unlikely to get the standard.

The Chair recorded thanks for the additional commentary which provided a useful insight into work across school.

4. **Attendance** (previously circulated)

The Headteacher reported that attendance was strong at: YTD 96.7%, disadvantaged 94%, PA 6.7% all of which reported well against national.

A governor noted that Knavesmire reported well on the Trust Dashboard. The Headteacher noted that Year 6 YTD attendance was high and bucked the national trend of lower attendance in Year 6 and Year 11.

The Headteacher noted that there were two Year 6 disadvantaged children whose attendance was significantly impacting their potential SATs outcomes and could get expected standard if their attendance improved. School was supporting and maintaining communication with families.

Challenge: A governor asked if there was any outside of school support that could be accessed. The Headteacher explained that the CYC Attendance Officer had a planned visit to school and would enquire what options were available. The Deputy Headteacher noted that one family had Early Help and a Youth Justice offer for tutoring and mentoring.

The Trust Attendance FAQ document was circulated for information.

Challenge: A governor asked if parents were clear enough with the rules around attendance and lates. The Headteacher explained that information was provided when speaking to parents and there were formal letters being issued WC 27th January 2025 for certain children which included clarity on areas of attendance.

5. **Performance Data including pupil groups** (previously circulated)

The Headteacher highlighted that Year 3 were identified as a vulnerable data cohort.

Challenge: A governor asked if the year group were still making progress despite the lower starting point. The Headteacher explained that due to the low Phonics scores they had additional Phonics in Year 2 which then delayed the work they would have done otherwise but they were making progress and would continue to be monitored.

Challenge: A governor questioned the Year 1 Writing data. The Deputy Headteacher explained that the data was impacted by the transition to the expectations of Year 1 but would be monitored.

The Deputy Headteacher noted that the Year 4 Multiplication Check data was an internal Trust measure for monitoring.

The Headteacher presented the Analyse School Performance Online.

6. Reports (Trust Led Learning Walk – Vulnerable Groups) (previously circulated)

The Deputy Headteacher reported that the Director of School Improvement undertook a school visit with a key focus on vulnerable groups. The main strengths identified were:

- Quality Assurance in school.
- Handwriting.
- School environment.
- KS2 behaviour work.
- Engaging sessions.

The suggested actions were around Early Years, which was an area of focus across the Trust due to the expected Early Years focus in the new Ofsted framework, and behaviour routines / behaviour for learning.

The Deputy Headteacher reported confidence in the view of what was happening across school through the learning walk process.

Challenge: A governor questioned the comments on behaviour in Year 5 and Year 1. The Deputy Headteacher confirmed that he agreed with the observations and confirmed that actions for behaviour and writing were in place.

A governor noted the positive feedback on the Schoolhouse.

7. Trust Strategic Plan and Vulnerable Pupils Promise (previously circulated)

The Headteacher confirmed that the Vulnerable promise was regularly reviewed as part of Heads meetings and that the Knavesmire vulnerable offer works in tandem with the Trust Promise.

A governor who attended the Trust Governance Evening noted that both the strategic plan and vulnerable pupil promise were well received. Another governor noted the importance of monitoring progress against the plans.

Challenge: In reference to the People Strategy a governor asked if there had been a check in with staff around the development and wellbeing offer. The Headteacher agreed to provide an update at the next meeting.

Agenda

8. School Development – Collaboration and Partnerships

The Headteacher confirmed that work with MAT collaboration across year groups and subjects continued and feedback from staff had been positive. The school continued to develop partnerships in the local area.

A staff meeting was planned for Art, Reading was being monitored and a book trawl was scheduled. The majority of staff meetings included a focus on Year 6 given the priority this year.

9. Personal Development (including trips information) and Barcelona Update (previously circulated)

Spring trips circulated for information.

Clubs timetable circulated for information.

The Headteacher reported that the Risk Assessment for the Barcelona trip was submitted to the Local Authority and required visas were submitted. Payments were being made and there had been some overpayments; those parents had been formally thanked.

15 children and two members of staff from Scarcroft were joining the trip and were coming weekly to join Spanish lessons and build relationships.

Challenge: A governor asked if the concern over costs had been mitigated. The Headteacher confirmed that they had managed to reduce costs on flights (thanks to a parent) and the hotel had responded positively to a request to reduce charges. It was likely that there would be an increase to costs next year.

The Spanish school would be visiting in February 2025.

Challenge: A governor asked how parents know about the range of clubs. The Headteacher confirmed that there was reference on the newsletter to where club information could be found on the school website.

10. Curriculum Presentation – Disadvantaged Provision

Taken earlier in the agenda.

11. Risk Record

There was no update to report.

12. School Condition Allocation

The Headteacher reported that work on the flooring outside the canteen was being followed up as part of scheduled work.

Requests for the next round of SCA would be submitted for:

- Four areas of roof leaks including the area between Reception / Year 2 classroom and the area outside the canteen.
- Automatic gate closer.
- Carpark gates to be automated.

The Headteacher informed governors that he had requested a heating / radiator survey through the Director of Estates and the MUGA surface was being monitored.

Challenge: A governor asked if there had been a resolution to the query on Section 106 funding. The Headteacher confirmed that the Trust had received a comprehensive report from the Local Authority which detailed where money was allocated and confirmed there was no available funding for the school.

13. Staffing and Appointments

The Headteacher reported that:

- There was an advert out for a Kids Club Manager (with no financial responsibility).
- The Schoolhouse maternity leave was being covered with the SENCO being lead teacher and a Teaching Assistant providing cover as an unqualified teacher.
- A Year 4 teacher was engaged on long term supply.
- An offer had been made for a Kids Club Relief Manager to support the Club Manager.

A governor reported on a visit to the Schoolhouse and informed governors that the SENCO felt that the rhythm of morning Schoolhouse teaching and afternoon allocated to the SENCO role was working well. The Headteacher noted that the SENCO had a good relationship with the Director of SEND and Safeguarding. The governor noted that the SENCO had raised transition and support alignment as areas of focus and that the Schoolhouse would tilt back to a KS1 environment when the three Year 6 children move up to secondary school.

The Headteacher informed governors that the draft budget process had started and would include staffing plans.

14. LGB Roles and Responsibilities and skills audit

Mrs Gray had circulated the skills audit with a deadline of Monday 3rd February 2025.

15. Governor work plan (previously circulated)

The Chair had reviewed the work plan with the CEO who had responded positively.

Action: Mr Jones was tasked with writing the February governor newsletter.

Action: Ms Marshall was tasked with writing the Easter governor newsletter.

TJ

KM

16. Governor recruitment / Constitution

Resolution: Governors agreed to re-appoint Mr Maitland to the LGB when his term of office ends subject to Trust Board approval.

The Chair informed governors that Mrs Else's term as a parent governor ends on 19th April 2025 and the vacancy would be advertised to parents for an election.

Governors were in agreement that Mrs Else had important skills and expertise, had made a significant contribution and brought value to the governing board. Governors were in agreement to re-appoint Mrs Else if required.

Governors agreed to review the size of the LGB at the March meeting.

17. Governor Visits and Reports (previously circulated)

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

- Early Years
- Safeguarding
- Concerts
- General Chair Visit
- Data
- Behaviour
- Data and General

Mr Hodgeon had completed a visit and would submit a visit report

Mrs Roantree noted that the visit to Christmas events had provided a useful opportunity to engage with parents.

18. LGB Drop in Sessions

Dates were provided for information.

19. Governor Training Record and courses

The Deputy Headteacher asked governors to complete any outstanding training.

20. Newsletter

Mr Jones was tasked with drafting the February newsletter.

21. SBMAT Governance Evening / Chair / CEO Update including people strategy

A governor recommended governors attend the next governance session.

The Chair informed governors that she had a meeting with the CEO and a Chairs meeting was due this term.

22. Governor Collaboration Space – Newsletter Template / Reports / Skills Audit

Action: Deputy Headteacher to establish a shared governor space on Google Drive.

DHT

23. Finance Monitoring Report (previously circulated)

The Headteacher reported that he had a monitoring meeting with the CFO on 28th January 2025.

The SBM had prioritised refining systems and records and would be working with the Headteacher on the budget.

The Headteacher noted that Kids Club income had increased as a result of increased charges.

A monitoring report would be provided at the March meeting for information.

24. Future Staffing

The Headteacher confirmed there was no update to provide.

25. 2 year old provision

The Headteacher reported that the provision had been approved but had not yet moved forward due to capacity.

The Headteacher reported that wrap around care for Early Years was in place with numbers fluctuating across the week but expected it would positively impact future cohorts. The provision was staffed by staff who volunteered and were being paid for the hours worked. The Headteacher recorded thanks to staff who had been supportive and collaborative.

26. 76% Plan Draft

The Headteacher confirmed there was no update and would do analysis as part of budget planning.

The Deputy Headteacher reported that they had reviewed the ICFP (curriculum financial planning) with the CFO which provided an accurate measure for staffing ratio and useful benchmarking.

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

Provided for information. The Headteacher confirmed that actions were being addressed and a paperwork meeting was scheduled for 29th January 2025.

28. Governor safeguarding report (previously circulated)

The Deputy Headteacher would provide an update on behaviour curriculum at the March meeting.

The Deputy Headteacher reported that the Educational Visits Policy had been reviewed and associated training had been delivered earlier than planned.

The Deputy Headteacher reported that the number of Early Help cases had increased significantly from the first report at the September 2024 meeting and was being managed with support of Phase Leaders and trying to get other agencies to lead where appropriate.

The Deputy Headteacher reported that there had been three recorded incidents of racism since the submission of the report. They were three separate incidents which varied in nature, but all were investigated, reviewed and there was communication with families and action taken where warranted.

Challenge: A governor asked about the physical incident. The Deputy Headteacher reported that it was a child accused of nipping another child along with some other behaviour over a two-week period and wanted to ensure it was recorded fully.

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

The Chair asked governors to feedback.

Challenge, support and interest in some of the more vulnerable areas in school- Y6, Y3.

Unpicking the data (asking the right questions) that go beyond just the figures- for example Autumn term Y1 writing outcomes.

Improved knowledge and understanding of Pupil Premium / PP+, Knavesmire PP cohort, Knavesmire vision and Trust offer alongside

Constructive challenge / a desire to understand the context of the incidents of racism flagged in the termly safeguarding report

Understanding of how the KPS PP offer aligns with the Trust's Disadvantaged Pupils offer, how PP funding is spent and how interventions for PP pupils work in practice, particularly the individuality of these on a routine basis as a result of the knowledge teachers have of their PP pupils. Also understanding more about the predictions for Yr1 phonics outcomes and good discussion about the data generally, including the school's focus on enabling the best Yr 6 outcomes.

A strong understanding of the PP offer and the sort of interventions available was really useful as it speaks to so much of the unseen work that goes into supporting pupils and reinforcing the schools offer.

Discussing individual year group performance as opposed to reviewing performance as one homogeneous block. Understanding the make up and circumstances of individual years feels like it will lead to more effective scrutiny and governance.

Detail in all the reports of governor visits show governors are really getting to know and understand their particular area, show the staff that governors are really interested in and supportive of the work they are doing. It gives governors chance to ask questions and also gives staff an opportunity to present and explain the intricacies of their work.... A skill all teachers need practice.

After a period of working out where governors fit within the MAT system this meeting really showed that there was clear clarity of understanding about the roles of governors, the MAT and the school ..working in partnership.

Clear thoughts about the membership of governing body ...retaining expertise , looking at skill gaps and ensuring parents have elected members.

30. Any Other Business

There were no items for AOB.

31. Items for Next Meeting

Behaviour curriculum.

40 minute visit round school and visits to classrooms.

Walk round feedback.

SDP.

Skills Audit.

LGB constitution.

Mr Hodgeon note of visit.

Finance monitoring report - for information.

Staff feedback on the development and wellbeing offer as part of the Trust People Strategy.

The Chair invited governors to arrive from 8am and join the staff briefing at 8.40am.

32. Future meeting dates

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 7.38pm

Approved at LGB on 21st March 2025.

Approval

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 27th January 2025

Action	Item	Responsibility	Timescale
1. Mrs Else to undertake a Pupil Premium link visit. 27.01.25: scheduled for 3 rd February 2025.	7 (23.09.24)	O Else	Oct 2024
2. Governors to read Keeping Children Safe in Education and complete Cyber Security Training and confirm to the Deputy Headteacher.	18 (23.09.24)	Governors	Oct 2024
3. Mr Jones was tasked with writing the February governor newsletter. Subsequently changed to Vanessa Huws Jones Ms Marshall was tasked with writing the Easter governor newsletter. Subsequently changed to Thom Jones	15	T Jones K Marshall	Feb 2025 Mar 2025
4. Establish a shared governor space on Google Drive.	22	DHT	Feb 2025

APPROVED