

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Minutes of the meeting of the Full Local Governing Body
On Friday 21st March 2025 at 9.30am

Present: Mr A Cooper (Principal), Ms J Gray (Vice Chair), Mr J Hodgeon, Mrs V Huws-Jones (Chair), Mr J Maitland, Mrs K Roantree, Mrs Olivia Else, Mr Thom Jones, Ms Katherine Marshall

In Attendance: Mr G Gardiner (Vice Principal), 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 Gould due to the meeting being held during the school day.

5. Behaviour Policy and Curriculum

The Vice Principal presented an update on Behaviour Curriculum and explained that the school was already at a strong base in terms of behaviour, but a broad evidence base was used in the development of the behaviour approach to refresh behaviour expectations.

The process started with staff and pupil voice with key trends in responses being that behaviour in the classroom was seen as good, but lunchtime and corridors were areas that were not as strong. The Vice Principal explained that he was currently supporting the Year 3 / 4 entry to school and would move to support other entrances.

There was a specific question on bullying which reported back positively, and feedback included that school had practices to support staff and pupils.

Feedback from the staff and pupil voice informed CPD and included non-teaching staff.

The Vice Principal explained that the curriculum aligns with the strong sense of values and characteristics of the school and supports the continuation of the strong sense of community and excitement of learning at the school.

The Vice Principal presented the steps of routines, praise and stepped sanctions noting that the majority of sanctions were nonverbal / private reminders and verbal warnings.

The Vice Principal presented an update on the emotion coaching all staff across the trust had training on which included four stepped instructions for staff to help the child and staff responded positively to the training.

Challenge: A governor asked how the teachers in need of support with the behaviour curriculum had responded to feedback. The Vice Principal confirmed that there were no major concerns, and the areas of support were mixed including tweaks to classroom management and engaging a small group to be active learners.

The Vice Principal explained that training was delivered through staff meetings and Teaching Assistant sessions. After the Easter break training would be delivered for office and Kids Club staff to support consistent practice across school. Going forward there will be refresher sessions on training days.

6. School walkaround

Governors went on a walk around school at 9.50am and returned to the meeting at 10.20am.

7. Walkaround Feedback

Governors provided feedback on their walk around:

- There was a very warm feeling and buzz about the school.
- Governors saw the whole breadth of school.
- The Year 6 students communicated confidently with governors and were able to talk about the school.
- The school was very calm.
- There was a serene contentment.
- There was purposefulness of the work.
- Governors saw a teacher use the strategies mentioned for getting the attention of the children.
- The Year 6 students had a grounded breadth and knowledge of the school.
- A Year 6 student spoke in a way that was very aware of where they had been and where they were going.
- Governors saw children with confidence and an ability to self-regulate.

The Principal explained that he wanted the behaviour curriculum / practices to be genuine, deliberate and purposeful in line with what each class was learning, to give children ownership and responsibility to maximise their learning and also prepare them to transition well to secondary structures.

A governor noted that the Knavesmire approach gives the children responsibility and prepares them to be successful adults and recognised that it took a lot of staff work and having trust in the children to have an environment like Knavesmire and suggested it promoted a microcosm of the society they would want.

A governor asked how the child ownership / responsibility behaviour approach at Knavesmire aligns with their transition to secondary school and a more regimented behaviour approach. The Principal explained that given the size of the secondary schools and movement around large sites there was an understanding of the need for different approaches to behaviour. The approach at Knavesmire should support the child being able to navigate the different rules whilst also being engaged active learners.

Challenge: A governor noted a visit to the Music Room where a whole class was learning the violin and asked what the music regime was. The Principal explained that the school have two specialist PPA teachers for language and music. Music curriculum uses the Wider Opportunities whole class scheme, and every child gets the opportunity to learn an instrument. Peripatetic lessons with students taken out of lesson take place and there was a scheme of free peripatetic music lessons for children in receipt of Pupil Premium. The Principal explained that the school provides storage for the Local Authority for steel pan drums and a teacher took a day CPD to support their use for the benefit of children in school.

Challenge: A governor asked if there was additional work in Early Years to set expectations and embed routines in order for good practice to flow up through school. The Vice Principal explained that the Reception and Year 1 teachers have to work hardest on routines so staff need to think about it more consciously but that would be expected given the age of the children. The Vice Principal reported that more children were joining Reception not school ready, so the team had a lot of work to do in the autumn term.

Governors recorded thanks to staff and their Year 6 guides.

2. **Minutes of the LGB meeting held on 27th January 2025** (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: Mrs Else undertook a Pupil Premium link visit on 3rd February 2025 and the note of visit was included in the agenda pack.

Action 2: The Vice Principal thanked governors for the updates of confirmation of having read Keeping Children Safe in Education and completed Cyber Security Training.

Action 3: Ms Huws-Jones had written the February governor newsletter. Mr Jones would write the Easter newsletter.

Action 4: The Vice Principal had established a shared governor space on Google Drive.

3. **School Development Plan Update**

The Principal presented an update on the five areas of the SDP and shared actions for each priority.

Greater Depth Writing – There had been lots of activity including staff meetings, modelling, vocabulary focus, interventions, book scrutiny, targeted work, drop ins, joint observations and BRAG meetings. On 26th March 2025 there would be Trust wide training which included year group team work on Writing.

Challenge: A governor asked if there were moderation meetings across all abilities. The Principal explained that they were broadly focused on those pupils who were on track or exceeding.

Outcomes for Disadvantaged Pupils – The Principal explained that this priority aligned with the MAT Vulnerable Promise and was a standard item on leadership meetings.

The Principal explained that being categorised as Pupil Premium does not always align to a current vulnerability and there were some children who would not qualify but were vulnerable / disadvantaged and there was a need to consider those vulnerable outside of the PP criteria.

The Principal explained that the challenge at Knavesmire was the low numbers and therefore lower funding.

Social mobility and equity of opportunity was a priority at Knavesmire and was a reason why every Year 6 pupil who wanted to go to Barcelona had been supported to go including purchasing of passports and payment plans.

The Vice Principal noted that there were eight actions for teachers to follow for those pupils defined as vulnerable at Knavesmire.

Broad and Balanced Curriculum / Art – The Principal reported that there was work underway for the Arts Award work and Art Week.

Collaboration – The Principal reported that there were partnerships and collaborations in the Trust through subject and year group teams and Director of SEND and Safeguarding work with the SENCO. There were also visits to schools outside of York to see practice outside of the local area.

Finance – addressed later in the meeting.

4. **Personal Development**

The Principal presented on the Barcelona visit and noted that the cohort were exceptionally behaved and organised.

The Chair noted the wealth of positive comments and feedback from parents after the trip. Governors recorded thanks to the Headteacher and staff for providing the opportunity for the children.

8. Staff Feedback on the Development and Wellbeing Offer as part of the Trust People Strategy

The Principal reported that feedback tended to be general organisational matters and staff had been reminded not to send emails after certain times and to be aware of individuals preferences of working.

The Principal informed governors that all staff were working hard.

9. Sexual Harassment Prevention Duty Briefing Notes for LGB (previously circulated)
Provided for information.

10. LGB Skills Audit and Link Roles (previously circulated)

Governors had discussed link governor roles and the potential of having link deputies.

Action: Governors were asked to provide feedback on link preferences / areas of interest to the Chair and Vice Chair by 4th April 2025.

Current link roles were:

Quality of Education – Chair

Personal development – Vice Chair

Safeguarding, Early Years, New Governor Mentor – Kay Roantree

SEND – Jon Hodgeon

Data and Performance – Joe Maitland

Vulnerable / Pupil Premium / Behaviour and Attitudes – Olivia Else

Leadership and Management – Thom Jones

Governor Visits Lead – Rachael Gould

The Vice Chair explained that areas for development that governors identified in their skills audit return would be included in the LGB Development Plan.

Action: Vice Chair to develop the LGB Action Plan.

Action: Clerk to share the skills audit with the Trust.

The Chair recorded thanks to the Vice Chair for running the Skills Audit.

11. Governor Recruitment / Constitution

The Chair confirmed that there had been no nominations for the parent governor vacancy.

Resolution: Governors unanimously agreed to recommend Olive Else to be appointed in the parent governor vacancy for Trust Board approval.

Resolution: Governor unanimously agreed to recommend the reduction of the size of the LGB to 11 governors for Trust Board approval.

Mr Maitland left the meeting at 11.20pm.

12. Governor Visits and Reports (previously circulated)

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

- Pupil Premium (previously circulated)
- SEND (the link governor tabled a summary of three visits in the spring term).

The SEND link governor highlighted the impact to capacity and sustainability of the time to get children back into main school but it was an important element of the provision.

Govs

VC

Clerk

13. **Governor Training** (previously circulated)
CYC training schedule circulated for information.

Challenge: The Chair requested that the training tracker was included on the agenda going forward.

14. **Newsletter**

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

T Jones

Action: Ms Marshall was tasked with writing the next governor newsletter in May.

K Marshall

15. **Future Staffing Report and Finance**

The Headteacher reported that there were four long/medium term absences that were impacting capacity in the School House.

Kids Club appointed a Kids Club Manager from a current member of staff and had appointed their replacement.

The Chef had submitted their resignation, and the school had asked to be included on the MAT catering tender.

The Executive Team requested budget planning to start in January. The Principal reported that the teaching staff cost plan to meet the 76% requirement was close. The Teaching Assistant percentage was over the benchmark but if the two-year-old provision was progressed some staff may want to move into that provision. A meeting with the SBM and central team was scheduled before the Easter break.

The Principal reported that budget monitoring was tracking well and he felt well supported by the SBM who was proactive and doing a great job.

The Headteacher confirmed that he would communicate with governors by e mail if there were any significant changes in staffing.

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

The Chair asked governors to provide feedback.

Post meeting note - Impact reflections from governors:

Governors spent 3 hours in the school and were able to see first-hand a typical school day from the staff briefing, to all we saw on the tours around school. Hearing from year 6 pupils directly about their Barcelona trip following the Heads update on the trip to Governors was great to hear, as was seeing them all writing about their best day of the trip in class. This really brought to life the personal development opportunities the school gives to pupils and how they benefit from that. The confidence and discussions I had with the year 6 pupils who showed me around demonstrated the KPS character through and through. I loved my tour and was able to see lots of different teaching and learning happening across all year groups and to feel the vibrancy from the pupils but equally the sense of order and calm overall. The opportunity to connect this way with the school, the pupils and staff was invaluable and has enabled me to understand how the policies, like the behaviour policy, and the approach to learning, is delivered in practice. It was also great to spend time discussing our own resilience and development opportunities and to understand the breadth of the collective skills we have as the LGB to support the school and the Trust.

I think it was a great result for the governing body to have re-elected Liv given what an excellent and committed governor she's been to date. (Two governors said this).

Showing wider staff team both who we are but also that we are keen to find out more about how the school works in order to make informed decisions.

Asking questions about how policy is being put into practice...concentrating on the behaviour policy but starting to get a better feel for how other policies are embedded in practice too.

Brilliant talk to Year 6 pupil about their experiences of being a child who has been through the whole Knavesmire school experience ..from age 3 to 11! Improving knowledge of the school's behaviour curriculum and how it is implemented. Seeing some fantastic examples of positive behaviour for learning around the school in all year groups.

Valuable discussion about how the school achieves such a calm, settled atmosphere.

Gaining insight into the vast benefits for Year 6 children from the Barcelona trip. Being a visible presence to staff and pupils. Really getting into the detail around behaviour policies and how this is implemented. Then further understanding how this can be used to support staff development.

Taking time to reflect and discuss how we function as a group and making a positive decision to improve the board resilience through the creation of deputy link governor roles.

Skills audit outcomes – such strength – and great ideas (discussed informally over breakfast together) about how we can be even better in doing what we need to do for school. So positive.

17. Any Other Business

Educational Visits Policy – for information (previously circulated)

Provided for information.

The Vice Principal reported that the policy had sharpened the focus of educational visits, Evolve practices were in place and the area for local, regular and routine learning visits had been reduced.

Challenge: A governor asked if there had been any parent / carer feedback on the new consents for trips and images. The Vice Principal confirmed not.

Action: Vice Principal to check that non-parent governors receive newsletter notifications.

VP

18. Items for Next Meeting

Training Tracker

Governor Action Plan

19. Future meeting dates

Sum2 - Monday 30th June 5.30-7.30 pm

The meeting closed at 11.35am

Approved at LGB on 30th June 2025.

Approval

KNAVESMIRE COMMUNITY PRIMARY SCHOOL
Action Plan following the meeting of the Local Governing Board, 21st March 2025

Action		Item	Responsibility	Timescale
1.	Governors to provide feedback on link preferences / areas of interest to the Chair and Vice Chair.	10	Governors	4 April 2025
2.	Develop the LGB Action Plan.	10	Jackie Gray	June 2025
3.	Share the skills audit with the Trust.	10	Clerk	Complete
4.	Mr Jones was tasked with writing the Easter governor newsletter.	14	T Jones	March 2025
	Ms Marshall was tasked with writing the next governor newsletter.		K Marshall	May 2025
5.	Vice Principal to check that non-parent governors receive newsletter notifications.	17	Vice Principal	March 2025