KNAVESMIRE PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Thursday 13th October 2025

Present:	Mr A Cooper (Head of School)	Mrs K Roantree
	Ms J Gray (Vice Chair)	Mrs O Else
	Mrs R Gould	Ms Marshall
	Mrs V Huws-Jones (Chair)	Mr J Maitland
In attendance:	Mr G Gardiner (Vice Principal)	
	Mrs S Triffitt (Clerk)	

		Action
1.	**Welcome, Apologies for Absence, Declarations of Interest** The Chair welcomed everyone to the meeting and introductions were made. Apologies were received and accepted for Mr T Jones and Mr J Hodgeon. The Chair had informed the panel that she would be late attending the meeting. The Vice Chair chaired the meeting in the Chair's absence. There were no declarations of interest to note. Governors were asked to complete their business interest form and read Keeping Children Safe in Education and complete the confirmation form.	
2.	**Minutes of Previous Meeting held on 30th June 2025** ***(previously circulated)*** **Resolution:** Governors agreed the 30th June 2025 minutes as a true and accurate record of the meeting and they were approved. **Matters Arising and Action Plan** Action 1: Ms J Gray drafted an LGB action plan that was part of the meeting agenda. Action 2: The Chair had written to thank Year 5 staff. Action 3: Mrs Else had drafted the end of term newsletter.	
3.	**Pulse / Head Report / ELG Update** ***(Pulse previously circulated)*** The Head of School presented the Pulse Report for WC 8th September 2025 and noted that the BRAG would be updated that week (WC 13th October 2025).	
4.	**Attendance and Behaviour** ***(previously circulated)*** **Confidential item** ***(previously circulated)*** **Attendance data** **Unmissable Plan** ***(previously circulated)*** The items were taken later in the meeting.	
5.	**Performance data including pupil groups:** ***a/* Y6 Targets** ***(previously circulated)*** The Head of School presented the Year 6 targets noting that all targets sat significantly above national and included ambition. The Head of School noted some mobility in the year group that had not been factored in.	

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6.	**Reports (including Pupil Premium)** **Pupil Premium Strategy *(previously circulated)*** The Vice Principal presented the three year Pupil Premium Strategy Plan. The Vice Principal explained that the 20% achieved Good Level of Development was related to five children and staff know those children and their individual context very well. The Vice Principal referred to the Trust Vulnerable Pupil Pledge that had been previously presented and explained the implementation of a Vulnerable Pupil Tracker that would be shared at a later date. The Vice Principal explained that there was a large cohort of Pupil Premium Plus children, the Pupil Premium link governor was active in their role and the report included focus on PP Plus. **The link governor explained that the previous strategy did not delineate PP Plus but they now had a clearly defined offer so it was appropriate to capture that in the report.** **Governors received the report and it was noted that it would be published on the school website.**	
7.	**School Development Plan *(previously circulated)*** The Head of School presented the SDP which was split between the four deep areas. The Head of School explained the deep areas and informed governors that there would be three associate deep positions within the structure for staff to lead projects and have development opportunities for the year. The three areas of focus were Curriculum Champion, Vulnerable Offer and Enrichment and these opportunities were open to teachers and support staff. The Head of School explained that areas of the plan would be RAG rated through the year. The autumn term review would be presented at the January 2026 meeting. The Head of School noted that the Deeps structure would support collaboration across the schools in the trust. The Vice Chair suggested the Governor Work Plan be updated to reflect the new SDP. The Chair joined the meeting at 5.56pm.	
8.	**Personal Development (including trips)** There was no update to report.	
4.	**Making School Unmissable *(previously circulated)*** The Head of School presented the Making School Unmissable Framework and explained that all schools were undertaking this exercise with a view to develop a sense of belonging and improve attendance. The Head of School explained that the government tracked Persistent Absence of less than 90% and those attending 95%. Knavesmire performs well on the 95% metric with 89.1% of children having 95% or above attendance compared to 60% nationally. The Head of School noted that for Knavesmire there was a statistically greater chance of improving attendance with the middle group of attenders. The Head of School informed governors that it would be a standing agenda item. The Vice Principal added that there was work to do to provide clarity to parents of the progressive nature of the Personal Development offer through the years. **Challenge: A governor asked if stakeholder voice would inform the framework.** The Vice Principal confirmed staff, parent and pupil voice would inform how the framework developed.	

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	Attendance The Head of School presented the attendance data which at 98.3% reported above the 94.1% YTD national. The disadvantaged attendance at 97.3% was also above national. Persistent Absence was low at 3.9% compared to national data of 16.2%. Disadvantaged persistent absence was also low. The Head of School presented the year group attendance data **Challenge: A governor noted that percentage reporting could be distorted if illness absence was early in the school year and asked if that was considered as part of attendance processes.** The Head of School explained that the government data was calculated on YTD but individual circumstances were considered and if appropriate informed a differentiated response. Patterns would also be considered as part of processes and the school would be transparent with families on the absence and data. The Vice Principal explained that ten sessions in ten weeks would trigger attendance processes in line with government guidance.	
4.	**Confidential Item *(previously circulated)*** Recorded as a separate confidential minute.	
4.	**Behaviour (including AOB Parent Letter) *(previously circulated)*** The Chair, Head of School and Executive Principal had met with the parent to discuss the contents of the letter and the Chair reported that it was a positive meeting. It was agreed that the Head of School and Chair would draft a letter in response. The Chair noted that the CEO had raised concerns around the FAQ document published for parents. The Chair informed governors that the Executive Principal offered to attend the governor meeting but that offer was declined. The Head of School noted that the response would need to be reviewed by the Executive Team before it was issued. A governor noted that they would expect and welcome trust input to the response given it was a trust wide approach. **Challenge: A governor suggested taking the time to ensure a considered response.** **Challenge: A governor noted that the percentage of concerned parents who had signed the letter could mirror the number of children that could struggle with school. The governor noted that fundamentally expectations would be the same around behaviour and parents may need clarity and reassurance.** **Challenge: A governor asked how the parent voice felt day to day now.** The Head of School explained that there had been less individual conversations but a number did sign the petition / letter. **Challenge: A governor asked if there was data on movement through the behaviour colours and number of slips issued.** The Head of School explained that there was tracking of reds and noted that those on red and displaying red behaviours would have been the same last year where school would already be having conversations and there had been no feedback from those families. Children had been identified for Behaviour Plan reviews to bespoke the offer in line with need. There had been no reds in Year 5 and 6 and reds tended to be localised in Year 4. There was a small group in Year 2 and Year 3 and areas of vulnerability were identified. The Vice Principal added that the majority of behaviours tracked as red had been behaviours that would go straight to red and not an escalation. Lower level behaviours were picked up with higher expectations. **Resolution:** Governors agreed to establish a working group to draft a letter in response to the parent concerns and have a wider conversation around the role of the LGB in decisions and communications. The Chair, Ms Gray, Mrs Else and Mr Maitland would form the working group.	

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	Action: Chair to issue a holding response to parent concern letter.	Chair
9.	**Curriculum Implementation** The curriculum update was deferred to the January meeting.	
17.	**Governor Work Plan** **Challenge: A governor questioned that the SDP did not seem to have unique priorities.** The Head of School explained that there were a number of big items which made it seem less bespoke. There were no data gaps but would continue to push Writing Greater Depth. Governors reviewed and updated the link governor roles. Mr Maitland left the meeting at 6.42pm. Ms Marshall left the meeting at 6.42pm. The Head of School left the meeting at 6.42pm. **Resolution:** Governors agreed on the newsletter schedule. **Challenge: A governor asked for clarity on the governor visits schedule in line with the school calendar and specific remit of the link role.** **Action.** Mrs Gould to draft a governor visit schedule. Mrs Roantree had an Early Years visit scheduled for 16th October 2025.	RG
10.	**Deeps Leadership Model** Update provided as part of the SDP agenda item.	
11.	**Staffing & appointments** The Vice Principal informed governors that: - Three people had been appointed to two roles in Kids Club. - Mr Fairburn, a long standing member of the site team, left in September. - Cleaning has now been outsourced to Bullers. - A maternity leave was due to start in the new year. - Three Associate Assistant Principal roles for the deep areas would be advertised internally. - A Pastoral Lead role would be advertised internally and would provide support to the Designated Safeguarding Lead (DSL) as Deputy Designated Safeguarding Lead (DDSL). The Head of School returned to the meeting at 6.55pm. **Challenge: A governor asked who was leading in safeguarding.** The Head of School confirmed that the Executive Principal was currently the DSL with the Vice Principal and Director of SEND and Safeguarding as (DDSL). The longer term plan was for the Vice Principal to be the DSL. The Head of School informed governors that the Trust Direct of SEND and Safeguarding was leaving for a promotion opportunity. The Head of School informed governors that Ms Duncan had left the front of house team in July and Miss Ali had been recruited and made a very positive start.	
12.	**Chair and Vice Chair Appointments** **Resolution:** Governors unanimously agreed to recommend Mrs Huws-Jones as Chair for Trust Board approval.	

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	Resolution: Governors unanimously agreed to recommend Ms Gray as Vice Chair for Trust Board approval. Governors recorded thanks to the Chair and Vice Chair for the great job they do and asked for their appreciation to be noted.	
13.	**Vanessa Huws-Jones Re-appointment** **Resolution:** Governors unanimously agreed to recommend Vanessa Huws-Jones for re-appointment. (nominated by Mrs Roantree, seconded by Mrs Else)	
14.	**Governor Code of Conduct *(previously circulated)*** Provided for information.	
15.	**Trust Scheme of Delegation *(previously circulated)*** Provided for information.	
16.	**KPS LGB Link Roles and Responsibilities and skills audit *(previously circulated)*** Addressed earlier in the agenda as part of the work plan.	
17.	**KPS Governor Work Plan *(previously circulated)*** Addressed earlier in the agenda.	
18.	**Governor Visits and Reports** **Pupil Premium - Mrs Else *(previously circulated)*** There were no questions on the circulated report. **SEND - Ms Gray *(previously circulated)*** Ms Gray reported that it was great to see the School House in action and have the opportunity to speak to the children. Ms Gray recorded thanks to Mrs Nightingale for the visit. **Action:** Governors to undertake school visits.	Govs
19.	**Governor Training** **Training Requirements *(previously circulated)*** **Action:** Governors to complete required training. **KCSiE Confirmation Form *(previously circulated)*** **Action:** Governors to read Keeping Children Safe in Education and complete the confirmation form.	Govs Govs
20.	**Newsletter** Addressed as part of the Governor Work Plan.	
21.	**Monitoring Report** There was no update to report.	
22.	**2-Year-Old Provision** The Head of School explained that the provision would likely launch at Easter 2026.	

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23.	**76% Plan** The Head of School confirmed that the start budget fits with the 76% plan.	
24.	**H&S Paperwork report/action plan** The Vice Principal informed governors that a paperwork visit was scheduled for that week (WC 13th October 2025).	
25.	**iAM Compliant Risk Report** Carried forward to the January 2026 meeting.	
26.	**Governor Safeguarding Report *(previously circulated)*** There were no questions on the report.	
27.	**Review and evaluate – to what extent have we been able to impact positively on the agenda today?** There was no update to report.	
28.	**Any Other Business** **Parent Letter *(previously circulated)*** Addressed earlier in the meeting. **Young Carers Award *(circulated post meeting)*** The Vice Principal presented a young carers award presentation which outlined the award remit and updated governors on how young carers were supported. Mrs Nightingale was leading as Young Carers Champion. The Vice Principal reported the number of identified Young Carers had gone from zero to four over the last twelve months so the offer was becoming more prevalent for Knavesmire children. **Complaint** Governors were informed that a panel had been scheduled for a stage 3 complaint panel.	
29.	**Items for the next meeting:** H&S Paperwork Visit iAM Compliant Risk Report SDP Autumn Review Makine School Unmissable Framework - standing item Curriculum Implementation	
30.	**Future Meeting Dates:** Monday 26th January 2026 5.30pm Friday 13th March 2026 9.30am Monday 22nd June - 5.30pm	

The meeting closed at 7.15pm

Approved by governors on 26th January 2026.
Approval

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KNAVESMIRE PRIMARY SCHOOL LGB – 13th OCTOBER 2025
ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	4	Chair to issue a holding response to parent concern letter.	Chair	Oct 2025
2.	17	Draft a governor visit schedule.	R Gould	Nov 2025
3.	18	Undertake school visits.	Governors	Autumn term
4.	19	Complete required training.	Governors	Autumn term
5.	19	Read Keeping Children Safe in Education and complete the confirmation form.	Governors	Autumn term

March Agenda
Vulnerable Pupil Tracker

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