KNAVESMIRE PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Monday 26th January 2026

Present:
Mr A Cooper (Head of School)
Ms J Gray (Vice Chair)
Mrs R Gould
Mrs V Huws-Jones (Chair)
Mr J Hodgeon
Mrs K Roantree
Mrs O Else
Ms K Marshall
Mr J Maitland

In attendance:
Mr G Gardiner (Vice Principal)
Ms C Hardy (School Arts Lead and Trust Associate Director of Personal Development)
Mrs S Triffitt (Governance Advisor)

Approved

		Action
1.	**Welcome, Apologies for Absence, Declarations of Interest** The Chair welcomed everyone to the meeting and recorded thanks to governors for the work undertaken since the last meeting. Apologies were received and accepted for Mr T Jones. There were no declarations of interest to note.	
2.	**Minutes of Previous Meeting held on 13th October 2025** ***(previously circulated)*** **Resolution:** Governors agreed the 13th October 2025 minutes as a true and accurate record of the meeting and they were approved. **Resolution:** Governors agreed the 13th October 2025 confidential minutes as a true and accurate record of the meeting and they were approved. **Matters Arising and Action Plan** Action 1: A response letter to parents had been issued. Action 2: A governor visit schedule was drafted. Action 3: Governor visits had taken place. Action 4: Training was included on the agenda. Action 5: A reminder to read the Keeping Children Safe in Education and complete the confirmation form was sent to relevant governors.	
3.	**The Arts** Ms Hardy presented an update to governors on the Arts Mark application and criterion and explained that the application includes evidence on arts and culture offered in school. Ms Hardy and the Vice Principal had attended a development day to inform the process. Ms Hardy invited governor feedback on the Statement of Commitment and informed governors the Statement of Impact would be informed over two years. Ms Hardy presented an update on her Trust role which was focused on enrichment and wider opportunities with a particular focus on vulnerable children. Ms Hardy informed governors that Knavesmire had a significant offer of enrichment clubs and shared the clubs and tracking data for the autumn term and highlighted that a majority of vulnerable pupils were attending a club. **Challenge: A governor asked if the data tracked attending on a regular basis or included a single attendance.** Ms Hardy confirmed that it included both. The Head of School explained that involvement in enrichment was tracked with pupil level detail so staff could review individual cases. Pupil voice would also inform the offer. The Head of School noted that the offer for Reception was reduced as staff were needed to cover Nursery lunches and the dance school no longer operated on	

	site due to the hall hire costs. The Head of School noted that staff engagement for clubs was high, supported by the longer lunch time break. **Challenge: A governor asked if the Arts Mark was a Trust wide initiative.** Ms Hardy confirmed not. **Challenge: A governor asked if the school was connected with a school who had achieved the gold award to share best practice.** The Head of School explained that Knavesmire had previously held the Gold Award. There was a depth of knowledge on the strengths and development areas of the arts offer and the framework supports the school in self assessing the offer. The Head of School emphasised the importance of the arts complementing the curriculum in school. **Action:** Ms Marshall to meet with Ms Hardy to review the Arts Mark Statement of Commitment. Ms Hardy left the meeting at 5.50pm.	KM
4.	**Pulse / Head Report / ELG Update *(WC 16th January Pulse previously circulated)*** **Challenge: A governor questioned the comments regarding Year 1 attendance.** The Head of School reported that overall attendance was strong but Year 1 was the year group with the highest rates of persistent absence. The Year 1 data would be reviewed at an individual level to inform actions. The Head of School informed governors that the DfE baseline target for attendance was 97%, a level of attendance that pre-pandemic was not achieved but the current data was strong compared to national. The Vice Principal informed governors that the Year 1 data was impacted by a small number of children in Year 1 with particularly low attendance and some children had specific circumstances with related authorised absence. The Head of School reported that the Year 5 and Year 6 attendance data was strong despite the national trend for lower attendance in Year 6. The Head of School reported that there had been two suspensions and the school was working with the family and other agencies to support the need.	
5.	**Trust Development Plan *(previously circulated)*** Provided for information.	
6.	**School Development Plan *(previously circulated)*** Governors reviewed the RAG rated SDP document including the action plan. The Head of School explained the remit of responsibility for the Deep areas. **Challenge: A governor queried the red rating for the personal development action.** The Head of School explained that the rating was a reflection of timing and the necessary work had been scheduled. The Head of School suggested including an SDP focus on the March agenda. Governors agreed.	
7.	**Staffing and Appointments** The Head of School provided a progress report on the new two-year-old provision: • The provision was scheduled to open at Easter 2026. A successful application for Section 106 funding (circa £100k) had been secured and the more substantial capital works were scheduled for the summer break. • The Admissions Policy was being finalised and the application process would be communicated to families. There had been 30 expressions of interest received. • The Head of School explained that the provision would strengthen the wider school offer and support the staffing structure. A staff survey had been conducted to understand role preferences and the staffing plan would need to cover wraparound care.	

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	• A staffing gap and collected preferences had presented an opportunity to recruit specialist staff for specific areas. The Head of School formally noted appreciation for the Teaching Assistants, who had shown patience and flexibility by covering the wraparound offer on a claimed basis. Mrs Gould had moved into Year 6 to cover maternity leave and strong supply was secured for Year 2. A staffing plan for the School House was being finalised to address the maternity leave and two Teaching Assistant resignations. Mr Poyner would lead the provision in Mrs Nightingale's absence. Ms Dalton was appointed as Pastoral Lead and Deputy Designated Safeguarding Lead and was working with pupils with identified needs. In response to a governor the Head of School confirmed that the post was 30 hours and Ms Dalton worked half day on a Monday so she could be available to families at the end of the school day Tuesday to Thursday. A Relief Manager had been appointed for Kids Club. The Head of School reported that the Bulmers (cleaning) and Aspens (catering) contracts were working well. The allergens offer was highlighted as an area of focus for Aspens.	
8.	**Deep Learning** **<u>Quality of Education</u>** **Writing Framework Audit *(previously circulated)*** The Vice Principal explained that there had been four Quality Assurance visits aligned to the Deeps. The newly published Writing Framework and associated audit tool formed the basis of the writing review. The Vice Principal highlighted the actions and explained that a restructure of how writing was delivered from Year 1 was undertaken with a focus on prerequisite skills, managing the cognitive load and embedding key skills. The Head of School explained that a review of the writing offer was planned but had waited for the audit before implementing. **Curriculum Summary *(previously circulated)*** The Chair explained that the document pulled together governor visits and meetings with SLT. The Chair recognised the hard work of everyone to give the curriculum a great start but acknowledged it was only one term in and there was still lots to do. The Head of School explained that the Kapow curriculum was written to fill every week of the year so there was work to do to understand what content could be combined whilst ensuring the national curriculum offer was delivered and there is accountability whilst allowing space for the Knavesmire enrichment offer. **Challenge: A Governor noted that some negative pupil voice regarding the new curriculum was not unexpected given it was a change, discussions had assured governors that the thought process around the implementation of the change were clear.** **A governor recognised that the Kapow curriculum provided an element of safety and assurance around content coverage and that the next step was ensuring the offer was right for Knavesmire.** **Challenge: A governor suggested gathering staff voice on Kapow throughout the year.** ***Early Years Visit 13.01.26 (previously circulated)*** ***Early Years Visit 09.12.25 (previously circulated)*** ***Early Years Visit 16.10.25 (previously circulated)*** The governor's visit reports were provided for information.	

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	The Head of School noted that the two year old curriculum needed to be designed and be aligned with Kapow. ***Curriculum QA Review (previously circulated)*** The Vice Principal explained that the Director of School Improvement had reviewed the curriculum offer and next steps aligned with national work on PSHE and points of development identified by SLT. **Challenge: A governor noted pupil feedback that there was disappointment the curriculum had impacted events they had been looking forward to such as WW2 themed dance party in Year 6.** The Head of School explained these events were teacher-led and not due to the change to Kapow and confirmed that enrichment and curriculum were being reviewed in parallel. ***Autumn 2 Data / On Track Data (previously circulated)*** The Head of School informed governors that the Trust had changed data providers this term. The Vice Principal presented the autumn 2 data and explained the data was based on predictions for the end of the year. The data highlighted the work to do in Writing as previously discussed. The Vice Principal highlighted that Year 2 Phonics was low but reflective of the high level of need of some pupils in that cohort and combined Greater Depth in Year 4 was an area of focus. The Vice Principal presented the personal development and attitude to learning data. **Challenge: A governor asked how personal development and attitudes to learning were assessed.** The Head of School explained that there were eight areas of personal development assessment and attitude to learning was based on the teacher's view of engagement in class. **Action:** Mr Maitland to undertake a visit on personal development and attitude to learning assessment and tracking and feedback to governors. **A governor noted that the data tracked well against the targets on the Pulse.** The Head of School shared the on track data informed by test paper scores and highlighted that the maths data was reporting strongly and there would be a Spelling, Punctuation and Grammar focus this term. The Head of School explained that there had been transparency with the Year 6 cohort on the assessment benchmarks.	JM
9.	**Deep Experience** **<u>Personal Development including Trips</u>** **Enrichment QA *(previously circulated)*** The Head of School noted that it was a positive report that reflected the strong enrichment offer and hard work of staff. The Head of School noted that the Director of School Improvement undertook robust reviews and associated reports and recorded appreciation of the time and expertise of the Director of School Improvement.	
10.	**Deep Leadership** **<u>Leadership and Management</u>** **Governor Visits** **School Leader Update** There was no update to report.	

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11.	**Deep Support** **<u>Child Protection and Safeguarding</u>** **Safeguarding Visit 19.11.25** ***(previously circulated)*** Provided for information. **School Leader Update** ***(previously circulated)*** The Vice Principal presented the termly report and informed governors that Ms Dalton had completed the Deputy Designated Safeguarding Lead (DDSL) training and was supporting the Designated Safeguarding Lead (DSL). Both DSL and DDSL had completed Level 3 Prevent training and CPOMS training that informed in school practice. There had also been school wide training on CPOMS and processes for reporting concerns. The Vice Principal reported the safeguarding data as detailed in the report. **Challenge: A governor asked what action had been taken in response to the incident of racism.** The Vice Principal reported that it had been investigated and addressed through education. **Challenge: A governor questioned the two incidents of Harmful Sexual Behaviour.** The Vice Principal explained that HSB was a significant element of safeguarding. Overall there had been eight incidents and the Vice Principal explained the types of incidents and the grading system used to log if they were categorised as developmentally typical, problematic or harmful. The Vice Principal informed governors that seven of eight incidents were classified as developmentally typical and one was problematic which was addressed through education. The Vice Principal confirmed that none of the incidents were outside the realm of typical age related behaviour. The Vice Principal explained that the Trust had defined levels for recording and categorisation which had been useful and supported more purposeful conversations. **<u>Vulnerable, Pupil Premium, Disadvantaged</u>** **Pupil Premium Visit 12.02.26** ***(previously circulated)*** The link governor highlighted that Phase Leaders had check ins with children where needed which also supported consistency through year group transition. **Challenge: The link governor noted a reduction in the number of children eligible for Pupil Premium which equated to an approximate £20k loss of funding and asked how that would be mitigated in the school budget and if it would impact the current offer.** The Vice Principal explained that funding adjustments typically lag by one year and the current census data would determine the 2026/27 budget. The budget setting process for the upcoming year had started and the priority was to deliver a balanced budget but one option was to increase Key Stage 2 pupil numbers from within the catchment area which would generate additional funding to address any gap.The Head of School assured governors that the offer to children in receipt of Pupil Premium remained a priority. **Challenge: A governor asked if there was pupil premium funding eligible for the two year old provision.** The Head of School explained there was early years funding available but it was not significant. The Head of School reported the Reception intake for September was projecting a full cohort. **<u>School Leader Update</u>** The Head of School shared the process for tracking vulnerable children across all areas of school which supported the identification of children most in need of support. This was a tool used across the trust and prioritised areas / children for support.	

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	Behaviour, Attitudes and Attendance **Governor Visits / working party meetings - behaviour summary** The Chair explained that a number of reviews and governor visits had taken place and informed the circulated document. The next stage of the process was for the Head of School to write a response to parents. The Head of School noted that pupil voice in the summer term would be helpful to reflect on the changes. The Chair asked governors to retain a focus on curriculum and behaviour as part of governor visits. **Challenge: A governor asked if the numbers of children on track to achieve gold award suggested that it was an achievable benchmark.** The Head of School confirmed there were some children ready to get gold and part of the review process would focus on quality assurance for consistency of application of the policy. **Trust Behaviour Review *(previously circulated)*** There were no questions on the circulated review. **Attendance Data *(previously circulated)*** The Head of School shared the attendance data provided by Mr Wappatt. **Deep Support QA *(previously circulated)*** The Head of School highlighted that it was a positive review that included focus on data and processes. **Challenge: A governor asked if the two suspensions issued would have qualified as suspensions under the previous policy.** The Head of School confirmed they would. **Making School Unmissable Framework *(previously circulated)*** Shared for information. **Special Education Needs and Disabilities – JH/AC** **Governor visits** **School leader update** The Head of School reported that there had been three successful bids to secure SEND and behaviour support from the Learning Support Hub and there were Education Health and Care Plan processes under way. **Action:** Mr Hodgeon to visit the School House before Mrs Nightingale goes on maternity leave. **New Governor Mentor** There was no update to report. **Governor visits** **Database completion** The visit database was established and the Chair would input dates.	JH
12.	**Governor Work Plan *(previously circulated)*** The Vice Chair suggested reflection on the Work Plan at each meeting.	
13.	**Chairs Meeting Feedback** The Chair reported that updates included catering, appointment of three new trustees, the joint board at Woodthorpe and Scarcroft, support for Carr Infant School, commitment to vulnerable students, update on trust staffing including new CFO and appointment of a replacement for the Director of SEND and Safeguarding.	

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14.	**Governor Training** ***(previously circulated)*** Governors had been provided with training courses to be completed. **Action:** Outstanding requirements to be completed by governors ASAP	Govs
15.	**Round Table Meeting** The Chair informed governors of the introduction of a round table process to include a range of stakeholders with a focused agenda including self evaluation using the Ofsted toolkit.	
16.	**Newsletter** The Chair recorded thanks to Mr Maitland for writing the last newsletter. **Action:** Mr Hodgeon was scheduled to write the next newsletter submission which is just before February half term	JH
17.	**Finance Monitoring Report and Multi Year Budget Review** ***(previously circulated)*** Provided for information.	
18.	**2-Year-Old Provision** Update had been provided earlier in the meeting. The Chair recorded thanks to Ms Roantree for the visits. The Vice Principal reported a very positive visit for staff to a high quality provision.	
19.	**H&S Paperwork report/action plan** ***(previously circulated)*** The Vice Principal confirmed there was an up to date Education Visits Policy. The Head of School informed governors that he was the Educational Visits Coordinator and was providing interim support in this capacity for Scarcroft Primary School.	
20.	**iAM Compliant Risk Report** There was no update to report.	

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21.	**Review and evaluate – to what extent have we been able to impact positively on the agenda today?** Session with Clare Hardy, who told us about the Arts Mark application. Agreed how we would link a governor to this piece of work to support and follow up progress. Good to see school wide data for the autumn term, with high percentages at or above the expected standard, and Year 6 projected SATs results looking strong. Interesting to see some of the monitoring documents, especially the feedback on writing. Throughout the meeting the governors were able to see how the school constantly try to get the best outcomes for every child… clear about the levels children are at and strategies to move individuals and groups on. Governors were able to talk about how two-year-old provision is to be provided from next term. Governors asked to be shown (and this was agreed) the provision at our next meeting Helpful safeguarding update from the VP with the right amount of scrutiny / questioning from governors (including understanding terminology we hadn't necessarily covered before and some of the details below the bare numbers). Good discussion about attendance, noting the very high attendance rates against other schools and the national position. Also providing challenge where attendance is slightly lower in Yr 1 (but still very high and above national average) where we understand that a personal/individual approach would be taken. Useful YTD overview of all year groups progression against end of year targets. Very promising results already in Year 6, especially in maths. A clear strategic overview from school Leaders on the next steps needed to get all students to the expected level, and a more significant percentage to greater depth. In our LGB role of monitoring policy implementation, we discussed the logged HSB incidents and understanding more about the nature and the categorisation of those for context and to obtain assurance	
22.	**Any Other Business** **<u>Terms of Office</u>** The Chair asked governors whose terms were ending in May and June 2026 to consider if they wanted to stand again and if so the re-appointments would be included on the March agenda. **<u>Complaint Panel</u>** Governors were informed that the complaint panel outcome was to uphold the complaint in part and the panel had made recommendations for actions.	
23.	**Items for the next meeting:** School Walkaround including 2 year provision space SDP Focus Vulnerable Pupil Tracker	
24.	**Future Meeting Dates:** Friday 13th March 2026 9.30am Monday 22nd June - 5.30pm	

The meeting closed at 7.45pm

Approved

Approved by committee members on 22nd June 2026
Approval

KNAVESMIRE PRIMARY SCHOOL LGB – 26th January 2026
ACTION PLAN

	Item	Action	Responsibility	Timescale
1.	3	Ms Marshall to meet with Ms Hardy to review the Arts Mark Statement of Commitment.	Katherine Marshall	Feb 2026
2.	8	Mr Maitland to undertake a visit on personal development and attitude to learning assessment and tracking and feedback to governors.	Joe Maitland	Feb 2026
3.	11	Mr Hodgeon to visit the School House before Mrs Nightingale goes on maternity leave.	Jon Hodgeon	Feb 2026
4.	14	Governors to complete outstanding training requirements	Governors	Feb 2026
5.	16	Mr Hodgeon was scheduled to write the next newsletter submission.	Jon Hodgeon	Feb 2026

Approved