ACADEMY COMMITTEE MEETING MINUTES

KNAVESMIRE PRIMARY SCHOOL

Date:	Time:	Venue:
Monday 28th September 2026	5.30 PM	Knavesmire Primary School

IN ATTENDANCE

Adam Cooper (Head of School)
Vanessa Huws-Jones (Chair)
Jon Hodgeon
Thom Jones
Joe Maitland
Jackie Gray
Kay Roantree

Elizabeth Parkinson, Vice Principal
Sophie Triffitt, Governance Advisor

APPROVAL OF MINUTES

The minutes were approved by the committee on 9 October 2026.

Action

1. **Welcome, Apologies for Absence, Declarations of Interest**

The Chair welcomed everyone to the meeting.

There were no apologies.

The Chair asked all committee members to ensure they had completed their business interest forms. There were no declarations in regards to the matters on the agenda.

Elizabeth Parkinson, Vice Principal, introduction
Introductions were made for the benefit of the Vice Principal.

2. **Briefing Paper Overview - Meeting Plan**

The Chair had previously circulated a briefing paper.

Committee members agreed to store shared documents on the shared Google Drive to ensure all committee members have access to the required information.

3. **Minutes of Previous Meeting held on 22nd June 2026 - Previously circulated**

Resolution: The minutes of the 22nd June 2026 meeting were agreed as a true and accurate record of the meeting and were approved.

Actions and Matters Arising
There were no matters arising.

Actions:
Action 1: 'Top 5' documents to be shared when complete.
Action 2: Trust review actions were included on the agenda.
Action 3: Committee link roles to be agreed as part of the agenda.
Action 4: The Chair confirmed Olivia Else had drafted the governance newsletter.
Action 5: The Head of School confirmed that the staff committee member vacancy was shared with staff and would be followed up after half term if there were no nominations. The action was carried over.
Action 6: The Chair confirmed that the parent committee member vacancy was advertised. The action was carried over.

Action 7: It was confirmed that committee members had completed a number of training courses and the tracker would be updated.
Action 8: The committee compliance items were shared with the Chair and incorporated into the annual agenda plan.
Action 9: Committee members had provided the 'review and evaluate' input.

4. **Committee Member Visits**

Record of Contact Reports

Group Class Walk 13/3/26 JG - previously circulated
There were no questions or comments on the report.

Attendance 13/7/26 JG - previously circulated
The link committee member reported an update on the school attendance visit, confirming that the Head of School and leadership team demonstrated robust, proactive oversight and a clear focus on pupils at risk of persistent absence. The committee member was assured by the effective use of comprehensive data to track trends, identify key individuals, and implement tailored, bespoke intervention. Particular monitoring focus was on children in receipt of Pupil Premium and those with an Education, Health and Care Plan (EHCP). There was also an absence pattern surrounding holidays either side of half-terms. The committee member had provided Department for Education (DfE) national attendance data within their report to provide national context. The committee member reported that the visit provided assurance through the depth of evidence and leadership knowledge displayed.

The Head of School added that attendance reported highly compared to national but noted the DfE data combined primary and secondary settings which was not always a true comparator and added that nationally Year 6 attendance was lower but generally reported strongly at Knavesmire.

The Chair noted that the CEO had highlighted attendance as a risk for the Trust at the Ofsted training session.

SEND and School House 3/7/26 JH - previously circulated
The link committee member reported an update on the SEND and School House visit and noted that it was clear that the SENCO was experienced and brought a methodical approach.

Challenge: The committee member noted that they had raised a question in the report around whether the SENCO's allocated capacity was sufficient relative to the school's size and level of need, and sought clarification on fixing the SENCO's working days to ensure consistency. The Head of School responded that a school of Knavesmire's size would typically be allocated a half-time SENCO. While acknowledging the high workload of the role, the Head of School highlighted that the appointment of the new Vice Principal, who had SENCO expertise, provided valuable additional support and capacity. The Head of School confirmed that the SENCO's working days had been fixed to Wednesdays and Fridays.

Challenge: A committee member questioned why the other school the SENCO supported had more time despite having less children. The Head of School explained that a 0.5 FTE SENCO was considered appropriate and explained that some

Approved

schools would have the Vice Principal as the SENCO splitting leadership responsibilities and the profile of a school would be a consideration.

Challenge: A committee member asked if the Vice Principal had spent time with the SENCO. The Vice Principal confirmed she had spent a lot of time and together they had reviewed policies, met several parents, met with class teachers and had regular catch ups.

The link committee member confirmed they had an additional visit scheduled for this half term.

Further visits were scheduled for:
SEND
Early Years
Child Protection and Safeguarding
Vulnerable, Pupil Premium, Disadvantaged
Data and Performance

5. **Deep Leadership - Head of School / Pulse Report**

Staffing
The Head of School updated the committee on staffing noting that:

- There was a new staffing structure in the School House with interim arrangements that would be reviewed at Easter.
- A Midday Supervisor Assistant advert was published.
- There was a Nursery position to fill from internal applicants.
- Teaching Assistant recruitment process was underway.
- There were interim Caretaker arrangements in place.

Pulse
The Head of School shared the 25th September 2026 Pulse Report and explained that it had moved to a fortnightly submission.

The Head of School highlighted the ambitious targets and confirmed that they would do their best to achieve them.

The Head of School highlighted key items from the commentary notes:

- Document preparation for Ofsted.
- The Vulnerable Pupil Tracker was established.
- Enrichment tracker for clubs was in place.
- Early Years drop ins and associated action plan. The team was working hard and there had been an investment in resources to support the provision.
- Case studies of good practice.
- Pupil action groups for pupil voice.
- Using trust attendance procedures and work to verbalise that more confidently.

The Head of School recorded thanks to all staff for the excellent team approach across school to ensure children have access to opportunities and staff support for each other.

The Chair noted that there was lots of work happening across school and recognised the hard work of the Head of School and all staff and recorded thanks.

Attendance
The Head of School explained that the DfE attendance target of 96.9% for 2025/26 was met. Persistent Absence at 2.9% reportedly well against the national position of circa

Approved

10% for primary schools. Disadvantaged and EHCP attendance also compared well to national.

The trust target for this academic year was 98%. Attendance to date had been somewhat disrupted, primarily due to social, emotional, and mental health (SEMH) needs as well as specific medical cases. Leadership continued to actively address these challenges by using Trust systems and targeted attendance strategies.

Challenge: A committee member noted that the targets in general were high and asked if there was a risk that pressure from such high targets could influence practice and morale. The Head of School agreed they were ambitious targets but was comfortable with them and everyone would do their best to achieve them through the Trust systems.

Behaviour
The Head of School reported that a suspension was issued WC 21st September 2026 and assured the committee that the situation was being monitored and the child was being supported.

Trust policy was being used and there were bespoke behaviour plans in place for individual children where appropriate.

School Development Plan - previously circulated
The Head of School highlighted the below priorities:

- Early Years: A monitoring visit included feedback that the environment needed some work and the team were working hard to develop that. Pupil engagement and adult conversation were also areas of focus.
- Disadvantaged: The Head of School noted that the school does its best to meet need and reduce barriers and the priority this year is to ensure this was at the forefront of every conversation.
- Oracy. The new explicit oracy curriculum has been trialled in the summer, and this was now being embedded. Staff were receiving CPD.
- Foundational skills and adaptive teaching. Foundational skills have always been a priority of this school, but a trust focus on this is offering clarity and further enhancing the pupil offer. Coupled with adaptive teaching strategies and the GATEway model for intervention, this should help to reduce barriers for disadvantaged learners and improve pupil outcomes.

Challenge: A committee member asked how many children were recorded as disadvantaged. The Vice Principal confirmed there were 36 children in receipt of Pupil Premium (40 with PP Plus), circa 9% of the school cohort. The vulnerable children also included those with an identified need such as EHCP or EAL (English as Additional Language). It was noted that one class had 15 children on the vulnerable tracker.

- Oracy: this was a focus of national agenda and would be taught explicitly. The Head of School informed the committee that the Voice 21 Scheme objectives were used and referred the committee to the class display board which identified the weekly focus.
- Foundational Skills: Writing structure was reviewed to support this focus and included a reduction of cognitive load and prioritising the right interventions in the right order.

Approved

- Adaptive teaching: Making objectives accessible for all and adapting learning so all can reach the same outcome.

Trust Feedback

Round Table Feedback - previously circulated
The Head of School noted that there was an additional meeting in September 2026 which informed the self evaluation.

Self Evaluation Summary - previously circulated
The Head of School highlighted the updated self evaluation ratings from the September 2026 Round Table discussion:
Safeguarding: Met
Inclusion: Strong
Curriculum and Teaching: Strong
Achievement: Strong
Attendance and Behaviour: Strong
Personal Development and Wellbeing: Strong
Early Years: TBC
Leadership and Governance: Strong

The Chair noted that the SEF provided a lovely narrative that captured the school brilliantly and there was lots of evidence in the SEF for committee members to refer to.

It was noted that support was in place in Early Years and the self evaluation grading was pending the outcome of their agreed actions.

6. **Community Distinctiveness and Stakeholder Engagement**

The Head of School informed the committee that Pupil Action Groups provided pupil voice to inform school strategies including personal development.

Challenge: The Chair noted that the agenda item reflected one side of the triangle of responsibility and needed to be prioritised and asked the Head of School to propose a parent survey at the next meeting.

Action: Head of School to propose a parent survey plan. HofS

A parent survey, it was discussed, could couple the OFSTED survey questions AND some bespoke questions for parent voice.

The Head of School reported that the Making School Unmissable Framework was previously circulated and currently being updated for this academic year.

7. **Deep Areas**

Learning

Checkpoint data summary
The Head of School reported that Year 3 and Year 5 were identified as vulnerable cohorts in terms of data. The current Year 5 did well with their Year 4 Multiplication Check but was a cohort tracked from the Phonics outcomes in Year 1.

Challenge: A committee member asked if Covid had impacted the Year 5 cohort.
The Head of School expected there was an impact from Covid for that year group and

Approved

there was also a mixed profile, but the school is pleased with the progress that they are making

Outcomes - previously circulated
The Chair congratulated the school on the outcomes noting there were lots of areas to be proud of.

The Head of School presented the outcomes and highlighted that:

- Early Years achieved strong outcomes
- Year 1 Phonics returned to 90% which took the three year trend significantly above the national average.
- Year 2 Phonics had a higher number (for our school) who didn't reach the threshold in the second wave so more intervention was needed for those children.
- Year 4 MTC delivered a high 23+ and high average score. There was a lowering trend for answering all 25 questions correctly but remained well above national.

Challenge: A committee member asked if there was a known reason for the downward trend on achieving full marks. The Head of School noted that it was cohort specific and the 2023/24 outcomes were high and expected to return to the 60% level this academic year, however, this would be tracked carefully.

- Key Stage 2 combined Reading, Writing and Maths at 92% was high and one paper was submitted for a marking review so may be higher.
- KS2 Greater Depth combined was high at 37% (against a national of 9%)
- KS2 outcomes were strong.

The Head of School explained that there were some key individual successes with children who achieved better than was expected and a good number of SEN children who achieved well.

Challenge: A committee member asked about the disadvantaged outcomes at Greater Depth. The Head of School reported that the disadvantaged cohort achieved higher than national and three children (43%) achieved GD combined. The Head of School explained that the profile changes each year and the Pupil Premium strategy had a focus on the specific needs of the child / cohort. The Head of School noted that overall the children had been prepared well for the tests. **The committee congratulated the school on the Pupil Premium outcomes.**

Targets were shared as part of the Pulse Report.

Excel Review Actions - previously circulated
The action summary was shared with RAG ratings.

The Head of School reported that a Pupil Premium Excel Review was scheduled this half term.

Experience
The Head of School explained that he was currently leading this area and would recruit in the year for this leadership.

Approved

Mrs Gould was the Personal Development Lead and was working on replacing four of the 50 things and had undertaken pupil voice to inform this.

Daily Personal Development was introduced with explicit teaching.

There was a Deep Associate Role for responsibility of the enrichment offer.

Support

Promise to Vulnerable Pupils - previously circulated
Miss Copley leads on the promise as part of an associate role and feeds into the wider Pupil Premium work.

Safeguarding Culture
The Assistant Director of Education, Inclusive Education, delivered a safeguarding update on the staff training day and staff had completed training on the Flick platform.

It was confirmed that the Vice Principal was the Designated Safeguarding Lead with support of two Deputy DSL, whilst an overarching responsibility for safeguarding sat with him

The Head of School confirmed the headlines and numbers of children in categories were recorded on the Pulse.

Vulnerable Learner Tracker
The format of the vulnerable pupil tracker was previously shared with the committee and the Head of School reported that staff were given time on the training day to ensure they were familiar with their children

Challenge: A committee member asked if there was a vulnerability profile from the tracker. JH

Action: It was agreed for the SEND link committee member to meet the Vice Principal to share the context around the vulnerability profile.

The Head of School reported a number of funding increases for children with an EHCP.

Mr Jones and Mr Hodgeon left the meeting at 6.58pm.

Challenge: A committee member asked what the safeguarding risks were. The Head of School and Vice Principal confirmed they were:

- County lines
- Hidden deprivation - it can happen here
- Out of catchment needs
- Disguised compliance
- Stay City

Approved

8. **Committee Business**

Chairs Update
The Chair had previously circulated a briefing update, had attended the Round Table meeting, and had attended the Ofsted session.

Business Interest Submissions - previously circulated
Committee members were reminded to complete their business interest submission.

Skills, Impact and Self Assessment - previously circulated
Action: Committee members to complete the SISA by the spring meeting. — Cttee

Code of Conduct - previously circulated
The committee noted the updated code of conduct.

Keeping Children Safe in Education - previously circulated
NGA KCSiE Summary of Changes - previously circulated
Committee members were reminded to read KCSiE and confirm through the Google Form.

Challenge: A committee member asked if there was a change in mobile phone approach. The Head of School explained that the consent / permission form for Year 6 was updated and states that they should be handed into the teacher and they will not be taken to residential trips.

Link Committee Roles
Resolution: The committee agreed the committee roles and responsibilities.

VHJ: Curriculum and Teaching - Deep Learning & Leadership and Governance - Deep Leadership
JG: Attendance and Behaviour - Deep Experience & Personal Development and well-being - Deep Support
JH: SEND / Inclusion - Deep Support
TJ: Vulnerable, Pupil Premium, Disadvantaged - Deep Support
JM: Data and Performance - Deep Learning
KR: Child Protection and Safeguarding, Early Years, New Committee Member Mentor - Deep Support

Chair and Vice Chair Recommendation
Resolution: The committee agreed to recommend Vanessa Huws Jones as Chair and Jackie Gray as Vice Chair for Trust Board approval.

Committee Recruitment
Resolution: The committee agreed to recommend Nikki Sharratt for appointment as a general committee member for Trust Board approval.

Training - previously circulated
Committee members were reminded to complete any outstanding training.

Action: Committee members to complete outstanding training. — Cttee

Approved

Panels
There were no updates for panels from the previous meeting.

Newsletter
Resolution: The committee agreed on the newsletter schedule.

9. **For Information**

iAM Complaint Report - previously circulated
Strategic Risk Register - previously circulated

Challenge: A committee member asked if the risk of increased utility costs was being managed. The Head of School confirmed this was managed centrally.

The Head of School reported that the financial position at the end of year was strong.

10 **Any Other Business**

Pupil Premium Statement - previously circulated
The committee received the report.

The committee noted congratulations that 100% of children in receipt of Pupil Premium achieved at least expected in Maths

IQM Report - previously circulated
The committee commended the school on the outcome report and noted that it presented a very positive reflection of the school and spoke well of the Academy Committee.

Year 2 provision
The committee visited the Year 2 provision.

11 **Review and Evaluate**

Action: Committee members to provide a summary to the Chair.

Post meeting comments:
As data lead, it was great to drill down into more detail on the results which became even more fantastic than they already appeared when we heard from the Head of School about the pupil premium results. Simply outstanding.

A very useful start to the new school year for (deep support member), providing an excellent overview and key details to help me shape my workload and decide priorities this term.

A really good round up of what the school achieved last year including the amazing SATS results. 100% for maths for PP pupils was great. Also, a good discussion about the schools focus and development plans for the forthcoming year, an understanding of the areas of focus and actions being taken and progress being made following the Round Table and updated Ofsted self-assessment. All helps to shape our visits and what to be looking for progress on.

Clear alignment and understanding of our roles.

Experience and strong knowledge of committee members now really showing

Approved

through.

Evidence to demonstrate what we are doing.

All linked with the Head of School's overviews and presentations.
Commitment to prepare well for forthcoming scrutiny.

It felt good to start the academic year clear of our roles as academy committee members and the expectations the trust and the school have of us. Feel we are now able to concentrate on our roles. Meeting gave all governors a detailed overview of what is happening in the school, how the data is used and the areas the school is currently focusing on.

Individual areas of responsibility clear but feel we could all represent the school well if called on to talk about any area.

Pleased that questions… and answers / examples are to be shared on our Google Drive. This will further support the holistic knowledge of our group.

The Year 6 results are amazing - the result of hard work, dedication and professionalism of all staff throughout the children's time at Knavesmire.

The meeting showed how the school and Trust work together to achieve the best possible outcomes for all.

Enjoyable meeting. I'd repeat the comments around the exceptional data results and the breadth of success when we dove into the categories. I am finding it really useful to be worked through the OFSTED readiness work. The granular detail is really helpful in thinking about our areas of responsibility which then improves focus for the upcoming academic year. Obviously, this will support any upcoming inspection, but I think it will improve the governance focus going forward.

12 **Future Meeting Dates**

Friday 9th October - 9.30-11.30am
Monday 22nd February 2027 5.30-7.30pm
Monday 14th June 2027 5.30-7.30pm

Meeting closed at 7.30pm

Knavesmire Primary School Committee Actions

	Item	Action	Responsibility	Timescale
1	11 (22.06 .26)	Share the Staff Committee Member vacancy with staff for a new appointment at the start of 2026-27 term. *28:09:26: Vacancy was shared and will be followed up later in the autumn term if there were no nominations.*	Head of School	Autumn 2026
2	11 (22.06 .26)	Advertise a parent governor vacancy in September 2026.	Head of School	Autumn 2026

Approved

		28:09:26: Vacancy was shared and an update to be provided when the deadline passed.		
3	6	Head of School to propose a parent survey plan.	Head of School	Oct 2026
4	7	SEND link committee member to meet the Vice Principal to share the context around the vulnerability profile.	Jon Hodgeon	Oct 2026
5	8	Committee members to complete the SISA by the spring meeting.	Committee Members	Feb 2026
6	8	Committee members to complete outstanding training and business interest submission.	Committee Members	9 Oct 2026
7	11	Committee members provide input to the Chair on the review and evaluate questions from the committee agenda.	Committee Members	Complete

Approved