



KEYINGHAM  
PRIMARY



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting  
Wednesday 25 January 2023, 17:45

**PRESENT:** Mr J Frankland (Chair, JF), Mr S Aldridge (SA), Mrs S Chadwick, from 18:05, SC), Mrs K Littlewood (from 17:50, KL), Mrs V White (Headteacher, VW)

### ALSO IN ATTENDANCE:

Mr I Cutts (IC), Mrs L Craxton (Clerk, LC), Mr D Waterson (DW)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C

### 36 WELCOME AND INTRODUCTIONS

The start of the meeting was delayed due to unusually heavy traffic heading into Keyingham, holding up 3 attendees

JF welcomed everyone to the meeting and introduced Ian Cutts. After DBS checks have been completed, Ian will be joining the LGB as a Trust Appointed Governor

JF also welcomed Sarah Chadwick to the LGB. Sarah is the newly appointed Staff Governor

### 37 APOLOGIES

Apologies had been received from Mrs J Harrison

**Resolved:** That consent be given for the absence of the above-named governor

No apologies had been received from Mrs H Singleton

**ACTION:** LC to follow up with HS regarding her absence from the LGB

### 38 DECLARATION OF INTERESTS

None declared for this meeting

### 39 LGB MEMBERSHIP

K Littlewood offered to be Vice-Chair for the remainder of the 2022/23 academic year. No one else wished to be considered for the role

Signed by the Chair:

Date: 29/3/23

**Resolved:** That K Littlewood be Vice-Chair for the 2022/23 academic year

#### 40 MINUTES OF THE LAST MEETING (07 December 2022)

**Resolved:** The minutes of the meeting held on 07 December 2022 were confirmed as a true and correct record and are to be signed by the Chair, JF.

#### 41 MATTERS ARISING

**ACTION:** LC to contact KL regarding the Vice-Chair vacancy before a decision is made **see minute 39**

**ACTION:** LC to contact V Tennison, WHA Chair, with regards to HS shadowing his next PP Link visit **Completed**

**ACTION:** VW to contact T Jarvis and new HT with regards to allowing JH time off during the day to conduct link visits **Completed**

**ACTION:** VW to share the 2018 IDSR document with governors **Completed**

**ACTION:** VW to chat with L Thompson regarding the reporting style and reiterate that trends need to be identified **Carried Forward**

**ACTION:** FFT 360 Attendance View to be placed on January agenda **Completed, attached for information only**

**ACTION:** VW to speak to L Lowson (TCAT CEO) regarding a whole Trust approach to SENDCo help **Ongoing, to be removed from the minutes**

**ACTION:** Governors reminded to complete their link visit forms and submit to LC **See minute 47.1**

**ACTION:** JF urged all link governors to book their next visits in ASAP **Ongoing, see minute 47.1**

**ACTION:** SA, JH & KL to complete 'Certificate in Safeguarding for School Governors' before the January meeting **see minute 47.2**

**ACTION:** SA, JH, KL & HS to complete 'Certificate in the Role of a School Governor' before the next meeting **see minute 47.2**

**ACTION:** LC to check next agenda with LT and revert back to VW **Completed**


#### 42 HEADTEACHER REPORT

Highlights include:

- Participation in the Young Voices event in Sheffield
- Welcoming Marlowe, the Trust wellbeing dog, into the library
- Becoming KS2 swimming champions in the Holderness cluster
- 20 children attending the Learner Conference at The University of Hull

Upcoming key dates include:

- Visitors planned for EYFS National Storytelling week

Signed by the Chair:   
Date: 29/3/23

- A trip to Sewerby Hall for Year 1
- A trip to Hornsea Museum for Year 2
- A trip to Hull % East Riding Museum for Years 3 & 4
- A trip to Hessle High School and Hull Old Town for Year 5
- A trip to the National Space Centre for Year 6

Enrichment planning is also a focus. The hope is for parity across the 3 Trust primaries despite the difference in demographics, staff and journeys

C: (JF) Congratulations to the swimmers!

C: (VW) The Learner Conference was the brainchild of Julia Lovel (HA) and consisted of around 300 children from across the Trust. The keynote speaker was fantastic and the children enjoyed workshops in break out rooms and mixing with other children of all ages. I led a Now Press Play session on anti-bullying for KS1 & 2

### 43 PERFORMANCE DATA REPORT

#### 43a Appendix A – Data Tables of Statutory Assessment Data

- Attainment in Reading is higher than Maths in Yr6 currently
- Yr4 continue to close the gaps in their learning through constant recall
- Yr1 continue to receive daily support to 'keep up not catch up' in their phonics

Q: (JF) I commend your progress. What are your plans to sustain it?

VW: The focus will remain on Yipiyap and interventions. School-led tutoring has allowed up to add another pupil. This cohort is beginning to believe they can achieve

Q: (JF) Any bumps in the road?

VW: A couple but staffing is secure

Q: (IC) Will you be needing additional support during SATs?

VW: Possibly but we do have trusted adults in the building who will make sure they are all looked after

C: (DW) I meet with Mike (Copley) every 3 weeks and echo John; the school is to be commended for the progress made

C: (VW) We have seen a great improvement in handwriting

Q: (SA) Do you have anything planned before SATs week to ease them in?

VW: The coronation of the King somewhat interferes with our plans but we can work around that. If we can get them in for breakfast everyday, we can calm them and make sure they are as ready as can be

C: (KL) The PTA have been discussing a food budget for the school

C: (VW) Year 4 multiplication is positive, they are a small cohort. The phonics screener shows below national. We regroup half termly to address things like this

Q: (JF) Are there any other factors influencing the lower average?

VW: Some came up from reception slightly below. Catch-up interventions are in place and the leadership is constant

C: (DW) It will be good for the LGB to revisit Phonics in the summer term

C: (JF) We also have to still consider the Covid legacy, it's still having an effect

#### 43b Appendix B – Attendance & Behaviour

- Overall behaviour is improving
- New, pro-active Attendance officer in place
- Good relationship with the EWO (education Welfare Officer)

Signed by the Chair:

*J.R. Frankland*<sup>3</sup>

Date:

*29/3/23*



Q: (JF) Are you concerned with the high PA in Years 2, 3 & 5? What is being done to address these numbers?

VW: We went through each case with the education welfare service and they are happy with our approach. Term time holidays are impacting, none of them have been authorised. When you have small cohorts, the figures are impacted greatly by any absence

C: (DW) It's important to note PA has dropped significantly since the report was written

C: (IC) PP PA is high

VW: That's due to many different factors

Q: (JF) CPS & PPS has lower PA, are they doing anything specific?

VW: They have different problems, we all speak regularly and support and share what we are doing with each other

C: (DW) KPS now has a good team in place

C: (JF) It's worth noting KPS is above national across the board

Q: (IC) What constitutes the behaviour to get removed from lessons?

VW: Children causing persistent disruption, defiance

C: (JF) They seem very high

C: (DW) VW has logged the number of removals that have taken place, not the number of children removed

Signed by the Chair:



Date: 29/3/23

Appendix A	Year 6																		Year 4		Year 1							
	Combined National Standard		Higher Standard		National Standard		Reading National Standard		Reading Higher Standard		Writing National Standard		Writing Higher Standard		Maths National Standard		Maths Higher Standard		Grammar National Standard		Grammar Higher Standard		Multiplication 20+		Multiplication 25/25		Phonics	
	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP
Attainment Autumn 2022	n/a	n/a	n/a	n/a	35	66	4	0	n/a	n/a	n/a	n/a	n/a	n/a	32	16	0	0	21	17	0	0	24	0	0	0	20	0
December Mock Result	62	33	10	0	75	66	20	14	68	66	10	14	62	33	21	0	68	13	21	14	65	50	18	20	73	67		
Predictions	62	50	10	0	75	50	21	17	71	50	10	0	62	50	21	0	76	14	21	14	n/a	n/a	n/a	n/a	n/a	n/a		
Targets	59	43	7	3	75	62	28	17	69	55	13	6	71	56	23	12	72	59	28	17	61	n/a	n/a	n/a	n/a	n/a		
National Average																												

Appendix B table 1	Year 6												Year 4		Year 1																	
	All		Male		Female		PP Eligible		Non-PP Eligible		SEN		Non-SEN		Compulsory Age		Nursery		Reception		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %		
Attendance Autumn Term 2022	187	94.3	97	94.2	90	94.5	44	92.3	143	95	22	93.2	146	94.7	79	94.5	17	93.4	22	93.4	26	95.9	24	93.8	24	91.7	17	88.2	29	94.6	28	93
Cohort Size	100		52		48		24		76		22		78		22		9		12		14		13		13		9		16		15	
Cohort %	94.3		94.2		94.5		92.3		95		93.2		94.7		94.5		n/a		n/a		15.4		25		25		11.8		24.1		17.9	
PA %	20.3		20.3		20.3		33.3		15.6		25		18.8		20.3		n/a		n/a		92.7		93.6		93.9		93.9		93.8		93.6	
National Average	93.2		93.1		93.4		91		95.3		91		93.7		93.4		88.3		91.9		92.7		93.6		93.9		93.9		93.8		93.6	

Appendix B table 2	Behaviour Autumn Term 2022																															
	All		Male		Female		PP Eligible		Non-PP Eligible		SEN		Non-SEN		Compulsory Age		Nursery		Reception		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %	All	PA %		
Cohort Size	187		97		90		44		143		22		146		148		17		22		26		24		24		17		29		28	
Cohort %	100		52		48		24		76		22		78		79		9		12		14		13		13		9		16		15	
No of children suspended	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	
No of children removed from lessons	18		14		4		11		12		12		6		18		0		0		0		3		7		0		1		7	

Signed by the Chair: *J.K. Tomkinson*<sup>5</sup>  
 Date: *29/13/23*



#### 44 SCHOOL DEVELOPMENT PLAN

There has been very little change since the last meeting

- SEND and Adaptive Teaching has now been rated green
- Year 2 achieving KS1 reading is down
- CPS & PPS have moderated the data, reading is generally good but handwriting is a concern
- 71% of staff delivering high levels of Quality First teaching
- Improvement seen in KS2 across reading, Writing and Maths
- Positive parent voice
- PA down 4.9% from July – December 2022
- 40% of FS2 children on track for/achieving national average in their ELG

Q: (JF) What's happening with the Jigsaw Graduate Awards?

VW: They are now written

Q: (JF) Why is there no data for the December parent voice?

VW: Ofsted parent view captured 13 only so the data was not accurate. I can include it with a footnote

Q: (JF) Why is there no EYFS data?

DW: That's my fault. It will be done by the Academy Improvement Team ASAP

**ACTION: VW to asterix Year 2 data with narrative in ADP**

#### 45 SAFEGUARDING UPDATE

- Currently 3 children in a Category of Concern
- 6 children on Safeguarding Monitoring List
- 51 safeguarding concerns logged
- Work done last year on the inappropriate use of what's app is having a good knock-on effect this year

Q: (JF) Although training does not need to be completed until Easter 2023, how confident are you the majority of your staff will complete it all by then?

VW: Very. Mike mentions it in briefings often

C: (JF) I see an increase in year 4 bullying allegations

VW: That has been dealt with

Q: (JF) Was it disrupting lessons?

VW: No, it was outside of the classroom

#### 46 PUPIL PREMIUM STRATEGY UPDATE


- The biggest impact has been Read, Write Inc
- Extra PP children identified
- Yipiyap still working very well
- Wider strategies cover support staff CPD and training
- All children access the Forest School weekly
- PP children showing leadership in areas throughout the school

Q: (IC) What or who are Yipiyap?

VW: they are students taking a gap year before starting university

C: (DW) We use Yipiyap Trust wide. They are a reliable source when staff capacity is not there

Q: (JF) As they are unqualified, what do they tutor?

Signed by the Chair   
Date: 29/3/23

VW: Ours work with Mike and deliver Year 6 Maths. Mike monitors the delivery of their work

## 47 GOVERNANCE UPDATES

### 47.1 Link Visits

KL conducted a SEND visit on 23 November 2022.

It was noted spaces are utilised well and staff are always prepared for any eventuality

**ACTION: JH & HS to liaise with KPS to get their visits booked in before the end of the Autumn term**

### 47.2 Governor Training

**ACTION: SA & JH to complete 'Certificate in Safeguarding for School Governors' before the end of the Autumn term**

**NB: If the above is not completed by Friday 10 February, the governor will not be able to join the March meeting**

**ACTION: JH & HS to complete 'Certificate in the Role of a School Governor' before the end of the Autumn term. SA to complete module**

## 48 RISK REGISTER

There has been no change to the Risk Register. The biggest risk remains failure to deliver good educational outcomes

## 49 POLICIES FOR REVIEW

### 49.1 Attendance Policy

The Attendance Policy was tabled for approval

- **Legal Framework:** DfE Guidance reference to be included, I Cutts to forward to VW
- **Point 10.3:** Needs to state cut off time of 09:15

**ACTION: VW to update Attendance Policy and forward to governors for electronic approval**

### 49.2 OPAL Policy

The OPAL Policy was tabled for approval

**Resolved:** The OPAL Policy was approved

## 50 DATE OF NEXT MEETING

Wednesday 29 March, 17:00

## 51 ANY OTHER URGENT BUSINESS

None

## 52 ACTION POINTS

**52a ACTION:** LC to follow up with HS regarding her absence from the LGB (**minute 37**)

Signed by the Chair: J.K. Frankland  
Date: 29/3/23

**52b ACTION:** VW to chat with L Thompson regarding the reporting style and reiterate that trends need to be identified (**minute 41**)

**52c ACTION:** VW to asterix Year 2 data with narrative in ADP (**minute 44**)

**52d ACTION:** JH & HS to liaise with KPS to get their visits booked in before the end of the Autumn term (**minute 47.1**)

**52e ACTION:** SA & JH to complete 'Certificate in Safeguarding for School Governors' before the end of the Autumn term (**minute 47.2**)

**52f ACTION:** JH & HS to complete 'Certificate in the Role of a School Governor' before the end of the Autumn term. SA to complete module (**minute 47.2**)

**52g ACTION:** VW to update Attendance Policy and forward to governors for electronic approval (**minute 49.1**)

Part A closed at 19:31 and SC & IC left the meeting

Signed by the Chair:

*T.H. Jernickford*<sup>8</sup>

Date:

*29/3/23*