



KEYINGHAM
PRIMARY



THE CONSORTIUM
ESTABLISHED 1993

Shaping Positive Futures

The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting
Wednesday 17 January 2024, 17:42

PRESENT: Mr J Frankland (Chair, JF), Mr D Brooke (DB), Miss S Chadwick (SC), Mr I Cutts (IC), Miss K Littlewood (KL), Mrs H Singleton (HS), Miss L Smith (LS), Mrs V White (Headteacher, VW)

ALSO IN ATTENDANCE:

Mr M Copley (Deputy HT, MC), Mrs L Craxton (Clerk to the LGB, LC), Mr J O'Brien (Director of Improvement & Standards, JOB), Mr P Wilson (Guest, PW)

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

32 WELCOME AND INTRODUCTIONS

JF welcomed everyone to the meeting and introduced Paul Wilson who will be joining the LGB as Trust-Appointed once all DBS checks have been completed

33 APOLOGIES

Apologies had been received from Mr S Aldridge

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

34 DECLARATION OF INTERESTS

None declared for this meeting

35 MINUTES OF THE LAST MEETING (07 December 2023)

2 spelling errors highlighted on page 3

Resolved: Once the above amends had been made, the minutes of the meeting held on 07 December 2023 were confirmed as a true and correct record and are to be signed by the Chair, JF

36 MATTERS ARISING

ACTION: MC to work on putting attendance figures into a graph **On hold**

Signed by the Chair:

A handwritten signature in black ink, appearing to read 'J. Frankland'.

Date:

17/1/24

ACTION: Number of pupils involved in incidents to be added to all year groups in Behaviour Report **Completed**

ACTION: JF to speak with L Thompson (Director of Governance) regarding the possibility of subject link governors **Waiting for a response from LT. Further suggestions included SLT and governors staying behind after school and talking to the children rather than subject specific links which would increase workload**

ACTION: SA to look at the website and feedback on reading resources available **Carried Forward**

ACTION: SC offered to work with Foundation Stage parents re reading **Completed**

ACTION: CL to send information on the Shakespeare School and the Enthuse Partnership to governors **Completed**

ACTION: VW to upload Leon Myers' report to the Teams folder **Completed**

ACTION: VW to upload Ofsted parent view to Teams **Completed. None of the 'don't know' responses when it came to bullying and the way the school handle it are not live issues and for some, 'don't know' is because they have not experienced it**
With regards to parents not knowing what their child is currently learning, KPS do a weekly blog that explains the work done and the work coming up. There are high expectations for the pupils and there is a great curriculum. Arbor is also used for communication but KPS need to be mindful of the fine line between enough and too much

C: (JF) SLT could think of a communication strategy

C: (VW) Governor workshops work well


NEW ACTION: VW to work with SLT and governors on the best way to communicate with families

ACTION: LC to email KL & HS with regards to booking in their spring term visits **See minute 42**

ACTION: LC to reload all training modules for IC **Completed**

ACTION: LC to email all governors a reminder to complete their training by the end of the autumn term **See minute 42**

Signed by the Chair


Date: 17/1/24

37 CURRICULUM QUALITY

37.1 Performance Data Report

| Year 6 | | | | | | |
|------------------------------------|-----------|-----------------|----------------|----------------|--------------|----------------|
| Keyingham | | | | | | |
| Year 6 - Teacher Assessment | | | | | | |
| | | Combined | Reading | Writing | Maths | Grammar |
| Nov (29) | NS | 52 | 76 | 59 | 66 | 72 |
| | HS | 3 | 24 | 7 | 14 | 24 |
| Mar | NS | | | | | |
| | HS | | | | | |
| July | NS | | | | | |
| | HS | | | | | |
| Target | NS | 66 | 72 | 72 | 69 | 59 |
| | HS | 7 | 17 | 14 | 10 | 10 |
| 2023 NA | NS | 60 | 73 | 71 | 73 | 72 |
| | HS | 8 | 29 | 13 | 24 | 30 |

| Keyingham | | | | | | |
|------------------------------|------------|-----------------|----------------|----------------|--------------|----------------|
| Year 6 - Mock Results | | | | | | |
| | | Combined | Reading | Writing | Maths | Grammar |
| Nov Mock (29) | 95+ | | 83 | | 72 | 72 |
| | 97+ | | 79 | | 66 | 62 |
| | 100+ | | 66 | | 48 | 45 |
| | 105+ | | 31 | | 14 | 24 |
| | 110+ | | 21 | | 3 | 10 |
| | Ave | | 101.1 | | 97.7 | 98.7 |
| Target | NS | N/A | 72 | N/A | 69 | 59 |
| | HS | N/A | 17 | N/A | 10 | 10 |
| 2023 NA | NS | 60 | 73 | 71 | 73 | 72 |
| | HS | 8 | 29 | 13 | 24 | 30 |
| | Ave | N/A | 105 | N/A | 104 | 105 |

Currently, results show that the cohort is making stronger progress towards intended outcomes compared to the previous cohort, as demonstrated by comparisons below:

| | % of pupils achieving 100+ in 2022 mock last year | % of pupils achieving 100+ in 2022 mock this year |
|--------------------|----------------------------------------------------------|----------------------------------------------------------|
| Reading | 61% | 66% |
| Maths | 46% | 48% |
| Grammar & Spelling | 36% | 45% |

Signed by the Chair 
 Date: 17/1/24

| Multiplication Check | | | | | |
|------------------------------|------------|------------|------------|------------|----------------|
| Keyingham | | | | | |
| Year 4 Multiplication | | | | | |
| | 15+ | 20+ | 22+ | 25 | Average |
| Aut 1 (25) | 12% | 4% | 0% | 0% | 6.28 |
| Aut 2 (25) | 69% | 40% | 40% | 28% | 16.28 |
| Spr 1 | | | | | |
| Spr 2 | | | | | |
| Sum 1 | | | | | |
| Sum 2 | | | | | |
| 2023 NA | 79% | 63% | 55% | 29% | 20.2 |

Currently, results show that the cohort is making stronger progress towards intended outcomes compared to the previous cohort, as demonstrated by comparisons below:

| | 15+ | 20+ | 22+ | 25+ | Average |
|----------------------------|-----|-----|-----|-----|---------|
| Current Year 4 (Autumn 2) | 69% | 40% | 40% | 28% | 16.28 |
| Previous Year 4 (Autumn 2) | 29% | 7% | 7% | 7% | 9.6 |

- SATs are scheduled for 13 – 16 May 2024
- Teacher assessment tables show the end of the academic year targets
- 13 pupils receiving targeted support
- Interventions include Third Space Learning, small group intervention such as Breakfast Club, Repeated Reading and Speed Sound Fluency

Q: (KL) Is the targeted support for the 13 pupils fluid or set?

VW: It's fluid and adjusts to meet need

C: (JF) The data looks promising

VW: There is a lot of hard work going in

Q: (HS) You have targeted 13 to reach national standard, are there any targeted for higher standard?

VW: Yes, there are a few making excellent progress. A School Improvement Team member comes in and works with Mike (Copley) closely to assist the higher standard learners as well as the national

Q: (HS) Is there any 1-1 support?

VW: It's not needed at this time, progress is solid

C: (VW) Repeated Reading is having a massive positive impact

Signed by the Chair 
Date: 17/4/24

37.2 Attendance and Behaviour Report

- Attendance currently 94.52%
- Year 4 currently the highest at 95.11%, Reception lowest at 93.44%
- PA relatively low
- During a recent survey, 100% of pupils said they feel safe in school and knew who to talk to if they didn't
- Year 3 highest for Level 2 incidents at 94 (cohort of 27)
- Level 3 drops dramatically with 8 being the highest for year 3
- 5 class removals in the Autumn term

Q: (JF) PA seems high in Year 5 and Reception – how are you addressing this?

MC: The Reception data includes children who are non-mandatory school age. Year 5 is a small cohort and a one-off incident impacts the data greatly. All incidents are dealt with timeously

C: (JF) There isn't one year group at 96% or above

C: (VW) We have had lots of term time holidays. Penalty notices have been issued and action plans are in place

C: (IC) The drop from Level 2 to Level 3 shows the system is working, there is a great decline through the levels

Q: (JF) Do you see any persistent triggers?

MC: Hull Fair week is one, the run up to Christmas, bank holiday weekends, the last week of any term. There are a few

ACTION: VW and D Brooke to look into the reporting of Reception attendance figures

ACTION: LC to add pupil numbers to the attendance tables

ACTION: MC to add narrative to support the attendance and PA tables to all future reports

37.3 Quality of Education Report

- 100% of teachers are demonstrating effective teaching and learning (not including ECT)
- Early Reading (Phonics), Maths and PSHE exhibit clear strengths in curriculum design
- QA of Science, History and Geography to be carried out during the Spring Term
- The 5 strands of the KPS Framework are:
 - Enabling learning environments
 - Effective assessment
 - Effective strategies - oracy
 - Use of vocabulary – mapped
 - Adapted teaching strategies
- QA template shared with governors to show how the moderation process works for full transparency

Q: (IC) Is your ECT currently meeting standards?

VW: Yes, they are not a concern

Q: (JF) How do you know they are all demonstrating effectively?

VW: The Trust Framework has 7 strands and KPS has 5. The expectations are set out from there and daily learning walks, amongst other things, are carried out and evidence graphed. Based on that evidence, all teachers are 'good', it has taken 4 years

Q: (DB) It's assessed externally by the SIT, how do you ensure the comparators between the 7 and the 5?

Signed by the Chair



Date: 17/4/24

VW: We are confident if they map against the 7 it will feed into the 5./ we always go back to the 7 to make sure nothing is missed

38 SAFEGUARDING REPORT

- There are no children in a category of concern
- All staff have completed the necessary safeguarding training
- 2 children currently LAC
- 38 children SEND
- 4 Operation Encompass alerts received
- 55 Causes for Concern logged
- 2 bullying concerns logged
- Mental Health concerns remain low

Safeguarding Risk Register

- Governors failure to support and challenge the leadership of the school effectively remains the biggest risk

Q: (JOB) Are the bullying concerns the victim or the perpetrator?

MC: Both and in some instances after further investigation, the concern is not bullying at all but a sign that something else is going on

Q: (JF) Are there plans in place to address Year 5?

MC: Yes. Pastoral staff and the DDSL are involved as well as myself. No bullying cases are closed until all parents and pupils involved are happy

39 RISK REGISTER

Poor outcomes for pupils remains the biggest risk. The January update, along with the March update, will be available for the April meeting

JF queried the value of the risk register when it is the same information presented at each meeting

JOB stated the school-based risk register will be phased out by the end of this academic year. Opportunities to escalate risk will still be available through the regular Headteacher Board meetings and the Chairs' LGB meetings

40 SCHOOL DEVELOPMENT PLAN

The priority for 2023- 2024 is to make sure the pupils are academically ready to progress to the next stage in their education

Q: (JF) Can you share some context around the non-statutory assessment year groups?

VW: At every assessment point I have held 1-1's with the teacher to get to the bottom of what is going on and what we are going to do. We cross reference each subject and year group to identify who has fallen behind or remains behind. The data gathered then drives the intervention maps. Some get bespoke support alongside interventions, dependent on need

Q: (HS) Is the drop in Year 4 due to the fact they work more?

VW: No, they are older and have worked more each year they have gone up

Q: (DB) Would the drop not be across all areas?

VW: Not necessarily. They could be good in English and Maths but have issues with fine motor skills so writing would be poor

C: (SC) Handwriting is a priority in Phonics, we start with it in every lesson

Signed by the Chair

J.R. Frankland

Date:

17/1/24

C: (VW) Leon (Myers) recommended one book for everything, no morning or afternoon work, just one standard. We are going to review this for September

41 COMPLAINTS AND CONCERNS DATA

- 0 complaints received since June 2023
- 14 concerns raised, mainly regarding school systems
- LGB requested the primaries be separated out from the secondaries to give a better comparison. LC to speak with G Stafford with regards to the report format

Q: (JF) What are school systems?

VW: Uniform expectations, PE times, earring ban at PE, things like that

Q: (DB) Is there anything to learn from Penshurst as their data is very low, zero in places?

VW: I can speak with Michelle Preston

ACTION: LC to speak with G Stafford regarding the layout of the template for concerns and complaints – can the primaries be separated from the secondary data

ACTION: VW to speak with M Preston (PPS Head of School) with regards to concerns handling

42 GOVERNANCE UPDATES

42.1 Governor Link Visits

DB to submit his link report ASAP

ACTION: Links to calendar dates in to visit after the meeting

42.2 Governor Training

With the exception of KL & LS, all governors have completed their safeguarding module

ACTION: KL to complete the safeguarding module by 19 January

ACTION: SA, IC, KL and HS to complete Certificate in the Role of a School Governor by the end of this half term

ACTION: SA, IC, KL and HS to complete the GDPR module by the end of this half term

ACTION: LS to complete all governor training by the end of the half term

43 DATE OF NEXT MEETING

Wednesday 17 April 2024, 17:30

44 ANY OTHER URGENT BUSINESS

44.1 ACTION: GOVERNOR/PARENT DROP INS TO BE CALENDARED (KL)

Signed by the Chair


Date: 17/4/24

45 ACTION POINTS

45a ACTION: SA to look at the website and feedback on reading resources available (**minute 36**)

45b ACTION: VW to work with SLT and governors on the best way to communicate with families (**minute 36**)

45c ACTION: VW and D Brooke to look into the reporting of Reception attendance figures (**minute 37**)

45d ACTION: LC to add pupil numbers to the attendance tables (**minute 37**)

45e ACTION: MC to add narrative to support the attendance and PA tables to all future reports (**minute 37**)

45f ACTION: LC to speak with G Stafford regarding the layout of the template for concerns and complaints – can the primaries be separated from the secondary data (**minute 41**)

45g ACTION: VW to speak with M Preston (PPS Head of School) with regards to concerns handling (**minute 41**)

45h ACTION: Links to calendar dates in to visit after the meeting (**minutes 42**)

45i ACTION: KL to complete the safeguarding module by 19 January (**minute 42**)

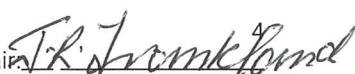
45j ACTION: SA, IC, KL and HS to complete Certificate in the Role of a School Governor by the end of this half term (**minute 42**)

45k ACTION: SA, IC, KL and HS to complete the GDPR module by the end of this half term (**minute 42**)

45l ACTION: LS to complete all governor training by the end of the half term (**minute 42**)

45m ACTION: Governor/Parent drop ins to be calendared (**minute 44**)

The meeting closed at 19:24

Signed by the Chair, 
Date: 17/1/24