



The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting
Wednesday 11 October 2023, 17:00

PRESENT: Miss K Littlewood (Chair, KL), Mr S Aldridge (SA), Mr D Brooke (DB), Miss S Chadwick (SC), Mr J Frankland (from 17:41, JF), Mrs H Singleton (HS), Mrs V White (Headteacher, VW)

ALSO IN ATTENDANCE:

Mr M Copley (MC), Mrs L Craxton (Clerk to the LGB, LC), Mrs L Thompson (Director of Governance, from 18:06, LT), Mr D Waterson (Director of Improvement & Standards, EYFS & Primary, DW),

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

01 WELCOME AND INTRODUCTIONS

LC opened the meeting welcoming Governors to the first meeting of the academic year and introduced D Brooke as the new Trust-Appointed Governor. DB brings a wealth of experience from his time on the Winifred Holtby Academy LGB

It was agreed with LT that KL would Chair this meeting

02 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 I Cutts. LT to follow up

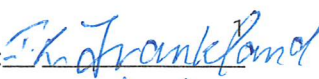
ACTION: LT to follow up with I Cutts with regards to his absence from the LGB

03 DECLARATION OF INTERESTS

All present completed their annual data collection and pecuniary interest forms

04 LGB MEMBERSHIP

It is the annual duty of the LGB to elect a Chair and Vice-Chair. As JF was not yet present, the election of the Chair was deferred to minute 13. KL volunteered to stand as Vice-Chair. No one else wished to be considered for the role

Signed by the Chair: 
Date: 6/12/23

Chair 2023/2024: See minute 13

Vice-Chair 2023/2024: K Littlewood

PP Link: H Singleton

SEND Link: K Littlewood

Safeguarding Link: See minute 13

05 MINUTES OF THE LAST MEETING (19 July 2023)

The prefixes for SC & KL were incorrect. LC to update and KL to electronically sign

Resolved: Once the above amends had been agreed, the minutes of the meeting held on 19 July 2023 were confirmed as a true and correct record and are to be electronically signed by the Chair, KL.

06 MATTERS ARISING

ACTION: Future school performance reporting during the year to consistently include in-year progress data against previous year data, predictions and national average data (ideally with the use of graphical charts) **Completed, included in the new format SDP**

ACTION: Feedback to the Trust to consider any "train the trainer" opportunities for Team Teach to give wider access to this training to staff, particularly focused on application of physical intervention techniques on age 3 and above **Unknown bolt-on was available at the end of the last Team Teach training. VW enquiring as to whether newly qualified staff can attend the bolt-on only to bring them up to speed with the Beanbag module. To be removed from the minutes**

ACTION: The behaviour data table to be adapted to include cumulative yearly data as well as identifying the termly data and associated trends **Completed**

ACTION: Vic White/Mike Copley to review the school behaviour policy and bring this to the next LGB meeting (11 October 2023) **See minute 16**

ACTION: Future reporting to consistently include persistent absence data and the inclusion of trend data based on the previous academic year/current targets **Included in the SDP**

ACTION: A breakdown of the SEND profile per year group to be provided in the next SEND report **Ongoing. The current dark room is not suitable due to lack of ventilation. To be removed from the minutes**

ACTION: An overview document to be provided as part of the School Development Plan, with a table "RAG" rating areas of focus/movement for the LGB and linked/signposting to the relevant detail in the SDP for ease of review VW to upload to Teams

NEW ACTION: VW to upload SDP overview document to the LGB Teams files

ACTION: Consideration to be given by the Trust to training opportunities for Headteachers/leadership teams on risk management **VW has met with L Lowson. To be removed from the minutes**

ACTION: A future report on complaints to be included in the next academic year cycle of business **Carried forward**

Signed by the Chair: 
Date: 6/12/23

ACTION: Consideration to be given to ways in which Governors could support staff inset days/parents evenings and also how the agendas for meetings could be condensed to allow more depth than breadth and opportunities for staff to join the meeting for 10 minutes at the start to give insight into their area **KL confirmed her support, SA tentative**

07 HEADTEACHERS REPORT

VW gave a brief update on the first 5 weeks of the term

- All participants in the Cross Country event are through to the next round
- Pupils are enjoying participating in football
- The 3 targets in the SDP underpin all and the SEF feeds the SDP
- Leon Myers (Swinemoor HT) is supporting with Monitoring and Evaluation
- New curriculum up and running and the children have been enjoying bread making and pumpkin carving. Year 1 thoroughly enjoyed their visit to the Pumpkin Patch
- N Loveridge seconded for a year to help develop leadership and curriculum

Q: (DB) How are you balancing the learning and end of year targets with the 'fun things'?

VW: The new curriculum comes with new resources for staff and frees up their time

Q: (DB) What about the impact on outcomes next year with the new curriculum and the staff learning new content along with the pupils? Any predictions?

VW: We have a stronger cohort this year and broadening their horizons constantly will help

Q: (DB) When will the data support that?

VW: December

08 ANNUAL REVIEW OF PUPIL PREMIUM

Spend includes, but is not limited to:

Quality First Teaching (£13 270)

- Read, Write Inc providing phonics training, support and resources
- TLR post holder appointed for EYFS
- Collaborative CDPL model and Walkthru's implemented

Targeted Academic Support (£26 000)

- Completion of RWI phonics assessments throughout the year to ensure keep up not catch-up
- Yipiyap deployed in Years 4-6 in Maths
- School-Led Tutoring Programme supporting pupils with core learning
- NELI programme supporting with communication development

Wider Strategies

- Job share staff employed to lead the #KeyinghamKidsClub
- 5 hours per week of a trained ELSA to support emotional resilience
- Development of the Forest Curriculum

Q: (HS) When this ends in July, does it simply restart?

VW: This is year 3 of the 3-year plan and when it comes to an end, we will do a another one

Q: (HS) Has the funding dropped off?

VW: Yes but we still advocate for the children. The food the local Co-Op provide gets distributed discreetly and not just to PP families as some in need to not meet the threshold

C: (SA) Eligibility criteria has changed and it's hard as you know who are in need but they don't qualify. As an LGB, we are assured you are also helping those too

C: (VW) We are a small school and we see them every day. We also support with uniform and allow siblings to eat at Breakfast Club

Q: (DB) When will your new funding be decided?

Signed by the Chair:



Date: 6/12/23

VW: I am meeting with our Finance Business Partner next week

Q: (DB) How ambitious are we with the intended outcomes?

VW: Many of our children are cognitively challenged but they work hard every day

JF joined the meeting at 17:41

C: (DW) Governors need to know the impact of the spend. The descriptors are there but we need to be able to question impact

C: (VW) I will update and recirculate

Q: (SA) We had this data last year; how can we compare?

DW: It can be added to the impact statements

ACTION: VW to reword page 3 of the PP Plan and resend to governors

ACTION: VW to update impact of spend in the PP Plan and resend to governors

ACTION: VW to add 2022 v 2023 impact in the PP report

09 SAFEGUARDING REPORT AND SAFEGUARDING RISK REGISTER

- 3 Children in Need on roll
- 0 LAC
- 7 Causes for Concern logged
- Mental Health an ongoing concern. The Safeguarding team have been further enhanced by the use of Marlowe, the Trust wellbeing dog, and Claire Cassidy

Q: (DB) FGM, for instance, has been added to staff training, how urgent is this as some topics are not completed?

MC: We do them on a 2-year cycle and this is year 1. All training was added from September 2023

Q: (DB) With mental health an ongoing concern, is the completion date of Easter 2024 for this module not too late?

MC: That one is optional and, as there are so many to do, we did not feel they needed the pressure. I can look into bringing it forward

C: (DB) It just looks like they conflict

C: (MC) I will add a note to what is mandatory and what is optional

Q: (VW) Is there another way you'd like to see the data?

DB: The percentages are not very helpful, we need more context

Q: (DW) Are there any other optional modules?

MC: Cyber Security is an optional extra on top of the online safety module they already do

Q: (VW) Do you recommend another?

DW: 2 Safeguarding units have been built into the 1265. You could start there

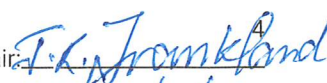
Q: (JF) There are no site related issues on the risk register. Do we need to factor in parental risks?

VW: we can look at adding it but would need to liaise with the site team. However, we don't have any issues with parents

ACTION: VW to add context to data figures in SG report

ACTION: VW to add the Safeguarding Risk Register to Teams

Signed by the Chair:


Date: 6/12/23

10 SELF EVALUATION FORM

The SEF is broken down into the following areas:

Quality of Education	Behaviour & Attitudes	Personal Development	Leadership & Management	EYFS
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VW welcomed feedback on the SEF. All areas have been RAG (red, amber, green) rated

The Governors asked VW to explain the rationale and thinking behind some of the self-evaluation scores and statements contained within the SEF

Q: (DB) What does the colour rating actually mean? Does green mean the criteria has been met?

VW: At this point in time, yes. At the point we monitor and measure, it may change

Q: (JF) So amber requires further work?

VW: Yes

Q: (DB) What happens if you get to July and it has been green all year but has not delivered what it should have?

VW: We would know before the end of the year if it's not fully implemented

LT joined the meeting at 18:06

Q: (DB) Is there a risk of an area staying green when it shouldn't?

DW: As governors, you will be looking at the data and impact throughout the year and if you didn't feel OK with it, you will challenge

C: (JF) Although a box on page 6 needs rewording, this is not a good use of VW time. It's up to us as governors to challenge

Q: (JF) Has there been any School Improvement Team involvement?

DW: We have looked at the reviews and support has been identified. All amber and red in the SEF are actions in the SDP. Following on from the reviews, VW has added the gradings although the SIT and VW have different opinions on some

C: (VW) If the Quality of Education was not good it would have a knock-on effect on Leadership and Management. After speaking with Lizann (Lowson), good progress has been made and a good distance has been travelled

Q: (DB) If VW and the SIT don't agree, what is the solution?

DW: Discussions will take place. The grade won't change, we will support to make sure it is accurate

Q: (HS) As governors, we don't understand Ofsted that well. The school is improving but can your SEF improve when outcomes don't?

VW: We have to aim for better. Good schools can have poor outcomes

C: (VW) I will upload the Ofsted webinar to the Teams to assist you all

C: MC) Reading is strong

Q: (DB) If we think it is good, why do we need Leon (Myers)?

VW: There is always room to improve

C: (VW) We strive to be the best we can be every lesson, every day. Mwe need to be aspirational and just keep going

Q: (SA) Can you give a non-teaching explanation?

VW: In the curriculum, every subject we deliver has a fully sequenced plan, now we need to implement it. Every teacher, including ECTs, are fulfilling this every day

Q: (DB) How accurate is the SEF? If you rate yourselves higher, how can the SIT offer support? Is there a discussion to be had outside of this meeting to reach an agreement between yourselves and the SIT?

Signed by the Chair

T. A. Frankland

Date:

6/12/23

VW: The time for talking has passed, the time to 'crack on' is now

Q: (DB) If Ofsted triangulate, how would that go?

DW: VW and her team are working on areas of issue. I have full confidence in KPS SLT, we just need that extra pair of eyes in Leon

C: (SC) For me, this document clearly signposts what I need to do on a daily basis

Q: (DB) Are you confident from a SIT and SLT point of view it's all being done?

DW: Yes. As a SIT, we have put everything in place based on discussion with Vic. The children are already starting to articulate what they have learnt which will impact positively on outcomes

ACTION: VW to update wording in bottom box of page 6

ACTION: VW to upload the Ofsted webinar to the Teams

11 SCHOOL DEVELOPMENT PLAN

The main priority this year is to make sure the children of Keyingham Primary School are academically ready to progress at key transition points in their education

Targets for 2023 – 2024:

	National Standard %	Higher Standard %
Reading	69.5	10
Spelling	66	7
Writing & Grammar	66	7
Maths	66	10

C: (VW) Subject leaders are partnering with other Trust schools and building relationships between primary and secondary schools. The blue text in the document is for info only to help governors become familiar with the new format. I'll remove once fully understood

C: (JF) I welcome this new format, it's more concise than the previous one

C: (VW) Interventions are in place

Q: (HS) How are they handling the interventions on top of everything else they have to do?

VW: They are really short

Q: (HS) Are they physically handling them all?

VW: Yes. Short, sharp bursts and then back in the classroom. They are handling it very well

C: (DW) With KPS being such a small school, one child can tip the balance and the RAG may change to red. VW and I will take this up outside of the meeting

Q: (DB) Is there a consistency of readiness to progress with such big swings?

VW: We have made big strides in wellbeing and personal development as this was lacking. The small numbers may not look good in the data it will be good for the children. For example, if 12 out of 16 progress, that's good but the figures won't reflect well

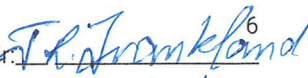
Q: (KL) Do you have a contingency plan if not ready to progress?

VW: Yes and we have strong relationships with the secondaries that allow us to pop in to check on them

C: (DW) From a SIT point of view, the work done on the SDP is first class and at the next meeting, you'll be able to see progress and challenge on amber and red

C: (VW) I'd like to thank Dave (Waterson) and the SIT for all of their support

ACTION: Percentage table of each year group and pupil to be added to the SDP

Signed by the Chair: 
Date: 6/12/23

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

HS left the meeting at 17:47

13 GOVERNANCE UPDATES

13.1 Link Visits

Governors urged to book in their visits as soon as possible

13.2 Governor Training

With the exception of SA & KL, all governors have completed their Safeguarding training on The National College. SA is yet to start, KL to complete

LC to add 'Certificate in the Role of a School Governor' and 'Annual Certificate in Data Protection & GDPR for Staff (2023-2024)' to watchlists for completion by the end of the Autumn term

ACTION: SA & KL to complete the Safeguarding module on The National College before the next meeting

ACTION: LC to add 'Certificate in the Role of a School Governor' and 'Annual Certificate in Data Protection & GDPR for Staff (2023-2024)' to watchlists for completion before the end of the Autumn term

13.3 LGB Membership ii

JF volunteered to stand as Chair. No one else wished to be considered for the role

Resolved: J Frankland to be the Chair for the 2023/24 academic year

ACTION: LT to advise on DB's offer to be Safeguarding governor as due to DB's new role as Director of Infrastructure, this could create a conflict of interest

14 RISK REGISTER

Poor outcomes remain the highest risk. GDPR has been removed as this is managed centrally

Failure to retain good staff at number 2 with failure to safeguard at number 3

Q: (JF) Failure to retain has an impact level of 4 – is this high enough?

VW: Yes, 5 is the highest risk and we are not there yet

C: (MC) Pupil attendance is high and the staff also enjoy coming to work

Q: (SA) IS wellbeing linked to retaining good staff?

VW: The new curriculum has CPD built in and we are seeing a massive difference

Signed by the Chair:



Date: 6/12/23

SA queried the fact governors do not see data in between meetings. It was noted the risk to that is seeing the big changes outside of the meetings and not challenging during them, therefore no record of challenge captured.

Active monitoring is not straightforward and it is hoped Power BI will provide some clarity going forward

ACTION: Governors to discuss what data they would like to see in between meetings and feedback to VW

12 ATTENDANCE AND BEHAVIOUR REPORT

Attendance

- Attendance is up on last year's figures at 95.41% (last year 94.91%) and PA is down at 15.63% (last year 17.3%)
- Year 5 have the highest attendance at 97.5% and Year 2 the lowest at 93.12%

C: (JF) Attendance is looking good in terms of trends

Q: (DB) What is working well?

MC: We have made the school lovely and the children want to be here. When we need to address them, we start with friendly conversation to get them back in and a lot of them don't need to progress to anything formal and they can all name someone they feel they can talk to

C: (JF) It would be good to add narrative for term time holidays, for instance

C: (SA) It would also be good to break it down into year group numbers

Q: (DB) 94% of parents and 100% of pupils feel safe at school. Do you know why there is a difference?

VW: This was an anonymous Ofsted parent voice but when we know anything during our surveys, we follow-up and contact all who are willing to give more detail

Q: (DB) How do you promote the school?

VW: We are working with Claire (Gordon, Marketing and Communications Manager) to increase our social media presence and local press presence. A new website is also in progress

Q: (HS) Do you still count hits on the blog? How is it going?

VW: We do and it's really strong

Q: (JF) Can attendance figures be graphed?

MC: I will work on it

ACTION: VW to add attendance breakdown to Teams

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

Behaviour

- 47 Level 2 behaviours logged
- 0 Level 3 class removed
- A recent pupil voice shows the children feel safe in school

Q: (DB) Are there any concerns that year groups will carry on with poor behaviour?

MC: Not yet. We do monitor but have seen no patterns as yet

Q: (DW) Can you explain the levels?

MC: Level 1 is classroom disruption or being unkind, for instance. If they don't stop it becomes a Level 2 which also includes disrespect and answering back. The fact there are no Level 3 shows de-escalation at Level 2 is working, the Behaviour Policy is working

C: (MC) All teachers use the same language but some are quicker to stop than others

Signed by the Chair: 
Date: 6/12/23

15 EVIDENCING THE IMPACT OF THE SPORTS PREMIUM

Academic Year: 2023 – 2024	Total fund allocated: £ 17 720
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C: (VW) We had great success with this last year and have been strengthened this year with the HLTA appointment. We are working on getting more sports into the building and have SSP on board to teach gymnastics

Q: (JF) Is 49% of the funding going into school focus and the rest on the SSP package?

VW: Yes and it's worth it as we also get useful links to other things too

16 POLICY REVIEW**16.1 Behaviour Policy**

The Behaviour Policy was tabled for approval. SEN adjustments have been made to the pyramid. The policy is to be sent to the Central Marketing Team to upgrade the infographics

- A footnote is needed with regards to the list not being exhaustive
- Mirror image of positive behaviours to be added
- A note to state positive and negative behaviour is recorded on Arbor by any staff member to be added

ACTION: Once the updates have been made, MC to send out the Behaviour Policy to governors for electronic approval

17 DATE OF THE NEXT MEETING

Wednesday 06 December 2023, 17:30

18 AOB**18.1 Start time and frequency of LGB meetings (LT)**

LT noted the start time of 17:00 may be too early for some governors due to work commitments. After a brief discussion it was agreed that, going forward, all LGB meetings would start at 17:30

Extra meetings was also tabled for discussion as this particular meeting had taken over 3 hours up to this point.

Resolved: All present were in agreement of extra meetings and shorter agendas

ACTION: LC to update all calendars to reflect the later start time of 17:30

ACTION: LT to look into extra LGB meetings and shorter agendas going forward

19 ACTION POINTS

19a ACTION: LT to follow up with I Cutts with regards to his absence from the LGB (minute 02)

19b ACTION: VW to upload SDP overview document to the LGB Teams files (minute 06)

Signed by the Chair: T.R. Frankland
Date: 6/12/23

19c ACTION: A future report on complaints to be included in the next academic year cycle of business (**minute 06**)

19d ACTION: VW to reword page 3 of the PP Plan and resend to governors (**minute 08**)

19e ACTION: VW to update impact of spend in the PP Plan and resend to governors (**minute 08**)

19f ACTION: VW to add 2022 v 2023 impact in the PP report (**minute 08**)

19g ACTION: VW to add context to data figures in SG report (**minute 09**)

19h ACTION: VW to add the Safeguarding Risk Register to Teams (**minute 09**)

19i ACTION: VW to update wording in bottom box of page 6 (**minute 10**)

19j ACTION: VW to upload the Ofsted webinar to the Teams (**minute 10**)

19k ACTION: Percentage table of each year group and pupil to be added to the SDP (**minute 11**)

19l ACTION: Governors to discuss what data they would like to see in between meetings and feedback to VW (**minute 11**)

19m ACTION: VW to add attendance breakdown to Teams (**minute 12**)

19n ACTION: MC to work on putting attendance figures into a graph (**minute 12**)

19o ACTION: Number of pupils involved in incidents to be added to all year groups in Behaviour Report (**minute 12**)

19p ACTION: SA & KL to complete the Safeguarding module on The National College before the next meeting (**minute 13.2**)

19q ACTION: LC to add 'Certificate in the Role of a School Governor' and 'Annual Certificate in Data Protection & GDPR for Staff (2023-2024)' to watchlists for completion before the end of the Autumn term (**minute 13.2**)

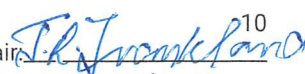
19r ACTION: LT to advise on DB's offer to be Safeguarding governor as due to DB's new role as Director of Infrastructure, this could create a conflict of interest (**minute 13.3**)

19s ACTION: Once the updates have been made, MC to send out the Behaviour Policy to governors for electronic approval (**minute 16.1**)

19t ACTION: LC to update all calendars to reflect the later start time of 17:30 (**minute 18.1**)

19u ACTION: LT to look into extra LGB meetings and shorter agendas going forward (**minute 18.1**)

The meeting closed at 20:27

Signed by the Chair: 
Date: 6/12/23