



The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting
Wednesday 06 December 2023, 17:00

PRESENT: Mr J Frankland (Chair, JF), Mr S Aldridge (SA), Mr D Brooke (DB), Miss S Chadwick (SC), Mr I Cutts (IC), Mrs V White (Headteacher, VW)

ALSO IN ATTENDANCE:

Mr M Copley (MC), Mrs L Craxton (Clerk to the LGB, LC), Mr D Hebb (DH), Mrs C Lawson (CL), 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

20 WELCOME AND INTRODUCTIONS

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

21 APOLOGIES

Apologies had been received from Miss K Littlewood and Mrs H Singleton

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

22 DECLARATION OF INTERESTS

None declared for this meeting

23 MINUTES OF THE LAST MEETING (11 October 2023)

Resolved: The minutes of the meeting held on 11 October 2023 were confirmed as a true and correct record and are to be signed by the Chair, JF

24 MATTERS ARISING

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

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

ACTION: A future report on complaints to be included in the next academic year cycle of business **See minute 27**

Signed by the Chair: JR. Frankland 1

Date : 18/01/2024

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

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

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

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

ACTION: VW to add the Safeguarding Risk Register to Teams **Completed**

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

ACTION: VW to upload the Ofsted webinar to the Teams **Completed**

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

ACTION: Governors to discuss what data they would like to see in between meetings and feedback to VW **A brief discussion was held at the pre-meet. To be addressed at a future meeting and removed from the minutes**

ACTION: VW to add attendance breakdown to Teams **Governors to refer back on specifics. To be removed from the minutes**

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

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

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


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 **Completed**

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 **DB to take up the role on a temporary basis with L Smith taking over under DBs guidance once fully on board**

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

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

ACTION: LT to look into extra LGB meetings and shorter agendas going forward **Shorter meetings have been planned but are to remain at 5 per year**

Signed by the Chair:  2

Date : 18/01/2024

25 CURRICULUM QUALITY WORKSHOP

VW briefly explained the rationale behind the SDP to LS

25a Science – David Hebb

- United Learning Curriculum introduced. Staff voice shows teachers are enjoying the new curriculum and resources
- Sample of Year 2 & 6 pupil voice showed pupils had made progress
- Recent deep dive highlighted the need for more time to develop the subject
- Local cluster meetings invaluable
- Enthuse partnership provides opportunity to develop networks
- Although early days, United Learning is showing positive steps

Q: (IC) Will we be updated termly on this?

VW: It depends on the agenda but I'm happy to include regular updates

Q: (IC) Do we have subject links? They are good to have

DH: No but I would welcome the opportunity for a governor to share what we are doing in a subject

C: (DW) It's good practice but we need to be mindful of the size of the LGB and not putting too much pressure on members

Q: (DB) Staff meetings discuss internal QA. Has there been any external QA?

VW: The support from Leon Myers brings an objective clear set of eyes. He is working with Mike and myself and supporting the development of QA systems

Q: (DB) How do you track Year 6 outcomes with the new curriculum?

DH: It is a transition but a lot of assessment practice is still in place

C: (VW) The new curriculum has brought in precise mapping and vocabulary

Q: (DW) How do you ensure you are not missing bits of the national curriculum?

DH: We make sure the mapping is there across all year groups, it's quite extensive

Q: (JF) Are there time constraints in implementing a new curriculum?

DH: It's more in the delivery and teaching of it. There are lots of slides to view but we didn't have to spend too much time on them. We can also extend topics beyond one lesson and carry over into another

C: (MC) From a teacher point of view it's easy to implement

Q: (JF) Is everything there for you or will you look to supplement?

MC: There are always additional steps you can take but if working at pace, it's well judged

C: (VW) We can extend as we choose to in a way that is right for KPS

Q: (DB) Is there a risk you will move away from it with all of the adapting and adopting?

VW: The first thing we did was map the old with the new. We'd never move away from core knowledge but we will be diverse without losing track


Q: (JF) What is the Enthuse partnership?

DH: It's part of the Dogger Bank project and promotes STEM subjects in school as part of a 2-year project. We devise an action plan for what we would like to do to promote STEM and Dogger bank release funding each term. KPS was asked to be the lead school in the cluster and valuable links have been made

ACTION: JF to speak with L Thompson (Director of Governance) regarding the possibility of subject link governors

25b English – C Lawson

- Staff voice shows they are enjoying using the complete Reading Curriculum

Signed by the Chair:  3

Date : 18/01/2024

- Y1 PSC results improving year on year
- Daily Read, Write Inc interventions taking place for lowest 20%
- Weekly leadership time increased
- Local cluster meetings taking place, networking invaluable
- Lexile level library introduced
- Reading lessons happening daily across the school
- The Shakespeare School, delivered by Hull Truck, is due to start in the spring term

Q: (DB) Why have you gone with a different reading scheme for EYFS?

CL: The curriculum involves writing and in EYFS they are just beginning to read. In KS1 and KS2 we look at reading skills

Q: (DB) Are you confident with the implementation of the new curriculum for Year 6 outcomes?

CL: It's a challenging curriculum. The reading scheme is good. It's diverse and is opening their eyes to the wider world, it's exposing them to a lot more and I QA it

C: (VW) There is a wider knowledge base in the curriculum, broader in breadth and depth

Q: (DW) How many KS2 access reading Eggspress from home?

CL: I don't have that info on me but I can find out. We reward those who are reading at home with house points and have identified those who are not

Q: (DW) I'm really impressed with Year 6. Are you in a position to offer that to all year groups?

Are there strategies in place for those who don't access reading at home?

C: (CL) Yes and we track those closely. Repeated reading and interventions are then put in place

Q: (SA) Parental buy-in can be a barrier – is there a strategy to overcome that?

CL: We will be doing 'stay and read' next week for as many as possible. The children love reading to their parents

Q: (SA) Is there support on the website for parents?

CL: Yes, there are links

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

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

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

DH & CL left the meeting at 18:46


26 SEND AND DISADVANTAGED REPORT

- Year 5 highest SEND (above national), Year 6 highest PP (in line with national)
- Speech, Language and Communication highest need for SEND Support
- 10 children on an EHCP
- Learning Support Plans reviewed termly
- Pupils not removed for more than 10 minutes for interventions
- Forces support network available
- Leon Myers supporting with QA

Q: (JF) There's a high number of speech and language challenges. Is this down to the new curriculum?

VW: No, the new curriculum addresses it. We have NELI intervention in EYFS and teachers model it all of the time

C: (VW) The SENDCo is back from maternity leave and has a positive relationship with the LA

Signed by the Chair:  4

Date : 18/01/2024

Q: (DB) We have a standard 4 funded places in the ERP regardless of how many we have accessing it; where does the funding come from for the additional children?

VW: All additional placements are funded but, irrespective of funding, this puts a strain on resources and staff

C: (VW) We have an exceptional DSL and Operations Manager and they work closely with the Assistant SENDCo

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

27 COMPLAINTS DATA

There are no recorded complaints. L Richardson (Operations Manager) deals with concerns as and when they come in and all complaints, should they arise, are dealt with at Trust level

Ofsted parent view is very positive

ACTION: VW to upload Ofsted parent view to Teams

28 GOVERNANCE UPDATES

28.1 Link Visits

DB has conducted a visit and is to submit his report for the next meeting

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

28.2 Governor Training

ACTION: LC to reload all training modules for IC

With the exception of IC, all governors have completed the safeguarding module

Certificate in the Role of a School Governor and GDPR modules are to be completed by the end of the autumn term

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

29 DATE OF NEXT MEETING

Wednesday 17 January 2024, 17:30


30 ANY OTHER URGENT BUSINESS

None

31 ACTION POINTS

31a ACTION: MC to work on putting attendance figures into a graph (minute 24)

31b ACTION: Number of pupils involved in incidents to be added to all year groups in Behaviour Report (minute 24)

Signed by the Chair:  5

Date : 18/01/2024

31c ACTION: JF to speak with L Thompson (Director of Governance) regarding the possibility of subject link governors **(minute 25)**

31d ACTION: SA to look at the website and feedback on reading resources available **(minute 25)**

31e ACTION: SC offered to work with Foundation Stage parents re reading **(minute 25)**

31f ACTION: CL to send information on the Shakespeare School and the Enthuse Partnership to governors **(minute 25)**

31g ACTION: VW to upload Leon Myers' report to the Teams folder **(minute 26)**

31h ACTION: VW to upload Ofsted parent view to Teams **(minute 27)**

31i ACTION: LC to email KL & HS with regards to booking in their spring term visits (minute 28)


31j ACTION: LC to reload all training modules for IC **(minute 28)**

31k ACTION: LC to email all governors a reminder to complete their training by the end of the autumn term **(minute 28)**

JF closed the meeting by wishing everyone a very merry Christmas and a happy and peaceful new year

VW invited LS for a walk around the school whenever she is free

The meeting closed at 19:26

Signed by the Chair:  6

Date : 18/01/2024