



KEYINGHAM  
PRIMARY



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting  
Monday 17 October 2022, 17:00

**PRESENT:** Mr J Frankland (Chair, JF), Mr S Aldridge (SA), Mrs J Harrison (JH), Mrs K Littlewood (KL), Mrs S Milner (Chair for this meeting, SM), Mrs H Singleton (HS), Mrs V White (Headteacher, VW)

### ALSO IN ATTENDANCE:

Mr M Copley (MC), 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.

### 01 WELCOME AND INTRODUCTIONS

SM welcomed everyone to the first meeting of the academic year and everyone present briefly introduced themselves

### 02 APOLOGIES

Full attendance

### 03 DECLARATION OF INTERESTS

All completed data collection and pecuniary Interest forms were returned at the meeting

### 04 LGB MEMBERSHIP

It is the duty of the Governing Board to elect a Chair and Vice-Chair annually. JF volunteered to stand as Chair. Nobody else wished to be considered for the role

**Resolved:** All Governors approved JFs appointment as Chair

**Chair 2022/2023:** J Frankland

**Vice-Chair 2022/2023:** To be revisited at the December meeting

**PP Link:** H Singleton

**SEND Link:** K Littlewood

**Safeguarding Link:** J Harrison

For ease of transition, SM chaired this meeting

Signed by the Chair: J. Frankland  
Date: 7/12/22

VW informed the meeting D Petch had stepped down with immediate effect. LC to assist KPS in recruiting a staff governor

**ACTION: LC to assist KPS in recruiting a staff governor**

**ACTION: Vice-Chair to be elected at the December meeting**

**05 MINUTES OF THE LAST MEETING (20 July 2022)**

**Resolved:** After minor grammatical amends, the minutes of the meeting held on 20 July 2022 were confirmed as a true and correct record and are to be signed by the Chair, JF.

**06 MATTERS ARISING**

**ACTION:** Link visits to be planned for the full year 2022/23 **Carried forward. See minute 14**

**ACTION:** Arrange meeting to discuss governor involvement at parents' evenings **Completed. Feedback received from parents' evening suggests parents would welcome more governor involvement**

**ACTION:** L2 and L3 behaviour to be reported by term. List of L2 and L3 behaviours to be provided in the next report **See minute 07**

**ACTION:** Percentage of pupils meeting their termly targets to be shown on the next SEN report **See minute 07**

**ACTION:** M Copley to add Safer Recruitment training to Governors watch lists on National College, and at least one Governor to complete this as soon as possible **Completed. Governors to contact MC if they cannot access the link or have not received the email**

**ACTION:** More detail to be added the Attendance section of the next Headteacher Report **See minute 07**

**ACTION:** V White to re submit report with the correct percentages **See minute 07**

**ACTION:** Reading update to be given at the October meeting **A deep dive is to be conducted this term. Feedback will be presented at the first meeting following the deep dive**

**ACTION:** Pathways update to be given at the December meeting **Carried Forward**

**ACTION:** V White to share the trip calendar with Governors once completed **Carried Forward.**

**NEW ACTION:** L Richardson & V White to complete MIDAS training to enable wider travel

Signed by the Chair:

*J.R. Frankland*

Date:

*7/12/22*

**07 PERFORMANCE DATA – Outcomes 2021/2022**

Results were extensively covered in the July meeting and have been summarised below

National Standard	Combined	Reading	Writing	Grammar	Maths
Keyingham Primary School	46	61	68	61	57
National Average	59	74	69	72	71
Local Authority Average	55	73	68	68	70

Higher Standard	Combined	Reading	Writing	Grammar	Maths
Keyingham Primary School	4	29	4	11	21
National Average	7	28	13	22	28
Local Authority Average	N/A	N/A	N/A	N/A	N/A

@ or above NA
Within 2 below NA
2+ below NA

Q: (SM) What are the positives to take forward?

VW: the performance in reading gives faith that our reading lessons are right. We are working on fluency as the children can read, just not quickly enough. All changes are assessment driven and each lesson is assessed

C: (MC) Year 6 also do weekly maths tests

C: (VW) They also do 2 self-led sessions each week for reading using the software available

Q: (JF) Do you encourage more home learning?

VW: We have sustained the blended learning model and this signposts us to queries when needed

C: (MC) The Graduate Award scheme also allows the children to explore more of what they love

Q: (HS) Do you monitor the Graduate award take up?

VW: Yes and Mike (Copley) tracks all of the work

C: (DW) There was an issue with handwriting moderation but we have changed things to make sure this doesn't happen again

Q: (DW) How did tuition with the National Tutoring programme and school-led tuition do?

VW: We had low numbers achieving NTP in maths and this was partly due to the quality of the tutors and poor handwriting. SLT focussed on content and grammar in English and this improved the grades. SLT also worked with Year 5 after the SATs and we are seeing the good impact that had in our now year 6's

**ACTION: VW to reference NTP and the work done in the SDP for governors to find easily**

**Attendance & Behaviour**

- Overall attendance for 2021/22 was 92.8%
- PP and non-PP attendance were both 92.9%
- Consistent policy and practice allowed staff to stick to clear challenge and support plans
- Regular RASHEN (Review, Attendance, School, Home, Emotional Needs) meetings held
- Profile of 'good attendance' needs to be raised

Signed by the Chair: *J.R. Irons*  
Date: 7/12/22

- A total of 648 low level disruptions seen with no suspensions or permanent exclusions and no pupils in AP
- Rigorous Behaviour Policy implemented

### Quality of Teaching & Learning

- 71% of teachers demonstrating Quality First Teaching
- Increased consistency across all age groups in level of quality first teaching delivered
- Support for subject leadership in need of development

Q: (SM) Is it normal to have no exclusions

VW: Yes. In my time here, we've only had to exclude for one afternoon

Q: (SM) Are we seeing an impact from RASHEN?

VW: It's too early to see an impact this year but we are able to go back into previously closed cases and have deeper discussions

C: (VW) The recent 2-day safeguarding audit raised the biggest concern as staff capacity to be able to deal with it all. RASHEN is time intensive and we re-evaluated the support staff structure which in turn allowed us to appoint a second DDSL

Q: (JF) Years 5 & 6 have a high level of disruption and classroom removals – is this due to age-related changes in behaviour?

VW: Yes but we dealt with them and the classes are already showing improvement

C: (DW) It would be beneficial to show how many children are involved in the disruption figures

C: (DW) It's also worth noting the improvement in Quality First teaching with 5/7 showing improvement

**ACTION: VW to include number of pupils involved in behaviour tables**

### 08 SELF EVALUATION FORM (SEF)

- Overall Effectiveness, Quality of Education, Behaviour & Attitudes, Personal development and EYFS currently judged at 3
- **Quality of Education:** the curriculum is broad, ambitious and coherently planned and sequenced towards cumulative knowledge and skills for future learning
- **Behaviour & Attitudes:** the high expectations for behaviour are commonly understood and applied consistently
- **Personal Development:** the curriculum and effective wider work supports pupils to be confident, resilient and independent
- **Leadership & Management:** Leaders focus on improving teachers' subject, pedagogical and content knowledge
- **EYFS:** Children are beginning to manage their own feelings and behaviour

C: (VW) The drive this term is to review the SDP & safeguarding review and DW will be validating EYFS work in November

C: (DW) I applaud Vic for her enthusiasm to get to good by December. I'm not sure it's all achievable but it's something to work towards. It might be an idea to ask governors which section they would like to see at good first

Q (JF) only 2/3 of EYFS achieved. What happened to the other 1/3?

Signed by the Chair

*F.R. Frankel*

Date:

*7/12/22*

VW: They were generally missing literacy or maths and communication and language have been a major issue. They could also not regulate PSED (Personal, Social and Emotional development) and we have moved extra staff into those areas of need

C: (SM) I feel KPS was more affected than other Trust primaries by the lockdown

C: (KL) We were very cut off being so rural

Q: (DW) Is there a difference in outcomes between those coming up from our nursery and those joining from other nurseries?

VW: We don't have that many coming in from different nurseries to see a difference. Children like consistency and are familiar with the staff in our nursery who also work within the school

## 09 PERFORMANCE DATA REPORT – Targets 2022/2023 & Current Performance

**Primary 2022/23 targets. Tables will be updated once data from FFT (Fischer Family Trust) has been received**

All pupils targeted to achieve the national standard

National Standard	Combined	Reading	Writing	Grammar	Maths
KPS (28)	62%	75%	71%	75%	62%
FFT B – top 20% of schools					
FFT D – top 5% of school					
2022 National Average	59	74	69	72	71

All pupils targeted to achieve the higher standard

Higher Standard	Combined	Reading	Writing	Grammar	Maths
KPS (28)	10%	21%	10%	21%	21%
FFT B – top 20% of schools					
FFT D – top 5% of school					
2022 National Average	7	28	13	22	28

DA pupils targeted to achieve the national standard

National Standard	Combined	Reading	Writing	Grammar	Maths
KPS (6)	33%	66%	66%	66%	33%
FFT B – top 20% of schools					
FFT D – top 5% of school					
2022 National Average	59	74	69	72	71

DA pupils targeted to achieve the higher standard

Higher Standard	Combined	Reading	Writing	Grammar	Maths
KPS	0%	17%	0%	33%	17%
FFT B – top 20% of schools					
FFT D – top 5% of school					
2022 National Average	59	74	69	72	71

C: (VW) We are pleased with the projections for KS2, they are very aspirational

Q: (SA) Are the children aware of where they sit to encourage healthy competition?

VW: Yes and no. It's discussed at parent's evening but not directly with the children

Q: (DW) Maths was the lowest scoring last year. What makes you more secure you won't have another drop?

VW: Smarter planning and smarter interventions. We know what the children are capable of

Q: (JF) Is there a contingency plan in place to spot when things are going wrong?

VW: We have no slack. We focus everything we have on everyone we have

Signed by the Chair

*J. R. Frankland*

Date:

*7/12/22*

Q: (JF) Who is doing the maths checking?

VW: Mike and I check Mike!

Q: (DW) Year 3 have been with the current leadership from the beginning. Where do the rest of the year groups sit?

VW: On a par. Literacy in year 3 is strong, fluency not so much. Year 4 are hard to define as they are a very small cohort. Year 5 have a number of fluency issues but literacy is improving. I'll provide data at the next meeting

Q: (HS) With regards to significant pupil illness, do you still place the same expectations as those who have not missed any school?

VW: We have blended learning for those too ill to come into school but are well enough to learn at home but for those who are genuinely too poorly to work, the LGB will be informed

C: (DW) Year 1 attendance is high

VW: They love the Forest School and learning outdoors. It has made the transition smoother than previous years

**ACTION: VW to provide pupil weighting data at the next meeting**

## 10 SCHOOL DEVELOPMENT PLAN

VW presented the school development plan and outlined the strategic priorities for the academic year. Priorities include improving leadership at all levels, implementation of a high quality, beyond statutory, personal development curriculum and further development of leadership of EYFS to improve the outcomes and ensure children are year ready

C: (VW) I'd like to thank Dave Waterson for his help with this SDP

Q: (JF) The plan is clear but seems like an awful lot of work. What resources sit behind SLT and the school to achieve this plan?

VW: It's like the layers of a cake. We receive support from Dave and his team, Croxby in relation to the curriculum planning, Lottie (Thompson, Director of Governance) guides with Governance and the Safeguarding Alliance provide support to Mike. I'm also a member of ERSIP who provide really good support

Q: (JF) Is it enough support to hit all the actions and targets?

VW: Yes. Some may pose more of a challenge than others and remain orange but we will do it

C: (DW) This is an excellent piece of work, well done

C: (SM) I echo John, this is a lot of work but I'm confident it will be done

Q: (DW) To expand on an earlier question regarding support, what support do you provide to other schools within the Trust?

VW: We have staff delivering sessions at the annual CPD event this week and we are kept quite busy working with our colleagues in the surrounding cluster schools

Q: (SM) How are you ensuring burn out doesn't happen?

VW: Everything is fully resourced and staffed. We all subject lead in the wider curriculum. Work is assessed in moderation meetings and staff surveys always return positive feedback

Q: (SM) Are you offering any music lessons or service?

VW: Not at the moment. We have bought in Charanga which has been a great hit. We looked into Rock Steady but don't have enough interest in it right now to make it viable. We are also liaising with the Director of Finance in the hope of factoring in music enrichment next year

**ACTION: VW to include 'Hold School to Account' in SDP targets**

Signed by the Chair

*A.L. Frankland*

Date:

*7/12/22*

## 11 SAFEGUARDING REPORT

- 1 child subject to a Child Protection Plan
- 1 consultation with the Safeguarding & Partnership Hub
- 4 reports of peer-on-peer abuse
- 2 children LAC
- 3 incidents of physical restraint
- All staff are now Team Teach trained
- Recent safeguarding audit showed pupils felt safe and were happy in school, staff take S/G and training very seriously and assemblies covered S/G well
- More governor involvement was suggested

C: (SM) *The peer-on-peer abuse seems quite high?*

MC: *That may be due to the way we interpret the threshold*

C: (VW) *We monitor it and after investigating fully, it could be altered. We'll split the table for the next meeting to give a wider picture*

Q: (SA) *Do many change from peer-on-peer abuse, worse or better?*

VW: *Yes some do. It's quite a new process for us so we start high and go from there*

C: (SM) *I nominate John to undertake safer recruitment training as we currently have no governors trained*

C: (VW) *All ERP staff are now Team Teach trained*

C: (MC) *We have a long list of strengths from the recent safeguarding audit and the auditors were pleased with development and our safeguarding culture*

**ACTION: JF to complete Safer Recruitment training via The National College**

**ACTION: MC to amend the report to reflect suggested amends and send out to the LGB within 2 weeks**

## 12 PREMIUM REVIEWS

### 12a Annual Review of School Led Tutoring

**Final submission September 2022:**

**Hours of tuition: 491**

**Pupils tutored: 14**

**Cost: £3 275**

- Breakfast Club run by 2 x HLTAs
- January – March: support was focussed on a number of year 6 pupils to aid them with spelling & grammar. 50% of the pupils achieved the national expectation in writing
- April – July: support shifted to a number of year 5 pupils and was focussed on maths and English. All pupils in the maths group achieved a scaled score of above 90 in the 2017 mock SAT paper and the English pupils made significant progress in the standard of written composition

Signed by the Chair J.L. Ironsford  
Date: 7/12/22

## 12b Annual Review of Pupil Premium (success of 21/22 and impact and 22/23 approach)

- £54 670 funding received for this academic year made up from £49 305 PP funding & £5 365 recovery funding
- 22% (41) eligible for PP
- KPSPP recovery divided into 3 areas – Quality First Teaching, Targeted Support & Wider Strategies
- Intended outcomes for 2022/23:
  - All DA leave KPS being able to read in line with age-related outcomes
  - Close the gap between DA & non-DA
  - Close the attendance gap between DA & non-DA
  - Provide DA pupils with a broad and knowledge-rich learning experience
- Challenges identified include early identification of PP support needed in EYFS & KS1, poor behaviours for learning, attendance & persistent absence of PP pupils and the need to improve the quality of teaching & learning for all PP

Q: (JF) At first glance, it looks like you've spent more than you had?

VW: Whole Trust Budgeting allows for more funding to be sent where it is most needed and we have been very lucky to be able to secure the extra funding

## 13 RISK REGISTER

All generic risks, Data Protection, Cyber Security etc., have been moved to the Central Risk Register

The RR contains 3 risks:

- Failure to deliver good educational outcomes
- LGB fails to provide appropriate support and challenge in their leadership of the school
- A failure to ensure a high level of safeguarding and care

**ACTION: RR score sheet to be sent as a PDF attachment going forward to provide context to the ratings**

## 14 LINK VISITS

JH conducted a safeguarding visit on 16 September, no concerns were raised

All other members encouraged to conduct a link visit in before the end of the Autumn term

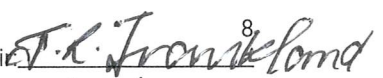
**ACTION: All Link governors to conduct a visit before the end of the Autumn term**

## 15 GOVERNOR TRAINING

Governor training is now exclusively with The National College. All members are expected to complete the annual 'Certificate in Safeguarding for School Governor' & 'Certificate in the Role of a School Governor' before the next meeting.

Any governor who has not completed the 'Certificate in Safeguarding for School Governor' may be denied access to the December meeting

Signed by the Chair

  
Date: 7/12/22



**ACTION: Governors to complete 'Certificate in Safeguarding for School Governor' & 'Certificate in the Role of a School Governor' before the next meeting**

**16 DATE OF NEXT MEETING**

Wednesday 07 December 2022, 17:00

**17 ANY OTHER URGENT BUSINESS**

None

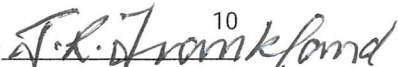
**18 ACTION POINTS**

Meeting	Action	By Whom	By When	Update
LGB 17 Oct 22	LC to assist KPS in recruiting a staff governor	LC	31/10	
	Vice-Chair to be elected at the December meeting	ALL	07/12	
	Link visits to be planned for the full year 2022/23	JH, KL & HS	07/12	
	Pathways update to be given at the December meeting	VW	07/12	
	V White to share the trip calendar with Governors once completed	VW	Ongoing	
	L Richardson & V White to complete MIDAS training to enable wider travel	VW & LR	Ongoing	
	VW to reference NTP and the work done in the SDP for governors to find easily	VW	07/12	
	VW to include number of pupils involved in behaviour tables	VW	07/12	
	VW to provide pupil weighting data at the next meeting	VW	07/12	
	VW to include 'Hold School to Account' in SDP targets	VW	07/12	
	JF to complete Safer Recruitment training via The National College	JF	07/12	
	MC to amend the report to reflect suggested amends and send out to the LGB within 2 weeks	MC	07/11	
	RR score sheet to be sent as a PDF attachment going forward to provide context to the ratings	VW	07/12	

Signed by the Chair *J.L. Frankford*  
Date: 7/12/22

	All Link governors to conduct a visit before the end of the Autumn term	JH, KL & HS	16/12	
	Governors to complete 'Certificate in Safeguarding for School Governor' & 'Certificate in the Role of a School Governor' before the next meeting	ALL	07/12	

Part A closed at 18:54 and MC left the meeting

Signed by the Chair:  10  
 Date: 7/12/22