



**Minutes of the meeting of the Local Governing Board  
of Keyingham Primary School**

**Wednesday 20 July 2022 at 5.00pm**



**PRESENT:** S Aldridge (SA), J Frankland (JF), J Harrison (JH), K Littlewood (KL), S Milner (SM, Chair), H Singleton (HS), V White (Headteacher, Keyingham Primary School, VW)

**ALSO IN ATTENDANCE:**

M Copley (Deputy Headteacher, Keyingham Primary School, MK), H Gale (Clerk to the LGB), L Thompson (Director of Governance)

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

**48 WELCOME**

S Milner opened the meeting by introducing herself and welcoming everyone.

**49 APOLOGIES**

No apologies received.

**50 DECLARATIONS OF INTEREST**

Nothing declared.

**51 MINUTES OF THE LAST MEETING (6 April 2022)**

**Resolved:** The minutes of the last meeting held 6 April 2022 were accepted as a true record and approved by the Chair.

**52 MATTERS ARISING FROM THE MINUTES**

- 52a ACTION: V White to send the report from Reading Deep Dive** – Reading Deep Dive did not take place due to staff capacity
- 52b ACTION: S Chadwick to give a presentation on Phonics at the April meeting** - Governor training more purposeful, and therefore phonics presentation postponed.
- 52c ACTION: Link visits to be planned for the full year 2022/23 (minute 38)** - carried forward
- 52d ACTION: Arrange meeting to discuss governor involvement at parents' evenings** – carried forward
- 52e ACTION: V White to query Governor Training options within the Trust.** - complete  
National College & Skills Audit discussed

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- 52f ACTION: Breakdown of PP and SEND and last 3 years data to be added to phonics data – complete**  
Breakdown of groups from this academic year added in more detail due to lack of data from previous 3 years.
- 52g ACTION: L2 and L3 behaviour to be reported by term. List of L2 and L3 behaviours to be provided in the next report – carried forward**
- 52h ACTION: Percentage of pupils meeting their termly targets to be shown on the next SEN report - carried forward**
- 52i ACTION – RE Lead to present at the June meeting – previous meeting postponed and therefor presentation did not take place.**
- 52j ACTION: H Gale to see if shadowing other Governors is a possibility, and feedback at the next meeting - Complete**
- 52k ACTION: Director of Governance to coach LGB to improve effectiveness - Complete**
- 52l ACTION: Skills audits to be looked at and training to be provided as an outcome of this - Complete**
- 52m ACTION: H Singleton to share PP Link visit report - Complete**

### **53 STRATEGIC HEADTEACHERS REPORT (22 June 2022)**

#### **53a Overall Effectiveness**

- Welcomed a wide range of external support and providers into school to support the SEND and curriculum provision
- Ran enrichment activities through the lunch club provision this term.
- Children have worked towards external assessment points this term: Year 1 & 2 Phonics Screening, Year 2 SATs, Year 4 Multiplication Checks and Year 6 SATs.
- Moderated by the LA and TCAT for administration practices and successfully passed their scrutiny.
- Governing Board have visited the school for a full tour of the site, following many developments indoors and outdoors and months of remote meetings.
- Student Council have worked to forge links with the village and wider community.
- Celebrated the Queen's Platinum Jubilee in style with 2 events that welcomed parents back into school for the first time since March 2020.

*Q(JF): Why have you scored yourself lower than previous inspection?*

*(VW): When converted to an Academy, Keyingham was opened as a school without a grade. The framework has changed since the judgements given, so this is the best fit. Grades in some areas have gone up.*

*Q(JF): Overall effectiveness, there is no mention of educational effectiveness. Is this the way the reports are structured?*

*(VW): This is the headline of what makes Keyingham an effective Primary School. This is used to address things that have happened, that are not necessarily covered in other parts of the report.*

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- Curriculum continues to develop with further staff training and pupil voice feedback.
- Aim to ensure that children at Keyingham Primary School learn more and see more so that they can be more.
- Curriculum maps are well developed and show links between the knowledge children need and the understanding that sits alongside proper application of that knowledge.
- Focussed attention this term on planning to close gaps in knowledge across the wider foundation curriculum subjects.
- Developed strategies in classrooms to support formative assessment in all subjects.
- Developing 'Pathway Curriculum.' This encompasses many aspects of the National Curriculum such as RE, Computing and PSHE/RSE.

### 53b SEND Update

- Children with SEND total 44 (4 of these being within nursery provision), with 10 children having EHCPs and 34 children accessing SEN support via Termly Support Plans (TSPs).
- EHCP numbers remain consistently above the national average of 3.7%, currently standing at 5.75%.
- Younger cohort of children coming through with needs around Communication and Interaction, specifically Speech and Language difficulties.
- Number of children on the waiting list to be seen by NHS Speech and Language Therapists.
- 3 new children coming into the ERP in September, and a fourth child with an EHCP accessing the EYFS provision.
- Placed focus on mental health and well-being this term and now have MIND coming into school weekly to deliver a variety of support packages; workshops, one to one sessions and drop-ins
- The SENCO has attended a Youth MHFA Two Day course and is now a Youth Mental Health First Aider

### 53c LAC Update

Year Group	Number of CLA	Local Authority	2020/2021 Attendance	Academic Progress
6	1	ERYC		Working towards in all areas

### 53d Behaviour and Attitude Summary

- Behaviour continues to improve at Keyingham Primary School.
- Where accusation of bullying has occurred, the school has opened formal bullying investigation. Only 1 case is open at this moment which is expected to close within the next two weeks.
- The overall drop is due to significant input into teacher training and insistence on high expectations after a change to the behaviour policy earlier in the year.

### 53e Personal Development Summary

#### Safeguarding/Training -

Q(SM): The report shows low level of Safeguarding issues, is that normal for Keyingham due to being a smaller cohort?

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(MC): Yes, normal for Keyingham.

Q(SM): There are gaps in training section of the report, and Event bright is listed as a training provider, however this is not a provider. Do staff sign to say they have completed Safeguarding policies?

(MC): Policies are read via National College, this records once a staff member has accessed the policy/completed training.

Q(SM): Is this refreshed every year?

(MC): Yes.

Q(JF): You can see when someone has accessed it, how does it show that someone has read it?

(MC): Ongoing spot checks to check knowledge, and staff voice during the Safeguarding audits.

### **53f EYFS Summary**

- Focus on developing the children's emotional awareness, through literacy and communication.
- Development of the outdoor area have enabled a strong percentage of children to achieve in Physical Development.
- Focus on Reading and Writing through the delivery of phonics lessons has resulted in a strong percentage of children achieving in literacy.
- Providing on-going opportunities for the FS2 children to focus on Early Learning Goals that they need to develop,
- Children continue to be grouped for phonics and maths according to ability.
- Continuing to develop the curriculum for next year, ensuring that it prepares the children as they transition into Year One.

### **53g Leadership & Management Summary**

- Positive developments in all aspects of leadership in school.
- All teachers have had the opportunity to work collaboratively with local cluster schools.
- Pupils continue to develop their own leadership skills in a range of roles. Digital Leaders, Librarians, Well-Being Ambassadors and OPAL leaders now work alongside the fabulous Student Council.

Q(SM): Do Governors have sight of ADP?

(VW): Yes, in the Teams folder that all Governors have access to. ADP currently being reviewed.

Q(JF): Attendance report states TCAT, is this for the Trust as a whole?

(VW): This is a screen shot from Power BI, that has been filtered for Keyingham.

Q(SM): How great are mental health concerns with pupils, and has this increased since Covid?

(VW): Yes. Children who are struggling are few, but great in volume. Forest school came following the lockdown in 2020. Children returned from the National Lockdowns having been able to spend considerable amounts of time outdoors, and we wanted to sustain this through the development of the outside environment. Mental health support worker and ELSA (Emotional Literacy Support Assistant) are busy. Keyingham has also bought into the MIND provision. Children in ERP receive a lot of support.

Q(SM): Is it the older children?

(VW): Children as young as Year 2.

Q(JF): How is that being shown? Behaviour, lack of communication, anxiety?

(VW): All the above. Limited language can also be a barrier. Currently subscribed to the NELI programme and Speech and Language therapist being brought in. NELI held back due to staffing,

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Early years data shows the communication and language holds students back, interventions in place to help with this. Extra support staff have been placed in EYFS & KS1 next year.

Q(SM): Is staffing issue Covid related?

(VW): Yes.

Q(SM): How is Covid Catch up monitored and how do Governors know how it is being deployed?

(VW): Verbal report is given at every LGB Meeting. Funds have been used for School led tutoring and National tutoring programme with varied results, one being more successful than the other.

(SM): One being more successful than the other, is that based on outcomes?

(VW): Yes. Predominantly used for Year 5 & 6, better outcomes for Year 5 because our provision through school led tutoring had a bigger impact.

Q(SM): What is the reason for not being as successful for Year 6?

(VW): Legacy related challenging behaviours, which has mainly been overcome. Staffing absences also a factor.

Q(JF): Covid Recovery Fund – can you spend this however needed, or is it limited to a certain criterion?

(VW): First year the funds could be spent more widely, this year is different.

Q(SM): 'Focus on reading and writing being achieved in Literacy' What is meant 'achieved in Literacy'?

(VW): Reading strand of early learning goal is phonics, and the phonics results do not always align with reading and writing framework. Strong percentage of children achieving in Literacy, but a stronger number who are on track with Phonics.

Q(JF): What is considered a strong percentage?

(VW): Contextually for Keyingham, it is from baselines. Strong for Keyingham is not always comparative to national figures.

Q(HS): 1 Governor has completed Safer recruitment training in the last 5 years, is that Governor still here?

(VW): No.

**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.**

Q(HS): Can you explain Power BI?

(VW): Power BI pulls through SIMS (MIS System). Figures can be seen for the whole Trust through this, and useful to compare to other primaries in the Trust. Shows data such as figures for boys, girls etc and can filter from percentages.

Q(HS): The screen shot in the report, is that an on the day screen shot?

(VW): Yes, this was taken the day the report was due in June. Keyingham's percentage is just above 92% which is around the same or better than other local primaries. One absence can impact learning significantly. Attendance Officer will be in post as of September.

Q(HS): Is showing an on the day screen shot the best way to display attendance?

(VW): This is something that could be looked at live at the meetings and manipulate the data together.

Q(SM): Are there any students on Attendance support plans?

(MC): Not at the moment.

Q(JF): In the next report, could there be a narrative with the Attendance Report?

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**Action – More detail to be added the Attendance section of the next Headteacher Report.**

Q(HS): *What percent alerts you to an Attendance issue?*

(VW): *This depends on the time of year.*

Q(JF) *Does this system allow you to graph and view trends?*

(VW) *SIMS is not great for this, however a new MIS system (Arbor) is being implemented in the next academic year which is much more user friendly.*

## **54 HEADTEACHERS REPORT ON STATUTORY ASSESSMENTS**

All Governors had this report in advance, and V White invited questions.

Q(SM): *How do the results compare to 2019?*

(VW): *Yellow in the report highlights the results that were better than 2019. Pupil Premium data has significantly improved since 2019. Writing very close to National Average, also rigorously moderated by the local authority. Reading better than projected originally. Some students remarkably close to the boundaries and therefore class as 'working towards.' Combined is 'did they get national expectations across the board' It is lower than National average and 2019 combined score. The cohort is very small, as one child makes a significant difference to the results – each of Keyingham's students account for 4%. 74% achieved expected standard in Year 1 phonics, which was 44% in 2019.*

Q(SM): *Is there any action plan for Maths, reading and grammar?*

VW: *There is an action plan for every subject. Every teacher leads at least one subject and following a recent review, it was suggested that all subject leaders tighten up quality assurance and accountability for every subject. Action plans are in place and have been discussed in a staff meeting and they know the expectations.*

Q(SM): *Boys are below the girls in writing, what is happening to support the boys?*

(VW): *The students who are not where they need to be in writing are gaining fluency in their reading so their writing will follow. Pupil Premium funds are used towards Read Write Inc and support staff to support this,*

Q(SM): *Greater depth – was that as predicted?*

(VW): *There were no predictions to achieve in greater depth.*

Q(SM): *What is being done to close the gap for disadvantaged?*

(VW): *Catching up in the reading, and writing will follow. Support with Read Write Inc. There will be 2 support staff who will not be attached to a class to support with this.*

Q(JF): *What is EXS & GDS?*

(VW): *Expected & Greater Depth.*

Q(JF): *Why is the data compared to Hull City rather than East Riding?*

(VW): *That was all that was available at the time.*

Q(JF): *On the report there are a few percentages that are incorrect?*

**ACTION – V White to re submit report with the correct percentages.**

Q(JF): *Subject plans have been mentioned, there is a clear gender gap. Is this being targeted?*

(VW): *Yes. One of the School Development Plan targets for next year is to improve outcomes for specific groups – DA, SEND, boys in literacy and girls in maths.*

Q(JF): *Is the gender gap normal in these subjects?*

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(VW): Yes but we will still challenge it.

Q(HS): It was mentioned earlier that PP funds go to support staff to get them up to a certain level. Is this why the greater depth level is at 0% for DA students?

(VW): This year has been about raising the floor. Opportunities are there within small cohorts to do real breakdown. Support staff are there to help with this.

Q(SM): What are aspirations like within the DA cohort?

(VW): Aspirations within the school community are generally quite low. One of the development points for next year is the pathway curriculum which is our aspirational enrichment & safeguarding curriculum.

Q(SM): How do staff feel about the results?

(VW): Looking into the results one by one and talking about it with your peers and thinking about why. KS1 data was pleasing. GLD data was below national average but through case study, is understandable. The staff are pleased with the plans going forward.

Q(SM): In the previous minutes, it was mentioned that the RE lead would present. I think having someone to talk about another subject would be more beneficial.

**ACTION – Reading update to be given at the October meeting.**

**ACTION – Pathways update to be given at the December meeting.**

## **55 SAFEGUARDING REVIEW**

All Governors had this report a week in advance, and V White invited questions.

Q(SM): Is there a governor that currently checks the Single Central Register? And if not now, was this previously happening?

(MC): Yes, previous safeguarding governor had been doing this.

Q(HS): What is the Single Central Register (SCR)

(MC): A record/register of essential data on staff, that shows they are safe to work with children.

Q(JF): What is EVC?

(MC): Educational Visits Coordinator.

Q(HS): In other schools, educational visits are run past the Governing Body.

(VW): Part of the pathway curriculum is a trip calendar. Every child from years 1-6 will get a history trip, geography field trip, and a cultural trip. Met with a staff member at Winifred Holtby to discuss Geography trips. Certain category trips do need to be signed off by Governors.

**ACTION – V White to share the trip calendar with Governors once completed.**

Q(HS) Who is the EVC?

(VW): L Richardson (Operations Manager).

Q(JF): Who are 'harder to reach' staff?

(VW): Lunch time staff, caretakers/cleaners. Staff members who are not face to face with children or have access to emails all the time.

Q(JF): 'All staff felt behaviour was good although one discussed some unpleasant behaviour on the playground, and some mentioned disrespect and back chat from learners' What is being done to address that?

(VW): This is a development plan point for next year. A lot of work has been done with OPAL play, creating structured activities with play leaders.

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Q(JF): Recommendations at the end of the report, will they be part of the action plan?

(VW): Yes. Some already done, others part of the development plan.

Q(SM): In the minutes there is mention of a class blog, what is engagement level like with parents?

(VW): Good. Set up after parental survey due to some negative feedback regarding communication. Most recent parent survey was more positive.

Q(SM): Are there statistics available from the class blog?

(VW): We don't have site analytics. .

Q(SM): There was a question previously regarding reading engagement at home?

(VW): There was a reading open day last week and parents came in. Around 25 parents attended, out of just over 100 families in school.

Q(KL): How was that advertised?

(VW): Assuming in the normal ways. Families that did come said they enjoyed it. The reading leader took the lead on this, and parents said it was nice to see other staff members. There is another one planned in September.

## 56 ACADEMY RISK REGISTER

Risk register has reduced in risks significantly. 4 main risks still present but have reduced in severity.

- **Fail to deliver good educational outcomes for pupils.**

Less of a risk as results are improving and improving for younger children.

- **Fail to ensure high level of safeguarding.**

This is historic and needs to stay on there until inspected again. Next step is to teach and educate children on safeguarding, which is part of the pathway curriculum.

- **Local Governing board and skills.**

Director of Governance now in post.

- **Falling numbers on roll.**

Numbers are increasing (including in year transfers) and ERP growing.

## 57 EDUCATION RECOVERY FUND

- Continue with school led tutoring.
- Continue Read Write Inc leadership development.
- Have a better shared vision of Early Years, buying into programme 'The Curiosity Project'

Q(HS): How long will recovery fund continue?

(VW): Planning on having this at least 2 more years. Schools must subsidise the amount and this amount increases every year.

## 58 GOVERNOR TRAINING AND SUPPORT

Annual training for Governors on National College.

## 59 GOVERNOR LINK REPORTS

H Singleton discussed her visit at the previous meeting. Visit report form shared with the LGB for their information.

## 60 DATE OF NEXT MEETING

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19 October 2022, at 5pm

## **61 ANY OTHER URGENT BUSINESS**

### **61a School Sports Premium**

- Gold award given for participation in sports events.
- Entered competitive competitions including football and cross country.
- Some funds used for OPAL play.
- Slight increase in funds (around £50 more than previous year).
- Up the level of Sport, PE and knowledge of healthy lifestyles.
- Outdoor classroom in discussion.

*Q(HS): What was the gold award?*

*(MC): From the Sports Partnership. This is something you could apply for online.*

*Q(HS): Will there be in press coverage?*

*(MC): Yes.*

*Q(JF): This would be good for the website.*

*Q(HS): Is twitter still current?*

*(VW): No. It is open but parents do not seem to engage with Twitter. Our posts will increase once we are fully staffed in September. Facebook is not an option.*

*Q(SA): Is this something that can be linked on the website?*

*(VW): Yes.*

*Q(HS): How does a student become a play leader?*

*(MC): This is a 'job' children can apply for and will be covered in the pathway curriculum & pupil leadership charter.*

*Q(JF): How are the funding allocations determined?*

*(MC): Even split due to even priorities. Flexible to move funds to different categories. This can be updated and will be shared on the website.*

*Q(JF): Who has accountability for this?*

*(MC): The PE lead.*

*Q(HS): How many young people are in leadership roles?*

*(VW): Across KS2, around 30.*

*Q(HS): Will it be rotated to give other pupils a chance?*

*(VW): Student council has been discussed as being on a 2-year term basis. It depends on the roles and will be shown on the leadership charter.*

*Q(HS): Is there a portion of PP students in leadership roles?*

*(VW): Data we do have is 100% of PP students attend clubs. Looking at the sustainability of funding out of school clubs for PP students.*

*Q(HS): Has there been a mention of providing out of school clubs not in term time?*

*(VW): This is something that would take time if considered. Current staff are term time only.*

**Resolved – Recommended for approval by the chair.**

### **61b Friends of Keyingham Primary School**

- 'Friends of Keyingham Primary' group was 1 parent, now upped to 6.
- Fundraising has been discussed to help fund trips for PP students.
- Arrangement to meet in September and will be advertised for other parents to attend.

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- Current worry is lack of formality in the structure. No formal roles in place, this is to be discussed at the meeting in September.

*Q(JF): Is this separate from the school? Will Governors need oversight of this?*

*(SM): This is separate from the school.*

*C(JF): If money is coming into the school from the 'Friends of Keyingham Primary School' it needs to have an audit trail.*

## **62 ACTION POINTS**

- 62a ACTION: Link visits to be planned for the full year 2022/23 (minute 52c)**
- 62b ACTION: Arrange meeting to discuss governor involvement at parents' evenings (minute 52d)**
- 62c ACTION: L2 and L3 behaviour to be reported by term. List of L2 and L3 behaviours to be provided in the next report (minute 52g)**
- 62d ACTION: Percentage of pupils meeting their termly targets to be shown on the next SEN report (minute 52h)**
- 62e 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. (minute 53g)**
- 62f ACTION - More detail to be added the Attendance section of the next Headteacher Report. (minute 53g)**
- 62g ACTION – V White to re submit report with the correct percentages. (minute 54)**
- 62h ACTION – Reading update to be given at the October meeting. (minute 54)**
- 62i ACTION – Pathways update to be given at the December meeting. (minute 54)**
- 62j ACTION – V White to share the trip calendar with Governors once completed. (minute 55)**

Meeting closed 7.13pm

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