



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures



KEYINGHAM  
PRIMARY

## The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting  
Wednesday 11 December 2024, 17:30

**PRESENT:** Mr J Frankland (Chair, JF), Mr D Brooke (DB), Mrs G Brown (GB), Miss S Chadwick (SC), Mrs N Loveridge (from 18:00, NL), Mrs V White (Headteacher, VW)

### ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mr J O'Brien (Director of Improvement and Standards, Secondary and Post-16, JOB)

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

### 16 WELCOME AND APOLOGIES

JF welcomed everyone to the meeting

Apologies had been received from Mrs H Singleton

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

No apologies had been received from Mr S Aldridge, Mr I Cutts and Mr M Richardson

**ACTION:** LC to contact SA, IC and MR with regards to their absence from the LGB

### 17 DECLARATION OF INTERESTS

**ACTION:** LC to follow up with all outstanding PI and DC forms

### 18 MINUTES OF THE LAST MEETING (09 October 2024)

Minor amends noted

**Resolved:** After the above amends were agreed, the minutes of the meeting held on 09 October 2024 were declared a true record and are to be electronically signed by the Chair, JF

### 19 MATTERS ARISING FROM THE MINUTES

**ACTION:** VW to add column of expected outcomes and resend to the LGB **Completed**

**ACTION:** VW to organise for the student council to attend a future LGB meeting **See below**

Signed by the Chair:

*J Frankland*<sup>1</sup>

Date: 22/1/25

**NEW ACTION: Student Council to attend the January LGB meeting**

**NEW ACTION: January meeting discussion to determine the April subject presentation**

**NEW ACTION: English and RE Leads to present at the July meeting**

**ACTION:** Student council to meet with governors at a date to be determined to look at the SDP  
**See new action above**

## 20 HEADTEACHERS REPORT

**Quality Assurance** has taken place in Practice and Retrieval and Questioning and Feedback (Oracy)

- Practice and Retrieval are improving
- Year 5 recalled knowledge from the previous year and the younger year groups were able to retrieve knowledge on capital cities in Geography and seasons from Science
- Year 5 pupils engaged in discussions with talk partners about their prior knowledge of improper fractions
- In Year 2, a similar paired oracy activity was seen in the work scrutiny
- Effective full class questioning techniques implemented in Year 3

### Staffing Update

- Many staff have applied to complete CPD through the apprenticeship levy
- Internal support covering long term absence
- Two members of staff close to completing Thrive training

### Key Risks and Mitigations

- End of KS2 outcomes falling below national average remains a risk although Year 6 are making solid progress
- Continued rise in SEND is a further cause for concern. EYFS is overstaffed with staff trained alongside the ERP staff to support early identification of SEND

*C: (DB) This is a good format, very well balanced*

*C: (JF) Risks are welcomed by the LGB, it's good to have sight of them and be able to follow up*

*C: (VW) We had a good presentation from the Head of Trust Operations. SEND is a risk is we don't meet need*

*C: (SC) If speech and language are identified early, they won't need the intervention in the long term*

*C: (VW) Oakfield come in and support. We are adapting to balance a mainstream system*

*C: (JF) It would be good to see the highlights of the term and any challenges in reports going forward*

*C: (VW) The QA visits went very well. The children were able to show the work we are doing is embedding*

*Q: (JF) Oracy in year 5 has worked really well. What are you doing to capture the learning from Year 5 learning experience into other year groups?*

*VW: Peer support takes place and feedback from oracy is included in peer coaching throughout the day*

**NL joined the meeting at 18:00**

Signed by the Chair:

*T. Frankland*

Date: *22/11/25*

## 21 SEND REPORT

- 10 pupils currently attending the ERP
- Speech, Language and Communication biggest primary need
- Collaboration with St Annes ongoing
- 2 staff members in training to become Thrive Practitioners
- EHCP numbers likely to rise

Q: (JF) Will the increase in EHCPs have a knock-on effect?

VW: Ordinarily when they increase, we get allocated additional funding but this falls short of need.

ERP funding helps support along with the wider SEND community within the school

C: (VW) Named SEND Support children mix with their peers, it's very socially positive

Q: (JOB) There is an increase in non-verbal – do you link in with music?

VW: Yes, music plays a huge part in the ERP

Q: (JF) Of the 28 in the table, are there any with overlap?

VW: Yes, there are some with multiple needs, the table indicates primary need only

Q: (JF) Can you explain what Thrive is?

VW: The real positive of Thrive is the neuro approach – the behaviour presented is their need indicator. This has allowed us to refocus the lens and look at what they need

C: (GB) From a practical point of view the different elements of Thrive work really well. It's not one size fits all, its adaptable to need

**ACTION: VW to circulate a video explain Thrive to all governors**

**ACTION: Katie Clarkson to present Thrive at the April meeting**

## 22 EVALUATION AGAINST OFSTED CRITERIA – EXCEPTIONS REPORT

- All areas judged Good
- Key areas of strength include curriculum design, leadership and management and inclusion
- Areas identified for further development include developing the culture of reading and further developing understanding of British values
- Oracy is a key focus
- Understanding of wider faiths and cultures to be address under PD

C: (DB) Again, this is a good, informative document

C: (VW) I like this approach, it's good to be able to summarise

C: (JF) It's good to see you are not resting on your laurels, you are identifying areas of continuing focus

C: (NL) We are always looking ahead, even prior to inspection

C: (VW) Reading is promoted every day. The children can come and select a book from any teacher, not just their own. Points can also be earned to 'buy' books

Q: (JF) Do you plan to expose the pupils to different cultures through equality and diversity?

VW: Yes. We already have had visits from Imams and there will be a visit to a synagogue in the new year. We also have links with a school in Bradford for pen pals

## 23 ATTENDANCE AND BEHAVIOUR REPORT

- Attendance currently 95.6%
- Unauthorised absence at 1.32%
- Boys higher than girls at 96% and 95.2% respectively

Signed by the Chair: <sup>3</sup>

Date: 22/1/25

- DA 94%, SEND 96.5%, PP 94.1%
- Year 1 highest at 96.6%, Year 2 lowest at 93.5%
- 19 behaviour reports logged, none in Year 3
- SEND incidents 15, non-SEND 4
- 0 FTEs

The LGB gave feedback on the report presented and this will be fed back to the central MIS Manager

C: (DB) Dashboards for assessment and attainment are also available

C: (MC) The EWO has met with the Deputy DSL and is supporting well

C: (NL) As a suggestion, weekly risk register meetings work well and can identify patterns in absence

## 24 PUPIL PREMIUM STRATEGY

Detail	Data
Number of pupils in school	188
Proportion (%) of pupil premium eligible pupils	17.5%
Academic year/years that our current pupil premium strategy plan covers	September 2024 – July 2025
Date this statement was published	December 2024
Date on which it will be reviewed	July 2025
Statement authorised by	Victoria White (Headteacher)
Pupil premium lead	Victoria White (Headteacher)
Governor / Trustee lead	Hayley Singleton

Detail	Amount
Pupil premium funding allocation this academic year	£57,280
Pupil premium funding carried forward from previous years	£0
Total budget for this academic year	£57,280

The Pupil Premium fund is divided into 4 areas (budgeted cost in brackets)

- 1 Teaching (£29 349)
- 2 Targeted Academic Support (£20 292)
- 3 Wider Strategies (£7 639)

Intended outcomes include, but are not limited to:

- Improved levels of achievement for DA and SEND

This academic year (brief)

- Ability to release staff to attend the Maths Hub CPD
- Support in school from the Trust Director of English
- Support staff trained to deliver regular 1-1 speech and language programmes
- Thrive practitioner hours for SEMH support
- Improved attendance levels for DA through increased levels of support and parental engagement

Q: (JF) Can the title be changed to reflect it is reviewed annually despite being a 3-year plan?

VW: Yes

Signed by the Chair:

*J. Frankland*<sup>4</sup>

Date: 22/11/25

Q: (DB) The original figures don't add up, why is this?

VW: The 4<sup>th</sup> member of staff in EYFS is only part funded by the grant, I will update to reflect this

C: (DB) The only reference to improving attendance is the Attendance Officer

C: (VW) She is the strategy, she does it all. It's a small school and is not a widespread problem

C: (MC) Holiday fines have increased and now do not reset every year

Q: (DB) The gap hasn't changed, what are you doing to address this? If it's expected, how will you close the gap? Are these false targets?

VW: We use the strategies to encourage attendance

C: (DB) A more realistic target would be that the gap does not exceed 1.8%

**ACTION: VW to make the suggested amends and resend to the LGB for final approval**

## 25 SAFEGUARDING REPORT

- 1 referral to Early Help
- 0 Children in Need
- 0 subject to a Child Protection Plan
- 1 Operation Encompass alert received
- 2 Smoothwall incidents

C: (MC) All staff are up to date with their safeguarding training

C: (VW) We are grateful to the staff. The standards are still high despite absence within the safeguarding team

## 26 GOVERNANCE UPDATES

### 26.1 Link Visits

HS has conducted a Pupil Premium link visit this term and is to forward the report to LC as soon as possible

NL to organise a Safeguarding visit in January

GB to liaise with SC to calendar in an Early Years visit

### 26.2 Governor Training

**ACTION: SA, IC and MR to complete Safeguarding training on Governor Hub before the end of the Autumn Term. SA and IC to confirm if they have undertaken safeguarding training as part of their job role**

## 27 DATE OF NEXT MEETING

Wednesday 22 January 2025, 17:30

## 28 ANY OTHER URGENT BUSINESS

None

Signed by the Chair:

*T. Frankelmond*<sup>5</sup>

Date: 22/1/25

**29 ACTION POINTS**

**29a ACTION:** LC to contact SA, IC and MR with regards to their absence from the LGB (**minute 16**)

**29b ACTION:** LC to follow up with all outstanding PI and DC forms (**minute 17**)

**29c ACTION:** Student Council to attend the January LGB meeting (**minute 19**)

**29d ACTION:** January meeting discussion to determine the April subject presentation (**minute 19**)

**29e ACTION:** English and RE Leads to present at the July meeting (**minute 19**)

**29f ACTION:** VW to circulate a video explain Thrive to all governors (**minute 21**)

**29g ACTION:** Katie Clarkson to present Thrive at the April meeting (**minute 21**)

**29h ACTION:** VW to make the suggested amends and resend to the LGB for final approval (**minute 24**)

**29i ACTION:** SA, IC and MR to complete Safeguarding training on Governor Hub before the end of the Autumn Term. SA and IC to confirm if they have undertaken safeguarding training as part of their job role (**minute 26**)

JF closed the meeting by wishing everyone a peaceful festive season

The meeting closed at 19:21

Signed by the Chair: *J. Frankland*<sup>6</sup>  
Date: *22/1/25.*