



The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting
Wednesday 29 March 2023, 17:07

PRESENT: Mr J Frankland (Chair, JF), Mr S Aldridge (from 17:29, SA), Mrs J Harrison (JH), Mrs K Littlewood (KL), 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

53 WELCOME AND INTRODUCTIONS

JF welcomed everyone to the meeting

54 APOLOGIES

Apologies had been received from Mrs S Chadwick and Mr I Cutts

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

55 DECLARATION OF INTERESTS

None declared for this meeting

56 MINUTES OF THE LAST MEETING (25 January 2023)

Resolved: The minutes of the meeting held on 25 January 2023 were confirmed as a true and correct record and are to be signed by the Chair, JF.

57 MATTERS ARISING

ACTION: LC to follow up with HS regarding her absence from the LGB **Completed**

ACTION: VW to chat with L Thompson regarding the reporting style and reiterate that trends need to be identified **Completed**

ACTION: VW to asterix Year 2 data with narrative in ADP **Completed**

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ACTION: JH & HS to liaise with KPS to get their visits booked in before the end of the Autumn term **Completed**

ACTION: SA & JH to complete 'Certificate in Safeguarding for School Governors' before the end of the Autumn term **See minute 62.2**

ACTION: JH & HS to complete 'Certificate in the Role of a School Governor' before the end of the Autumn term. SA to complete module **See minute 62.2**

ACTION: VW to update Attendance Policy and forward to governors for electronic approval **Completed**

58 SCHOOL DEVELOPMENT PLAN FOCUS – PERSONAL DEVELOPMENT & SAFEGUARDING PRESENTATION

- MC talked through several acronyms governors may come across in reports and the SDP
- He explained how the EIF feeds into the SEF & SDP and how the SEF feeds into the SDP
- Areas for improvement include improving the quality of leadership and management and improving the quality of education
- Current strengths include consistency in delivery of core and foundation curriculum and a shared understanding of the safeguarding culture
- The Pathway curriculum is beyond statutory and includes PSHE, Online Safety, careers, Nurture & Pupil Leadership

Q: (JF) Is the EIF a standard document?

MC: Yes

C: (VW) The Boxhall profile allows us to identify any developmental and diagnostic needs and is done by staff who know the child well

59 HEADTEACHER REPORT

Highlights of the term include:

- Continued development in the ERP and strong links with St Annes made
- The children dressed up for World Book Day
- The Student Council have been working hard, transforming the area at the front of the school

Upcoming key dates:

- Portfolio to be submitted to be awarded the Careers Mark in partnership with Dogger Bank
- Enrichment trips planned to Dalby Forest and farm visits

Q: (HS) Why the links with St Annes?

VW: To understand the children better and they are also helping us with the outreach for the ERP for next year

Q: (SA) Why Dogger Bank?

VW: They are funding quite a lot of school-based projects and they are funding our Careers Mark accreditation. We have also been invited to work on a cluster STEM project which is learning for us and CPD for staff

Q: (JF) What are the benefits of a Careers Mark accreditation?



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VW: It's good in that it provides focus for and enrichment of the curriculum. Career education should start early and the framework that supports the Quality Mark encourages robust curriculum planning

C: (VW) We are devising a wellbeing offer for all staff, parents and children and the SMSC quality mark work is in progress

SA joined the meeting at 17:29

Q: (JF) What is the short-term impact on workload and day to day teaching?

VW: We can no longer do both the SMSC and the Careers Mark this year but the Careers Mark will come first. We would rather slow down the SMSC and do it well rather than rushed

Q: (JF) We are 'in the window' now. How are staff and pupils feeling?

VW: The children are, hopefully, blissfully unaware. We do have some non-work related absence at the moment and we have a monitoring and evaluation visit from the School Improvement Team scheduled who will be working with the subject leaders. Staff are not nervous or worried

C: (MC) Staff are keen to have the deep dives

J.R. Frankland

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60 SPRING TERM PERFORMANCE DATA REPORT

Attainment Spring 2023	Year 6																				Year 4				Year 1		
	Combined National Standard		Combined Higher Standard		Reading National Standard		Reading Higher Standard		Writing National Standard		Writing Higher Standard		Maths National Standard		Maths Higher Standard		Grammar National Standard		Grammar Higher Standard		Multiplication 20+		Multiplication 25/25		Multiplication Mean Score	Phonics	
	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	PP	All	All	PP
March Mock Result	n/a	n/a	n/a	n/a	61	50	0	0	n/a	n/a	n/a	n/a	46	33	4	0	43	44	4	0	24	20	6	0	13	73	66
Predictions	57	50	4	0	68	50	18	0	64	50	4	0	61	38	14	0	64	50	11	0	59	40	12	0	n/a	77	66
Targets	62	50	10	0	75	50	21	17	71	50	10	0	62	50	21	0	76	14	21	14	n/a	n/a	n/a	n/a	n/a	n/a	n/a
National Average	53	43	7	3	75	62	28	17	69	55	13	6	71	56	23	12	72	59	28	17	61	n/a	27	18	19.8	75	62

Attendance Spring Term March 2023	All	Male	Female	PP Eligible	Non-PP Eligible	SEN	Non-SEN	Compulsory Age	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Cohort Size	195	104	91	42	153	38	157	159	23	22	27	24	24	17	30	28
Cohort %	100	53	47	22	78	19	81	82	11	11	14	12	12	9	15	14
Attendance %	95	95.2	95.1	93.4	95.6	93.7	95.5	95.2	94.4	93.9	95.7	95	95.7	95.8	95.1	94.9
PA %	11.8	11.3	10	15.4	9	14.7	9.5	10.7	n/a	n/a	14.8	12.5	4.2	5.9	13.3	10.7
Nat Average	93.5	93.4	93.7	91.3	94.4	91.3	94	93	89.3	92.4	93.2	93.9	94.2	94.2	94.1	94

J.R. Frankland

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- Year 6 continue to make strong progress
- Year 4 have had a challenging year due to staffing
- Year 1 Phonics outcomes strong

C: (VW) Year 4 are making good progress but may not make it fast enough

Q: (DW) What have you learned as leaders to make sure progress is seen?

VW: We need to move faster on poor quality provision

C: (JF) As an LGB, we need to work with SLT and keep a close eye on Year 4

Q: (SA) It's an odd cohort number. Is it possible to weight the data per pupil average across the 3 Trust primaries?

DW: We can do that, yes

C: (SA) Croxby, for instance, has a bigger cohort, it's like comparing apples with oranges

C: (JF) We've also got 1 or 2 scoring lower and bringing down the average, it doesn't seem like a fair assessment of the cohort

C: (MC) That's the way the assessments are structured

C: (VW) Phonics are doing really well!

Q: (HS) What are you doing to target PA among PP as they have the highest number?

MC: Our Attendance Officer has made a lot of progress. Letters go out and we follow up with phone calls and invite the parents/carers in. Every case she has worked on has seen improved attendance for that child

C: (DW) As a school your attendance data is really good and you should take credit for that. You are in the top 30% nationally at the moment

Q: (JF) I just need to clarify: PA in years 1,2, 5 & 6 is 10% or above and I notice that you've got the highest PP numbers in those years. Is there a correlation?

VW: Yes, and having such small numbers to start with impacts greatly on the data

Q: (JF) 94% of pupils feel safe at KPS. What about the other 6%? I think we'd like to see the bigger picture behind these figures

VW: They have selected either disagree or don't know. There is no written feedback but I'll be able to provide it next time

C: (KL) Governor parent voice works well. We will do another one

C: (JF) It's good to see negative stats to, gives us the whole picture

C: (MC) With regards to behaviour, we are looking forward to the roll out of Arbor as it will send messages directly to parents. It will also highlight the good points to encourage conversations at home

C: (VW) The app will also allow for multiple parent access

C: (JF) It's good for parent to be able to see what their children are doing in real time

61 SCHOOL DEVELOPMENT PLAN

VW has worked on the plan with TCAT CEO Miss L Lowson. Outcomes for Year 2 have been included although these are not looking as strong as hoped. Penshurst Primary supporting

Priority One & Three remain amber. **Priority Two** is green

P1: To improve leadership at all levels to accelerate achievement across the curriculum

- Significant improvement in the quality of classroom provision has been seen for all but especially SEND. Year 6 continue to make strong progress

P2: To implement a high quality, beyond statutory, personal development curriculum

- Jigsaw lessons and assemblies have created safe and positive spaces for pupils to discuss issues relevant to them



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P3: To further develop the leadership of early years to improve the outcomes and ensure our children are Year 1 ready

- School Improvement Team to support with capacity of current staffing in EYFS

Q: (DW) Is there anything new to report?

VW: Actions Lizann put in place in September will see us through to the end of the year. Lizann and I have also worked on the missing narrative. She helped me identify how we would RAG it and how we would overall track that progress towards more green

C: (JF) I welcome the extra narrative

Q: (JF) What is being done to enable the release of staff for leadership time?

VW: The HLTA has now returned to school but we are still no tat full capacity to be able to fulfil this right now. It's done on a more ad-hoc basis

Q: (JF) Can the LGB assist with the request for additional support in EYFS? 50 pupils to one teacher is too many

VW: I am waiting for the central finance team to inform. Support staff are in there too but the planning capacity is not there

C: (JF) If you need us, please let us know and we will support in any way we can

Q: (HS) What swayed you towards Yipiyap tutoring as these are not teachers and qualified at A-Level only?

VW: Last year we used 1-1 and 1-3 online tutoring and 2 HLTAs were trained and delivered tutoring but we didn't quite get the results we wanted and other Trust schools have had great success with Yipiyap

Q: (KL) How often do you check in with staff regarding their mental health and wellbeing?

VW: Formally, termly. Informally, David Hebb & Lucy Richardson constantly check in

62 GOVERNANCE UPDATES

62.1 Link Visits

2 link visits have taken place:

18/10/22 – HS (late submission) Student Council Visit

HS met with the student council to gain insight into how they function

HS was impressed with all of the children, no concerns raised

10/03/23 – HS PP Visit and Yipiyap Observation

No concerns raised

ACTION: All link governors urged to book in their visits for next term

62.2 Governor Training

All but one governor has completed 'Certificate in Safeguarding for School Governors'

ACTION: IC to complete 'Certificate in Safeguarding for School Governors' & 'Certificate in the Role of a School Governor' before the end of April

63 RISK REGISTER

No changes since the last meeting



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Date : _____19/07/2023_____

64 POLICY REVIEW

5 policies were tabled for approval:

64.1 EYFS Policy

ACTION: LC to change date on Page 3 from 2012 to 2021

Resolved: Once the above amend had been agreed, Governors were happy to approve the EYFS Policy

64.2 Intimate Care Policy

ACTION: LC to include the words 'and religious' to bullet 5.12 of the Intimate Care Policy

Resolved: Once the above amend had been agreed, Governors were happy to approve the Intimate Care Policy

64.3 Careers Education Policy

Resolved: The Careers Education Policy was approved

64.4 Teaching & Learning Policy

ACTION: VW to make reference to the Trust Framework in opening paragraph. Once done, LC to forward to the LGB for electronic approval

64.5 Feedback & Assessment Policy

ACTION: VW to reword the Writing paragraph on Page 5. Once done, LC to forward to the LGB for electronic approval

65 DATE OF NEXT MEETING

Wednesday 19 July 2023, 17:00

66 AOB

66.1 Parent Communications (KL)

KL noted comms with parents is inconsistent. VW assured this would now improve with the switch to Arbor. VW also noted KPS was now on Instagram as this is a popular forum with the wider Keyingham community

66.2 Holderness Gazette (SA)

The editor of the Holderness Gazette is an ex-pupil and is keen to promote the good news coming out of the school. SA asked for all good news to be sent to Mr Nuttall who will be happy to publish

66.3 Social Media (JF)

JF sat on a recent Permanent Exclusion panel (not KPS) and noted social media played a big part in the offences seen. He asked if KPS are finding the same issues, is social media fuelling things?

VW stated there are unofficial Facebook groups but these are largely ignored by the school. Peer-on-peer online abuse is also dealt with swiftly and the PCSO recently paid a visit to KPS to



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talk to Year 6 about the dangers of social media and explain to them that something which has been deleted from their devices can still be recovered by the Police

ACTION: VW to send info re: online guides to social media apps for parents

67 ACTION POINTS

67a ACTION: All link governors urged to book in their visits for next term (**minute 62.1**)

67b ACTION: IC to complete 'Certificate in Safeguarding for School Governors' & 'Certificate in the Role of a School Governor' before the end of April (**minute 62.2**)

67c ACTION: LC to change date on Page 3 from 2012 to 2021 (**minute 64.1**)

67d ACTION: LC to include the words 'and religious' to bullet 5.12 of the Intimate Care Policy (**minute 64.2**)

67e ACTION: VW to make reference to the Trust Framework in opening paragraph. Once done, LC to forward to the LGB for electronic approval (**minute 64.4**)

67f ACTION: VW to reword the Writing paragraph on Page 5. Once done, LC to forward to the LGB for electronic approval (**minute 64.5**)

67g ACTION: VW to send info re: online guides to social media apps for parents (**minute 66.3**)

The meeting closed at 19:21



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