



**The Local Governing Board of Keyingham Primary**

Minutes of the virtual Meeting

Wednesday 9 December 2020 at 6pm



**PRESENT:**

Mr P Hogan (Chair, PH), Mr S Aldridge (SA), Mrs L Devine (LD), Mrs C Hunter (CH), Miss C Parker (CP), Miss D Petch (DP), Mrs H Singleton (HS) Mrs V White, (Headteacher, VW)

**ALSO IN ATTENDANCE:**

Mr M Copley (Deputy Head, MC), Mrs G Stafford (Clerk to the Trust, GS)

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

**19 WELCOME**

PH welcomed everyone to the second meeting of the academic year.

A parent interested in becoming a Governor had been interviewed last week and subject to checks, will join the LGB from the March meeting.

PH informed the Board that due to personal reasons R Hemingway was standing down as a Governor. RH was the DSEN Link and so Board members were asked to consider taking on this responsibility.

**ACTION: DSEN Link to be appointed at the next meeting.**

**20 DECLARATIONS OF INTEREST**

No conflicts of interest for this meeting were declared for this meeting.

**21 APOLOGIES**

Everyone was present.

**22 ELECTION OF CHAIR**

**Resolved:** It was agreed that PH would continue as Chair for the 2020/21 academic year. CH would take on the role from September 2021, supported by PH.

**23 MINUTES OF THE LAST MEETING (21 October 2020)**

**Resolved:** That the minutes of the meeting held on 21 October be confirmed as a true and correct record and signed by the Chair, PH.

**24 MATTERS ARISING FROM THE MINUTES**

**24a ACTION: CH, CP, RH and HS to return their data collection and pecuniary interest forms ASAP - complete**

- 24b **ACTION: Election of Chair to take place at the December meeting – minute 22**
- 24c **ACTION: Safeguarding Report to be completed by SLT – minute 25**
- 24d **ACTION: RH to complete and submit Skills Audit ASAP – RH has resigned**
- 24e **ACTION: MC to table revised Behaviour Policy at the next meeting – see minute 30**
- 24f **ACTION: VW to include national figures in the PP Strategy – action completed and Strategy published on the website**
- 24g **ACTION: GS to organise an additional Teams meeting for Governors that want to attend to discuss the SEF and ADP in further detail – the ADP is on this meeting’s agenda**
- 24h **ACTION: GS to circulate the notes from the staff training day - complete**
- 24i **ACTION: Governors to complete the Safeguarding Learning Link module plus any other module - ongoing**
- 24j **ACTION: Governors to complete the Data Protection module on GDPR Sentry by Christmas - 4 still to complete: LD, PH, CH and DP**
- 24k **ACTION: GS to send a link for the NGA Learning Link and GDPR Sentry to SA - complete**

**25 STRATEGIC HEADTEACHER REPORT**

**Overall Effectiveness**

- Staff and learners have adapted very well to blended learning
- Level of safety in the building is high with all staff working as one team

*C: (LD) Congratulations to all staff for coping with the situation and for keeping the site clean.*

*Q: (LD) Last meeting we discussed problems with Wi-Fi and access to IT. How have you overcome these issues?*

*VW: We have ordered dongles and DfE laptops and thought we were very well prepared. On Sunday the bubbles for Year 2, 3 and 4 burst and those children are now self-isolating. Unbeknownst to us, a license on the laptops had expired over the weekend so we had to collect 20 laptops from the children, clean them and Computernet are coming tomorrow to fix the problem and then we can re-issue. Some pupils are therefore not accessing online learning.*

*Q: (LD) Is this a fault of Computernet for not notifying you of the licence expiry?*

*VW: Its hard to know. Our administration of systems is not as good as it should be.*

*Q: (PH) Is someone doing an audit of the key software used in IT to check the status of the licence agreements?*

*VW: I am unsure.*

PH requested GS seeks an update from the Trust Head of ICT.

**ACTION: D Brooke to report to PH on the investigations around the laptop licence agreement.**

*Q: (PH) Have the pupils without access been given paper copies of work?*

VW: *It is hard to give clean paper copies – 75% have access to some electronic device such as a parent’s mobile. We have also uploaded phonics work on the website to access. Parents have been very understanding.*

**Curriculum**

- Focus on Reading as the quality of Reading is a big concern
- Staff CPD is progressing well; developing the staff to develop the curriculum

**Standards**

- Phonics tests have been taken in Year 2 (delayed due to pandemic) and 76% achieved standard. Big improvement from last year but it should be remembered that the tests were sat 6 months later than normal
- Current attainment data gained from teacher assessment
- Plans for moderating current data were hit with closure of bubbles and key staff self-isolating.
- Year 5 and 6 writing has been modified
- Key Stage One data has not been moderated so will be brought back to the next meeting

**Baseline and Current Levels of Attainment**

	No. of Pupils	% Achieving Expected Standard Reading	% Achieving Expected Standard Writing	% Achieving Expected Standard Maths	Combined	National Combined
Year 2	18	18%	12%	18%		
Year 3	29	14%	14%	21%		
Year 4	29	41%	33%	19%		
Year 5	30	39%	21%	14%		
Year 6	32	56%	31%	50%	28%	65%

Q: (CH) *The attainment compares with national but the national figures are pre Covid. Do we know any national standards in a Covid world?*

VW: *No, but we know that there is a significant lag in the children’s attainment and they were behind prior to Covid. Gaps are significant but progress has already been made and we are aiming to be at national.*

Q: (LD) *Have you held any Parents’ Evenings to tell the parents the current standards?*

VW: *Yes, we have had phone call conversations to outline outcomes and actions taken.*

Q: (LD) *The SEND Combined figure of 11% achieving expected standard is low. Have you outlined the expected targets for these pupils?*

VW: *Yes, children in Year 6 have had lots of interventions. Some SEND pupils are significantly below but some are academically capable.*

Q: (CH) *Are these figures end of year expectations or current attainment?*

VW: *Current data – a lot of pupils are working just below as they have not achieved all standards yet.*

Q: (CH) *So this is where the children are now and you would therefore expect the percentages to increase?*

VW: *Correct – it is not a forecast; it is where they are now.*

C: (PH) *In a year we will have gathered more data to be able to look at current positions at a particular time of year and compare that to the final achievement. We can then see that x% at this time of year is good but it is hard to challenge these figures now as we don’t have any history to see how much of an increase there would usually be. We need to know what is 28% Combined in Year 6 going to deliver in the SATs for example.*

Q: (CH) Have you got a member of staff linked for Writing as a development area is Writing, especially for boys?

VW: Yes – Writing is F Doves, and Maths M Lake.

Q: (CH) Do these leaders then delegate down the steps so that any learning gaps can be targeted?

VW: Yes, all staff are subject leaders and they analyse the appropriateness of the provision.

**ACTION: Number of pupils per year group to be displayed on future attainment tables as well as percentages**

### 25aiii SEND Update

- 35 pupils are on the SEN register, 10 have an EHCP
- The biggest area of need (63%) is speech, language and communication
- New SEND team has implemented lots of positive changes

Q: (PH) Have you had any feedback from parents regarding SEND provision?

VW: The vast majority are very positive.

Q: (LD) Are there any EHC support plans outstanding?

VW: No

C: (CP) As a SEND parent I would like to praise the school. The blended learning has been amazing. My child has two lessons a day that are tailor made, thank you.

### 25aiv LAC Update

- No LAC in the school

## 25b BEHAVIOUR AND ATTITUDES SUMMARY

### 25bi Attendance

- Reporting attendance has differed during Covid as any pupil absent from school for any Covid related reason is recorded as X and does not count in the absence figures
- Attendance for 'All' week commencing 23 November was 94.1%
- Cumulative attendance for Autumn term 2020 is 97% (Autumn 2019 was 91.2%)
- Attendance in all year groups is good.

VW: The school has improved and therefore children are happy at school and want to attend. We also have a very efficient Attendance Officer

C: (PH) It is very pleasing to hear that more children are enjoying school.

### 25bii Behaviour

- Behaviour has improved this term with fewer Level 3 incidents
- Keyingham Keys total up to house points and then Keyingham pounds can be spent rewarding good behaviour
- Staff have received training on praise and managing low level disruption
- Pupils with a greater need for behavioural support have worked with a behavioural support specialist to use brain activities to calm, which is proving successful

Q: (LD) Do you communicate any of the calming strategies to parents to use at home?

MC: Yes, parents have been informed.

Q: (LD) Have you had any feedback from parents on the strategies?

MC: Yes, and we have some very positive examples. Parents are happy with the progress made.

Q: (SA) Have you had any feedback from pupils how they feel about the strategies?

MC: Not yet but we aim to get more pupil voice input.

It was agreed that it would be useful to see the number of each level of sanction given per year group for future meetings.

**ACTION: MC to provide number of each level of sanction per year group in the Behaviour Summary**

## 25c PERSONAL DEVELOPMENT SUMMARY

Safeguarding Report uses the template from the ERSCP – data is from the start of the academic year.

- No child is subject of a Child Protection Plan
- 4 children subject to Child in Need Plan
- 25 children subject to safeguarding concerns
- 2 referrals made to EHaSH
- 1 Operation Encompass case
- Purchased access to National College for online training

C: (MC) 25 safeguarding concerns seems high but most issues will be resolved and shows that staff are using the CPOMs system efficiently.

Q: (PH) Does each safeguarding concern lead to contact with the family?

MC: Not necessarily; it depends on the case.

Q: (LD) There are 25 concerns and 2 referrals – are the 2 within the 25 so effectively 23 have come to nothing?

MC: Correct. We can edit CPOMs if there has been an entry that is incorrect and follow this up with training for the staff member.

C: (LD) It would be useful to have an additional row on the table underneath number of Safeguarding concerns for number fully investigated.

It was agreed that Governors would like to see Safeguarding information provided termly and a cumulative report at the end of each year.

**ACTION: Additional row under safeguarding concerns to show number of cases investigated**

**ACTION: Safeguarding Report to show separate term data with a cumulative report produced at the end of each academic year.**

## 25 EYFS

- 19 pupils and 4 staff in EYFS
- 3 are on the SEND register and 2 DA
- Phonics delivered daily
- 58% are working at Age Related Expectation (ARE) and so are on track to achieve Good Level of Development by June 2021
- Working with Tapestry app to record each learning journal

## Leadership and Management

- Highlights are the strength in Wider Leadership Team and staff seizing the opportunity to be subject leaders

Q: (LD) How can Governors help communication with parents?

VW: It is lovely that so many Governors are parents. We will look to restart the Parent Council meetings as soon as we are able.

Q: (PH) Do you think the need to engage with blended learning has helped communication?

VW: Yes, and communicating with parents is so improved now we use Schoolcomms.

## 26 ACADEMY DEVELOPMENT PLAN

- Development Plan cycle runs from October half term to October half term
- Staff appraisal targets are linked to the targets on the ADP
- The three targets are
  - Improve achievement for all pupils in school regardless of age, cohort or group
  - Develop a culture of safeguarding
  - Develop effective leadership at all levels in school
- Progress is being made against all targets
- If any Governor would like to discuss the ADP in more detail then VW offered her time
- PH requested that the ADP is moved higher up on the agenda for the next meeting

## 27 VISION AND VALUES

- Discussed at the Training Day with the staff
- Need to develop pupil voice to ascertain if they agree with the values

## 28 GOVERNOR TRAINING AND SUPPORT

The Clerk requested that all Governors complete the NGA Learning Link Safeguarding module 2020 ASAP

Governors were reminded to complete the Data Protection training module by the end of this term. LD, PH, CH and DP still to complete.

Details to follow for training in Pupil Premium, Safeguarding and SEND

## 29 GOVERNOR VISITS TO SCHOOL

Physical visits to school cannot take place until further notice. However, Links were encouraged to set up termly virtual meetings with the staff in school responsible for PP, Safeguarding and SEND. Virtual visits should still be recorded on the Governor visit form.

**ACTION: Governors that have completed virtual visits to complete a Governor Visit Form and return to the Clerk as proof of engagement**

## 30 POLICIES

**Resolved:** Behaviour Policy was approved.

**Attendance and Truancy Policy:**

Amends required:

- Reference to KCSiE should be 2020 not 2018
- Remove reference to a Children Missing Education Policy in section 2
- Remove reference to pupils signing an agreement to agree to keep their attendance to 96% or over in section 5

**ACTION: MC to review Attendance and Truancy Policy and send to GS for circulation for remote approval**

**31 DATE OF NEXT MEETING**

Wednesday 17 March 2021, 6pm

**32 ANY OTHER BUSINESS**

None

**33 AGREED ACTION POINTS**

**33a ACTION: DSEN Link to be appointed at the next meeting (minute 19)**

**33b ACTION: Governors to complete the 2020 Safeguarding Learning Link module plus any other module (minute 24i)**

**33c ACTION: Governors to complete the Data Protection module on GDPR Sentry by Christmas - 4 still to complete: L Devine, P Hogan, C Hunter and D Petch (minute 24j)**

**33d ACTION: D Brooke to report to PH on the investigations around the laptop licence agreement (minute 25)**

**33e ACTION: Number of pupils per year group to be displayed on future attainment tables as well as percentages (minute 25)**

**33f ACTION: MC to provide number of each level of sanction per year group in the Behaviour Summary (minute 25)**

**33g ACTION: Additional row under safeguarding concerns to show number of cases investigated (minute 25)**

**33h ACTION: Safeguarding Report to show separate term data with a cumulative report produced at the end of each academic year (minute 25)**

**33i ACTION: Governors that have completed virtual visits to complete a Governor Visit Form and return to the Clerk as proof of engagement (minute 29)**

**33j ACTION: MC to review Attendance and Truancy Policy and send to GS for circulation for remote approval (minute 30)**

The meeting closed at 7.55pm. PH thanked everyone for attending.