



The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting
Wednesday 09 October 2024, 17:30

PRESENT: Mr J Frankland (Chair, JF), Mr S Aldridge (SA), Miss S Chadwick (from 17:53, SC), Mr I Cutts (IC), Mrs N Loveridge (NL), Mrs V White (Headteacher, VW)

ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mrs G Brown (Guest, GB), Mr M Richardson (Guest, MR), Mr D Waterson (Executive Director of Education, 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 APOLOGIES

JF welcomed everyone to the meeting and introduced 3 new governors. Once DBS checks are complete, M Richardson will be joining as a parent governor and G Brown as Trust-Appointed

N Loveridge joins us as Trust-Appointed

It was noted that K Littlewood, L Smith and P Wilson had stepped down from the LGB with immediate effect

Apologies had been received from Mr D Brooke and Mrs H Singleton

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

02 DECLARATION OF INTERESTS

To be completed electronically by those who did not hand in at the meeting

03 HEADTEACHER'S REPORT – VERBAL UPDATE

- Staff morale high
- VW noted the real strength of the school is the children
- Work with the Maths Hub has started
- Reading for Pleasure programme underway. Whole staff training to take place via the Open University
- VW has started Thrive practice training
- Collaboration with St Annes continues, Oakfield also supporting
- Forest School to take place at Boyes Lane

Signed by the Chair:

Handwritten signature of J. Frankland in black ink.

Date: 12/12/2024

- Whole school Thrive training planned
- Oracy work underway

Risk

- Outcomes not achieved
- Low risk: staffing – knock on effect with duties and intervention delivery

JF and the board passed on their congratulations to VW and team for the 'Good' Ofsted judgement received at the end of the last academic year

C: (JF) We need to keep an eye on staffing from a wellbeing point of view

C: (VW) I'll be meeting with the Director of Finance soon to discuss the possibility of supply

Q: (MR) Are there measures in place to look after staff who are off?

VW: Yes, our policies are very robust and all 'people policies' have been refreshed. Our Operations Manager oversees it all. DSL support is split over several support staff, the children are also very well cared for

04 OUTCOMES SUMMARY

- Improvement seen across most areas
- Notable gains seen in Yr4 Multiplication and Yr6 Reading
- Improvements seen in Yr6 Maths. However, barriers are still seen when it comes to problem solving and reasoning

C: (VW) A big area of focus is achieving consistent combined above national expected standards

Q: (IC) There is a dip in the combined outcomes, what is the reason for this?

VW: The mock data was good but some don't perform as well on the day

C: (SA) Greater depth will come from setting the standard

Q: (IC) Looking at the data, there is a decline in writing outcomes. What steps are being taken to address this?

VW: The new writing curriculum is well mapped out for grammar and is already showing a positive impact. We didn't expect it to be down on last year and are working on writing scientifically.

Q: (IC) Looking at the GPS outcomes, does this mirror the writing? Are they linked?

VW: They are all interconnected – if they are weak in one area it has a negative knock-on effect

C: (SA) It would be useful to see what was expected against when was achieved

C: (VW) The biggest achievement this year is Reading

Q: (JF) Reading for Pleasure is part of the good results, is anything else at play?

Q: (IC) Is it cohort specific?

VW: Yes but it goes back to the national average. Cohorts differ in size and the percentage of high needs. Ofsted identified the fluency of reading

C: (VW) Resilience will come with the love of reading

C: (SA) Reading underpins everything

C: (MR) The love of reading starts at home

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

SC joined the meeting at 17:53

05 LGB MEMBERSHIP

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

Resolved: All Governors approved JF's appointment as Chair

Chair 2024/2025: J Frankland

Vice-Chair 2024/2025: S Aldridge

PP Link: H Singleton

SEND Link: I Cutts

Safeguarding Link: N Loveridge

Early Years: S Chadwick and G Brown (GB TBC once DBS checks completed)

Core Curriculum: M Richardson (TBC once DBS checks completed)

06 MINUTES OF THE LAST MEETING (17 April 2024)

Minor amends were noted

Resolved: After the amends were agreed, the minutes of the meeting held on 17 April 2024 were confirmed as a true and correct record and are to be signed by the Chair, JF

07 MATTERS ARISING

ACTION: LC to follow up with PW with regards to his absence from the LGB **Completed**

60b ACTION: VW and LGB to meet to work on reading in the SDP. VW to calendar a date **Completed**

ACTION: SA to look into getting the ERYC library van on the school site **VW to follow up with ERYC. To be removed from the minutes**

ACTION: VW to organise with the student council to attend the July LGB meeting **Carried forward, see below**

NEW ACTION: VW to organise for the student council to attend a future LGB meeting

60e ACTION: Student council to meet with governors at a date to be determined to look at the SDP (minute 51)

ACTION: VW to add pupil data to each slide **Completed**

ACTION: VW to update vulnerable pupil table on page 2 and redistribute to LGB **Completed**

ACTION: Governors requested a separate table detailing ERP data. VW to update report and redistribute to LGB **Completed**

ACTION: Governors to email through any questions they have for LS regarding her recent Safeguarding visit **LS no longer SG link, to be removed from the minutes**

ACTION: KL to book in a visit as soon as possible **KL no longer on the board, to be removed from the minutes**

Signed by the Chair:



Date: 12/12/2024

ACTION: Certificate in the Role of a School Governor: SA, KL, IC, LS and PW to complete by the end of April **See minute 01**

ACTION: Annual Certificate in Data Protection and GDPR for Governors: KL, IC, LS and PW to complete by the end of April **See minutes 01 & 12**

ACTION: Annual Certificate in Safeguarding for Governors: LS and PW to complete by the end of April **See minute 01**

08 SCHOOL EVALUATION FORM (SEF) SUMMARY

Judged Good in all areas

Areas for continued development include:

- Reading, consistent, positive attitudes, preparing the children for life in modern Britain

C: (GB) Historically, RE is undervalued

C: (VW) It's gained momentum and the new curriculum has brought it to life. A better understanding is now evident

C: (MR) You are teaching it well from the conversations I have with my son

09 SCHOOL DEVELOPMENT PLAN (SDP)

The 3 development actions are:

1. Continue the review and refinement of our curriculum offer so that our pupils continue to learn more, remember more and are able to make deeper links between concepts and across disciplines
2. Develop our Reading Culture so that children read more often, more widely and with greater levels of engagement and enjoyment
3. Embed purposeful talk across the school, the curriculum and our wider enrichment offer

C: (JF) As an LGB, we need to keep an eye on the actions to make sure the school continue to deliver the outcomes wanted. We can also pick out a priority in each meeting as the need arises

C: (VW) we can bring in the relevant staff too

10 POLICIES FOR REVIEW

10.1 Attendance Policy

The Attendance Policy was tabled for approval

Resolved: The Attendance Policy was approved

11 SPORTS PREMIUM

The Sports Premium was tabled for approval

C: (IC) Swimming is a concern

C: (VW) We have since learned we can book post-SATs swimming lessons and are working with the LA on an SLA for this

C: (VW) If they have private lessons, they can bring their certificates

Signed by the Chair:



Date: 12/12/2024

Resolved: The Sports Premium was approved

12 GOVERNANCE UPDATES

LC informed the board that, going forward, all governor training will be completed on Governor Hub. GH offers a 'one-stop' platform where training, papers, link visits and any other correspondence can be uploaded, viewed and discussed

Training to be allocated as follows:

All: Safeguarding and Keeping Children Safe in Education Update

GB, NL and MR: Induction for Academy Governors

IC: SEND link (optional)

NL: Safeguarding Link (optional)

HS: Pupil Premium (optional)

All (excluding Trust staff): Exclusions and Suspensions

Safeguarding is to be completed before the next meeting with the remainder of the training completed during the autumn term

* Trust staff who have completed their safeguarding training via The National College as part of their school-based role do not have to complete GH safeguarding training

13 DATE OF NEXT MEETING

Wednesday 11 December 2024, 17:30. Pre-meet time and date TBC

The pre-meet is to focus on the self-review questions carried over from the cancelled July meeting. Time and date to be agreed

14 ANY OTHER URGENT BUSINESS

None

15 ACTION POINTS

15a ACTION: VW to add column of expected outcomes and resend to the LGB (**minute 04**)

15b ACTION: VW to organise for the student council to attend a future LGB meeting (**minute 07**)

15c ACTION: Student council to meet with governors at a date to be determined to look at the SDP (**minute 07**)

The meeting closed at 19:00

Signed by the Chair:



Date: 12/12/2024