



## The Local Governing Board of Keyingham Primary School

Minutes of The Local Governing Board Meeting  
Wednesday 17 April 2024, 17:40

**PRESENT:** Mr J Frankland (Chair, JF), Mr S Aldridge (SA), Miss S Chadwick (SC), Mr I Cutts (via Teams, IC), Miss K Littlewood (KL), Mrs V White (Headteacher, VW)

### ALSO IN ATTENDANCE:

Mrs L Craxton (Clerk to the LGB, LC), Mr J O'Brien (Director of Improvement & Standards, JOB)

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

### 46 WELCOME AND INTRODUCTIONS

JF welcomed everyone to the meeting

### 47 APOLOGIES

Apologies had been received from Mr D Brooke, Mrs H Singleton and Miss L Smith

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

No apologies had been received from Mr P Wilson

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

### 48 DECLARATION OF INTERESTS

None declared for this meeting

### 49 MINUTES OF THE LAST MEETING (17 January 2024)

**Resolved:** The minutes of the meeting held on 17 January 2024 were confirmed as a true and correct record and are to be signed by the Chair, JF

### 50 MATTERS ARISING

**ACTION:** SA to look at the website and feedback on reading resources available **Completed.** SA identified ways in which reading could be better supported at home and will circulate his findings to the LGB. Suggestions include, but are not limited to, audio books for older

Signed by the Chair: 

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children, 'swap a book library' and the ERYC library van. VW requested governor assistance with this element of the SDP

**NEW ACTION:** VG and LGB to meet to work on reading in the SDP. VW to calendar a date

**NEW ACTION:** SA to look into getting the ERYC library van on the school site

**ACTION:** VW to work with SLT and governors on the best way to communicate with families  
**See above minute**

**ACTION:** VW and D Brooke to look into the reporting of Reception attendance figures  
**Completed**

**ACTION:** LC to add pupil numbers to the attendance tables **Completed**

**ACTION:** MC to add narrative to support the attendance and PA tables to all future reports  
**Completed**

**ACTION:** LC to speak with G Stafford regarding the layout of the template for concerns and complaints – can the primaries be separated from the secondary data **Completed**

**ACTION:** VW to speak with M Preston (PPS Head of School) with regards to concerns handling  
**Completed**

**ACTION:** Links to calendar dates in to visit after the meeting **Completed**

**ACTION:** KL to complete the safeguarding module by 19 January **See minute 57**

**ACTION:** SA, IC, KL and HS to complete Certificate in the Role of a School Governor by the end of this half term **See minute 57**

**ACTION:** SA, IC, KL and HS to complete the GDPR module by the end of this half term **See minute 57**

**ACTION:** LS to complete all governor training by the end of the half term **See minute 57**

**ACTION:** Governor/Parent drop ins to be calendared **Completed**

JOB joined the meeting at 17:50

## **51 HEADTEACHERS REPORT**

### **Highlights of the term include**

- Implementation of a more ambitious Computing curriculum
- Positive QA of the ERP
- RE curriculum contextualised to meet the needs of all children and to align with the Shaping Positive Futures vision
- Further enhancements made to the ERP outdoor provision
- The Yorkshire Wildlife Trust visited the school and held workshops
- The Student Council visited Hedon Town Hall and met with the Mayor and other officials to learn about democratic processes
- Students attended the second Trust Student Conference held at the University of Hull

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- KS2 pupils were offered the opportunity to train with Hull FC

**Risk**

- Failure to deliver the curriculum vision by ensuring outcomes are in line with national expectations remains a risk

**Next term**

- Athletics provision improved and a Sports Day will be held in May
- KS2 performance this year will be Hairspray

*Q: (JF) What were the learning outcomes of the student council after visiting Hedon Town Council?*

*VW: They will meet annually with the parish council and take on many projects. They are currently busy with forest gardening at the moment on the back of the Gorilla Gardening project underway in Hedon*

*Q: (JF) Could we get the student council into the July LGB?*

*VW: That would be lovely. They could come and present to you what they are doing*

**ACTION: VW to organise with the student council to attend the July LGB meeting**

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

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## 52 PERFORMANCE

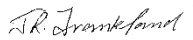
### 52.1 Performance Data Report

		Keyingham				
		Year 6 Teacher Assessment				
		Combined	Reading	Writing	Maths	Grammar
Nov (55)	NS	52	76	59	66	72
	HS	3	24	7	14	24
Mar (55)	NS	55	69	62	62	65
	HS	7	14	7	14	17
July	NS					
	HS					
Target	NS	66	72	72	69	59
	HS	7	17	14	10	10
2023 NA	NS	60	73	71	73	72
	HS	8	29	13	24	30

		Keyingham				
		Year 6 Mock Results				
		Combined	Reading	Writing	Maths	Grammar
March Mock (55)	95+					
	99+		83		66	69
	100+		69		62	66
	109+		14		14	14
	110+		14		7	14
	Ave		102		99.7	101.1
Target	NS	N/A	72		69	59
	HS	N/A	17		10	10
2023 NA	NS	60	73		73	72
	HS	8	29		24	30
	Ave	N/A	105		104	105

		Keyingham				
		Year 4 Multiplication				
		15+	20+	22+	25	Average
Aut 1 (25)		12%	4%	0%	0%	6.28
Aut 2 (25)		69%	40%	40%	28%	16.28
Spr 1						
Spr 2 (25)		72%	60%	52%	28%	19.2
Sum1						
Sum 2						
2023 NA		79%	63%	55%	29%	20.2

Phonics Screening Check				
	KPS 23	Nat 23	Aut 23	Spr 23
All (22)	78%	79.6%	18%	63%

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**The LGB was presented with an in-depth look at the data. For the purpose of the minutes, this has been condensed into the above tables**

- Acronyms to be explained in future reports
- Slight drop in teacher assessment for Reading, GPS and Maths
- Year 4 Multiplication making accelerated progress toward the national average
- Year 1 are making steady progress

Q: (JF) Year 6 GPS for girls has not moved?

VW: It's flat but exact. They are close to national

C: (VW) We didn't have much confidence in the 2022 paper used for the Autumn mock but the 2023 paper used for Spring mocks was much more accurate. We felt the 2022 paper was not a true SAT

C: (SA) It would be good to see percentages per pupil

C: (JF) Overall, progress has been made and you are on the right track

C: (VW) We have done the 2018 reading paper with Year 6 this week

C: (IC) The wellbeing of staff needs to be looked after. Pushing children harder takes its toll on staff

Q: (JF) From a teachers perspective, did you agree the challenge to deliver?

SC: Yes and it's a downward trend. We look at children in Reception, what are they going to aim for, and assist and support

C: (VW) It's important to note Lucy Richardson (Operations Manager) has completed her Senior Mental Health training and she and D Hebb are working on a more informal staff voice for later in the term, more of a 'cuppa and biscuit' approach than anything else

C: (JF) As an LGB we need to remain vigilant when it comes to the wellbeing of students and staff

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

## 52.2 Attendance and Behaviour

### Attendance

- Attendance for Spring term 95.15 % (excl FS1)
- Cumulative to date 95.1%
- PA Spring term 13.07%
- Year 4 highest to date at 96.47%, Year 1 lowest at 94.68% (compulsory attendance)

### Behaviour

- 4 class removes in the Spring term (3 children)
- 0 suspensions this year to date

C: (VW) Our Attendance Officer is on top of things, we are above national

Q: (JF) Is there a plan in place to maintain trends?

VW: Yes and we have had 7 unauthorised holidays just today. We only authorise in extreme cases

C: (VW) We are starting to meet outstanding statements for behaviour. The children are well-mannered

C: (JF) I'm always amazed at how calm the school is. The LGB would like to commend the staff on how behaviour is addressed and the changing culture

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## 53 SCHOOL DEVELOPMENT PLAN

All 3 key strategic actions have been RAG rated GREEN. These are

1. Refine and enhance the current curriculum offer to ensure pupils acquire and retain the appropriate knowledge, skills and information across all subjects
2. Develop the quality of subject leadership across the school to ensure the curriculum is correctly sequenced and quality assured
3. Embed Quality First Teaching practice in line with the planning, delivery and assessment requirements of the augmented curriculum
  - Action 1 review includes working with the Maths Hub to strengthen the curriculum
  - Action 2 review includes quality Assurance of subject evaluation
  - Action 3 review includes strong pedagogy seen in classrooms

Q: (JF) Have you looked into sharing assessments of subjects such as History, MFL, Geography etc?

VW: I have spoken with RW at Croxby and D Hebb and we are working on assessment and disciplinary knowledge

Q: (JOB) What about curriculum differences – KPS and CPS follow 2 different models?

VW: The ethos of what we do remains the same. We are assessing about synthesising knowledge

Q: (JOB) Can you use the same resources for Science at least?

VW: Yes but not for other subjects

Q: (JOB) Any other collaboration in place?

VW: Design and Technology and Computing

Q: (JOB) The SEF had areas lacking in sufficient evidence. Are the changes and confidences in the SDP reflected in the SEF?

VW: Yes. 95% of the SEF is now green

## 54 SAFEGUARDING REPORT

NB: Incorrect information noted in vulnerable pupil update. VW to amend

- 2 LAC on roll
- 28 Causes for Concern logged
- 0 pupils referred for Early Help

Q: (JF) I note bullying in Year 3. Has this been addressed, what is the outcome?

VW: After a thorough investigation it was found not be bullying after all. We will always investigate regardless

C: (JF) It's good to see a documented process

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

## 55 SEND REPORT

- 26 SEN on roll
- 13 subject to EHCP
- Highest primary need identified as Speech, Language and Communication
- VW has completed SENDCo training

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Q: (JF) There is a high number of SEND with an EHCP – how is staff wellbeing, is there an impact on the wider teaching ability of staff?

VW: We have key roles in the wider leadership team and the Assistant SENDCo is based in the ERP. Pedagogy has been adapted and we work on the perception of having a SEND child in the classroom. Learning walks are also undertaken to see how teaching has been adapted to support SEND

C: (SC) It's now naturally embedded and we know where to go for support

C: (SA) It's taken a lot of time and effort to get to this point and you are to be commended. You've made it bespoke to the children and not just taken something 'off the shelf'

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

## 56 GOVERNOR LINK VISITS

### HS has completed 2 PP visits

The Pupil Premium Plan is in its third and final year. HS, along with the rest of the LGB, to support with writing the new 3-year plan

HS also sat in on a pupil voice conducted by the PP Champion

### LS conducted a Safeguarding visit on 08 February 2024

As LS had sent apologies, governors were asked to email any queries through to LC who will forward on to LS

No Issues were raised

**ACTION: Governors to email through any questions they have for LS regarding her recent Safeguarding visit**

**ACTION: KL to book in a visit as soon as possible**

## 57 GOVERNOR TRAINING

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

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

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

**NB: Governors who have not completed the Safeguarding training may be prevented from attending the next meeting as per the Chair of the Trust, Mr I Furlong**

## 58 DATE OF NEXT MEETING

Wednesday 17 July 2024, 17:30

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**59 AOB**

None

**60 ACTION POINTS**

**60a ACTION:** LC to follow up with PW with regards to his absence from the LGB (**minute 47**)

**60b ACTION:** VW and LGB to meet to work on reading in the SDP. VW to calendar a date (**minute 50**)

**60c ACTION:** SA to look into getting the ERYC library van on the school site (**minute 50**)

**60d ACTION:** VW to organise with the student council to attend the July LGB meeting (**minute 51**)

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

**60f ACTION:** VW to add pupil data to each slide (**minute 52**)

**60g ACTION:** VW to update vulnerable pupil table on page 2 and redistribute to LGB (**minute 54**)

**60h ACTION:** Governors requested a separate table detailing ERP data. VW to update report and redistribute to LGB (**minute 55**)

**60i ACTION:** Governors to email through any questions they have for LS regarding her recent Safeguarding visit (**minute 56**)

**60j ACTION:** KL to book in a visit as soon as possible (**minute 56**)

**60k ACTION:** Certificate in the Role of a School Governor: SA, KL, IC, LS and PW to complete by the end of April (**minute 57**)

**60l ACTION:** Annual Certificate in Data Protection and GDPR for Governors: KL, IC, LS and PW to complete by the end of April (**minute 57**)

**60m ACTION:** Annual Certificate in Safeguarding for Governors: LS and PW to complete by the end of April (**minute 57**)

The meeting closed at 19:04

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