



Headteacher: Miss E. Green

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Kingsfield Governors Meeting

Meeting date: Wednesday 8th May

Agenda:

<u>ITEM NO</u>	<u>NOTES</u>
1	<p>Welcome and Apologies</p> <p><i>It was noted that prior to this meeting that KJ and CH had attended a learning walk with EG.</i></p> <p>In attendance: Karen Jarvis (Chair), Ellie Green, Chris Hopwood, Nicola Pickard</p> <p>Apologies received from: Carmen Montgomery and Graham Parker.</p>
2	<p>Declaration of Business/Pecuniary Interests & Conflicts of Interest</p> <p>None declared.</p>
3	<p>Membership of the Governing Board / Committees & Statutory Requirements</p> <p>KJ has written an action to get more governors on board. Unsure of specific actions needed but is aware of the need to have a proper governing body.</p>
4	<p>Minutes of the Last Meeting</p> <p><i>No corrections raised from last meeting.</i></p> <p>Previous actions:</p> <ul style="list-style-type: none"> • Majority completed. • CM to have email set up and KJ to send risk register still. • Governors vacancies been shared successfully over LinkedIn and throughout events. • KJ has chased up the outdoor area. There is an operations meeting in the next week and this is a key action.
5	<p>Educational Performance</p> <p>EG reported on:</p> <ul style="list-style-type: none"> • School Improvement Plan (SIP). Updated at the end of this half term and CEF created at the same time. Priorities will be standards, curriculum and SEND and vulnerable pupils, in addition to personal development and behaviour. A big development point for next year is having the pupils think about the roles and responsibilities that they have in school, the differences that they are making personally and how this links with KPS values.



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	<ul style="list-style-type: none"> • Pupil numbers and the expected number of Reception starters in September, in addition to the SEN needs of new starters. • Class sizes and recruitment requirements. Current vacancies for a teacher and senior teacher are being advertised and actively recruited for. • Attendance and the impact of children who are no longer attending but are still on-role. Adoption of an outside attendance consultant. Further discussion on the process of addressing poor attendance. • Staff long-term absence and the role of SLT teaching in the classroom. • Pupil data and standards. How next year's SIP will focus on standards. • Quality of teaching, including the provisions for SEN learners and the allocation of teachers to year groups in September. EG is to consult with staff. • Safeguarding and behaviour. Discussion on how incidents of poor behaviour are dealt with and children's specific needs. • Curriculum. There are lots of professional development opportunities with staff. Is linked with the SIP and also the wider Trust. • Community engagement is very important and Year 2 parents have recently been in, with Year 1 parents due also. A discussion ensued on the sporting events and the Witchford sports that have stopped trading. During the last head teachers meeting one has said that they are hopeful that their PE lead will be able to arrange some events in the future. The cost of coaches in the local area will prove to be prohibitive though. • Pupil Premium report. • A big development point for next year is having the pupils think about the roles and responsibilities that they have in school, the differences that they are making personally and how this links with KPS values. Discussion also on leadership development for the future. <p>KJ asked if there is any way that she could assist in the staff development schedule.</p> <p>Focus is on teaching and learning next half term, there is not necessarily anything at the moment but may be in the future.</p>
6	<p>Governor Monitoring</p> <p>KJ queried how the Trust deals with required improvements that any of their members find during their visits to KPS.</p> <p>Lisa Corby will be visiting one morning for the SAT's. EG needs a further governor to witness the process and sign a declaration. CH to attend. SAT's will take place in the Year 6 classrooms and Nest in order to keep pupils together as much as possible. EG suspects that KPS will be monitored by the LA due to the acquisition of a new head teacher.</p>
7	<p>Risk Management</p> <p>KJ queried if EG has any budgetary concerns.</p> <p>EG confirmed staffing and recruitment.</p>



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	<p>Discussion ensued on expectations and school atmosphere for staff and pupils. All agreed that the children are happy and polite throughout the school. There is a positive atmosphere and pride.</p> <p>Development and preparation for Year 6 and their SAT's is visible and positive, in addition to their preparation for Secondary school. KJ asked what the transition plan is for Year 6. The presumption is that most Year 6's will be attending Cromwell. There are 3 transition visits planned in July and 1:1 visits planned the week after SAT's. SEND learners will have further support/visits. The Prom will be held at Cromwell and there will be a further evening to meet form tutors.</p>
8	<p>Safeguarding, Well-Being and Health & Safety / Premises</p> <ul style="list-style-type: none"> • There will be no home visits for new Reception starters in September. KJ approved due to H&S issues that can surround these and the preconceived views that can develop. Lots of children will come from KPS pre-school so there is little need. The focus will be on getting them integrated and there will be 3 settling in sessions on the same days as the Year 6 Cromwell transition dates. • KJ queried if there were any safeguarding issues and EG confirmed that there were none. • Discussion on staff mental health and well-being
9	<p>Date of next meeting</p> <p>To be agreed at a later time.</p>

10. Action Points

Individual/s	Action	Due Date	Completed
KJ	Have Chris Everard send format/example of risk register to EG	May 24	
CH	To continue to advertise KPS vacancies on social platforms	May 24	
KJ & EG	Continue to chase up outdoor area for Early Years	May 24	
EG	Have SPB set CM up with a KPS email	May 24	
KJ	Set CM up with training once she has a KPS email	May 24	
KJ	Recruit further governors	May - June 24	