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Kingsfield Governors Meeting

Meeting date: Monday 11th March 2024

<u>ITEM NO</u>	<u>NOTES</u>
1	<p>Welcome and Apologies</p> <p>In attendance: Ellie Green, Graham Parker (Chair), Chris Hopwood, Karen Jarvis, Carmen Montgomery, Nicola Pickard.</p> <p>Apologies received from: No apologies</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>Membership to be discussed within the minutes of the last meeting, all agreed.</p>
4	<p>Minutes of the Last Meeting</p> <ul style="list-style-type: none"> • Roles and responsibilities to be clarified. GP is now attendance, EG was unsure who to put but the chair usually is, this hasn't been sent to parents yet. • Report to Governing body from EG, all agreed on this with no matter arising. • Visits – CH has visited for website meetings with NP, KJ has visited to work on policies. • GP queried if EG would update on September numbers. EG explained that these would fully confirmed not be until term starts in September but that we were aware of the 1st, 2nd and 3rd choices.
5	<p>Educational Performance</p> <ul style="list-style-type: none"> • EG explained meeting process and function of the SIP for CM's benefit. Main focus is quality of education. Mechanisms have been put in place – Pupil progress meetings every half term with year group teams of teachers and senior leaders. These also feed into the SIP. • Extra maths lessons are being given to 4 targetted Year 6 groups. This has been happening every day since half term. There was a data spike in the first week but this has dipped and EG needs to review. KJ queried if every child gets these extra lessons and EG confirmed and explained that there is also a reading intervention but this had not made the desired impact. The children not hitting targets with reading are now being given further interventions with PC. KJ asked how these children's targets are measured



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	<p>and EG explained it was through both teacher assessment and Pixel.</p> <ul style="list-style-type: none"> • GP questioned whether any particular year groups stand out to EG, to which she replied Year 6, Year 2 and Early Years. Y6 bears legacy of low expectation and poor provision for send pupils and disadvantaged learners. • Curriculum - White Rose and Talk for Writing resources implemented. English, maths and phonics need addressing. Intensive support coming from English Hub. PHSA needs deep diving to help build childrens engagement. • GP and KJ wondered if visits to other Trust school may may help in making decisions, though appreciate KPS is specific. Staff have gone out to other schools, Talk For Writing was chosen as the Isle of Ely school use it. EG wants to pace the changes being made and timing is important. • Expected SATs results discussed. More data will be available in 2 weeks. • EG would like to invite assistant head to the next meeting for leadership accountability and to ask and answer some questions. • Attendance – 95% which has risen. Few horrible sickness bugs, all absences can be explained. Have 6 pupils not attending, had to move to temporary accommodations. They were mostly 98-99% previous. Attendance above national. Have been celebrating attendance, weekly newsletters and incentives for highest class attendance. EG has met with all parents whose children's attendance was below 90%, contacted all below 95%. Talk about learning pit in every assembly and values to make sure all children feel welcome. EG feels attendance is under control, right balance between celebrating and digging into reasons behind poor attendance.
6	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • EG requested that the next meeting takes place in the morning so that a learning walk could occur. Could witness the work that's being done in English or with White Rose in Maths. • KJ queried if there are any particular areas that EG wants the Trust to link with. EG stated that the key area emerging that's directly linked to quality of education is behaviour. There have been lots of success with behaviour for learning and it's not a standalone thing, if provisions are right then behaviour is better. • Staff wellbeing is a hot topic. A helpful thing would be staff seeing the support that's being offered and being more proactive about taking on that support. Needs to be conversations that frame the support available. EG has drop ins on a Monday after school and Friday afternoon for half hours, staff can come talk to her. EG believes in time it will be valuable to get governors on board with staff wellbeing element to help with reflection from staff and the realisation that the support is there. EG would like it to be specific and strategic, not for staff to be approaching governors directly. EG can introduce the governors to the staff throughout the learning walk before the next meeting and have the staff familiarise themselves with members. GP suggested inviting governors in to witness good practice to help celebrate successes with staff. KJ stated that governors do need to come in and visit to help triangulate and see successes first hand.



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7	<p>Risk Management</p> <ul style="list-style-type: none"> • All agreed that risk management has been mostly covered throughout the meeting. • Key risk is recruitment and EG is currently struggling to recruit a Y2 teacher. • GP had asked for clarification around the risk register. Has EG had this in previous schools and will there be one implemented going forward? EG confirmed and requested format/example from KJ. • Admissions and pupil numbers discussed. Will have a better idea of numbers at the start of the Summer term. • SLT are now teaching in class to improve quality education and this model will continue. PC is teaching Y4 a day and a half a week plus Y6 booster classes. CH to increase exposure of staff vacancies through social channels.
8	<p>Safeguarding, Well-Being and Health & Safety / Premises</p> <ul style="list-style-type: none"> • All agreed staff and pupil wellbeing has been discussed. • EG would like the school to be made more attractive and get Martin Clarke some help in achieving this over the summer holidays. Has met with Sarah Ponder-Boyes (SPB) and allocated extra money that has been saved. Everything is safe but needs decorating and would like to sort the forest school. No other concerns for Health and Safety issues. • EG expressed disappointment that the outdoor area for Early Years had not been completed yet despite SPB chasing up constantly. KJ investigating. • All confirmed they had read 'Keeping Children Safe in Education 2023. National College Training will have all necessary training on. GP queried if CM had received any information, CM confirmed she had not. EG is going to have SPB set up an email so that KJ can set CH up for training • Safeguarding – There are 5 children at CP. A new family have moved from out of county and they are waiting for social worker allocation. If they are included then there are 4 sitting at child in need. KPS has a significant number at early help. One of the things being prioritised is getting early help and continuing to work very closely with our families, which is working positively. There is a big safeguarding workload and 1 looked after child in school. • Shirley and the Trust team have oversight into myconcern. There hasn't been a visit for some time but she is happy with attendance. EG will be attending a behaviour leads meeting this week. • KJ queried if any pupils were on Confide, EG confirmed there are not. • The new appraisal system will be in place this year which is late but has been following the new system for the Trust. This will come fully into force in September. • Two policies were shared before the meeting - Attendance and Behaviour. GP has shared the behaviour policy with another secondary school. EG developed this by looking at Isle of Ely's. Good quality. Next step to share with staff and parents. All happy to adopt. • Governors training is to take place the next evening online on the Governors input that they should and shouldn't have into the SIP. KJ invited



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	<p>CM and noted the late notice.</p> <ul style="list-style-type: none"> No further updates from the Trust. It is now a requirement for a Governor to come in and monitor during SATs week to do an exam prep overview for head teacher declaration. Used to be good practice. This can take place during the next meeting.
9	<p>Date of next meeting</p> <p>Wednesday 8th May at 9:30am. GP to join by 10am.</p>

10. Action Points:

Individual/s	Action	Due Date	Completed
KJ	To send CM pecuniary interests form	Mar 24	
EG	Share SIP with CM	Mar 24	
KJ	To send format/example of risk register to EG	Mar 24	
CH	To advertise KPS vacancies on social platforms	Mar-Apr 24	
KJ	Chase up outdoor area for Early Years	Mar 24	
EG	Have SPB set CM up with a KPS email	Mar 24	
KJ	Set CM up with training once she has a KPS email	Mar 24	