



Kingsfield Governors Meeting

Meeting date: 12th December 2024

Start Time: 15:00

Finish Time:

Agenda:

1. Welcome & Apologies for Absence
2. Declaration of Interests
3. Minutes of Last Meeting & Matters Arising
4. Summary of findings from each area of monitoring
5. HoS Report
6. Confirm LGB member responsibilities
7. Any Other Business
8. Date of Next Meeting

<u>ITEM NO</u>	<u>NOTES</u>
1	<p>Welcome and Apologies</p> <p>Introduction from Graham Parker</p> <p>In attendance: Graham Parker (Chair), Karen Jarvis, Lisa Corby, Chris Hopwood, Carmen Montgomery, Paula Candish, Sarah Ponder-Boyes, Nicola Harradine</p> <p>Apologies received from: Nicola Pickard</p>
2	<p>Declaration of Business/Pecuniary Interests & Conflicts of Interest</p> <p>None</p>
3	<p>Minutes of Last Meeting & Matters Arising</p> <p>Run through of SEF – no matters arising Update on the school development – to be discussed in meeting Behaviour review – to be discussed in meeting. Child of concern – to be discussed in meeting.</p>

	<p>Staffing – to be discussed in meeting.</p> <p>Staff actions from last meeting completed (apart from June training).</p> <p>GP noted following his last visit it was very positive, with more specifics to be given later.</p> <p>LC asked: all who attended the Governance training felt about it CH gave positive feedback about the training, with talks about unconscious bias being very interesting and eye opening. CM asked if the training could be given to teachers.</p>
4	<p>Summary of findings from each area of monitoring</p> <p>Safeguarding: KJ: Numbers are low – no CP's. Asked staff and staff are aware of procedures. Parents appear happy to discuss things, this is evident from the survey - same with the children. Talked about the positive impact of Thrive. Asked about 3 individuals from year 5 last year, no issues this year.</p> <p>NOTED: There may be a safeguarding issue if we have to take the CCC child.</p> <p>SEND: KJ: High number of EHCP's and one child of high concern. Gemma has said that she feels supported by the Trust. There are 8 children in year 6, we discussed how this will affect SATS, of the 8 at least 6 will not meet *** 4 children are waiting for assessments, with a few more to submit although waiting for the 4 to go through first. Asked about Gemma's workload, she has said she feels this is ok, September was hard but the admin time from TA support has helped enormously. May be some EHCP's from nursery coming up. TA allocations are mostly within the year groups with a few 1-1's. 5 children attend high provisions in the morning. She seems happy, checked she is qualified which she is.</p> <p>NOTED: No concerns</p> <p>LC added: I had a good conversation with her yesterday and she seems in a good place, and feels supported. The admin role has helped.</p> <p>Attendance: GP: Gemma and Marie are very knowledgeable. Looked at national attendance which is 94.8% whole school is currently 93.9% PP is lower at 92.6% with non PP at 94.3% SEND is at 92.7% I was interested in 2 fixed points in time, we looked at this time last year. Arbor is showing 94.6% for last year, if this tracks that is an area of concern. I suspect that it was lower at this point last year and this is the data migration. We will look at the data again. PA 21.6% 59 students, 7 are no longer on roll, some on reduced timetables. The figure will need to be looked at at the start of next term. There is only 1 child who is severely absent for the whole school, this one child may now be moving on to home education. We can pass this on as a safeguarding concern if need to.</p> <p>Talked about strategy:</p>



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS



Daily - knowing the vulnerable lists, first day calling, email sent to SLT every day of all vulnerable absences, My Concern is triggered if parents are non-contactable so this can trigger a home visit if needed.

Weekly – early intervention meetings happening, letters going home at less than 96%, first meetings starting to happen. Broken absences and patterns being looked at for early intervention.

Half-Termly: Pre PCM meetings

The rewards for children: Attendance race track, teacher rewards, attendance on the doors, weekly awards, celebrations and attendance teddy.

ACTION: Look at Arbor data for the same time last year to see if it's correct.

ACTION: Who do we refer to if a home visit isn't successful? We need to have a strategy as a plan on a piece of paper.

NOTED: Be careful about sharing names to non ALT Governors

LC Asked: Did they talk about the culture?

GP Replied: yes we spoke about this.

Education:

CP: Really positive learning walk, saw a wide variety of lessons. You could see with the new facilities how engage they are in nursery and Reception. Saw the new phonics scheme in action, this appears really well received with good outcomes. Creative lessons where children were making Christmas cards was nice to see, calm and controlled with a nice level of excitement. A lot of skill involved. Children were keen to show work, the handwriting was really good. You could see learning and behaviour aids in use, with the children talking positively about their work. Lessons were appropriate for the year groups. 3P were talking about metamorphosis, the children could speak about this word and the unpicking of the word was evident. No behaviour issues noted, everyone was joining in and taking part.

GP: From visit last week – Happy engaged children, it was fantastic to see. The environment was very positive, it was lovely to have a culture where we could walk round and see the lessons in actions. Spent time talking to Paula about teaching principles. When on a learning walk it was evident that these are in place, and in a strong place. Students are pushed to complete tasks, you can feel the learning. From the Heads report it's nice to see how you are monitoring and in a good place. It was a lovely afternoon. The environment is great.

NOTED: No concerns

LC asked: from a Trust point of view are there any areas we could work on

GP: A few lessons could use adaptations, one to focus on.

Health and Safety:

CM: Positive that the last Handsam report was an improvement on the previous years. We could push near miss recording.

	<p>The implementation of Meditracker was discussed, is there a way to link Meditracker to Arbor to reduce double entry.</p> <p>NOTED: No concerns</p>
5	<p>HoS Report</p> <p>KJ stated: It was a very good report. PC spoke through the HoS report. Thrive is meeting the needs of children PP is not above average</p> <p>GP asked: PP children that will get GLD in early years development – is this normal? PC stated it was on the low side and that numbers would be looked into.</p> <p>The aim is that we are hitting above national. Targets are reasonable, and achievable. Attendance, there are patterns with late children and we need to start tacking this. At the start and end of the day ML is based at the front office to talk to parents about why they are late and earmarking the posters. The work is with the parent. Safeguarding – 15 on early help, with no CP or CIN. Everyone is up to date with safeguarding training and approach to intervention Year 5 teacher who will be leaving us at Christmas. One member of SLT who has returned this week to full time. Plan in place for after Christmas to cover the year 5 teacher. We are in talks with 3 training teachers through Sarah Martin to start after January. Marie will step in that class full time until the new trainee teacher can start. Marie will support and mentor. MDS upped her hours by 30 minutes a day</p> <p>GP: Is your staffing sustainable? PC: We have some decisions to make soon, with 13 nursery and 37 in reception. They cannot go up to year 1 as one class. We are not looking to keep nursery with reception. There are a lot of things we need to think about.</p> <p>Staff CPD: PKC, Talk for Writing, Maths hub, English Hub,</p> <p>Estates: The mobile unit, this is too expensive to remove, it will stay in place and we will assess further down the line, the unit is safe and in fair condition. Fencing is now completed. Handsam to Every is under way.</p> <p>Finance: We have had some money from the Priority Area Grant, this has been used to purchase support for Talk for Writing and supplies for Little Wandle. We've nearly spent all the money, they are coming in to talk about the impact and film the outcomes. We are looking at purchasing Accelerated Reader – this should help give children the appropriate books. Teachers are finding it quite hard to get this right and the system will help support.</p> <p>School Development Plan:</p>



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS



To improve teaching pedagogy across all lessons.

GP noted: When staff are using the show me boards, how well will that link to class adaptation to the class high success rate? This will be one to watch.

Teaching and reading – reading fluency lessons in the afternoon to help children improve their reading fluency.

KJ asked: Looking at the reading numbers how do we support the children that are below the 90 words per minute. What targeted stuff is going in?

PC: There are catch up phonics sessions being rolled out across KS2 in year 6 there are interventions going on over and above, with one to one reading sessions.

GP asked: Where do you think you will shift the data to by the next year 6 test? 10 children are currently 89 and below for reading, with about 13 children in maths

PC: I would say looking at the numbers, there are 12 children who are close on the reading papers.

GP: How do you systematically check whether they have mastered various elements of the paper?

PC: They fill out their questions lesson analysis – which goes into a rag rated colouring. We then pick of children that we know might need help from those. The teacher then uses this to shift the curriculum to shift to what the tests are telling us.

A homework programme was purchased for year 6 (SAT's Bootcamp) to help with maths, English and Writing. It was discussed that this is another layer of assessment and will help develop parent partnerships.

Behaviour:

Suspensions have dropped from this time last year, with only 1 child this year. Behaviour incidences have reduced dramatically. Physical aggression has not moved as much as the other incident types, this has been pinpointed to one year group so we are going to change their PSHE to help with this.

LC talked about the behaviour review with areas to improve reflected on. We will then work on these areas going forward. Looking at removing some of the rewards moving forward. The classroom codes of conducts have worked well this year.

Risk:

Attendance decline
Pupil at risk of PEX
LA Admission of CCC child
Teacher leaving in December
Safeguarding line
Cleaning contract
Kitchen issues

All risk discussed and noted.

Staff Survey:

	<p>Talked through the staff survey. Good results are communications, benefits and Trust perception. Areas to work on workload, ALT bespoke and career opportunities.</p> <p>GP asked: Can you update me on NPQ funding will this help with career opportunities? NH replied that this has been extended. We will look to offer these to staff again in spring term.</p>
6	<p>Confirm LGB member responsibilities</p> <p>GP: Curriculum KJ: Health and Safety & Safeguarding CM: SEND CH: PP & Sports</p> <p>KJ to help mentor CM in SEND where needed</p>
7	<p>Any Other Business</p> <p>Paula Candish in now full time Deputy Head</p> <p>Changing of the name from Sam Elms – Chairs of the Local Governing bodies have neem written to by our Head of Governance looking at the roles of LGB's. Email read out by CH. What should the name change be? 3 options: Local Academy Committee Local School Committee Local Advisory Committee GP: it is a concern using the term LAC also it would be good to know what the function is before we make the choice.</p> <p>KJ asked about complaints, are these getting put onto Every? PC replied yes they are.</p>
8	<p>Date of Next Meeting</p> <p>Thursday 3rd April – 13:00 – 16:00</p>

Action Points

Individual/s	Action	Due Date	Completed
PC	Gender split and national averages to add to the HoS report	03/04/2024	



The Active Learning Trust
ACTIVE LEARNERS • ACTIVE LEADERS • ACTIVE CITIZENS



GP, ML, GA	Attendance action plan to be sent to GP		
GP, ML, GA	Attendance data to be looked at from last year and sent to GP		
PC, NH	Develop parent partnership across the board.	Spring one	
GP, KJ, CM, CH	Training – Curriculum training on 16 th June 6pm-7pm	16/06/2024	