



Headteacher: Miss E. Green
 Burnsfield Street
 Chatteris
 Cambridgeshire
 PE16 6ET
 Tel: 01354 692323
 Email: office@kingsfield.cambs.sch.uk

Kingsfield Governors Meeting

Meeting date: Friday 19th January 2024

Agenda:

<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, Nicola Pickard</p> <p>Apologies received from: None</p>
2	<p>Declaration of Business/Pecuniary Interests & Conflicts of Interest</p> <p>The board is comprised of three members of the Active Learning Trust (GP, KJ and CH) and two parents of children who attend Kingsfield (CH and NP).</p>
3	<p>Membership of the Governing Board / Committees & Statutory Requirements</p> <p>Active recruitment in the weekly newsletter.</p> <p>GP questioned historic size of Local Governing Body. KJ explained how Kingsfield had been an Interim Executive Board for several years. As an LGB 2 parent governors and 4 trust members are required. GP suggested specific roles can be finalised once membership is. KJ and Lynsey Holzer to advise.</p>
4	<p>Minutes of the Last Meeting</p> <p>It was deemed that due to the last meeting being a year ago and under Kate Coates, that past minutes were not necessarily relevant to the topics being currently discussed.</p>
5	<p>Termly Report to Giverning Body</p> <p>With the original meeting planned for before Christmas, EG explained that the report would be quite different now if the meeting had gone ahead then.</p> <p>EG reported on:</p> <ul style="list-style-type: none"> Establishing new values with staff input, building an identity that focuses on celebration, a language to share, common aim and improvement for learning behaviours. New values are discussed daily with pupils and staff and a weekly award assembly has taken place since October that parents are invited into. Has been a positive experience. School Improvement Plan (SIP). Has been created and shared with staff,



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	<p>providing the evaluations and milestones for this half term. Priorities are the quality of education, SEND, behaviours for learning, community engagement and cohesion. Work is being done on the curriculum, this is going to be coming later on Everything weaves back into the SIP, which has been shared with Lisa Corby (LC), LH and CH. KJ and GP had not received, CH to share.</p> <ul style="list-style-type: none"> • Staff Development Schedule – This includes the training, focus, intended impact and impact review which has been mapped out for this half term with SLT and feeds back to the SIP. Everything is shared with staff who have fed back to LC that they enjoying the way CPD is being delivered. • Community Engagement – A newsletter is sent weekly, this is not new for KPS parents. There have been a number of events (class assemblies, school trip and SAT's meetings) recently that parents have been invited into the school for. Attendance has been very good and there has been a lot of engagement. EG has outlined specific challenges in the report that are acted upon immediately. • Early Years – The Trust has been working with EG, who is hopeful that the canopy will be up and the ground work in the Early Years area started by February half term. KJ queried if money was required for this and EG confirmed these terms were on the capita programme. • High SEND numbers and lower than expected FSM number. KJ was surprised that the level of FSM was not as nationally high and EG explained that a lot of families are unable to claim for various complex reasons. There may be some confusion combined with Universal free meals in KS1. KJ may review how to word this matter on paper applications. • Attendance, reduced timetables and tackling persistent absences. EG is confident that a robust plan is in place and that PA will either improve or doors will open to tackle the more difficult issues with parents. Suspension levels are low and only occur for the absolute worst of incidents. The time is then used to positively integrate the child back into learning
6	<p>Academy Improvement Priority Theme – SEF Review</p> <p>Focus has currently been on the SIP. EG would like to write the SEF with SLT and the wider leadership team at a point when she can make judgements based on evidence. KJ confirmed that it is not a legal requirement to have one and all agreed it would be best practice and completed when possible.</p>
7	<p>Central Team/Academy Summative Reviews and Recommendations</p> <p>SEND has been positive and LC is pleased with the standards meetings. Shirley Young has been happy with almost all aspects of safeguarding but has wanted to discuss the strategic direction of attendance and behaviour.</p>
8	<p>Visit Reports from Local Governing Body</p> <p>KJ queried if EG needed a calendar of visits, who will ask if anything is required. EG invited GP to come into KPS in the near future for a learning walk.</p>



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9	<p>Policies</p> <p>Need to be reviewed and check that they are in date. Discussion on using the website review and KJ to check everything is as it should be. EG would like to rewrite the behaviour policy and reassess the attendance policy. Safeguarding is up to date. GP suggested that there are other primaries who have very up to date policies that may be useful.</p>
10	<p>Training Review</p> <p>KJ has accessed all training since the start of the school year and CH has completed all statutory training. There is Governor training in the week commencing January 22nd and a conference in April. Discussion on induction training for any new members and that understanding that this is an expectation for any possible candidates.</p>
11	<p>Any Other Business</p> <ul style="list-style-type: none"> • GP and KJ are not receiving emails from EG which needs to be investigated. EG has had to use an alternative email during some of the time she has been here due to previous staff members accessed the head email. IT have been investigating and the issue is more complex than changing the password as previous users still have access from their personal devices. • Website – This is currently under review by Schudio who are offering a complimentary refresh. NP is currently working on this supplying images and a new sitemap in order to reduce the current number of pages. CH is happy to help and there was discussion on how best to use the website as a potential marketing opportunity to promote to new starters and nursery children. • Discussion continued on the low numbers and that there is a noticeable drop in admissions for the years that Cromwell are offering. The numbers from the LA are looking low but we are unable to guess application figures until they are officially released. More houses are still due to be built in the area which should increase figures in the future.
12	<p>Date of next meeting</p> <p>Friday 23rd June 2023 at 9.30am</p>

13. Action Points

Individual/s	Action	Due Date	Completed
EG/KJ	Introduction of new potential Governor to the Board	Jan 24	
GP/EG	Obtain Sonar Tracking system	Jan 24	
EG	Inform the Board of new parent Governors	Jan/Feb 24	
EG/GP/KJ/CH	Rectify email issues	Jan/Feb 24	
GP/KJ/CH	Digest reports on Perspective (Point 7)	Jan/Feb 24	



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GP	Liaise with LH about the direction of the LGB	Feb 24	
NP/CH	Website review	Feb 24	
KJ	Review current reports	Feb/Mar 24	