

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON MONDAY 4th DECEMBER 2024 at 6.00 pm

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED ROLE	Attended Y/N
Lis Stock	Co-opted Governor	3 April 2026	Chair	Y
Germaine McKinnon	Ex-officio			Y
Sanchita Chaudary	Staff Governor	3 April 2026		Y
Sadia Soni	Parent Governor	3 April 2026		Y
Annisia Cherif	Staff Governor	2 January 2027		Y
Amanda McKenzie	Community Governor	3 April 2026	Vice-chair	Y
Nigel Smith	Community Governor	3 April 2026		Y
Michela James	Parent Governor	4 December 2026		N
Vacancy	Community Governor			
Vacancy	Community Governor			
In Attendance				
Alex Scoppie	Potential Parent Governor			Y
Lucy Coleby	Potential Community Governor			Y
Emilie Morris			Deputy Headteacher	Y
Nicki Green			Governance Professional	Y

AGENDA NON CONFIDENTIAL

ITEM NO	ITEM	Action	Due
1.	WELCOME AND APOLOGIES All were welcomed to the meeting. Michela James sent her apologies. Lucy Colby and Alex Scoppie introduced and provided some background information about themselves.		
2.	DECLARATIONS OF INTERESTS No declarations of pecuniary interests were declared for the items on the meeting agenda.		
3.	MINUTES OF THE LAST MEETING The minutes of the LGB meeting held on 25.09.23 were declared a true reflection of the meeting.		
4.	MATTERS ARISING To review and update actions from the previous meeting.		

	<table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>13.3.23</td><td>5. e</td><td>Photograph and writing information required from SS. 03.07.23. Have a photograph of SS need write up, then all pen portraits will be complete to add to the school website</td><td>SS/GM</td><td>25.09.23</td></tr><tr><td colspan="5">Update- SS is to send GM the same details as she has provided to Bosworth Academy-Action CFD to the next meeting. 04.12.23 it was confirmed that SS photo and blurb had been received for pen portrait to be completed- Action Closed</td></tr><tr><td>13.3.23</td><td>11</td><td>Update regarding the disabled access ramp. 15.5.23- A site meeting has taken place, and Sarah Mayes has been invited to visit the school. Update to be provided to LGB following Sarah's visit. 3.7.23, awareness was raised, but no confirmed response from the trust. Staff members have been asked to be trust lead on disability and equity. They will ensure site access issues are raised with the CEO</td><td>GM</td><td>25.09.23</td></tr><tr><td colspan="5">Update- Due to RAAC taking priority for Trust site work teams, no further action has been taken. Action CFD to the next meeting. GM confirmed that the school is RAAC free, and a letter has been sent to parents to confirm this. 04.12.23 a site survey has been completed; this is a rolling agenda item for site meetings- Action CFD</td></tr><tr><td>03.0.23</td><td>6</td><td>Chair 360 review to be sent to LGB and results collated</td><td>NG</td><td>25.09.23</td></tr><tr><td colspan="5">Update- The chair 360 review has been emailed to LGB for completion. A reminder to be sent to those who haven't completed and results to be collated. 04.12.23 item on agenda Action Complete</td></tr><tr><td>03.7.23</td><td>8</td><td>Homework is to be included as an agenda item to review changes made and any impact</td><td>GM</td><td>04.12.23</td></tr><tr><td colspan="5">Update- included as an agenda item. Action complete</td></tr><tr><td>03.07.23</td><td>10</td><td>Completed updated version of the strategic wheel to be shared with governors</td><td>GM</td><td>25.09.23</td></tr><tr><td colspan="5">Update- Included as agenda item- Action complete</td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	13.3.23	5. e	Photograph and writing information required from SS. 03.07.23. Have a photograph of SS need write up, then all pen portraits will be complete to add to the school website	SS/GM	25.09.23	Update- SS is to send GM the same details as she has provided to Bosworth Academy-Action CFD to the next meeting. 04.12.23 it was confirmed that SS photo and blurb had been received for pen portrait to be completed- Action Closed					13.3.23	11	Update regarding the disabled access ramp. 15.5.23- A site meeting has taken place, and Sarah Mayes has been invited to visit the school. Update to be provided to LGB following Sarah's visit. 3.7.23, awareness was raised, but no confirmed response from the trust. Staff members have been asked to be trust lead on disability and equity. They will ensure site access issues are raised with the CEO	GM	25.09.23	Update- Due to RAAC taking priority for Trust site work teams, no further action has been taken. Action CFD to the next meeting. GM confirmed that the school is RAAC free, and a letter has been sent to parents to confirm this. 04.12.23 a site survey has been completed; this is a rolling agenda item for site meetings- Action CFD					03.0.23	6	Chair 360 review to be sent to LGB and results collated	NG	25.09.23	Update- The chair 360 review has been emailed to LGB for completion. A reminder to be sent to those who haven't completed and results to be collated. 04.12.23 item on agenda Action Complete					03.7.23	8	Homework is to be included as an agenda item to review changes made and any impact	GM	04.12.23	Update- included as an agenda item. Action complete					03.07.23	10	Completed updated version of the strategic wheel to be shared with governors	GM	25.09.23	Update- Included as agenda item- Action complete						
DATE	ITEM NO	ACTION	BY WHO	WHEN																																																						
13.3.23	5. e	Photograph and writing information required from SS. 03.07.23. Have a photograph of SS need write up, then all pen portraits will be complete to add to the school website	SS/GM	25.09.23																																																						
Update- SS is to send GM the same details as she has provided to Bosworth Academy-Action CFD to the next meeting. 04.12.23 it was confirmed that SS photo and blurb had been received for pen portrait to be completed- Action Closed																																																										
13.3.23	11	Update regarding the disabled access ramp. 15.5.23- A site meeting has taken place, and Sarah Mayes has been invited to visit the school. Update to be provided to LGB following Sarah's visit. 3.7.23, awareness was raised, but no confirmed response from the trust. Staff members have been asked to be trust lead on disability and equity. They will ensure site access issues are raised with the CEO	GM	25.09.23																																																						
Update- Due to RAAC taking priority for Trust site work teams, no further action has been taken. Action CFD to the next meeting. GM confirmed that the school is RAAC free, and a letter has been sent to parents to confirm this. 04.12.23 a site survey has been completed; this is a rolling agenda item for site meetings- Action CFD																																																										
03.0.23	6	Chair 360 review to be sent to LGB and results collated	NG	25.09.23																																																						
Update- The chair 360 review has been emailed to LGB for completion. A reminder to be sent to those who haven't completed and results to be collated. 04.12.23 item on agenda Action Complete																																																										
03.7.23	8	Homework is to be included as an agenda item to review changes made and any impact	GM	04.12.23																																																						
Update- included as an agenda item. Action complete																																																										
03.07.23	10	Completed updated version of the strategic wheel to be shared with governors	GM	25.09.23																																																						
Update- Included as agenda item- Action complete																																																										
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP a. To note the Community Governor vacancies and receive an update on recruitment. Sadi Soni agreed to transfer to a community governor role to fill an existing vacancy and to free up her role as a parent governor. The governors voted to accept her on the board as a community governor. Alex Soppie has taken up the vacant parent governor position. LS advised that she will be taking a leave of absence from the LGB for the Spring term, which GM and the trust board have authorised. AM will be covering as chair during her absence. b. To note any term of office that will cease before the next meeting.																																																									

	<p>No terms of office are due to end before the next meeting.</p> <p>c. To ensure skills audits have been completed by all governors for academic year 23/24</p> <p>Skills audits have been emailed before the meeting for the LGB</p> <p>d. Ensure the School website and GAIS are compliant-</p> <p>An overview of the new school website was provided. The LGB thanked Taylor Brookes for the hard work she had put into creating a website that is reflective of Kingsway.</p> <p>e. To note any Governor Training undertaken since the last meeting and any future MAT training-</p> <p>In-house training on governor visits has taken place</p>		
6.	<p>LGB REPORTS</p> <p>Blank Copies of the Chair 360 review were provided during the meeting for completion.</p> <p>Skills Audits were provided for those who haven't already completed them to fill in during the meeting.</p>		
7.	<p>CHAIR UPDATE</p> <ul style="list-style-type: none"> Finance training update <p>The last chair's meeting had incorporated finance training, which gave an overview of how to scrutinise the budget reports.</p> <ul style="list-style-type: none"> Suspension Panel request <p>It was highlighted that the trust is looking for governors to volunteer to be members of suspension panels. Several panels are required before the end of the term, and any help would be much appreciated. A request was put to governors to complete the Doodle Poll that had been sent out with their availability</p> <ul style="list-style-type: none"> MAT training Schedule- Training 23/24 <p>The MAT now uses Governor Hub as a booking system to book MAT training. This link provides access to up-and-coming MAT training sessions. Governors were encouraged to book any sessions that they may find useful to support them in their role.</p> <p>A reminder was given that Safeguarding and Prevent training needs to be completed before the end of the term.</p> <ul style="list-style-type: none"> LGB Draft Action Plan Draft LGB Action Plan <p>The draft action plan is to support the LGB's development. The action plan consists of the priorities taken from the health check completed last term. The LGB were taken through the 6 points noted in the action plan and agreed to them. It was agreed that this would be an agenda Item to be updated during meetings going forward.</p>		
8.	<p>HEADTEACHERS REPORT</p> <p>Kingsway SPW review</p> <p>The collaborative strategic plan was initially compiled in the summer term and has been refined to ensure it remains fit for purpose. The review is of the progress made since September up to half term. It is a 3-year strategic plan to help embed and develop it, so many of the points covered have been evaluated as exploring, emerging and embedding rather than embracing or excelling. The review indicates evidence for the decision and the next steps to achieve the criteria.</p> <p>Current areas for focus are a robust monitoring system</p>		

	<p>Initiatives providing value, Change in the accountability of TA's, through training and shared agreements with teachers they are more empowered to provide quality support.</p> <p>Q. Monitoring has been a struggle with all the different priorities since the start of the term. Is there any way you can see yourself addressing that?</p> <p>A. We need to be more systematic about how we do monitoring and consider how best to approach it for Kingsway. We plan to agree on the approach and start monitoring next term. This will provide the opportunity to revisit the many initiatives introduced this term and monitor and review their impact. A brief overview of the initiatives that have been implemented to ensure that the school continues to improve was provided, with teaching and learning central to the strategies being used.</p> <p>Staff absence was highlighted as being impactful on what the school has been able to implement. Addressing unexpected behaviour problems with children has taken up staff capacity and has further impacted the implementation of changes to support the strategic plan.</p> <p>As governors have access to the MET, they may be able to plan visits around when monitoring is showing on the schedule, which would be a good way to provide support.</p> <p>Q. One of the criteria shows exploring. Have the next steps for this been set up, or is that due to happen?</p> <p>A. That is to flag what needs to happen next and to ensure there are plans in place for these to happen.</p> <p>Q. Are you getting the support you need from the MAT?</p> <p>A. Definitely</p> <p><u>HT Commentary Report</u></p> <p>The headteacher report is completed in collaboration with the SLT. Since the HT report was written, we have received a positive phonics review showing good progress. The impact of TAs has been positive, and a play therapist has been successfully introduced at the burrow. AC was thanked for qualifying as a Team Teach trainer, which helps make schools safer and supports the trust with training.</p> <p>Following a safeguarding review, the process for new staff is more thorough. There are a couple of families who are supported via child-in-needs meetings. The start of the academic new year was unsettled due to some EYFS children having very complex needs that have taken up more staff capacity than anticipated and have affected behaviour. Due to this, the number of suspensions has increased in line with the behaviour policy. This has given the staff time to consider how best to support these children going forward. We have been well supported by the trust with this matter.</p> <p>It was highlighted that the governors had been kept well informed of the challenging term the staff has had. They were pleased to note that support had been provided and an action plan had been agreed upon.</p> <p>Persistent absence is in line with national averages. Staff attendance has been impacted by Covid, sickness bugs and a couple of long-term absences who have resigned. We are being creative with recruitment and filling positions as we have had a directive to reduce costs.</p> <p>Q. Do we have any way of controlling the quality of supply staff?</p> <p>A. We have several CVs to look at for potential long-term supply and will be looking for the most experienced staff who meet our needs.</p>		
--	--	--	--

	<p>The communication support worker for a child with a cochlear implant has resigned due to the salary not matching their living costs. There is no further money to increase the salary offered. If we struggle to recruit for this necessary position, we may have to approach SENA for more funding for the child.</p> <p>The end-of-year data has been shared with all staff, and there was considerable concern that it was so low. We have an action plan for year six (primarily Maths), which has been refined in conjunction with the MAT primary heads. A trial of mixing yrs 5 & 6 for maths at the beginning of the year was unsuccessful, and a decision has been made to revert back to year groups with streaming. The mock SATS and revision timetables have been brought forward to give us longer to monitor the children to ensure they are on target to reach their anticipated grades. Reading coaching has been introduced with some of yr 6 to improve their stamina for reading the SAT questions. The expectation is that improving reading fluency will positively impact writing and vocabulary.</p> <p>KS1 will be taking the phonics SATs this year, which are optional and a target of 80% has been set, as an improvement needs to be shown on last year's data.</p>		
9.	<p>ANNUAL PUPIL PREMIUM REPORT</p> <ul style="list-style-type: none"> • Review of the previous year's strategy and impact. • Scrutiny of strategy for the current year <p>The plan for this year has been written in line with the strategic plan for the school. There is a low number of PP at the school, and the plan is devised to ensure that children have the opportunity to gain cultural capital through their experience. PP has been used to fund reading support as it's the primary focus for this year.</p> <p>A comment was made that it can be challenging for schools with low PP to fund additional support, and the strategy for how the funding will be spent based on limited PP income is excellent.</p>		
10.	<p>SAFEGUARDING UPDATE</p> <ul style="list-style-type: none"> • Safeguarding – support and challenge visit. <p>The support and challenge meeting completed in conjunction with BW, was beneficial. We provided input on how we perform within the 20 sections of the proforma. The school is green in most areas and has agreed next steps for where we are not currently meeting the full criteria requirements.</p> <ul style="list-style-type: none"> • Safeguarding Visit Report. <p>As part of the governor's visit, the Single Central Register was reviewed, and everything agreed to be in order. During the visit, LS was pleased that she had the opportunity to speak to staff and pupils about their understanding of safeguarding.</p>		
11.	<p>CONSIDERATION NEW GOVERNOR</p> <p>LC, following observing the meeting process and details discussed, agreed that she would like to stand as a community governor. The governors voted her on to the LGB as a community governor.</p>		
12.	<p>BUDGET REPORT</p> <ul style="list-style-type: none"> • Period 2 Kingsway Line Numbers report 		

	<ul style="list-style-type: none"> • Period 2, The Burrow Line Number Report <p>LS provided an overview of the finance training from the chairs' group meeting. The training clarified governors of not being responsible for finance but giving reassurance that the school finances are on track and any variances in the budget are brought to the trustee's attention with mitigation details. The headteacher's role is to work with the budget and liaise with the hub finance lead.</p> <p>It was brought to the governors' attention that 75% of the supply budget has been spent so far this year and a deficit is anticipated by the end of the year. The main reason is staff absences and the need for additional supply staff. Staff have incorporated as much additional work as possible to reduce the need for supply staff, but things such as monitoring have started to slip. We hope to reduce the potential deficit through creativity with staffing requirements. It was highlighted that electricity costs had been underbudgeted by approx. £12K, which will add to the expected deficit. A discussion was held around marketing and how the trust primary heads are working together to agree on a marketing strategy which would make them the primary of choice in the areas they are situated in and, therefore, increase revenue.</p>		
13.	<p>POLICIES</p> <ul style="list-style-type: none"> • Equality Policy – Was noted as a trust policy to be adopted • Child Protection Policy <p>The Safeguarding policy has been renamed Child Protection policy in line with the local authority. It was agreed that the policy should be signposted as Safeguarding as child protection fits in with this along with the school's ethos and it is a more familiar term for parents. With the change of title to safeguarding, the policy was approved.</p> <ul style="list-style-type: none"> • Attendance Policy <p>Was approved by governors at the meeting</p> <ul style="list-style-type: none"> • Kingsway Religious Observance Leave of Absence Request Form <p>It was approved as part of the attendance policy.</p> <p>Q. Is a similar request form available for staff?</p> <p>A. There is a time off request form for staff which incorporates all types of leave requirements.</p>		
18.	<p>AOB</p> <ul style="list-style-type: none"> • There was no AOB. 		
.	<p>DATE AND TIME OF NEXT MEETING</p> <ul style="list-style-type: none"> • Dates for LGB meetings- academic year 23-24 29 January 2024, 6 pm start 04 March 2024, 6 pm start 13 May 2024, 6 pm start 24 June 2024, 6 pm start 		

SS Left the meeting at 7.05 pm.
The meeting closed at 7.55 pm.