

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON MONDAY 04 MARCH 2024 at 6.00 PM

Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	Attended Y/N
Lis Stock	Co-opted Governor	3 April 2026	N
Germaine McKinnon	Ex-officio		Y
Sanchita Chaudary	Staff Governor	3 April 2026	Y
Sadia Soni	Community Governor	03 December 2027	N
Annisia Cherif	Staff Governor	2 January 2027	N
Amanda McKenzie	Community Governor	3 April 2026	Y
Nigel Smith	Community Governor	3 April 2026	Y
Michela James	Parent Governor	4 December 2026	Y
Alex Scoppie	Parent Governor	3 December 2027	Y
Lucy Coleby	Community Governor	03 December 2027	Y
In Attendance			
Emilie Morris	Deputy Headteacher		Y
Nicki Green	Governance Professional		Y

AGENDA NON CONFIDENTIAL 04.03.24 Meeting folder

04.03.24 Meeting folder

ITEM NO	ITEM	Action	Due										
1.	WELCOME AND APOLOGIES All were welcomed to the meeting												
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 29.01.24 were declared a true reflection of the meeting.												
4.	MATTERS ARISING To review and update actions from the previous meeting. <table border="1"><thead><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr></thead><tbody><tr><td>13.3.23</td><td>11</td><td>Update regarding the disabled access ramp. 15.5.23- A site meeting has</td><td>GM</td><td>04.03.24</td></tr></tbody></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	13.3.23	11	Update regarding the disabled access ramp. 15.5.23- A site meeting has	GM	04.03.24		
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		<p>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 equality. They will ensure site access issues are raised with the CEO. 25.9.23- RAAC has been the priority. Item to remain on actions. 04.12.23 a site survey has been completed; this is a rolling agenda item for site meetings- 29.01.24 Plans for a disabled access ramp have been included in the meeting folder. The plans also include changes to entrances and some internal alterations for improvements and to accommodate the new entrance. The project will have 2 phases with the ramp taking priority. The action is to remain open for LGB to receive regular updates on progress</p>				
		<p>Update- There are no further updates regarding the ramp. The main premises person has left, and a replacement will be starting shortly who will continue to focus on the ramp project – Action CFD.</p>				
	29.1.24	5a	Community governor recruitment- wording of trust governor job description to be supplied to aid in the writing of adverts to be placed in community communications	NG/GM/AS	04.03.24	
		<p>Update- Braunstone Life Community newspaper has been contacted and they advised an article/advert regarding community governors would need to come directly from HT. AS has supplied contact details for GM to follow up on. Action CFD</p>				
	29.01.24	5d	provide an introduction to who they are with a photo to GM for inclusion on the school website	AS/LC	04.03.24	
		<p>Update – Action CFD</p>				
	<p>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</p> <p>a. To note the Community Governor vacancies and receive an update on recruitment and the constitution of the LGB. Discussed during matters arising.</p> <p>b. To note any term of office that will cease before the next meeting. No terms of office are due to end before the next meeting.</p> <p>c. To note any Governor Training undertaken since the last meeting and any future MAT training- To be completed Safeguarding, Prevent and GDPR LC confirmed that she had completed all mandatory training and had signed up to undertake Stakeholder engagement and GDPR training the following week. I</p>					

	<p>reminder was given that the National College GDPR course is mandatory for all governors.</p> <p>d. To note any Governor visits since the last meeting</p> <p>No governor visits have taken place since the last meeting. Visits have been scheduled for the rest of the academic year.</p>		
6.	<p>STAKEHOLDER SURVEYS</p> <p>Trust Parent, Pupil and Staff surveys have taken place and the data from these were shared with the LGB in advance of the meeting. The data from the surveys that have taken place since spring 2023 was also provided for comparison. It was highlighted that a low number of surveys had been completed and this was attributed to the quick succession of surveys that stakeholders are asked to complete and having insufficient time to act on the results.</p> <p>Overall, the results show a positive picture. Staff results show the impact of changes being made to become an efficient and effective school. Changes are being made in the best interest of the children, but staff are impacted by a change in the culture being asked to adopt different work practices.</p> <p>The data from parent surveys are mainly positive.</p> <p>Q. A higher % of parents have indicated a concern with how bullying is dealt with compared to previous surveys, do you think that is an indicator of a rise in bullying?</p> <p>A. We accept that bullying does happen in the school, but I think this is more reflective of the focus we give to bullying in school and highlighting unacceptable behaviour and that children feel comfortable reporting incidents to us. However, communication with parents on what is being delivered to pupils and how restorative practices are used could be improved.</p> <p>Q. Do you have a follow-up conversation with the child who has reported the bullying?</p> <p>A. It's part of the restorative practice, the child who has done the bullying hears how their actions have impacted the other child. Providing a holistic approach.</p> <p>A discussion was held on the different ways the school communicates with parents to keep them informed about what children are learning, including half-term curriculum booklets.</p>		
7.	<p>HEADTEACHERS REPORT.</p> <p>The HT report had been shared for governors to read in advance of the meeting. The report is created in conjunction with the SLT to ensure the positive practices within the school are accurately relayed to trustees.</p> <p>A highlight has been the well-being café set up for Children's Mental Health Week.</p> <p>Q. Is it available every lunchtime?</p> <p>A. Three lunchtimes a week, with each day being used by different year groups.</p> <p>Q. Following the mobile phone issue, is online safety covered as part of the curriculum?</p> <p>Q. Yes, we are good at adapting the curriculum to ensure we are reactive to issues that need to be addressed. Examples of how reactive changes had taken place were provided.</p>		

	<p>An update on attendance was given including, that there are a few pupils on part-time timetables that are being regularly monitored to ensure the provision is right for them. Attendance data shows that yr1 disadvantaged pupils are lower than other groups. This was attributed to a small number of parents not prioritising schooling and understanding the importance of attendance. Part of the long-term strategy will be to involve teachers more in building relationships with parents and children to encourage reluctant attendees.</p> <p>There is a vacancy for a communication support worker to fulfil the needs of a pupil's ECHP, which is proving difficult to recruit for. Everything possible is being done to support the pupil including contacting the LA and deaf support agencies to get the advert out to relevant people.</p> <p>Reading is going well; most teachers have been trained to deliver a consistent approach to shared and guided reading. This has helped TAs to understand their role within reading and to feel more valued. The next step is to quality monitor consistently.</p> <p>An update on MAT-wide Equality issues is a new requirement for the HT report to trustees. The details of the points made in the report were reflected upon. There were no further questions regarding the HT's report.</p> <p>Achievement Data, there has been a recent reset as data was not looking as positive as had been anticipated. Several actions have been put in place to reduce the gaps. Year 5 & 6 teachers were thanked for their work and understanding whilst putting the changes in place. Classes have changed from 3 mixed classes to 2 year 6 classes, to allow more focus on SATs. This is due to not tracking as close to national data as anticipated.</p> <p>Q. Are pupils provided with revision books?</p> <p>A. Yes, they are provided with books and strategies on how to attempt questions, time management and other techniques.</p>		
8.	<p>SAFEGUARDING</p> <p>A presentation is included in the meeting folder which provides the details of the recent support and challenge meeting, empathising what went well and the next steps.</p> <p>It was highlighted that participating in trust-wide safeguarding meetings has allowed for best practices to be shared amongst safeguarding leads, which Kingsway has benefited from.</p> <p>A filtering and monitoring audit is expected to gauge if systems are adequate to filter what pupils are typing and if concerns are being flagged appropriately. The information from the audits has been used to inform the safeguarding policy.</p>		
9.	<p>DATA HEADLINES</p> <p>An overview of the attainment data of what level pupils were working at using details from the February data drop was given.</p> <p>The aspiration is for 80% of each year group to be working at expected or above expected levels.</p> <p>Data from the autumn term indicated that approximately 40% of children were working at the required levels. The focus has been on the pupils who are performing just below the expected level. It is envisaged that with the correct interventions, modelling, scaffolding and teaching planning these children will</p>		

	<p>have made the required improvements to be at the age-related standard by the end of the year.</p> <p>Moderation has taken place with teachers from the trust primaries to clearly understand what the age-related standards are and what is expected. Which helps to keep the data accurate.</p> <p>The data picture is below where it should be, but there are strategies in place that will impact this before the end of the academic year.</p> <p>Year 6 and year 2 (SATs are optional) are being supported with the necessary skills to help them perform well in their SATs. Along with year 1 support with phonics and multiplication checks.</p> <p>A. What has happened with year 6 pupils that more pupils are at the expected levels?</p> <p>A. Through teacher input and triangulating summative data.</p> <p>Q. Could the same approach be used across other year groups?</p> <p>A. It is happening in other year groups, but it is quite time-consuming and that is why the focus has mainly been year 6. Once we have learnt from this approach it will be rolled out across other year groups.</p> <p>Insight, a data tracking system is being used and the more data that is input helps to build a better picture of individual pupils and how they are performing. It will help with gaining an understanding of which interventions have helped a pupil to improve.</p> <p>Year 3 writing was highlighted as a priority. The children in year 3 abilities may have been impacted by the quality of teaching in earlier years. The teaching quality has now been addressed. Improving the writing ability in year 3 is now the focus.</p> <p>Q. Is the teaching focus on the children who are scoring just below in getting them to the expected level?</p> <p>A. Yes, that is the priority.</p>		
10.	<p>RISK REGISTER</p> <p>An updated Risk Register is included in the meeting folder. An explanation of what the Risk Register is and how it is used to capture risk was given for the benefit of new governors.</p> <p>Since the last time the register was reviewed an additional risk has been added to Row 31 regards the inability to recruit a communication support worker.</p> <p>Q. Is the student in school at present?</p> <p>A. They are in school, but their EHCP states that they need a level 3 BSL-qualified communication worker to help them understand and access the curriculum. They are coping but missing out on much of the curriculum.</p> <p>Q. How often is the register reviewed?</p> <p>A. Once a term.</p> <p>In response to a question, it was confirmed that SLT are spending more time in classrooms, which is reducing the amount of coaching and monitoring that is being completed.</p> <p>Q. How much is falling pupil numbers a concern regarding funding? Is there a point when it will become critical?</p> <p>A. The projection for next year's foundation is 28, which is below the PAN of 45. This may increase before the new year starts, we are working with DB (executive head) on structure staff to manage the situation.</p> <p>Q. What is the reason for the low numbers?</p>		

	<p>A. There is a new school close by which is attracting a lot of families and there are a few other options to choose from.</p> <p>As Kingsway is slightly hidden from view a discussion was held on how best to prompt the school within the local community. Including if going into nurseries as part of the transition process would be viable.</p> <p>Action: Provide an update on pupil numbers for next year, once official numbers are received in April</p>	GM	13.05.24
11.	<p>POLICIES</p> <p>Trust-approved policies to be noted.</p> <ul style="list-style-type: none"> • Charging and Remissions Policy • Trustee and Governors Allowance Policy <p>Governors acknowledged the trust policies and noted that these should be used going forward.</p> <p>School Policies</p> <ul style="list-style-type: none"> • Pupil mobile phone Policy <p>Approved via Governor Hub in advance of the meeting. GM confirmed that the policy is now in operation.</p> <ul style="list-style-type: none"> • Emergency procedure-trips and visits policy appendix • Educational visits policy • Anti-bullying Policy • Behaviour Policy <p>The policies have been approved by the LGB for adoption by the school. A comment was made on how detailed the behaviour policy is and its lot of information for staff to retain. A suggestion of having a visual flow chart of the salient points was made.</p> <p>Action: AM to share examples of posters other trust schools display in classrooms as a visual reminder of how behaviour should be managed. GM to see if they are suitable to be adapted for Kingsway and add as an appendix to the approved policy</p>	AM/GM	13.05.24
12.	<p>AOB</p> <p>It was clarified that governors have access to National College for them to complete mandatory training and they can also undertake any other training offered by NC that they feel will help them in their role. Emily offered to set governors up on NC if they are struggling to gain access.</p>		

The Meeting closed at 7.30 pm.