

MINUTES OF THE LOCAL GOVERNING BODY MEETING HELD ON MONDAY 23rd SEPTEMBER 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	Y
Germaine McKinnon	Ex-officio		Y
Sadia Soni	Community Governor	03 December 2027	N
Amanda McKenzie	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
Hamish Surti	Support Staff Governor	12 May 2028	Y
Amber Timson	Staff Teaching Governor	23 June 2028	Y
In Attendance			
Emilie Morris	Deputy Headteacher		Y
Camille London – Miyo	Observer		Y
Nicki Green	Governance Professional		Y

AGENDA

NON CONFIDENTIAL

[23.09.24 Meeting folder](#)

ITEM NO	ITEM	Action	Due
1.	WELCOME AND APOLOGIES All were welcomed to the meeting. AM joined the meeting online. A leave of absence for SS has been agreed until January 2025. CLM was welcomed as an observer to the meeting with a view to becoming a Community Governor. It was advised that NS had resigned as a community Governor due to commitments, and his resignation has been accepted		
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 24.06.24 were confirmed as an accurate reflection of the meeting held		
4.	MATTERS ARISING To review and update actions from the previous meeting.		

DATE	ITEM NO	ACTION	BY WHO	WHEN		
13.3.23	11	<p>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 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. 04.03.24 There are no further updates regarding the ramp. The main premises person has left, and a replacement will be starting shortly who will continue with the focus on the ramp project. 13.5.24 Phase 1 of the ramp has been approved with the build to take approx. 8 weeks with the work due to start in the summer. Consultations have taken place to ensure the design is fit for purpose and allows wheelchair access 26.06.24 Following the tender process, a contractor has been selected, and meetings have taken place to agree on summer start dates for the build.</p>	GM	24.06.24		
<p>Update- The ramp has been built; there is a couple of finishing touches to complete before it is ready for use. Everyone was thanked for their support in getting this project completed- Action Closed.</p> <p>Q. Did the build include the alterations to reception and toilets previously discussed?</p> <p>A. That is phase 2 of the project which will commence next year</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. 04.03.24 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 13.5.24 AS agreed to write a Blurb for Braunstone Life and GM will provide photographs of students to be included as part of the write-up. 24.06.24 The article for Braunstone Life will be a broader piece. Celebrating Kingsway community, the upcoming jubilee and a request for community/associate Governor.	NG/GM/AS	24.06.24	
Update- AS was thanked for the work he had put into the article regarding Kingsway published in Braunstone Life. – action closed					
24.06.24	6	An update on the inclusion team and how changes are working to be provided in 2 nd meeting of the autumn term.	GM	02/12/24	
Update – Update provided as part of the agenda – Action Closed					
24.06.24	8	Completed details from the annual governor visit questionnaire to be reviewed at the next LGB	LS	23.09.24	
Update- included as part of Item 8 – Action closed					
24.06.24	9	Governor visit dates are to be added as an agenda item for the first meeting of the autumn term to agree on visit dates for the academic year	ALL	23.09.24	
Update- Included as part of item 12- Action closed					
24.06.24	9	Results of the Governance Health check are to be collated and distributed before the next meeting	LS/NG	23.09.24	
Update- Included as part of item 10- Action Closed					
24.06.24	10	A draft action plan to be created and to be circulated for governor approval outside of the LGB, ready for the new academic year	LS	23.09.24	
Update- Included as part of item 10- Action Closed					

	24.06.24	14	The online safety policy is to be sent to NS for reformatting. Once completed, the policy is to be added to Governor Hub for LGB approval	NS/GM/NG	23.09.24		
	Update – Included as part of item 14- Action closed						
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP a. To note any vacancies and receive an update on recruitment (2 Community Governors). All Governors were reminded to contact suitable contacts and prompt community governor vacancies. b. There are no terms of office which are due to end before the next meeting. c. Governors were reminded to update and renew their Declaration of Pecuniary Interest and confirmations, including KCSiE, via Governor Hub. Instructions on how to do this have been sent to the LGB via Governor Hub. d. It was confirmed that Get Information about Schools is up to date. The Meet the Governors page on the Kingsway website must be updated to reflect the current LGB. Action Taylor to be notified of changes required to the Governance page on the Kingsway Website e. It was noted that the Life Scheme of Delegations 2024 is due to be approved by the trust board on 23/09/24. Once approved, it will be added to Governor Hub. f. It was noted that the LGB code of conduct is due to be approved by the trust board on 23/09/24. Once approved, it will be added to Governor Hub for the LGB to confirm they have read and understood as part of the yearly compliance updates g. It was noted that no governor visits have taken place since the last meeting. h. To confirm all governors have completed the skills audit 24-25 LC and AM were thanked for completing their skills audit, and the rest of the LGB were reminded to complete their skills audit and return to NG. i. To note any Governor Training undertaken since the last meeting- Reminder Cyber Security training to be completed by 30th September 2024 . An overview of the upcoming mandatory governor training requirements was provided. Information was given on non-mandatory training, including training for people who would like to develop into the chair of the LGB role. LS explained how the trust is working with NGA to provide ad-hoc trust training. They are looking at attending trust meetings to provide training, and LS gathered feedback on subjects and dates that the LGB would like to be considered for training sessions.					NG	02.12.24
6.	DATA Analysis A report on Pupil Outcomes 2024 was provided in the meeting documents						

	<p>GM highlighted that the school aims to achieve 80% across all subjects and year groups. Details of the challenges within EYFS from last year were provided, indicating that this had taken capacity away from focus areas, such as more writing opportunities in phonics.</p> <p>Q. Is writing always an area that children struggle with?</p> <p>A. Yes, it's usually the last area children get to grips with. I think this year's cohort will have similar challenges. There is one EHCP child who has settled very well.</p> <p>EYFS is well-planned and has had a positive start to the new year. The children are settled, teachers can do specific teaching, and support staff can facilitate learning at different stations. As a key strategy this year, staffing has been looked at.</p> <p>The increasing number of EAL children attending the school and the potential impact this could have on resources, adapting curriculum, and results were discussed. There is no designated staff member for EAL, but this is being considered for the future. It was explained how staff and older children who can speak other languages are being used to support EAL children. Opportunities for students to do peer mentoring (language ambassadors) were discussed.</p> <p>Q. Is there a designated EAL staff member in the other trust primary schools?</p> <p>A. Braunstone Frith has a support staff member who is a skilled EAL teacher. The other primary schools currently don't need EAL specialists</p> <p>Year 1 phonics increased from 60% to 67%. The potential impact of the high number of EAL children on this year's results was discussed. The new ECT teacher in year 1 will be supported and coached by the EYFS teacher who leads on phonics to ensure the children are on track.</p> <p>Multiplication check results were highlighted, with the focus this year on children increasing their ability to respond to multiplication questions automatically.</p> <p>Q. Have you considered how Times Tables Rockstars can be strategically used?</p> <p>A. We have found it to be a good tool for tracking and identifying gaps in children's knowledge. It doesn't teach times tables but is good for practice.</p> <p>The year 6 data was discussed, as well as the mitigating circumstances for these, lessons learnt and improvements that can be made with the current year 6. Kingsway is part of the trust primary year 6 focus group, which will support improvement initiatives.</p> <p>Q. Is the speed and stamina issue worked on before year 6?</p> <p>A. We do the NFER tests, which help children get used to taking tests. They are used to taking tests, but they could use more practice on speed of response so that it becomes more natural in year 6. Analysing the data from the tests helps to inform teacher practices.</p> <p>AM voiced that she knows the school may be dissatisfied by the year 6; however. The LGB knows how hard the staff work and that it's not always about results; whole child development also needs to be taken into consideration. Thanking the staff for all the hard work they have done</p>		
7.	<p>STRATEGIC UPDATE</p> <ul style="list-style-type: none"> • Strategic Wheel 		

	<ul style="list-style-type: none"> • Draft Strategic Plan <p>The draft VOST plan was also provided in the meeting documentation before the meeting. To finalise the document details, more information needs to be added to the column entitled What it will look like when complete.</p> <p>All staff have received a book focused on 5 strategies for assessment learning. This year's CPD and training will focus on using the book to support the quality of teaching and learning.</p> <p>There are 3 early finishes this day when staff from the trust primaries will have the same training to understand and work on strategies for effective feedback.</p> <p>Q. Is there anything in the Vost about narrowing the gap in gender outcomes?</p> <p>A. It wasn't something that had been prioritised, but we could consider incorporating this.</p> <ul style="list-style-type: none"> • Update on inclusion Team <p>A summary of the inclusion team was provided in the meeting documentation. An update was given regarding staff experience, responsibilities, priorities and next steps.</p> <p>Q. Is a member of the inclusion team the DDSL for the school</p> <p>A. Lydia is the DDSL for Dovebank and will support Kingsway in the absence of any other DSL. Tracey in Foundation will replace Gemma as the DDSL</p> <p>A discussion was had on ensuring that the staff members are clear about the roles and responsibilities of the inclusion team. So, they are contacting the right team member.</p> <ul style="list-style-type: none"> • Plan for Quality Teaching & Learning <p>The plan is in the VOST, action plan, and previously highlighted book. The trust director of teaching and learning is visiting fortnightly to support and offer direction. The SLT are working together to ensure clarity on what is being monitored and when.</p> <p>Amelia Smith, who leads on primary strategies, is supporting with a how-to-monitor timeline.</p> <p>The trust has been collaborative with the support they have provided. The SLT want the coaching and monitoring of staff to be accepted as part of the culture.</p>		
8.	<p>SAFEGUARDING</p> <p>Safeguarding Checklist</p> <p>As part of completing the checklist, children's voices were captured. Children clearly expressed that school is a positive, safe environment. The process identified some areas for the safeguarding governor to focus on this year.</p> <p>Focus 24-25</p> <ul style="list-style-type: none"> • Safeguarding visit to view online filtering and monitoring to see if the system is capturing everything it needs to • Mid-year staff arrivals to ensure onboarding processes are robust. 		

9.	<p>SPORTS PREMIUM</p> <p>The Sports PE 2023-24 spending overview was provided in the meeting documentation. Details of plans for 2024- 2025 were provided during the meeting.</p> <p>It was highlighted that previously, the school employed a sports coach as part of PPA cover; this is no longer affordable, and teachers are teaching PE. This change has had no adverse impact on the PE provision, and children's behaviour has improved in PE due to being with their teachers. It was acknowledged that some teachers are less experienced at teaching PE, and CPD has been implemented to support them.</p> <p>The clarity and helpfulness of the PE scheme the school is using was spoken about</p> <p>A suggestion was made for children to become active ambassadors to encourage participation in PE, get fit, and help run sports competitions. The school agrees this was a good idea, as different children may volunteer to participate and will look to implement it.</p> <p>It was clarified that swimming expenditures are not included in the sports premium. Swimming requirements are part of the national curriculum, and any funding the school provides towards swimming costs is taken from the GAG.</p>																										
10.	<p>LGB ACTION PLAN</p> <p>Draft LGB Action Plan 24-25.</p> <p>Governors Spent time in the meeting reviewing the action to see which areas linked to governor roles and areas of interest.</p> <p>Governors noted the need to consider staff well-being and the impact of changes and developments as part of any visits undertaken.</p> <p>Governors accepted the proposed action plan.</p>																										
11.	<p>Linked Governor Roles and Visits</p> <p>The following Linked Governor roles were agreed for 2024-25 With potential visit dates</p> <table><tr><th>Name</th><th>Role</th><th>visits</th></tr><tr><td>Lis Stock</td><td>Safeguarding</td><td>Termly, Checklist report Summer term</td></tr><tr><td>Lucy Coleby</td><td>SEND, Inclusion and Support</td><td>Spring 1</td></tr><tr><td>Michela James</td><td>Learning and Teaching</td><td>Spring 2</td></tr><tr><td>Amanda Mckenzie</td><td>Professional Learning</td><td>Autumn 1 or 2</td></tr><tr><td>Alex Scoppie</td><td>Authentic Curriculum</td><td>Autumn 2</td></tr><tr><td>Amber Timpson</td><td>Sports Premium</td><td>Summer 1 or 2</td></tr><tr><td>Hamesh Surti</td><td>Pupil Premium</td><td>Summer 1 or 2</td></tr></table> <p>A discussion was had about opportunities and the focus of visits, which should consider the areas within each quadrant of the strategic wheel. It was agreed that subject peer reviews are a good opportunity for governor visits to take place.</p> <p>Potential meeting dates and opportunities were agreed upon where possible.</p>	Name	Role	visits	Lis Stock	Safeguarding	Termly, Checklist report Summer term	Lucy Coleby	SEND, Inclusion and Support	Spring 1	Michela James	Learning and Teaching	Spring 2	Amanda Mckenzie	Professional Learning	Autumn 1 or 2	Alex Scoppie	Authentic Curriculum	Autumn 2	Amber Timpson	Sports Premium	Summer 1 or 2	Hamesh Surti	Pupil Premium	Summer 1 or 2		
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12.	<p>JUBILEE UPDATE</p> <p>Potential Jubilee Logos were shared, and feedback was provided on preferences, Planned Jubilee Events</p> <ul style="list-style-type: none"> • 13th Dec Christmas fundraising disco • 4th Apr Chocolate Tombola • 22nd May Memory Lane event for former pupils and staff • 28th Jun Summer Fayre • 2nd Jul Whole School Picnic <p>The Jubilee School Committee is having weekly meetings to plan events, the next one being on September 30th. Letters are being sent to potential sponsors to request specific items to support the jubilee. The governors agreed to help in any way they could and asked GM to contact them with areas where they could provide support.</p>		
13.	<p>POLICIES</p> <p>Life MAT Policy Guidance 2024</p> <p>The following trust policies were noted by the LGB</p> <ul style="list-style-type: none"> • Life MAT Child Protection Policy 2024-25 • Life MAT Attendance Policy 2024-25 • SEND Policy 2024-25 <p>Policies to be approved by LGB Online Safety Policy A request was made to make for a slight change in the AI section to say must rather than should carry out a risk assessment. Based on this change, the policy was approved.</p>		
14.	<p>AOB</p> <p>There was no AOB discussed at the meeting</p>		

The Meeting closed at 7.58 pm