



**THE NON-CONFIDENTIAL MINUTES OF THE MEETING OF THE
FULL GOVERNING BOARD OF KINGSMEAD PRIMARY SCHOOL
HELD AT THE SCHOOL ON THURSDAY 24th NOVEMBER 2022 AT 5.15PM**

Members of the Governing Board

Name	In Attendance	Governor Type	End of Tenure	Role
Kerry Galvin	✓	Co-opted Governor	01 Sep 2023	Co-Vice Chair of Governors
Paula Hammond	Apologies	Staff Governor	19 March 2023	
Louisa Jones	✓	Co-opted Governor	01 Sep 2023	Co-Vice Chair of Governors
Catriona Stewart	✓	Headteacher Governor	N/A	
Paul Touhy	✓	Co-opted Governor	01 Sep 2023	
Joanne Watkins	✓	Parent Governor	16 Jan 2023	Chair of Governors
Chris Atherton	✓	Co-opted Governor	25 Nov 2024	
Chris Reed	✓	LA Governor	25 Nov 2024	
Lucy Pittaway	✓	Parent Governor	10 th Dec 2024	
-Ada Chrys-Chikere	No apologies	Co-opted Governor	3 Feb 2026	
Louise Heywood	✓	Co-opted Governor	11 May 2026	
VACANCY		Co-opted Governor		
In Attendance				
Lisa Rutter Brown	✓	Associate		Deputy Head Teacher
Sam Taylor	✓			School Business Manager
Julie O'Shea	✓			Clerk to Governors

NON CONFIDENTIAL AGENDA

Time	Item
5.15	Item 3 was moved to this point in the meeting for staff wellbeing.



3. KS1 LEADER, EMMA MILLER AND EYFS LEAD, KAREN COTTON - PRESENTATION

Emma Miller the KS1 Phase Lead gave Governors an overview of KS1 writing and her work on NPQSL (national professional qualification for senior leaders). The following points were highlighted:

- The use of quality texts in literacy, time spent with the Literacy Company on moderation, books had been reviewed to ensure the use of a rich vocabulary.
- Information texts are relevant to other topics; the example of the Great Fire of London was shared.
- We encourage the children to understand the purpose and point of writing – we write for a purpose.
- We study the same texts with the older Year 2 and the younger Year 1 Children with differing learning objectives – the children had written their own versions of ‘Goldilocks and just one bear’ and shared these with other classes.
- Children had walked to the Fire station for a PHSE and Geography visit and then they had written to the staff thanking them. A local community scheme run by Tiger Trailers to teach road safety to the children had been engaging.
- Examples were shared with Governors the of EYFS -Good level of development, KS1 and end of KS1 expectations and progress. The main reason that children do not achieve the expected standard in writing are inconsistent use of capital letters and full stops. The work of DSEN child was shared who had made significant progress.
- Examples of the children’s work were shared with the Board members and the Lead explained why they had met or didn’t meet expectations. An example of what had been felt was Greater Depth (GD) writing was shared however moderators that although close to that it didn’t meet the GD standard.

Q. Do you share with parents the standard that their children are working at?

A. Yes, we share this in their reports.

Q. Would parents know that it had been scrutinised by the moderators?

A. No, not necessarily.

It was noted that there are currently three staff members including the Lead who are undertaking NPQSL, this involves 98 hours of learning and the final assessment takes place in May, there are five learning cycles and it is interesting and useful.

Q. Is this for primary staff only?

A. No, it is a mix of both primary and secondary, it is about the leadership element. Each cycle includes four elements , examples of the tasks were shared with Governors – the implementation and impact reflect on practice.

Q. Which provider is being used for this?

A. Best Practice, I have found them excellent and would recommend them.

Q. Is there more of a focus on secondary?

A. No, it has been about leadership and not the specific settings.



Karen Cotton – The SENDCO and EYFS Lead gave a presentation, the document had been uploaded onto Governor Hub.

An overview of EYFS was given, there are currently 45 children, two teachers and one TA in EYFS, the context of the children's age related development was shared. Children in the reception class this year have come from 16 different nurseries, there are 17 learning goals which are taught throughout the year, the assessment is against the 5 prime areas.

The strategies and resources used to teach EYFS were shared with Governors and detailed in the document 'EYFS handout for Governors 2022' on Governor Hub.

Q. in the 'How we teach' area it details Maths and number mastery what is the difference?

A. Mastering number is about mastering the number only.

Chris Reed withdrew from the meeting.

'How we learn' detailed that in Early years learning is through play alongside teacher led input, as a staff we communicate with each other and we have recently had a staff session about how we teach in reception.

Assessment is based on the Birth to 5 matters we moderate weekly and review two or three of the Early Learning Goals, it is a cumulative process. We are required to complete the Standards and Testing agency Reception baseline assessment, this is completed on an iPad and is only reviewed at the end of Year 6, in our setting we are aware of 2/3 children who will be DSEN who had lucky guesses in their assessments.

The 5 areas of GLD are reported, the school achieved 78% GLD in 2021, the Government state that any child without DSEN can achieve a GLD.

Q. Why aren't assessments done on age as there can be a huge difference between a child who has just turned 4 and a child who has turned 5?

A. It would give a more accurate picture however it would over complicate things.

Examples were shared of children's progression in learning.

Governor comment: It is my worry is how parents feel when they are told their child isn't achieving.

There was a discussion surrounding the importance of reading at home and that post pandemic less children are reading at home, comments are added to the children's reading diaries but generally parents do not engage.

Q. Do they attend the parents evening?

A. Yes, they say that they are too busy to read, the engagement with parents has changed and they see teachers as a customer service.

Governors discussed the changes that have taken place in parents working lives as a result of covid and the difficulties that parents may be experiencing when working from home etc.

Q. Do you think that it is due to barriers, are there language issues, can the parents read themselves?



	<i>A. No, it is not a language issue and yes the parents can read, it is a reluctance to engage in communicating. We do a series of workshops in school for parents, those who don't attend these are the ones who do not read at home. Interventions take place in school to ensure the child is progressing.</i> <i>Q. Do the children miss playtimes for these interventions?</i> <i>A. No, it is not the child's issue.</i> It was noted that due to variances in the cohort the numbers achieving GLD will be lower this year. Chris Atherton withdrew from the meeting.
	9. FINANCE ITEMS 9.0 Budget 2022/23 – to receive an update on the current budget position 9.1 Governors received the Bursar's Report.- the SBM had been invited to attend the meeting. The Bursar's Report to Governors had been uploaded onto Governor Hub in advance of the meeting. The 2022/23 budget is satisfactory and sustainable to the year end. 2023/24 shows a projected deficit of -£112,00 areas of the budget had been reviewed to look at reducing the deficits and a number proposals were detailed in the report with the intention of setting a balanced budget for 2023-24, this will be reviewed in February 2023 in line with any other variances. It was noted that there had been some donations from parents towards the cost of the Conwy residential visit, it was also noted that there are also some parents who could pay for the visit who don't pay. A brief discussion took place around the use of additional funding and the use of the Sports Premium funding – grants had also been sought for the replacement of the Astroturf. Louise Heywood , Kerry Galvin and the Headteacher withdrew from the meeting – the meeting was no longer quorum. The Board discussed the KFA fundraising. 9.2 The SFVS will be reviewed with the Bursar, and the Lead Finance Governor. The Bursar withdrew from the meeting.
5.15	1. APOLOGIES FOR ABSENCE Apologies had been received from Paula Hammond in advance of the meeting, there had been no apologies received from Ada Chrys-Chikere. RESOLVED: That the apologies of Paula Hammond were accepted. No apologies had been received from Ada Chrys-Chikere and this was noted.
5.15	2. DECLARATION OF PECUNIARY INTERESTS



	There were no verbal declarations made of pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting.																																	
5.25	4. MEMBERSHIP/CONSTITUTION OF THE GOVERNING BOARD 4.0 To receive any changes to the Governing Body since the last meeting. 4.1 Membership – 1 x Co-opted vacancy Governors discussed the end of the Chairs term of office is due to expire on the 16th January 2023, the plan is for Joanne Watkins to be Co-opted onto the Board and a Parent governor vacancy to be advertised early in the new year. As this meeting was no longer quorum it was decided that the co-opting of Joanne Watkins take place prior to the shortlisting meeting by contacting the other board members virtually to vote on this. <i>ACTION: to contact the board virtually and in person prior to the Headteacher recruitment shortlisting meeting to consider co-opting Joanne Watkins to the board.</i>																																	
5.35	5. MINUTES OF THE PREVIOUS MEETING The Non Confidential Minutes of the Meeting held on 4th October 2022 had been uploaded onto Governor Hub in advance of the meeting. RESOLVED: That the Non Confidential Minutes of the Meeting held on 4th October 2022 were agreed as a true and accurate record of the meeting.																																	
5.35	6. MATTERS ARISING FROM THE MINUTES To discuss matters arising which will not be covered elsewhere during the meeting and review the actions from the Summer 2 meeting. <table border="1"> <thead> <tr> <th>Item</th><th>Who</th><th>Action</th><th>When</th><th>Outcome</th></tr> </thead> <tbody> <tr> <td>2.</td><td>All Governors</td><td>to ensure that their declarations of pecuniary interest and conflicts of interest are completed on Governor Hub urgently.</td><td>ASAP</td><td>Completed</td></tr> <tr> <td>3.</td><td>Clerk</td><td>To add presentations by Emma Miller and Karen Cotton (EYFS) to the Autumn 2 agenda</td><td>Prior to the autumn 2 FGB</td><td>Completed</td></tr> <tr> <td>4.4</td><td>Governors</td><td>Those Governors who have yet to confirm their agreement to abide by the Code of Conduct to complete this on Governor Hub</td><td>ASAP</td><td>Completed</td></tr> <tr> <td>4.5</td><td>Governors</td><td>Those Governors who have yet to confirm that they have read KCSIE 2022 to complete this on Governor Hub</td><td>ASAP</td><td>Completed</td></tr> <tr> <td>4.7</td><td>Kerry Galvin</td><td>To complete a website compliance check.</td><td>ASAP</td><td>Completed</td></tr> </tbody> </table>				Item	Who	Action	When	Outcome	2.	All Governors	to ensure that their declarations of pecuniary interest and conflicts of interest are completed on Governor Hub urgently.	ASAP	Completed	3.	Clerk	To add presentations by Emma Miller and Karen Cotton (EYFS) to the Autumn 2 agenda	Prior to the autumn 2 FGB	Completed	4.4	Governors	Those Governors who have yet to confirm their agreement to abide by the Code of Conduct to complete this on Governor Hub	ASAP	Completed	4.5	Governors	Those Governors who have yet to confirm that they have read KCSIE 2022 to complete this on Governor Hub	ASAP	Completed	4.7	Kerry Galvin	To complete a website compliance check.	ASAP	Completed
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	6. MA	Clerk	To add a list of acronyms to Governor Hub	ASAP	Completed
	6. MA	Clerk	To add the 32.5 hour school week and the results of a staff consultation to the Spring 1 agenda.	Prior to Spring 1 meeting	Ongoing
	12.	SEND CO	To update the report with regards to the facilities in the disabled toilet.	ASAP	Completed
	16.	Clerk	To upload the Schools Bulletin to Governor Hub.	ASAP	Completed
	16.	Chris Reed	To collate an impact of the board document from the previous minutes.	ASAP	Ongoing
5.38	7. CHAIRS ACTION/CORRESPONDENCE TO THE CHAIR The Chair reported that she had received the resignation of the Headteacher and the LA had been advised, the Headteacher will leave on 31 st August 2023.				
5.40	8. REPORTS FROM GOVERNORS WITH SPECIFIC ROLES AND ANY MONITORING VISITS 8.0 To receive any reports from Governors with specific responsibilities. • The SEND Governor had visited school and the report is pending, the SEND governor noted that there were a number of children in the reception cohort with significant needs. • The Chair and Lucy Pittaway had visited and conducted a Pupil voice session; the results had been uploaded onto Governor Hub. • The Chair had attended the Arts meeting on the 8th November. • Kerry Galvin had completed a Health and Safety visit. • Teacher and Parents questionnaires had been completed. Kerry Galvin re-joined the meeting. 8.1 To receive any reports from any monitoring visits since the last meeting. Pending SEND Visit Report.				
6.00	COMFORT BREAK - 10 minutes				
6.10	10. HEADTEACHER'S REPORT - Non Confidential The Headteacher's Report had been uploaded in advance of the meeting points raised were : • Staff wellbeing is being impacted by budget constraints. • New phonics scheme and books implemented • The Gold Schools Games Mark had been achieved and the criteria for this was discussed by the Board. • There is one child who is out of class with an EHCP, nurture support is in place. <i>Q. Is this a case that we cannot meet the child's needs?</i> <i>A. We try not to go down this route, it is about an environment that the child can thrive in.</i> <i>Q. Is there anything that we can do as A Board to reassure staff?</i>				



	<i>A. We have had meetings with the staff and the Headteacher had a 1:1 with a staff member, explaining that there are elements of natural wastage.</i> <i>Q. Do we still have the staff check ins we had previously?</i> <i>A. We have not had any recently, it may be worth reviewing.</i> <i>ACTION: The Staff Governor to send a wellbeing questionnaire to staff.</i>
6.25	11. EDUCATION WHITE PAPER This item was not covered at this meeting in depth, the DHT explained that there had been one meeting with an academy that had taken place, the focus of the next Northwich Schools Partnership will be an Academy Fair.
6.30	12. SCHOOL CATEGORISATION The LA categorisation letter had been received and the school is categorised as a Universal School.
6.35	13. GOVERNOR MONITORING Reports had been noted in item reports from Governor monitoring visits.
6.45	14. EXTERNAL VISITOR REPORTS There were no reports from any external monitoring visits since the last meeting. ASIA – the visits is scheduled for the following this FGB meeting.
6.45	15. POLICIES To consider the following policies for full Governing Body approval. - Pay Policy - Lone Working Policy RESOLVED: The above policies were agreed and adopted by the Board.
6.50	16. CLERKS UPDATE/LOCAL AUTHORITY REPORT The clerk gave an update current Governance matters. <i>ACTION: To consider a governor responsible for attendance.</i>
6.55	17. GOVERNOR DEVELOPMENT AND TRAINING The following training had been completed since the last meeting: Joanne Watkins had attended the Edsential Chairs training.
6.55	18. DATE AND TIME OF THE NEXT MEETING The next meeting is scheduled for Tuesday 7th February at 5.15pm.
7.00	19. GOVERNOR IMPACT - Budget scrutiny - Questions and challenge to SLT



- School monitoring visits
- Policy approval

Signed _____ Date _____

