

**KINGSKERSWELL C of E PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD  
14<sup>th</sup> January 2025 - 5.30 PM  
(online meeting) Part 1**

Governor Name		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	Y		
Rachel Miller	RM	N	Y	Y
Karen Strachan <b>Acting HT</b>		Y		
Becky Hutchens	BH	Y		
Amy Vine	AV	Y		
Sam Vine	SV	Y		
Susan Robinson	SR	Y		
Giles Watson <b>Chair</b>	GW	Y		
Adam Devine	AD	Y		
Paul Dodd	PD	N	Y	Y
Danny Brown	DB	Y		
Simon Gibbs	SG	Y		
Chris Murphy	CM	Y		
<b>Associate Governor</b>				
Matthew Loosemore	ML	N	N	N
<b>In Attendance</b>				
Louise Lloyd/Clerk	LL	Y		
Jo Perrott	JP	Y		
Wendy William	WW	Y		

	Minutes
1	Welcome, apologies and sanction of apologies.  Apologies were received from PD and were sanctioned.
2	Declarations of any potential conflict of Interest for Items on the Agenda  There were no declarations of interest.
3	Data Information from Jo Perrott and Wendy Williams.  Jo Perrott and Wendy Williams' reports were emailed to Governors prior to the meeting.  <b>Jo Perrott provided an overview of maths data to Governors:</b>  Maths data on a whole had been quite positive. On last assessments just before Christmas : YR1 74% ARE, FFT (Fisher Family Trust) predict 78% YR2 69% ARE, FFT predict 75% Yr 3 80% ARE, FFT predict 75% Yr 4 77% ARE, FFT predict 73% Yr 5 89% ARE, FFT predict 81% Yr 6 71% ARE, FFT predict 85%

Signed ..... Date .....  
Chair of Governors

We were doing well with our multiplication tests . The national average is 34% this year, 28% last year, last year's MTC check was 48%.

White Rose was securely embedded throughout the school. Teachers were working at children's pace, rather than pushing the children on too quickly they were following the scheme but putting in extra lessons if they felt they were needed. We have also recently introduced the White Rose intervention programme.

Aware of budget situations. We are losing Freckles (maths programme ) which was very expensive. For the previous 2 years in the first hour of every day JP supported Yr 6 with boosters but because of staffing this will not be occurring this year. However, after half term we were looking at running a booster club after school for specific YR 6 children who lacked confidence in maths but had the potential to make age related.

Staffing was a concern; Yr 2 had lost a TA and we have recently lost Mrs B.

JP's key priority this term/year was on the White Rose intervention programme, trying to close the gap and having an intervention programme that was tangible / we can see progress/impact on the children .

**Governor ? Times table results were really good and have been for a couple of years, what does the breakdown from assessments tell you .**

JP: One of the things we were good at was arithmetic, particularly when we got to yr 6, we push that quite hard. We have introduced flash back boards into maths now , which was basically retrieval building on those previous steps . The positive side is that we are really good at building on those steps from arithmetic methods , it was the actual problem solving and resilience in the problem solving i.e. reading and interpreting the question.

**Governor ? Was it a legacy thing ? Is it a couple of years in a row in that area .**

JP: There are elements of White Rose that lack in problem-solving. All the teachers are very aware that we need to push problem-solving more . We are giving teachers the autonomy to not move on too quickly. Historically problem solving has been our area of focus. What we have noticed throughout the school pupils' ability to talk to us since White Rose has been embedded has been massively improved.

**Governor ? I guess this needs to translate into the reasoning, was that within the action plan.**

JP: Maths problem-solving was part of my action plan, within that comes this intervention. What I am passionate about is closing the gap . With White Rose it builds on small steps , but if a child has missed a small step and you can't build on it, you have to back fill.

**Governor ? It was really good to see GD being reported on.**

**Governor ? KS1 was very low , is that because they have just started to do the national curriculum, teachers were apprehensive about putting that label on , or was it as a year group they have not got much strength as mathematicians?**

JP: Definitely a change in the curriculum . I have had a lot of conversations with Yr1 and Yr 2 teachers around changing/adapting White Rose to suit the needs of the children . The two cohorts were really tricky and given everything the stats were good.

**WW provided an overview to Governors:**

**Reading**

Yr 6 – our data from last year indicated we were in line with national , which was positive, but as a school we want to be more aspirational because we have got great phonics results and by the end of Yr 6 our feeling was, we should be above national. The higher results were also in line with national with 29%. We have been looking at getting a quarter of pupils in the higher level for reading and 29% was over a quarter so that was good. The progress scores were all up on reading, reading positives were overshadowed by writing.

Signed ..... Date .....

Chair of Governors

Girls were looking strong Yr 6 96% ARE, 40% GD which was fantastic. The boys were unfortunately not meeting the FFT target, 50% ARE , 13% GD they were receiving a lot of support as well as all of the children.  
 The girl/boy trend was slightly there in year 5  
 Girls 82% ARE 41% GD, Boys 76% ARE 38 % GD.  
 YR4 Girls 76% ARE 33 % GD, Boys 60% ARE 16% GD . Again, girls closer to the target than the boys.  
 YR 3 Girls ARE 74% GD 13 %, Boys 61% ARE GD 26%. They struggled with stamina in reading when it came to testing , using time effectively, reading efficiency was good.  
 Yr 2 Girls 61% ARE 0% GD, Boys, 66% ARE, 3% GD Boys were doing slightly better than girls. GD was a worry but this could be cautious assessments.  
 Yr 1 all children 31/51 ARE, GD 9/51

Governor ? the tuition for teaching children how to sit an exam was great , do you find this was having a positive outcome to the way children are approaching the mock tests.

WW: This was a factor we wanted to focus on going forward, so hopefully we will see that impact come through.

Governor ? re fluency with reading when you were doing an analysis /what you need to do to improve , if fluency and reading the question in maths was an issue / children having an understanding of tests/ does this translate into how the children were as readers .

WW: In maths if children don't immediately think they know what to do they were not re reading that question. In a reading situation if they did not understand it, they might re read it.

Governor ? GD in Yr 2 was low.

WW: I think there was an element of being cautious in assessments

### Writing

School KEY IMPROVEMENT PRIORITY dedicated solely to the improvement of writing attainment across all years and all pupil groups was in place. We have invested in a programme called Grammarsaurus which has a scheme within it re place value of grammar and punctuation, this was definitely having an impact. This scheme layers on layers per year, children's understanding of conventions of writing has let them down before but was now starting to come through which was positive.

We know writing data at the end of last year was not good, which let down our reading, writing and maths combined scores. It was not the composition side of writing, it was the technical side, this was our focus. We also have a character called Pip the Parrot and he has been setting targets for the children , WW visited the classes with Pip. We did not want to overwhelm; we started it last year and drip fed a bit in the children recognised the character and knew what he was looking for . This last term we have put in all the key stage 1 objectives – these will come up as and when they are taught it. For key stage 2 this was making them aware it does not stop at key stage 1, these were the expectations going forward and they have to be aware of those for their writing, which all teachers have been revisiting and reinforcing. We have just gone in with the next set of objectives which were from Yr 3 & 4 curriculum. So, they all know from those years these are now non-negotiables this is what we expect to see in their writing , these are automatic responses when they are writing so they don't have to think about it as they go forward. At the moment it was a target. WW visits every other week and sees how they are getting on . Pip pops his head around the classrooms and talks to a couple of children about the targets to monitor it. Now we have got the data WW will be more selective and choose children based on how they have got on before.

Governors thanked JT and WW for their informative information.

Governor? When I did my visit, it was clear that something had been identified that would make a big difference for the children. In lots of ways, it was going back to the basics approach, but the rationale and how clearly set out it was fab to see. WW was doing a great job.

4 Approval of minutes from FGB 19.11.24 Part 1 and Part 2

Signed ..... Date .....

Chair of Governors

	Minutes were approved.
5	Matters Arising from previous meeting * where agenda item
	<ol style="list-style-type: none"> <li>1. Governors to read KCSIE and inform LL by email when they have done so . Safeguarding Governor to read Part 2. All Governors confirmed that they had read KSIE.</li> <li>2. KS to book in a Twilight session (early Spring term) to enable Lead Governors to meet with subject leads. *SEE AGENDA ITEM 7</li> <li>3. Governors to complete skills audit and email to LL before the next FGB . ACTION POINT : LL to send a reminder email to Governors who have not completed the skills audit.</li> <li>4. KS to email to Governors inset pack from Safeguarding training . Governors to complete and to email KS when they have done so. ACTION POINT : KS to resend form to Governors ( safeguarding training)</li> <li>5. Action Point PD/KS/LL to update the template for lead Governor visits. SEE AGENDA ITEM 7</li> <li>6. Report from Finance Lead Governor SEE AGENDA ITEM 11</li> <li>7. KS to update the Pupil Premium Strategy. SEE AGENDA ITEM 8</li> <li>8. Review website Governor section, school section SEE AGENDA ITEM 13</li> <li>9. Lockdown procedures . AV to feedback to Governors at the next FGB. SEE AGENDA ITEM 10</li> </ol>
6	Chair's Action
	<p>SR: Attended the last PPG meeting the next one was specifically for Safeguarding Governors . SR messaged PD to let him know.</p> <p>ACTION POINT : PPG Meeting 05.02.25 - Lead Safeguarding Governor to attend.</p>
7	<ol style="list-style-type: none"> <li>a) Monitor Lead Governor visits</li> <li>b) KS to book in a Twilight session (early Spring term) to enable Lead Governors to meet with subject leads</li> <li>c) PD/KS/LL to update the template for lead Governor visits.</li> </ol>
	<p>LL: Confirmed a record was kept of Governor visits, which were running behind for this school year. Governors were asked to complete two visits a school year.</p> <p>KS: had booked in a Twilight session for Governor visits 6 March 2025 , it would be helpful if a few Governors could complete in-school day time visits. The template for Lead Governor visits needed to be updated to incorporate a safeguarding question.</p> <p>ACTION POINT: CM, EYFS Lead Governor to arrange an introductory visit with DS . ACTION POINT: LL to email to Governors list of Lead Governor responsibilities for 2024-25.</p>

Signed ..... Date .....

Chair of Governors

8	<p><u>Head teacher's report</u></p> <ol style="list-style-type: none"> <li>Receive Head teacher's report</li> <li>Receive Head teacher's update re safeguarding</li> <li>Update on school development and improvement plan</li> <li>Pupil Premium Strategy to be updated</li> <li>Pupil Premium Funding – review impact</li> <li>Receive update regarding any changes in staff.</li> </ol>
	<p>The Headteacher report was emailed to Governor prior to the meeting.</p> <p>KS provided the following update: We were doing amazingly well with pupil numbers for September 25, we have 49 1<sup>st</sup> choice for DCC and 17 for TBC, which means we are at 66 first choice - 6 over our pan of 60 .</p> <p>Safeguarding – yesterday we had an issue with a child who could not be sent home for their own safety, Social Care &amp; Police became involved and the child went home to their maternal grandmother. KS would keep Governors informed.</p> <p>We have a twilight session on the 26<sup>th</sup> March 3.30 – 5. 30 for anti-racism . KS would appreciate it if any Governors could attend.</p> <p><u>Governor ? who was running the session.</u> KS: It was a Social Worker and her daughter; they have been delivering sessions to schools in the PPG. It was about supporting staff and how to recognise racism and what do if a racist remark was made in school. A lot of staff panicked as they did not know what to do. It was also about making sure diversity is represented within a school . Racism was a very difficult issue to deal with in schools, people shy away from using difficult terminology , because they were afraid, they would offend someone.</p> <p><u>Governor ? That sounded really positive, because you are quite right a lot of people do shy away as teachers don't know how to react so they perhaps sometimes look the other way.</u></p> <p><u>Governor ? was there any update on staffing.</u> <b>Meeting moved into Part 2 discussion</b></p> <p><u>Governor ? any update re school development and improvement plan .</u> KS: Only what WW had talked to Governors about as this was her key improvement point. We were now coming up to the stage when we will start to review our Actions Plans – in April Lead Governors will receive new improvement plans for their subject areas.</p>
9	Christian ethos
	KS: This evening LT was attending a PPG meeting at Chudleigh Primary school. The Diocese was making a presentation on diversity .
10	<p><u>Report from School Business Manager</u></p> <ol style="list-style-type: none"> <li>Budget</li> <li>Review progress of identified building/maintenance works.</li> <li>Receive Health and Safety update to include Fire alarm tests/fire drills.</li> <li>Lockdown procedures</li> </ol>
	The BSM report was emailed to Governors prior to the meeting.

Signed ..... Date .....

Chair of Governors

	<p>AV highlighted:          FINANCIAL AUDIT - AV put off last term as was wrong timing but would get this uploaded by the end of this week. AV would get the outcome in a few weeks and would keep Governors updated.          For the last financial audit, we received substantial reassurance; we were hoping for the same on this occasion.</p> <p>BUDGET - We were due to set the next budget . The DfE were delayed at the moment , ordinarily we had to get the budget locked in with DCC by 1<sup>st</sup> May , but this has now moved to June with the Government , so we had a little bit of flexibility there. AV has agreed with DCC that we will set a budget based on two scenarios.</p> <p>CAPITAL FUNDING - AV had a meeting next week with DCC re capital funding to cover the cost of kitchen refurbishment and windows/doors. At the moment DCC have said they were prepared to replace the extractor canopies in the kitchen , but this was as much as they could afford. AV argued this and said the school could contribute 10/12k of our capital funding, highlighting that we were desperate and next year the EHO would not give us a 5-star rating .          Regarding the windows/fire exits which also needed upgrading AV believed in 2026 DCC would be doing more blocks of windows          The budget was looking better than where we thought we were, we have had some grants come through which have helped a little bit          WRAPAROUND - was doing very well and numbers have increased. We have also received enquiries from other schools re the holiday school provision.</p> <p>Governor ? <i>Has there been any progress about the lockdown procedures?</i>          AV: We have discussed in SLT and we went away to have a think about how we wanted the lock down to look like. AV had a policy procedure downloaded ready to go through . Will discuss again at the next SLT . <b>ACTION POINT LOCKDOWN PROCEDURES CARRIED FORWARD</b></p> <p>Governor ? <i>re fire doors that were not opening , were they high priority .</i>          AV: We had a door in early years with a broken handle , yesterday a locksmith came in and replaced the door handle . For a couple of days children were re-routed whilst the door was not accessible. AV expressed to DCC that there were 3 fire doors in school which AV considered needed replacing . DCC said they will urgently cover the cost and pay for those . AV then argued the kitchen. DCC came back and said if AV paid for the doors and a bit of the kitchen they would pay for the rest of the kitchen . There were no doors in school that you could not get out of , they just needed to be upgraded.</p>
11	<p>a) Annual benchmarking exercise          b) Report from Finance Lead Governor</p>
<p><b>ANNUAL BENCHMARKING EXERCISE – REPORT FROM FINANCE GOVERNOR - ACTION POINT CARRIED FORWARD</b></p>	
12	<p><b><u>STATUTORY POLICIES, DOCUMENTS AND INFORMATION REQUIRED BY SCHOOLS.</u></b></p>
	<p>1. <u>STATUTORY COULD BE POSTED WS</u></p> <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Whistleblowing Policy</li> </ul> <p>Decision: <i>Governors reviewed and agreed the above policies.</i></p> <p>2. <u>AGREE OVERARCHING STATEMENT OF ADOPTION OF HR1 POLICIES</u></p> <p>Governor ? <i>We need to agree how the HR1 policies should be implemented and who they should be communicated too. Suggest the most important policies should be brought to Governors meetings . Any policy</i></p>

Signed ..... Date .....

Chair of Governors

	<p>that identifies Governors having responsibility or duty they need to be made aware what that responsibility is and duty that is expected from them when they take that role on.</p> <p>AV: Have been working through the HR1 policies with KS and updating the front covers. It may be an idea if it was a Governor policy that needed to go to Governors , that we put a symbol on the policy so when we look through them electronically, we know that they need to be reviewed by Governors. Also, perhaps the policy could be raised with Governors at induction</p> <p>KS: Re key policies , my understanding was that Governors knew their responsibilities.</p> <p>Governor ? Governors have a responsibility for ensuring all the statutory/not statutory policies are in place, but some Governors have a role in how the policy was enacted. Suggest, moving forward, if any of the HR1 policies specifically mentions a role for Chair of Governors, Clerk to Governors or Governors generally that the policy should be explicitly shared with the Governing Board.</p> <p>Decision: Governors agreed any HR1 policy that specially identified a Governor having a responsibility or duty will be shared at FGB for adoption by Governors.</p> <p><b>ACTION POINT : RELEVANT HR 1 Policies to be shared with Governors - KS</b></p> <p>3. <u>NON-STATUTORY POLICIES (for Governor information)</u></p> <ul style="list-style-type: none"> <li>• EYFS</li> <li>• Collective Worship</li> </ul> <p>Decision: Governors agreed the above policies.</p>
13	<p><u>Review website</u></p> <p>a. <u>Governor section</u></p> <p>b. <u>School section</u></p>
	<p>Governor ? Last time I looked at the school website I thought it looked very good and was easy to navigate.</p>
14	<p>Any Other Business</p>
	<p>KS: re Pupil premium strategy. I have spent time having a look at this , it has not been updated for quite a while but was not out of date yet, so was not a major issue at the moment. However, it needs a complete overall. It was a huge document and there was a lot of information in there which was no longer relevant. I need to look at it more and have a meeting next week with Dale and Dan , also need support from the Pupil Premium Governor .</p> <p>Decision : Susan Robinson offered to take on the role of Pupil Premium Governor (was previously Mat Loosemore)</p> <p>Date of next meeting 25.02.25 – ONLINE</p>

**Action points carried forward**

Signed ..... Date .....

Chair of Governors

1. :LL to send a reminder email to Governors who have not completed the skills audit.
  2. KS to resend form to Governors ( safeguarding training)
  3. PPG Meeting 4 March 2025 - Lead Safeguarding Governor to attend if possible
  4. CM, EYFS Lead Governor to arrange an introductory visit with DS .
  5. LL to email to Governors list of Lead Governor responsibilities for 2024-25.
  6. LOCKDOWN PROCEDURES
  7. ANNUAL BENCHMARKING EXERCISE – REPORT FROM FINANCE GOVERNOR -
  8. RELEVANT HR 1 Policies to be shared with Governors - KS
- 

Signed ..... Date .....

Chair of Governors

Signed ..... Date .....  
Chair of Governors