



The Primary Local Board of the Hessle Academy

Minutes of the Primary Local Governing Board Penshurst Primary School.

Thursday 20 October 2022 at 5pm

PRESENT:

Mr B Munro (Chair, BM), Mrs A Fordham (AF), Mrs E Lucid (EL), Mr M Peck (MP), Mrs M Preston (Head of School, MPr), Mrs C Thorley (CT)

ALSO IN ATTENDANCE:

Mr V Groak (Headteacher, The Hessle Academy, VG), Mrs A Jessop (Guest, AJ), Mrs H Kugi (Early Years Lead Practitioner, HK), Mrs A Paoli (Assistant Headteacher, AP), Mrs G Stafford (Clerk, GS), Mr D Waterson (Director of Improvement and Standards EYFS and Primary, DW)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

01 WELCOME

AF opened the meeting by welcoming everybody to the first meeting of the academic year. Introductions were made. Mrs Jessop had been appointed as a Trust Appointed Governor who was attending as a guest as her DBS was not yet processed.

02 DECLARATION OF INTERESTS

The annual housekeeping requirement of checking accuracy of personal data forms and pecuniary interest forms was completed. No declarations were raised specific to this meeting.

03 APOLOGIES

Mrs R Potter

Resolved: Consent was given for the absence of the above governor.

04 LGB MEMBERSHIP

The Governance Professional informed the Board that in addition to Mrs Jessop another Trust Appointed Governor had been appointed since the last meeting; Mr Dean Grainger will also join the Board from the next meeting.

Mrs Potter's term as Parent Governor had ended and she had opted to extend her term for one year as a Trust Appointed Governor. A Parent Governor election will commence directly after half term and once appointed, the Board will be full.

It is the annual duty of an LGB to elect their Chair. AF had informed the Board last year that she intended to step down as Chair at this meeting. AF was thanked for her tremendous contribution and commitment to the Board over 8 years, 2 years as Chair. BM had been Vice Chair for the previous year and now offered to step up to be Chair. All Governors approved this appointment.

Governors were asked if they would like to be considered for the position of Vice – Chair but no one came forward.

Governors were asked to consider this between now and the next meeting as this position had to be filled at the next meeting.

Due to a governor's absence from this meeting and two new Governors joining the Board, the positions of PP and SEN links will also be agreed at the next meeting.

Resolved: The Penshurst LGB positions for 2022/23 were agreed to be as follows:

Chair: B Munro

Safeguarding and Educational Visits Link: C Thorley

Teaching and Learning Link: B Munro

ACTION: The positions of Vice Chair, PP Link and SEND Link to be agreed at the next meeting

05 MINUTES OF THE LAST MEETING (21 July 2022)

Resolved: The minutes of the meeting held on 21 July 2022 were confirmed as a true and correct record and signed by the Chair, BM.

DW asked what had changed regarding writing moderation to avoid another issue being raised if moderated by the LA. MPr stated that the long-term plan for writing had been adopted and also the process which ensured the pupils wrote an independent piece 'cold' which was the moderated piece.

06 MATTERS ARISING FROM THE MINUTES

06.1 **ACTION: Clerk to create an Ofsted ready file on SharePoint showing evidence of knowledge and interaction with the school- complete**

06.2 **ACTION: M Preston to update the LGB on the writing mixed year group classes at the next meeting** – mixed year classes in writing had not gone ahead due to the number of ECTs this year. Further research into writing success has led to the pupils being taught in classes, not sets

06.3 **ACTION: Parent Council to be on the next meeting agenda** – carried forward

06.4 **ACTION: Amy Paoli to let governors know when the bespoke training to deal with extreme behaviour is taking place** – dates had been provided after the training had taken place. DW asked what the impact of the training had been. AP reported that there had been a reduced number of both high and low level behaviour

06.5 **ACTION: Clerk to ensure Sports Premium Strategy is displayed on the website by 31 July** - complete

06.6 **ACTION: Michelle Preston to share key school dates 2022/23 with governors** - complete

06.7 **ACTION: Clerk to collate governor skills that could be used at school** - to be added to the Board SharePoint page

06.8 **ACTION: Clerk to ensure all governors have access to The National College** - complete

06.9 ACTION: All Governors to complete the 'Certificate in the Role of a School Governor' before the next meeting – see minute 15

07 2021/22 PERFORMANCE OUTCOMES

National Standard	Combined	Reading	Writing	Grammar.	Maths
Penshurst Primary School	55	84	70	83	71
TCAT Average	55	73	73	73	68
National Average	59	74	69	72	71
Local Authority Average	55	73	68	68	70

VG reported that although the Year 6 individual subject results were favourable against local and national benchmarks, the match up of reading, writing, grammar and maths was disappointing with a combined figure of 55% (4% below national). The focus this year is on improving the combined percentage and the number achieving greater depth.

MPr: We are focused on improving the Combined and meet up to discuss which subject is lagging. The HLTAs are deployed to Year 6 whenever possible to do extra intervention. Regarding maths, we have appointed a new Maths Lead today (L Dinsdale), we set homework online on Teams, we have purchased new tablets so that children can do Purple Mash maths, times tables are tested weekly and finally we have re-launched TT Rockstars.

C: (DW) Re – launching the TT Rockstars is great but 40% of Year 4 did not know their multiplication to the expected standard. What are you doing about this?

MPr: Those results were last year's Year 4. We have split Year 5 into 3 classes and multiplication is the focus at the start of every maths lesson.

Q: (DW) Do you know how many would now reach expected in multiplication?

MPr: Not to hand.

Q: (CT) Do we work with other Trust primaries that are strong in areas we are developing?

MPr: Absolutely – the three primaries work in a triad looking at best practice.

Q: (AF): We have so many new teachers this year – how are they getting on?

MPr: Really well, they have settled in quickly.

C: (AF) It is so important to invest time in inducting them properly and building the community spirit.

VG: 7 ECTs is a very high number but they all have mentors who are supporting them really well.

The focus for the year is to induct and embed these teachers so we have a solid foundation. Many are on a fixed term contract so that we do not have a redundancy situation following our commitment to reduce the published admission number (PAN). We are about to communicate how we will convert these contracts to permanent contracts.

Q: (AJ) How long does an ECT programme last?

VG: 2 years.

Q: (AJ) Do fixed term contracts happen in every school? It could put people off applying for a position.

VG: It happens everywhere. This was by design to avoid redundancies when the PAN reduced. We will now get a number on permanent contracts.

Q: (GS) The percentage achieving expected in every subject was impressive, so it was a big shame that the Combined was much lower. Which subject pulled the Combined figure down?

AP: Writing.

Q: (AJ) Did the writing achievement drop after lockdown?

MPr: Yes – reading and maths is much easier to teach online than writing. Writing is teacher assessed and we are looking at writing again.

HK: The pupils have less stamina to write longer pieces following the pandemic.

Attendance 2021/22

'All' 93.9%, PP 93.7%, SEND 93.2%

Signed by the Chair.....

Date: 8/12/22

Behaviour 2021/22

25 classroom removals (68% in Year 2 – all boys)
15 suspensions (in Year 2 and Year 4 only – all boys)
0 permanent exclusions

BM requested that the number of pupils is shown in the behaviour table as well as number of incidents, and for the range of reasons for suspensions to be outlined to give context behind the numbers.

Q: (DW) How many pupils caused 15 suspensions?

AP: 4, 3 of which are on an EHCP. We are getting as much external help as possible.

ACTION: Behaviour data to include number of pupils and context of sanctions in future reports

08 SEF

The four strategic priorities that can be seen in the SEF and Development Plan are:

- Ensure consistency of teaching & learning across all phases and for all groups
- Ensure ambitious and appropriate curriculum for all pupils
- Ensure a positive, safe learning culture in which all individuals treat each other
- Secure high levels of stakeholder engagement with academy vision and values

The SEF is an assessment of where the school currently rates 7 areas: overall effectiveness, quality of education, behaviour and attitudes, personal development, leadership and management, EYFS and post 16. All areas are rated as good.

Governors asked if actions specific to Penshurst could be flagged on the SEF as the document is lengthy. VG agreed to look into this.

DW commented that the SEF was a very well written document.

Q: (BM) Which area would you rate as the strongest?

VG: Quality of Education as it takes the longest time to shift. Also, EYFS is a very strong area.

Q: (BM) and the weakest?

VG: Behaviour and attitudes as we have many complex societal issues, E safety concerns and family breakdowns so this is the area of greatest risk.

BM: During my visits to school I see the amount of mitigation that is put in to guard against poor behaviour.

ACTION: VG to flag PPS specific actions on the SEF by colour or school initials

09 TARGETS 2022/23 AND CURRENT PERFORMANCE

VG explained that it was “not likely” that the results of 2022 will be seen again next year due to the Year 6 cohort and the number of ECTs. However, the focus was on improving the Combined figure and also to improve the number achieving at greater depth.

DW explained that the FFT (Fischer Family Trust) data was used to set targets – if the school was to be a top 50% school then they would achieve 73% Combined for example (see table below). He stated that governors should be aware that the figures do not take into account this year’s national. The targets had been set to be realistic and were agreed in collaboration with MPr and VG.

MPr explained that they had discussed each Year 6 pupil and would be happy if 62% achieved Combined and stressed that the targets were by no means a ceiling. To give further context MPr explained the makeup of Year 6: 33% disadvantaged, 19% SEND with 2 cases pending, 1 pupil has been in Nurture since joining the school, 2 EAL (English as an Additional Language) and 5 had joined the school since September 2020 and all came in at 'working towards'. In addition, 2 experienced members of staff at Year 6 had left.

The targets had been agreed as:

National Standard	Combined	Reading	Writing	Grammar	Maths
Penshurst Primary School	62	70	65	67	67
FFT C - Top 50% of schools	73	80	86	85	87
2022 National Average	59	74	69	72	71

C: (DW) The DA are performing really well so that should not be seen as a barrier.

Q: (BM) It has been really helpful to hear that context. However, what has happened to go from performing at or above national in all four subjects to setting every target lower than national?

VG: 2 teachers leaving, the number of ECTs, the move back to two teaching groups in Year 6 from 3 and the make up of the cohort.

C: (AF) There are always cohort dependent issues, and we know that results do fluctuate.

Q: (DW) What do other year groups look like?

MPr: Last year's data achieving EXS+: Y1 – 45%, Y2 – 70%, Y3 - 32%, Y4 – 53%, Y5 – 50%, Y6 – 71%

Q: (BM) Could we encourage more writing out of school? Do we link reading and writing and request a piece of writing about set texts?

MPr: We need to encourage writing more. We have graduate programmes and spellings on Teams but could go much further.

AP: We will have more parent workshops through the year and will focus on writing, but it is unrealistic to expect parents to know about writing standards.

AF: It is a fine balance as the children get so tired at the end of a school day to do more work.

CT: There is a risk of trying to do too much too soon, we need a staged approach as it is overwhelming for everyone if there is too much to do. Maybe we could start with the younger ones.

EL: I agree, the parents of my Year 1 class are always keen to get more homework.

MP: It is a struggle for some parents to engage with IT and homework online, they need support.

VG: It is true that we need to support parents to support their children; that is a skill.

Q: (CT) How will we get parents in to school to teach this?

AP: We can simply invite them in when we chat on the playground when they drop their children off.

CT: A session could be combined with a Parents' Evening. Are these now face to face?

MPr: Yes, in a survey 175 parents wanted face to face meetings and only 45 preferred virtual.

DW: It is about reaching the right parents and I don't think this building lends itself to talk to parents. We will focus on learning in the classroom.

10 SCHOOL DEVELOPMENT PLAN

The SDP links with the SEF. The School Improvement team was thanked for their contribution to the document. CT asked why the performance indicators were not included on the Plan. These had been omitted by mistake but will be added for the review at the next meeting.

ACTION: VG to add performance indicators to the SDP

11 SAFEGUARDING REPORT

The cumulative report for the 2021/22 year was presented.

11 children were subject to a child in need plan, 24 had safeguarding concerns and 7 had been referred to Early help. There had been 24 Operation Encompass alerts.

Q: (AF) Do you receive the Operation Encompass alerts in time?

AP: No – the time lapse is getting worse.

MPr: The system is in place for a reason so getting the alerts often 24 hours late means we cannot look out for that child that may need help.

Q: (BM) Do we have links with the senior officer that oversees the information and the timeliness of giving the information?

DW: We will flag our concerns with the local authority.

Q: (DW) What were the main findings from the external audit?

AP: We had lots of positives from the 2-day audit by The Safeguarding Alliance. The audit was really rigorous, but the auditor loved the curriculum and how RSE linked to texts. He spoke to parents, pupils, staff and governors and concluded we were a good safeguarding school. All our pupils knew about the LADO and who to go to if they had a concern and that safeguarding is everyone's responsibility. The next step is to review the CPOMs entries as there was inconsistency; we need to add further details. We have proformas in place now. Another area that needed attention was absence recording as we receive data too late from the High School and this was seen as a safeguarding risk.

Q: (DW) What is the timeline for this to be sorted as this was raised in an internal audit months ago?

VG: Our Attendance Manager resigned over summer and then we had issues with the MIS not talking to Fastrak which is our lunch choice and attendance system. We have since made an internal appointment at the High School.

Q: (AF) How does it work having someone from the High School do the attendance as they do not know the vulnerable pupils in the way the Penshurst staff do?

VG: The key is that the information needs to come back from the High School quicker. The attendance line will come directly to Penshurst so the Office staff can log the absence.

CT: Well done on a successful audit and please can we have an update to the absence recording situation at the next meeting.

ACTION: DW to flag concerns with LA regarding the delay in receiving Operation Encompass alerts

ACTION: Absence line to be diverted directly to PPS

12 PREMIUM REVIEWS

School Led Tutoring 2021/22

Allocation

£66420

Secondary - £49066, Primary - £17354

Returned

£40,735.51

Secondary - £34,197.98 (DFE funded £25,684.49 school contribution £8,549.50)

Primary - £4,000 (DFE funded £3,000, school contribution £1,000)

Pearson tutoring was delivered to Year 5 in order to increase the attainment of target pupils in core subjects. Due to logistical issues regarding delivery of this intervention, it had limited success.

Allocation for 2022-23 £72,900 (school contribution 40% in addition)

- Yipiyap tutors, primarily to support Y6 intervention – cost TBC
- Possible School-Led Tutoring training from the Education Development Trust – training our staff to become tutors - cost TBC

VG: *This is a government grant that comes with lots of conditions. We didn't give it enough focus.*

Q: (GS) *It appears a shame that so much of the grant was returned last year. Do you not think that the Yipiyap tutor could be utilised for more than 2 days a week or use more than one tutor to benefit from more of the grant?*

VG: *We can certainly monitor the effectiveness and increase but the quality of the Yipiyaps can be so variable.*

Q: (BM) *Is it cheaper to employ Yipiyaps as we can start and stop their employment? Would it not be better long term to develop our own tutors?*

DW: *The costs were more to develop our own. We can use Year 12 and Year 13 students but we cannot move them from area to area.*

Pupil Premium Strategy

Pupil Premium funding £151,985

Recovery premium funding £16,385

C: (VG) *It is very difficult to challenge on value for money as the money comes in centrally and is always overspent. The question is are we making an impact with how it is spent?*

BM: *The disadvantaged are progressing well, so it seems the strategies are working. Please could the lessons learned on the strategy be updated to reflect the recent parents' evening survey?*

ACTION: MPr to update the PP Strategy to reflect the results from the Parents' Evening survey

13 RISK REGISTER

VG presented the risk register. There are 5 through school risks:

- Failure to ensure robust safeguarding arrangements in place
- Failure to secure good or better Ofsted judgement
- Failure to comply with Health and Safety legislation; risk of serious injury to pupils / staff
- Failure to maintain effective governance
- Inability to maintain high quality learning environment

A conversation was had around differentiating primary and high school risks, but it was agreed that this document needs to show all the risks, as in the event of an inspection, governors from both phases need to be aware of all the through school risks.

14 GOVERNOR LINK VISITS

There have been 3 Governor visits this half term:

29 September: B Munro – Meeting with HT and Head of School

10 October: R Potter – PP Link visit

11 October: B Munro – SEND Link visit

All were high quality reports.

ACTION: All governors to complete report forms when they visit the school for governor business

15 GOVERNOR TRAINING AND SUPPORT

One governor was still to complete the following on The National College: "Certificate in the Role of a School Governor".

The next module to complete before the next meeting is "Certificate in Safeguarding for School Governors (2022/23)

ACTION: R Potter to complete the 'Certificate in the Role of a School Governor' ASAP

ACTION: All Governors to complete the 'Certificate in Safeguarding for School Governors' (2022/23) before the next meeting

16 ANY OTHER BUSINESS

Data Protection Policy

During an external audit of data protection at the school, a recommendation was that governors are provided with the Data Protection Policy and requested to sign to say that they have read and understood the policy.

ACTION: GS to circulate the Data Protection Policy. Governors to read the policy, complete the back page and return

17 DATE OF NEXT MEETING

Pre – meet: Wednesday 7 December 2022, 7pm (online)
LGB meeting: Thursday 8 December 2022, 5pm

18 AGREED ACTION POINTS

18.1 **ACTION: The positions of Vice Chair, PP Link and SEND link to be agreed at the next meeting (minute 04)**

18.2 **ACTION: Parent Council to be on the next meeting agenda (minute 6.3)**

18.3 **ACTION: Behaviour data to include number of pupils and context of sanctions in future reports (minute 7)**

18.4 **ACTION: VG to flag PPS specific actions on the SEF by colour or school initials (minute 8)**

18.5 **ACTION: VG to add performance indicators to the SDP (minute 10)**

18.6 **ACTION: DW to flag concerns with LA regarding the delay in receiving Operation Encompass alerts (minute 11)**

18.7 **ACTION: Absence line to be diverted directly to PPS (minute 11)**

18.8 **ACTION: MPr to update the PP Strategy to reflect the results from the Parents' Evening survey (minute 12)**