



## The Primary Local Board of the Hesse Academy



Minutes of the Meeting of the Primary Local Board  
Penshurst Primary School.

Thursday 16 June 2022 at 5pm

### PRESENT:

Mr B Munro (Chair, BM), Mrs A Fordham (AF), Miss L Hatfield (LH), Mr M Peck (MP), Mrs J Spencer (Head of School, JS), Mrs C Thorley (CT)

### ALSO IN ATTENDANCE:

Mr I Furlong (Chair of the Trust, IF), Mr V Groak (HT Hesse Academy, VG), Mrs H Kugi (Early Years Lead Practitioner, HK), Mrs K Mason (Croxby Primary Headteacher, KM, for minutes 49 to 52), Mrs A Paoli (Assistant Headteacher, AP), Mrs M Preston (Assistant Headteacher, MPr), Mrs G Stafford (Clerk to the Trust, GS)

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

### 49 WELCOME

BM welcomed everyone to the fourth meeting of the academic year. BM was chairing the meeting as it was agreed to be good practice for the vice chair to chair one meeting each year.

The Chair of the Trust, I Furlong was attending as a guest and the Headteacher of Croxby Primary had been invited to discuss the recent Ofsted inspection.

JS was congratulated on her appointment as Headteacher at North Ferriby Primary. MP was also congratulated on securing the role of Associate Head of School at Penshurst.

LH was thanked for her commitment as a governor and wished well in her new school. A letter had been circulated to all staff asking for expressions of interest in the Staff Governor vacancy.

### 50 DECLARATIONS OF INTEREST

No conflicts of interest for this meeting were declared.

### 51 APOLOGIES

R Potter

**Resolved:** That consent be given to the absence of the above governor

### 52 PRESENTATION Ofsted inspection – K Mason (Headteacher, Croxby Primary School)

- Croxby Primary had a section 5 inspection on 11 and 12 January 2022 – achieving a good rating
- 6 governors attended the 30-minute session with the inspectors
- Inspectors were supportive throughout the inspection and asked the following of governors: questions were asked to ascertain how well governors knew the school, what training they had completed, the relationship of governors with the SLT, whether the SLT provides enough data for governors to be able to challenge, knowledge around the history of the

school, the school “journey” and whether governors could articulate the pedagogy in the classrooms

- 7 governors attended the feedback session – showing unity
- KM recommended that governors visit school as much as possible and carry out pupil voice around the curriculum

Q: (VG) Do you schedule governor visits or do governors book in with their school leads?

KM: We invite our governors to all school events and the Links book in visits with their school counter parts.

Q: (CT) It would be really helpful for me as a new Safeguarding link to meet up with the CPS Safeguarding link if possible.

KM: Of course, I will email you his contact details.

C: (IF) I was involved in the feedback to the inspection and it became clear that governors had deep knowledge of the school. The question to always ask in any meeting is “how do you know?”. The way governors could articulate what they knew about the school impressed the inspectors. Safeguarding is always at the fore of discussions. We have recently appointed a Safeguarding Trust link to spread best practice. At the LGB Chairs’ Meetings we have discussed putting together a booklet of information to spread the load.

Q: (AF) Do we need to link more with High School governors?

VG: We certainly need to prepare the answer to why we have two separate Boards for a through school. We all know that we do this so we have focus and can specialise, but we need governors to be able to articulate that.

**ACTION: Clerk to send the guidance document for governance preparation for an Ofsted inspection to BM**

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

KM was thanked and left the meeting at 5.25pm.

### **53 MINUTES OF THE LAST MEETING (7 April 2022)**

**Resolved:** The minutes of the meeting held on 7 April 2022 be confirmed as a true and correct record and signed by the Chair, AF.

### **54 MATTERS ARISING FROM THE MINUTES**

**54a ACTION: VG and JS to put together a summary of communications that take place with parents for the next meeting** – communications include the weekly HT blog, text system, termly newsletter, Parents’ Evenings, specialised termly SEND meetings, bi - weekly DA contact, annual questionnaires, stay and play sessions. JS explained that she was keen to invite parents back to school for pupil of the week assemblies.

**54b ACTION: JS to update the LGB on the writing mixed year group classes at the next meeting** - action carried forward as the mixed classes only started last week.

**54c ACTION: J Wall to re-visit the accuracy of data on the SEN table, report the number per year group with SEN and how many have secondary needs** - complete

**54d ACTION: 2019 summer term behaviour data to be added to the 2022 behaviour summer term summary** - complete

**54e ACTION: Safeguarding report to include amends as suggested by the LGB** - complete

**54f ACTION: Clerk to circulate the tracker that accompanies the ADP with the minutes – will be sent out with this meeting’s minutes**

**54g ACTION: BM to conduct a SEND Link visit ASAP - complete**

**54h ACTION: GS to find out if CPOMs has the facility to delete unaffected siblings from live cases – The Trust DSL had been asked and confirmed that unaffected siblings cannot be disconnected from live cases**

**54i ACTION: Clerk and Chair to review skills matrices – carried forward**

**54j ACTION: RP to circulate Parent Council information for future discussion – carried forward**

**54k ACTION: Clerk to add Ofsted Preparation to the June LGB agenda - complete**

**55 STRATEGIC HEADTEACHER REPORT**

**55a Overall Effectiveness**

- Y2 and Y6 SATs completed in summer first half term. Year 2 results were very positive, being in line with national 2019
- Focus on well being for staff and pupils this term with a well – being week planned
- Trips and clubs are all “back to normal” with Sports Days, Summer Fair and transition events also scheduled

**55b Quality of Education Summary**

**Curriculum**

- Reading visit by R Hill highlighted many positives – reading is mapped into the curriculum, evidence of best practice in lessons, sounding out unfamiliar words witnessed, opportunities for explicit vocabulary instruction observed, reading was the method to present all new learning and praise given in lessons that encouraged participation in reading texts
- Writing visit strengths were scaffolding used to support, effective live modelling of how to adapt a sentence and effective independent editing of narratives
- Breadth and balance evident in scrap books
- Keeping Safe Day from EYFS to Year 6 covered sexual harassment, threats, bullying and stranger danger
- Well – being week planned. Activities will use skills of the staff such as yoga and cooking

*Q: (AF) Children have lost a lot of school time already, how can a full week be justified in the context of covid related lost learning and will the activities during the well- being week link with learning?*

*MP: Absolutely; all the activities are carefully planned to develop skills. The children have huge gaps in their PSHE (personal, social, health and economic) that need addressing.*

*Q: (CT) How has the week been communicated to parents?*

*JS: It hasn’t yet as the date keeps changing.*

*MP: We will present it as a balance of learning and fun.*

*C: (LH) We will also have talks to boost self confidence*

**ACTION: Clerk to send out date and contents of well - being week**

**Standards**

- Year 6 SATs data is not available until 7 July
- Year 1 phonics – 78% pass rate (2019 national was 81%)
- Year 2 SATs have been completed and are being moderated. The results below are not expected to change following moderation:

KS1	2017		2018		2019	2022
	PPS	National	PPS	National	PPS	PPS
Writing EXS+	68%	68%	76%	70%	82%	69%
Writing GDS	18%	16%	17%	17%	18%	TBC
Reading EXS +	73%	76%	76%	75%	77%	74%
Reading GDS	25%	25%	20%	26%	23%	25%
Maths EXS+	80%	75%	80%	76%	87%	75%
Maths GDS	17%	21%	22%	22%	16%	17%

*C: (JS) The Year 2 results are fantastic after that year group has had so much disruption and significant SEND needs. Writing has a massive lag.*

**DA Update**

- The LA behaviour support team are upskilling staff to deal with difficult behaviours
- The new behaviour specialist TA is focused on DA pupils
- The school has actively targeted DA pupils to attend after school clubs

*C: (AP) Some staff are having to deal with extreme behaviour such as being struck in the face.*

*Q: (AF) At what point is it beyond what you can deal with at the school?*

*JS: We have to exhaust every avenue; we are dealing with some very vulnerable SEND pupils.*

*AF: I would be interested to see some of the training*

**ACTION: AP to let governors know when the bespoke training to deal with extreme behaviours is taking place**

**SEND Update**

- There are 80 pupils on the SEND Register. The majority are in Year 2 and 4.
- 54% of needs are in the speech, language and communication category
- 17 EHCPs – most in Y4. 7 children with EHCPs will join in September in FS2
- PPS has 14.8% SEN support pupils which is above the national of 12.6%
- Assistant SENDCo has introduced a Y6 SEN transition programme to reduce anxieties
- A new after school social club will be introduced for KS2 SEND children to deal with ongoing needs
- The Chair requested that the Assistant SENDCo attend the first part of LGB meetings going forward

*JS: More parents are naming our school because of the good reputation we have in dealing with SEN. There are some really high needs children coming in.*

*Q: (AF) If the year is oversubscribed, how do you prioritise?*

*JS: If parents name the school with an EHCP, we have to go over our PAN to accommodate.*

**ACTION: Assistant SENDCo to be invited to attend LGB meetings**

**LAC Update**

- 3 LAC in school

- 2 have made accelerated progress from their starting points
- Attendance of all is very good

C: (JS) *We have had multiple court cases so a big thanks must go to AP for writing the reports.*

### 55c Behaviour and Attitudes Summary

#### Attendance

- Cumulative attendance to date is 94.3% (national 93%). School target is 96%
- DA cumulative attendance is 93.9%
- Year 3 has the highest attendance at 94.8% and Year 2 has the lowest attendance at 93.2%

Q: (AF) *It is great to see you are closing the gap in attendance between DA and non – DA, how have you managed to do this?*

AP: *I have worked closely with Kerry McDonald (Attendance Manager at HHS), and we rigorously look through our tracker every fortnight. We have RAG rated our children and I get sent a daily report of absence. We monitor the DA and the children on the cusp (just about managing families) very closely and check in with families regularly.*

C: (JS) *We also don't have to staff the Safer Streets anymore so there are more staff in the building and on the playground. We have a joined-up approach and Office staff update CPOMs with lateness.*

#### Punctuality

- Year 2 continues to have the poorest punctuality with an average number of lates per pupil of 1.65. This is high due to a LAC child who relies on a taxi and is frequently late

#### Behaviour

- High number of Level 1 and 2 sanctions (low level), in Year 1, 4 and 6
- During the summer term there has been a reduction in low level incidents due to a more consistent approach of behaviour expectations
- The higher-level behaviours are due to a small number of vulnerable / SEN children
- 1 fixed term suspension relates to a child in Year 2
- The number of sanctions in 2021/22 is 1034. This compares to 414 last year and 355 2019/20. However, it should be remembered that for much of these 24 months the children were home schooled.

C: (AP) *There has been a great increase in sanctions this year as the children have not been as socially interacted and also staff are more aware of the need to log all incidents.*

C: (CT) *It has to be a careful message to staff as we want them to record all the incidents, but they need to be aware of the increase.*

Q: (CT) *Has the inappropriate use of social media reduced?*

JS: *They are the level 3 and 4 sanctions.*

C: (AP) *We have heard far less reports of any incidents but those we have heard are very serious.*

JS: *All we can do is educate the children - we have had the PCSO in to talk about social media platforms and the minimum age being 16. We contact the parents and EHaSH with any incidents.*

C: (BM) *There is a strong link to social media and low self-esteem. Why has there been such a significant jump in sanctions from 2018/19 (i.e. pre Covid) to this year?*

AP: *All staff are now using the system consistently.*

Q: (CT) *How is the behaviour in the current Year 5?*

JS: *They are a lovely year group with good behaviour.*

C: (AP) *The current Year 4 is our problem year group, and we will split these into 3 classes. We will ask the children to name 5 friends who they would like to be with and ensure they have at least 1 but will split the children that clash.*

Q: (AF) *How will you split the year in to 3?*

*JS: We will equally split the number of SEND, DA and high needs in each class so that each class has similar experiences.*

#### **55d Personal Development Summary**

##### **Safeguarding Spring term 2022 Report**

- No child is subject to a Child Protection Plan
- 9 children are subject to Child in Need plan
- Safeguarding concerns around 14 children
- 5 referrals made to EHASH (Early Help)
- 8 Operation Encompass alerts received
- All safeguarding training is up to date

*Q: (AF) Do you receive the Operation Encompass information the day after the incident?*

*AP: No, never. It is usually a week late. It is still useful as we can check how the child is.*

*BM: Such a delay is a negative. The behaviour of the child may have been affected by a domestic incident and teachers cannot take any chastisement back if the notification is received late.*

*JS: Agreed – the whole point of the system is it is there for support*

*Q: (BM) Do the police have annual meetings about this service?*

*JS: No*

*C: (BM) It is a great scheme, but the police need feedback that it is not as effective as it could be.*

**ACTION: Correct governor link to be named on the Safeguarding Report- C Thorley**

#### **55e EYFS**

- Priority this term is transitioning the pupils to the next stage: home to nursery, nursery to Reception (FS2) and FS2 to Year 1. HK reported a good attendance from parents at these events.
- Forecasting the FS2 cohort will be slightly below 2019 national average in relation to assessment against the 17 strands of Early Learning Goals
- Girls are outperforming the boys
- The gap between disadvantaged and non-disadvantaged is apparent in all areas of learning
- The reforms led to a new curriculum so national averages are eagerly awaited
- Moderation between Keyingham, and Croxby has taken place

*Q: (AF) How many from the Penshurst Nursery join our school?*

*HK: Only 2 go to different schools – one is out of catchment and one has a sibling at another school*

*C: (MP) The numbers are low in nurseries everywhere.*

*JS: The numbers are low in FS2 also due to a low birth rate. We have filled our quota of 60 but may have struggled with 70. I would advise governors to keep an eye on nursery numbers as we lose money running the nursery even when it is full. It would be a disaster if we did have to close it as that's how we get our standards up of those entering FS2, but you need to be aware.*

*Q: (BM) Is there a plan to combat the 13% literacy and 6% maths gap between DA and Non- DA?*

*HK: yes, we cannot use covid as a reason anymore. We have put in massive interventions everywhere and made progress but we are not where we should be for our end of year expectations.*

#### **55f Leadership and Management Summary**

- Significant number of staffing changes at the primary and High School:
  - Jo Spencer moving to be Headteacher at North Ferriby
  - Michelle Preston appointed as associate Head of School
  - Amy Paoli to continue as Assistant head (initially she was covering maternity leave)

- Ashley Chapman appointed as Deputy Head

*Q: (CT) How are staff feeling about the changes at Penshurst?*

*HK: When MP was appointed there was a sense of relief as we all know that she loves the school and how capable she is. Morale is now very positive since that appointment. We feel we are in safe hands.*

*VG: When you lose experience the replacement can be cheaper. We will use these savings to enable Amy, Michelle and Sally to have non-teaching roles so they will have all the support they need.*

*Q: (BM) Is it standard practice to not have a member of the Governing Board on the interview panel for a Head of School?*

*VG: This was an oversight on my part. I ensured there was a representative from central services (Dave Waterson) but I can only apologise for not asking a board member.*

## **56 ACADEMY DEVELOPMENT PLAN**

The tracker showing progress against the four strategic academy improvement priorities for the through school was reviewed.

VG explained that progress against each action was reviewed at the end of each half term.

*C: (BM) The tracking document does not show us why you have judged an action to be red, amber or green. We need to see the plan with details of what the performance measures are.*

*CT: I agree we need to see the data behind the judgements.*

*IF: The tracker doesn't tell me enough, we are missing the narrative. We don't need detail as governors – just a summary of what is going well and what not so well.*

*VG: I will send out the development plan so you can see the criteria.*

*Q: (AF) Why is parental engagement at Penshurst only judged to be amber?*

*JS: Although lots of events have been re-introduced, we are not fully there yet. We want the Challenge Days and the Pupil of the Week assemblies with parents to be brought back.*

*Q: (CT) Have you as leaders got any concerns?*

*JS: No, the majority of the teaching and learning priority is green and overall progress is green. Actions that are still amber are in progress but have not been fully embedded or cannot be articulated just yet.*

**ACTION: Clerk to send out the ADP detailing reasons for progress judgements with the tracker**

## **57 EDUCATION RECOVERY FUND**

- PPS has a recovery fund of £16,764 for 2021/22
- It was confirmed that contrary to what was said at the last meeting School led tutoring fund will be accessed. This will be used for 36 DA pupils in Years 4-6
- Funding will also be used to create 3 classes in Year 5 to deliver a personalised catch-up curriculum for 18 pupils
- Wider strategies include purchasing an SLA from East Riding to access the behaviour team, employ a part time Fit4Fun football coach (Monday lunchtimes), employ a well-being coach for help with sports and Read Write inc training for staff
- A full review of the impact of the spend will be held at the next meeting

*C: (JS) We still have £2K in the budget so I will book the Fit4Fun Sports Coach for next year – this greatly helps with behaviour.*

*Q: (BM) Last meeting you said that you couldn't access tutoring as you didn't have the 25% contribution – can you confirm you are now using this fund?*

*JS: Yes, we have managed to find the £1020 needed.*

Q: (BM) Could finance be drawn from the High School if needed?

JS: The High School have the same problems.

Q: (BM) If you were told the High School had funds, would there be any issue using some of their funds?

JS: No

## 58 RISK REGISTER

There was a discussion around what should be included on the school Risk Register and what should remain on the Trust Register. It was agreed that as Trust risks are on the Trust Register, only risks specific to Hessle Academy should be listed. The Register is to be reviewed with this in mind.

Governors requested that there is a key attached to each risk showing if it is a PPS, HHS or through school risk.

C: (IF) Inherent risks are risks that might happen so we need to ask is there a reasonable risk of it happening. The risks need to be more specific.

**ACTION: CT, VG and P Morris review the wording of the reasons for inherent risk for the health and safety risk (risk number 6)**

**ACTION: Clerk to reword the reasons for inherent risk for the governance risk (risk number 4)**

## 59 GOVERNOR LINK VISITS

There have been 3 Governor visits this term:

8 April 2022 – BM had completed a SEND visit

11 May – RP had completed a visit to observe Year 6 SATs

9 June - AF had a catch up with the HT

All were detailed reports with no significant issues.

**ACTION: All Links to carry out a school visit and complete a visit report form by the end of term**

## 60 GOVERNOR TRAINING AND SUPPORT

- All Governor training is up to date
- Clerk and Chair to review skills matrices to focus future training

Governors were informed that the National College will be the single provider for all training needs. All Governors will be issued with a link to create an account.

Governors can also choose to complete the Safer Recruitment module: "Annual Certificate in Safer Recruitment for Education Providers."

The Chair and Clerk will review the skills matrices and direct Governors to complete certain modules depending on the skills gaps.

## 61 ANY OTHER BUSINESS

None



**62 DATE OF NEXT MEETING**

Pre – meet: Tuesday 19 July 2022 6.30pm  
LGB meeting: Thursday 21 July 2022, 5pm

**63 AGREED ACTION POINTS**

- 63a ACTION: Clerk to send the guidance document for governance preparation for an Ofsted inspection to BM (minute 52)**
- 63b ACTION: Clerk to create an Ofsted ready file on SharePoint showing evidence of knowledge and interaction with the school (minute 52)**
- 63c ACTION: JS to update the LGB on the writing mixed year group classes at the next meeting (minute 54b)**
- 63d ACTION: Clerk and Chair to review skills matrices (minute 54i)**
- 63e ACTION: Parent Council to be on the next meeting agenda (minute 54j)**
- 63f ACTION: Clerk to send out date and contents of well - being week (minute 55b)**
- 63g ACTION: AP to let governors know when the bespoke training to deal with extreme behaviours is taking place (minute 55b)**
- 63h ACTION: Assistant SENDCo to be invited to attend LGB meetings (minute 55b)**
- 63i ACTION: Correct governor link to be named on the Safeguarding Report - C Thorley (minute 55d)**
- 63j ACTION: Clerk to send out the ADP detailing reasons for progress judgements with the tracker (minute 56)**
- 63k ACTION: CT, VG and P Morris review the wording of the reasons for inherent risk for the health and safety risk (risk number 6) (minute 58)**
- 63l ACTION: Clerk to reword the reasons for inherent risk for the governance risk (risk number 4) (minute 58)**
- 63m ACTION: All Links to carry out a school visit and complete a visit report form by the end of term (minute 59)**

Part A closed at 7.12pm.