



Pakefield Primary School Local Governing Body
4.30 pm Tuesday 27th March 2018

Chair of the Committee:	Bridget Fosten	Clerk to the Committee:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Bridget Fosten	Trust (Chair)	P
Jackie Cutchey	Trust	P
Jill Adams	Trust	P
Anne Powles	Trust	P
Martyn Payne	Headteacher	P
Marie Rodwell	Staff	Ap
Emma Strachan	Staff	Ap
Liza Cole	Parent	Ap
Vacancy	Parent (to be confirmed)	

In Attendance:

Louise Hicks and Steve Jeal (governor training item)
 Karen Tallet-Pickess, Business Manager

Pakefield Primary School Local Governing Body
Agenda Items / Minutes / Actions

Tuesday 27th March 2018 @ 4.30 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Action
Governor training item	<p>The meeting commenced at 4.30 pm with a Science curriculum presentation from Louise Hicks and Steve Jeal.</p> <p>The school is working towards a Primary Science Quality Mark and aims to evaluate, strengthen and celebrate science. A staff meeting has been held to agree science principles and what science should look like in classrooms; governors received a copy of the principles. Three primary science quality mark sessions have been attended, these were good sessions which included effective CPD on working in science; additional training will take place after the Easter break. CPD and resources required in school for primary science are being identified, working rules are displayed in all classes and staff know what is being taught within each year group. The science Pixl conference in February was helpful and provided useful information to share with staff.</p> <p>An environment walk took place in October, in every class there were displays and principles were on display. There is good evidence of science in book looks undertaken, particularly in year six; LH and SJ have been impressed with standards across school and the amount of science going on across school and across the curriculum, books are balanced in all year groups.</p> <p>A science challenge day was held in November across all ALT schools. This was focussed on pupil premium children, Pakefield came joint first, a key strength was the vocabulary the children were using. Another challenge day is planned to take place in the summer term for KS1, possibly at Westwood School in the outdoor woodland area.</p> <p>Pupil perceptions obtained recently from the school council are very positive across school. Years two to six are enjoying the topics. Year five has held a STEM share afternoon, this was competitive, fun and there was a good buzz around the room, years two and four also have these booked; feedback from parents is positive. The science hashtag is proving to be very popular.</p> <p>After Easter observations of teaching science are being arranged, this will be a whole afternoon where learning walks will take place across the school. Following the success of last year, a theme week will be held, this will have more of a science focus. The school is trying to</p>	

		<p>encourage more local community involvement, local businesses and Suffolk County Council have been contacted. Governors noted the steam week had been very successful last year in which a variety of companies had engaged. The school needs to ensure it publicises what it is doing this year, celebrate what the school is doing and involve as many local businesses as possible.</p> <p>Science capital is being used to support exposure to science in the real world to ensure children are aware science doesn't stop when they leave school and raise awareness to how science is used in every day life eg baking a cake, science skills required in the workplace. The school would like to invite companies to come in and deliver a problem then visit again to see what resolutions have been made.</p> <p>Governors thanked Louise and Steve for their presentation and the work they are doing to promote science in the curriculum.</p>	
1.	Welcome from the Chair/Apologies	The formal meeting commenced at 4.45 pm. Apologies for absence were received from Marie Rodwell, Lisa Cole and Emma Strachan, governors consented to the absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Agree Minutes from Previous Meeting / Matters Arising	<p>Minutes of last meeting: The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters arising:</p> <p>Page 3: Leaders' reports have been changed and are still being tweaked. Reports are still too long but moving in the right direction and relate to impact.</p> <p>Page 4: The school's own data was being used for the Reydon data training event and it was not appropriate for Pakefield governors to attend. A date will be arranged.</p> <p>BF, AP, LC have completed safeguarding training, MP and the headteacher at Red Oak School are trained as trainers and can deliver this to their own staff. Governors noted MP has provided training for Grove and Carlton Colville Primary Schools.</p> <p>Page 6: JA has visited and completed safeguarding review.</p> <p>Page 7: The Behaviour for Learning Policy is not yet ready to present to governors due to school closures related to inclement ready. The policy will be completed for the summer term meeting.</p> <p>Work to the roof is due to start on 2nd April.</p>	

		<p>Page 8: JA has agreed to take responsibility for pupil premium.</p> <p>Caroline Driver has completed a data protection assessment at the school; the IT assessment is pending. There are issues which relate to the use of personal email addresses rather than Pakefield email addresses. Governors noted the importance of complying with data protection regulations, the school will start using Governor Hub in September which will help to resolve the issue over email addresses.</p> <p>Action Sheet:</p> <p>Item 3 – Matters arising: <i>Item 9 – ALT business:</i> Discussed as part of previous item, MP will arrange separate data training session for Pakefield governors.</p> <p>Item 4 – Headteacher’s report: Safer recruitment training is in hand.</p> <p>Item 6 – Safeguarding: Discussed as part of previous item, the safeguarding review has been completed.</p> <p>Item 8 – Ofsted report: Arrangements are in hand.</p> <p>Item 10 – Policies (Behaviour for Learning Policy). As discussed in the previous item, the policy will be brought to the next meeting for approval.</p> <p>Item 11 – Governor visits: LC has given apologies for this meeting, feedback on the review of the school website will be carried forward to the next meeting. As discussed in the previous item JA has agreed to take responsibility for pupil premium. Governors attended the lunch with children, the children really enjoyed this. Governors will attend the next parents’ evening.</p> <p>Item 12 – ALT business: The clerk has fed back to ALT governors’ suggestion that GDPR be included as an item at the next hub briefing.</p> <p>Item 13 – Year six readers: Support for SATs practice is in hand.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>LC / Clerk agenda</p>
4.	Headteachers Report	<p>Governors received the headteacher’s report, circulated at the meeting, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Attendance is at 95.7% and is lower than the school would like it to be, illness and holidays have had an impact. Governors noted families are receiving penalty notices for unauthorised holiday. Attendance of looked after children is good, attendance of pupil premium children is on track with overall school attendance, persistent absence is currently</p>	

	<p>AP: Fixed penalties have made a difference to poor attendance?</p> <p>BF: Is everything being done which can be done?</p> <p>AW: Learning walks are consistently good? How many teachers are not going to be consistently good by September?</p> <p>AW: Data will back up judgement?</p> <p>JC: Can the school provide number of points progress to date?</p>	<p>6% but this will reduce. Governors noted it is not compulsory for children who have not yet reached statutory school age to attend and this is causing a problem this year. All attendance policies in North Suffolk hub are now aligned and all schools are following the same procedures which has been helpful; the school still needs to be mindful of circumstances in some individual cases related to holiday requests. There are issues with the penalty system, governors noted the new Education Welfare Officer has not been to the school, the school is doing everything in-house now and savings have been made from this approach.</p> <p>Nursery admissions were discussed in the personnel working group; it is likely the school will not have an afternoon nursery due to insufficient numbers. Difficulties relate to the thirty hour rule, parents need wider care than this. Everything is being done which can be done, governors noted difficulties obtaining information from parents in relation to free school meals, some families are eligible to claim but don't wish to do so. Governors discussed opportunities to promote this further in parents' evening and provide letters with information but noted parents have to make the application, the school can't do this on their behalf.</p> <p>Governors received an update on safeguarding issues included in the headteacher's report.</p> <p>Governors received an update on staffing issues included within the headteacher's report and noted arrangements in place for nursery next year; posts for next year have been advertised.</p> <p>Governors received an update on teaching and learning. The first academy group letter has been circulated, this was a positive meeting, outcomes are positive and points raised are generally appropriate. A range of monitoring is taking place, this links into TEFL course about teaching and learning and good practice. The course is being delivered by Edison Learning, the government has provided funding to support schools graded as requiring improvement and a number of ALT schools are completing the programme. Governors received an update on the key impact and initiatives being introduced in school as a direct result of involvement in the programme and noted this will enhance what the school is already doing. Governors noted some staff members are leaving, the teaching picture in the school is good. It is appropriate to have teachers requiring support providing support is in place, end data is strong and the school can demonstrate expected progress is being achieved. Visible progress can be seen in books, books are moderated with every teacher and every year group and compared against data. Governors requested in year progress data for each year group and progress made from KS1. The headteacher will speak with the headteacher at Westwood Primary School for the formula she uses to provide this information.</p>	<p>Headteacher</p>
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	<p>AW: Year three date, 53% is low?</p> <p>JC: Gap isn't reducing?</p>	<p>Governors received an update on data. Governors noted data related to Pixl tests and numbers working at greater depth in year five which demonstrates an improvement on year five last year. There is an improvement in year three this year compared to year three last year; work in year two was more focussed and year three are using all the strategies in talk for writing. Governors noted there is further work to be done in year three, the school is expecting to see accelerated progress in year four.</p> <p>Governors discussed the detail of leaders' reports. For monitoring purposes governors identified the need for a summary relating to activities key workers are doing, the impact of these, next steps and interventions in place to monitor and ensure children are making good progress and attainment, rather than detailed reports.</p> <p>Governors reviewed the data return presented to ALT and noted generally this paints a positive picture and children are on track to achieve at national levels. Governors noted some difficulties in year two which relate to staffing turbulence. Governors noted this is a small group and there are specific issues for some children, which has an impact on the data. Targeted interventions are in place.</p> <p>In year six there has been a slight dip from November to January, the results are based on the actual SATs mock test results completed last week. The school is trying to work on progress; attainment may go down initially but if progress increases attainment should increase. Governors noted there are some children requiring interventions who won't make attainment. Pupil premium children in year six are moving in the right direction in terms of progress.</p> <p>The school is using the PIRA and PUMA tests in years two, three and four this term. These were recommended by Ofsted, results are being analysed this week, the tests have been ordered again for next term.</p>	
5.	Pupil Premium	<p>In the absence of MR governors received an update from the headteacher on pupil premium, and received a copy of the grid compiling information from prior attainment. Governors noted this is a work in progress but is useful for governors to see how pupil premium is being tracked and monitored. More data related to progress may be available by the next meeting, governors agreed to carry this item forward to the next meeting when for MR to provide a more detailed update. Governors suggested it would be helpful if reference to key workers and day to day work could be included in the comments.</p>	MR Clerk agenda
6.	Academy Improvement Group	<p>Governors received an update on the recent meeting of the Academy Improvement Group earlier in the meeting, as part of the headteacher's report, the letter has been circulated.</p>	

		This will be followed up in May with a learning walk.	
7.	Governor visits	<p>Governors received an update on visits which have taken place since the last meeting.</p> <p>7 March - English visit BF, AW, JA completed a learning walk. Progress was visible on progress boards and obvious and clear in books, there was a good atmosphere. Talk for writing, story maps and conjunction pictures in place, children were on task, engaged and understood what they were required to do. They were aware of the need to challenge themselves and choose what level of task to start on. BF has completed the English report.</p> <p>14 March – Maths visit AW, JA, LC completed a learning walk, similar to English visit. This was a very useful visit, maths books had new learning objectives stickers but some hap hazard marking. Children were engaged; in year one clear labelling questions attached, progress displayed on working walls. Nursery/Reception are well resourced, book look showed progress. Maths leaders monitor impact of new year five grouping, analyse data impact of new year one learning environment. AW has completed the maths report.</p> <p>BF/AP came in to help with SATs mock tests. This was a positive experience to witness children doing this. Children made good use of BF/AP, seemed calm and well prepared. BF informally spoke to children on Friday and during lunchtime visit and children were still calm and reassured about how this had gone.</p> <p>23 March - Lunch time visit BF, JA, ES, AP. Spent time inside hall and outside, spoke to year six children who were able to speak well and talk about examples of how kind and caring they found the school, attendance race and how this worked, healthy eating and a good wide range of other conversations.</p> <p>23 March - Personnel working group met, discussed earlier in the meeting.</p> <p>GW has completed a safeguarding review and checked the single central record.</p> <p>BF agreed to provide an update for the newsletter; governors were asked to forward copies of reports to the business manager for inclusion in the visits folder.</p> <p>Governors agreed visits for next term should focus on issues picked up on previous visits and review developments. The headteacher agreed to provide dates for governors to meet with the school council.</p>	<p>BF Governors</p> <p>Headteacher</p>
8.	Budget	Governors received an update on the current budget	

	<p>monitoring</p> <p>AW: Reception numbers?</p>	<p>position from the business manager. Key points arising from the discussion:</p> <p>The update relates to February month end, the school is six months into the budget and should be approaching 50% mark. Governors noted some additional income was received in March.</p> <p>Governors received an update on salaries, noting how money has been allocated; issues in premises will be resolved once insurance income is received. The school is doing things differently now and has not spent as much on agency cover. The position is positive and an improvement on this time last year,</p> <p>The figure through gag next year will be down, this relates to the nursery, the school has a plan in place for this. Sports premium funding has increased and this has been beneficial to the school in putting in place after school clubs etc. Reception numbers have been ranked but allocations haven't been received from the LEA yet. Governors noted Reception criteria is different to nursery criteria and not linked to catchment but distance, it is looking hopeful Reception will be full for September.</p> <p>Governors received an update on HandSAM and work completed; the school is down in percentage in terms of tasks completed. Governors noted this relates to issues where tasks are put on by HandSAM but not assigned to anybody. Monthly checks are now taking place to identify where this has happened which should resolve the issue.</p> <p>Governors thanked the business manager for her report, due to the limited time available for this item governors agreed to include a further budget monitoring item on the agenda for the next meeting.</p>	<p>Clerk agenda</p>
<p>9.</p>	<p>Additional LGB Papers including review of policies:</p>	<p>Governors agreed to defer approval of the Learning Behaviours Policy to the next meeting.</p>	<p>Clerk agenda</p>
<p>10.</p>	<p>ALT Business</p>	<p>The clerk has forwarded governors' suggestion for an update on GDPR responsibilities to be provided at the next hub briefing.</p> <p>Governors received update on the hub briefing for heads and noted initiatives in place.</p> <p>Governors received an update from the headteacher on ALT's request to DfE to reconstitute membership of the local governing body and noted the proposals. ALT will be circulating a consultation paper shortly. Governors agreed to put in place recruiting procedures for an additional parent governor.</p>	<p>Headteacher / Chair</p>

11.	Any Other Business	Governors discussed the viability of continuing with NGA membership. Governors agreed the same information is available on the Key and agreed not to renew membership of NGA.	
12.	Confidential Staffing Matters <i>(Trust governors to remain for this item)</i>	There were no additional confidential staffing matters.	
13.	Date of Next Meeting	The next meeting of the full governing body will be held on Tuesday 22 nd May 2018 at 4.30 pm. The meeting closed at 6.45 pm	