

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 10th July 2019.

Present:	Jill Adams (JA) Liza Cole (LC) Carrie Crossley (CC) Bridget Fosten (Chair) Jacqui Healey (JH)	Martyn Payne (Head) Anne Powles (AP) Marie Rodwell (MR) Emma Strachan (ES) Dan Watson (DW)
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In attendance:	Michael Fleckney – PE Subject Lead (MF) Karen Tallett-Pickess (KTP)	Rebecca Witt (Clerk)
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	<u>GOVERNOR MONITORING / TRAINING</u>	
	<p>Governors received a presentation from MF on PE and the 5 school indicators. The following key points were noted:</p> <ul style="list-style-type: none"> • Engagement of all pupils – MF advised that Playmaker had been a success this year. Active One Life had been introduced. This had been more successful in some classes than others. MF advised that he was awaiting feedback from teachers as to whether this would be continued for next year. Activate was being reintroduced, which was linked to health, well-being and mental health. Equipment had been purchased to improve the Playmaker scheme. • Profile of PE – MF noted that the school had achieved a One Life Suffolk bronze award. Funtrition was discussed, in particular its sustainability. It was noted that the school would finish this scheme and run sessions in house next year. The Head noted the staff CPD through the scheme, including support staff. • Broader experience of a range of sports / activities offered to all pupils – Governors noted the higher range of clubs / activities and new sports that had been introduced. • Increased participation in competitive sport – MF advised that this was a focus for the school. The school had worked with the Trust this year (girls' football, KS1 panathlon, KS2 dance festival and performance, KS1 tournaments, events with Red Oak). <u>MR asked if disadvantaged pupils attend the clubs.</u> MF confirmed this and noted that he had observed sign up and attendance. <u>JH asked how parents knew these events were happening (example given re the recent athletics event).</u> MF advised that this had been a County event. MF agreed to raise awareness of the schools events through the school newsletter. It was noted that the school was on track to achieve gold in the School Games Mark for the second year. • The next steps were discussed (to continue to embed the provision for extra curricular sports / tournaments, to include mental health and wellbeing as part of overall package, and to ensure the department was properly resourced for the coming years). • <u>CC asked if there was 1 sport/activity MF wanted for the school.</u> MF stated that surfing or paddle boarding were of interest. DW offered his support in this area. MF advised that these sports linked to being a beach school. <u>LC asked if taster sessions were available for pupils.</u> MF advised that most sports had been trialled in curriculum time. <u>CC asked how the school felt about running as part of school day (golden mile).</u> MF advised that some classes had taken this on however it was intermittent. MF felt that the golden mile was a good idea however the school already had many initiatives running. It was suggested that this was considered in the future, as was a free scheme. The Head suggested that the link with the High School would help grow the sports offer. <u>LC suggested a school trip to Waterlane climbing wall.</u> 	MF

	<ul style="list-style-type: none"> Beach school status was discussed, in particular that it enriched the curriculum, used the school's locality to enhance learning opportunities, used the local area for learning, and promoted the children as future custodians of the coastline. MF advised that he had attended a course by Suffolk Wildlife Trust in May 2018, staff meetings had been held with a focus on practical activities on the beach, staff had been given resource packs, parent helpers had been trained in activities, and working groups had been set up. The impacts could be seen in the children's learning (example re Y1 story telling). <u>The Chair asked how the school would move forward with the scheme.</u> MF advised that the school would continue to embed the scheme, as there was more to deliver to the children. Governors noted the cross curriculum benefits. The Head noted that this was a whole school initiative. <u>DW asked if school aware of Ness Point development.</u> The Head agreed to investigate this. <u>LC asked for clarity re PE kits.</u> The Head agreed to address this through the newsletter this week. MF left the meeting. 	Head Head
1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	All governors were present.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3	<u>MEMBERSHIP</u>	
	There were no changes to note.	
4	<u>MINUTES</u>	
4.1	The minutes of the meeting held on 22 nd May 2019 (copy in the Minute Book), having previously been circulated, were confirmed .	
4.2	<u>Matters arising from the minutes</u>	
	<ul style="list-style-type: none"> Item 4.2, Online safety – LC confirmed that she had completed her training. Item 4.2, School website – The Head/LC confirmed that they had met re the new website, which would go live in September 2019. LC noted that the parent survey had been completed with 97% responses received. Item 4.2, Peter Byatt – The Head confirmed that he had contacted Peter Byatt, the local councillor however this was ongoing. Item 9, Governor monitoring visits – It was noted that the Head had emailed governors re the focus of the terms monitoring visits. <i>The Chair moved to Item 7.</i> 	
7	<u>HEADTEACHER'S REPORT</u>	
	<p>Governors received a written report from the Headteacher (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> The Head confirmed that there were 433 pupils on roll with a further 4/5 children starting in September 2019. Attendance was 95.3%, which was the same as last year. Unauthorised absence was 2.06%, which was improving. Authorised absence noted as 2.64%. The changes to the attendance policy were noted. Persistent absence related to 28 children (6.52%). The number of penalty notices issued to parents were 	

83 (45 pupils) compared to 50 last year. Governors noted that the school was working hard to improve attendance. CC asked for clarity re the Pupil Premium (PP) attendance figures, which had gone down. The Head advised that this was due to holidays mainly. CC asked what interventions were in place for PP attendance. MR advised that PP children had multi layer needs. The PP fund had been used for pastoral support worker. The Head advised that he and the Attendance Officer visit homes and bring pupils in where appropriate.

- Governors noted that exclusions were down, which demonstrate the strategies being used have worked to reduce exclusions. Exclusions this year only relates to 8 pupils.
- There was 5 Child in Need plans in place. 2 children had moved to the school from Norfolk County Council.
- The staffing changes were noted. The Head advised that 2 teachers were leaving. AP asked if the school was advertising for replacement teachers. The Head advised that an advert had been run with no success however would be rerun in the new year.
- The Head advised that the school had held an all school science fair. Children had run stalls. The First Light Festival was discussed. The contribution to the local area was noted. Governors noted that reception had attended an event at Stradbroke Court, which had been well received. The Y4 Dance East event was discussed. The Head advised that 4 school council representatives had visited Reydon to discuss the CHIMP project. Information would be sent home to parents. The Y6 production was discussed which had been positive. The links to the High School were noted along with the Y5 early transition science taster day and the drama day. The ALT Subject Leaders showcase event at Red Oak was discussed which had also been well received.
- The pupil outcomes were discussed (see outcomes report in Minute Book):
- Early Years had moved from 73% last year to 76% GLD this year.
- Phonics Y1 had moved from 73% last year to 86% this year. Phonics Y2 was 60% compared to 58% last year; 98% of children in Y2 have passed the phonics check. It was noted that pupils who had not taken the test would continue to remain a focus for the school.
- KS1 was discussed. Governors noted that the cohort had been moderated this year with the moderator agreeing with all the school's judgements.
- Y2 had achieved 78% in reading which was up from last year. Greater depth (GD) was 16%. 72% had been achieved in writing which was above national. GD was 12%. 78% had been achieved in maths, which was above national. GD was 15%. The Head advised that the school was working hard to improve GD children. Governors noted that the Y2 disadvantaged cohort looked low however noted the significant needs of the children (of the 9 pupils more than half were SEN and 2 were moving into Alternative Provision).
- The progress for all children was discussed; these were provisional and from the Local Authority. Reading was -1, writing was -0.3, writing was -0.7, and maths was -1.7. Governors noted that this cohort was challenging as there had been 21 high attaining pupils in the year group
- *JH left the meeting.*
- Attainment was discussed. The Head advised that there had been 5 pupils who were on track in reading however had missed the grade by a few marks. If these pupils had been converted the cohort would have been above national. Governors noted that 2 children had been on holiday during SATs. The Head advised that the school had exceeded the WIGs of 20% by achieving 25% (28% last year). **It was agreed that this data would be discussed in more detail at the next meeting once it had been unpicked.**
- Governors noted that the school had reviewed the Y6 papers. 1 child needed 1 mark for GD so the paper had been resubmitted for remarking. The Chair asked how the children had taken the data. ES advised that the data was a

Head

	<p>snapshot on a particular day and that the children were talented in lots of way. The children had all seemed fine and there had been no upsets. Governors noted how hard the children had worked. Writing was noted as 81% compared 78% previously. GD was 19%. GPS was 81%. GD was 29%. Maths was 8% below national. 5 children had not achieved the pass mark. This was due to 2 children not completing the tests as were on holiday and 1 child missed the 3rd paper so was not scored. Governors noted that all these children were GD. Combined RWM was below national (65%) at 61%.</p> <ul style="list-style-type: none"> The disadvantaged pupil data was discussed. Their attainment was lower than non-disadvantaged as the children had lower starting points. MR noted that the cohort targets were aspirational. Reading was 60% compared to 64% last year. Writing was 80% compared to 59% last year. GPS was 86% compared to 56% last year. Maths was 60% compared to 71% last year. Combined was 45% compared to 64% last year. Provisional progress was noted. Reading was -0.3 compared to -1.9 last year, which was an improvement. Maths was -0.3 compared to -0.5 last year, which also shows progress from last year. Reading of the maths papers was noted as a challenge for the cohort. Future steps were maths workshops, bespoke interventions etc. The B2 data was noted. <u>DW asked for clarity re exam coaching</u>. MR confirmed that the school did this via test techniques. <i>The Chair moved to Item 5.</i> 	
5	<u>HEALTH & SAFETY / PREMISES</u>	
	<p>Governors received an update on Health & Safety and Premises from KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> All areas were green with exception of the curriculum, which was amber. Karen Jarvis had carried out a H&S review. The Handsam audit report had been reviewed and all items were on track and/or resolved. An all staff responsibility was noted. KTP confirmed that ALT were funding the work on the drains in the summer holidays along with the tarmac of the drive and barrier. Premises staff had been registered on COSH training. Fire monitoring was discussed. Quotes had been sought for a monitoring system for staff. 	
6	<u>BUDGET MONITORING</u>	
	<p>Governors received an update from KTP on the latest budget position (June 2019). The following points were noted:</p> <ul style="list-style-type: none"> The in year balance was noted as -£172. All carried forward funds had been transferred over into the new year budget. The new server would be funded out of capital. The 2019/20 budget was discussed. A rebase had been required due to staffing changes and lower October census data (15 pupils down). PP was also down at £105k compared to £125k (due to Y6 leavers). It was noted that there would be 22 in Nursery compared to 26. Governors noted that future budget years were challenging due to pupil number (42 children in reception verses a PAN of 60). The PAN was discussed. The Head advised that this had also been discussed with Trust. The impact on the finances was noted. KTP advised that the school was paying in a service from SCC re PP entitlement. <p>Governors thanked KTP for her hard work and support with a challenging financial situation.</p>	

8	<u>GOVERNOR VISITS</u>	
	<p>Governors received an update on visits that had taken place since the last meeting. The following points were noted:</p> <ul style="list-style-type: none"> • The Chair and JH had attended the science fair on 27th June 2019 • The Chair had met with Karen Jarvis on 20th June 2019 re the H&S visit. She had also met with the Head re the PAN • AP had visited on 1st July 2019 to carry out a phonics visit • Governors had attended the school play on 4th July 2019 • JA had attended a reading session with MR. JA had also carried out a safeguarding visit with the Head on 4th July 2019. • LC had visited the school on 11th June 2019 re the school website and survey to parents. • It was noted that the Trust were in school on 12th September 2019 to share the new Ofsted framework. 	
9	<u>POLICIES</u>	
	<ul style="list-style-type: none"> • Early Years Foundation Stage Policy – There were no major changes to note. The Head agreed to remove any reference to learning styles. • Intimate Care Policy – The Head advised that staff names had been changed. • Supporting Medical Issues in School Policy – There were no major changes to note. <p>All governors approved the policies.</p>	
10	<u>ALT BUSINESS</u>	
	<ul style="list-style-type: none"> • CEO appointment was noted. It was noted that Clive Bush had visited the school and met with the Head. • The PD day re Oracy Cambridge was discussed. It was noted that the school was the lead school for North Suffolk from September 2019. 	
11	<u>GDPR</u>	
	There were one GDPR breach to note (SCC error) which had been reported to ALT.	
12	<u>ANY OTHER BUSINESS</u>	
	None.	
13	<u>STAFFING MATTERS</u>	
	None.	
14	<u>DATES OF THE NEXT MEETING</u>	
	The next meeting was confirmed as Wednesday 16 th October 2019 at 4.30pm.	

The meeting closed at 18.30pm.

Signed

Date

