

**PAKEFIELD PRIMARY SCHOOL**

Minutes of the Local Governing Body meeting of Pakefield Primary School held virtually at 4.30pm on Wednesday 16<sup>th</sup> December 2020.

Present:	Jill Adams (JA) Bridget Fosten (Chair) Carrie Crossley (CC) Sarah Farrell (SF) Martyn Payne (Head)	Anne Powles (AP) Marie Rodwell (MR) Emma Dorling (ED) Dan Watson (DW)
In attendance:	Sally de Sousa (SdS) Karen Tallett-Pickess (KTP)	Rebecca Witt (Clerk)

1	<b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>	<b>ACTION</b>
	Apologies were received from Jacqui Healey (JH). A special welcome was given to SF.	
2	<b><u>SUBJECT LEADER PRESENTATION</u></b>	
	Governors received an update on Maths from SdS. The headlines from the Maths Development Plan were discussed. The attainment and progress of children by end of KS2 was discussed. The ready to progress guidance document was noted, which highlighted gaps in children’s learning. White Rose was being used as well as flashback 4 and Pixl diagnosis assessments. Improvements were being seen following the interventions. Previous test papers were being used with year groups. The data was showing a stronger position compared to last year however there was still a long way to go. The mathematical vocabulary was discussed, which was key to children’s learning. <u>CC asked about knowledge organisers and asked if families were using them.</u> SdS confirmed that children had these in their books along with the maths objectives. The school had joined Angles Maths Hub. Staff training on maths was noted. Learning walks had showed that the approaches were being used and the expectation in class was high. Need to develop strategies and use of success criteria. <i>MR joined the meeting.</i> <u>CC asked about Pixl assessments as previously an issue with translating successes from Pixl data into assessments. Had this happened.</u> SdS advised that this had improved. Using SATs papers and data was now more reliable. <u>CC asked about screening and asked if plans for CPD for teaching staff for students with learning difficulties.</u> MR advised that SdS/MR asked for screening from Maths point of view. It was felt that those with multi level needs needed a detailed target on EHCP. SdS noted the TA training that were now more skills into understanding why children make mistakes and their understanding. <i>SdS left the meeting.</i>	
3	<b><u>MEMBERSHIP OF THE GOVERNING BODY</u></b>	
	SF had been appointed as the new parent governor on 4 <sup>th</sup> December 2020. There were no other changes to note.	
4	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
	<ul style="list-style-type: none"> <li>There were no declarations of pecuniary interest relevant to items on this agenda to note. It was noted that SF had completed all the governance documentation. <b>KTP agreed to send SF’s declaration of pecuniary interests form to the Clerk. The Clerk agreed to update the register and pecuniary interest tracker and send both documents to KTP for uploading onto the school website.</b> The Head confirmed that the school had updated GIAS.</li> </ul>	<b>KTP Clerk</b>

5	<b><u>MINUTES</u></b>	
	The minutes of the meeting held on 14 <sup>th</sup> October 2020 (copy in the Minute Book), having previously been circulated, were <b>confirmed. It was agreed that the minutes would be signed retrospectively by the Chair.</b>	<b>Chair</b>
	<u>Matters arising</u> <ul style="list-style-type: none"> <li>• The Head confirmed that the Attendance Policy had not been updated due to the many changes given the current situation. The school had sent letters re attendance to parents directly. The vulnerable cohort in Y4/5 were discussed, in particular those with SEN/inclusion issues. There were no concerns with the children’s emotions or well-being.</li> </ul>	
6/7	<b><u>H&amp;S/PREMISES AND BUDGET MONITORING</u></b>	
	<p>Governors received an update from KTP. The following points were noted:</p> <ul style="list-style-type: none"> <li>• H&amp;S / Premises – The lates in the HandSAM report had been rectified. 7 staff had attended the paediatric training (9 staff trained in total). The pedestrian / vehicle gates were up and running however some issues were noted. Safeguarding training for governors had taken place on 19/11/20. The Trust was changing property maintenance contractors (Barker Associates) and an assessment of the building had been undertaken. Bell Rock Property would address any day-to-day maintenance issues. The DfE benchmarking report was noted. KTP confirmed that the school was on par with those schools benchmarked against which showed school was spending wisely.</li> <li>• Budget – KTP advised that the budget forecast a £14k deficit in year. The first instalment of catch up and sport premium monies had been received. The budget had been adjusted re trips. IT support was slightly higher than predicted due to laptops/iPads from the DfE and the work involved. Overtime was slightly up for premises staff due to the additional cleaning. KTP noted the carry forward from last year had allowed more flexibility this year and into next year. There was a possibility of an increase for pupil premium due to the current climate. The Head noted that the budget was vulnerable re unknowns due to the virus. The Chair discussed the reducing PAN (the consultation was noted). The next academic year would be challenging with this in mind. <u>CC</u> asked for clarity re the benchmarking report and the <u>ICT learning resources, which was above average due to online learning.</u> KTP noted that this related to a 2018/19 capital investment into ICT / electrical equipment in school and had come out of capital carry forward. Energy was noted as lower than average, which was good for an old school. The new roof work was noted. Governors thanked KTP and the team for their hard work and support especially in these challenging times. <i>KTP left the meeting.</i></li> </ul>	
8	<b><u>HEADTEACHER’S REPORT</u></b>	
	<p>Governors received an update from the Headteacher and the following points were noted:</p> <ul style="list-style-type: none"> <li>• 6 children were noted as joining after Easter in Nursery, which would result in the provision being full. Governors discussed the Nursery in the local area, which had closed recently. Attendance was noted as 96.7%, which was above national. Support re mental health and well being was discussed. The Head noted that no pupils excluded this term. 3 placements were noted at PRUs/Include and the school was in regular contact with them.</li> <li>• Safeguarding was discussed. Online safety training would take place on 27<sup>th</sup> January 21. The ALT safeguarding lead had been asked to work with the school</li> </ul>	

	<p>re my concerns and what level of detail staff needed to enter. Online safety risk assessments were discussed. <u>JA noted the 4 online safety incidents and asked how the school dealt with these.</u> Staff dealt with the incident then Phase Leaders were involved if needed. 6 domestic violence incidents were noted.</p> <ul style="list-style-type: none"> <li>• Staffing was noted as stable. 2 staff were off until February half term 2021.</li> <li>• T&amp;L was discussed. School improvement was continuing and gaps were being plugged. 50 lesson visits had taken place this term (whole school with a focus on maths). 92% were good or better. Support plans were in place where needed. It was noted that science was a focus after Christmas.</li> <li>• The current school data was discussed. The school was still analysing Y1, 3, 4, &amp; 5. EY was on track to achieve GLD. Phonics for Y1 was currently 73%, however there was still time to target these children to improve the data. Y2 Phonics was discussed. 9 pupils were being targeted. Y3 children who had not passed phonics in Y2 had now passed. KS1 data was discussed. There was a focus on reading, writing and maths and the school was closely tracking children. KS2 forecasts were strong. Interventions had been in place for 7/8 weeks to ensure the cohort achieved the forecasts. The March assessment data was discussed. The data correlated closely with the SATs therefore an improvement on the previous year was expected. Progress data was noted.</li> <li>• Covid was discussed. The Head had spoken to the children to gain their perceptions re returning to school. 81% of children advised that they enjoyed school. When this was unpicked, it was due to the pandemic. 96% of children advised that they felt safe in school. Pastoral support would be kept in place to support the children. DW noted his monitoring visit and his questioning re the children's well being. The teacher had commented that the return to school had been better than anticipated and staff were still looking out for the children. The Head advised that he would share the results with families in the spring term 21. Home learning feedback had been requested. 21 responses had been received. 1 stated support was poor however had had trouble with technology. <u>The Chair asked what the take up rates were for children joining online lessons. The Head agreed to email this out to governors. AP suggested that this information / parent comments were shared via the school website along with lessons learnt. The Head agreed to action this next term.</u></li> <li>• Catch up funding was discussed. A plan had been written and the memo of intent had been sent back today therefore it was hoped that the school tutoring service would start in January 21. The school planned to use teacher and support time to deliver the intervention this term. Governors discussed NELLI, which was a speech and language programme and support for reading. Children would be assessed in January 21 and gaps addressed.</li> </ul>	<p>Head Head</p>
9	<p><b><u>GOVERNOR VISITS</u></b></p>	
	<p>Governors received an update on visits which had taken place since the last meeting:</p> <ul style="list-style-type: none"> <li>• PE &amp; mental health – DW had visited on 23<sup>rd</sup> November and had discussed impact of covid on children's mental health and PE. It was noted that no tournaments were taking place, which was difficult for school, as it had performed well previously. Sports funding had been rolled out and needed to be spent by March 21. It was noted that the school would review swimming going forward. It was noted that ALT shared same vision for PE/mental health.</li> <li>• SEN – CC had attended a Trust lead review of SEN with Head/RC. <b>It was agreed that the SEN review report from RC would be shared with governors.</b> The Trust had been impressed with the school, attendance was noted as strength, and the EHCP work had been acknowledged. The SEN Policy had been updated. <u>Governors were reminded to read the wave section of the policy. CC suggested that the policy was linked to the Accessibility Plan and that the aims</u></li> </ul>	<p>Head All</p>

	<p><u>included being child centred. The Head agreed to amend the SEN Policy to reflect these suggestions. Governors agreed the policy subject to these amends.</u></p> <ul style="list-style-type: none"> <li>• Safeguarding – JA had attended a safeguarding review on 14<sup>th</sup> December and reviewed safeguarding generally. It was noted that the Single Central Record had been reviewed in October 20.</li> <li>• Maths – The Chair had attended a meeting with MR/SdS on 23<sup>rd</sup> November. The Angles Maths Hub had been discussed.</li> <li>• Pupil premium – The Chair had meet with AP/MR on 7<sup>th</sup> December. AP was drafting the visit form.</li> <li>• The Chair had attended the ALT Chairs meeting on 5<sup>th</sup> December and was meeting with the Head regularly.</li> <li>• The Chair had attended the black governor recruitment training session run by the LA on 9<sup>th</sup> November.</li> <li>• All governors had attended governor safeguarding training on 19<sup>th</sup> November. <b>It was agreed that SF would attend the staff safeguarding training in the first instance.</b> Prevent training was discussed.</li> <li>• The Chair had attended the virtual assembly on 27<sup>th</sup> November.</li> <li>• The Working Party had met on 2<sup>nd</sup> December.</li> <li>• The ALT review was noted which the Chair had attended with the Head/MR. Support for middle leaders was noted.</li> <li>• Governors had attended the AT Ofsted training on 9<sup>th</sup> December. <u>DW asked when the key information document for governors would be available. The Head agreed to work on this early next term. The priorities in the SDP were noted.</u></li> <li>• The Chair had met with KTP re H&amp;S on 14<sup>th</sup> December.</li> <li>• AP advised that a review of English had not been reviewed however a report had been received from English team. A review meeting would be scheduled in January 21.</li> </ul>	<p>Head</p> <p>SF</p> <p>Head</p>
10	<b><u>POLICIES</u></b>	
	It was noted that the SEN Policy had been discussed under item 9.	
11	<b><u>ALT BUSINESS</u></b>	
	The new governor handbook was noted. <b>The Head agreed to send a word version of the document to governors for access to the forms.</b>	Head
12	<b><u>GDPR</u></b>	
	Governors noted that there were no GDPR breaches to note.	
13	<b><u>ANY OTHER BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>• The Head confirmed that the profits from the Christmas production had been donated to pink orange (£420). It was noted that the school's contribution would help 200 families. The PTA Christmas fair was discussed. Any profit would be fed back into school trips.</li> <li>• Governors thanked the Head and the staff body for their hard work and support over the last year. The Head thanked the governors for their support also.</li> </ul>	

14	<b><u>DATE OF THE NEXT MEETING</u></b>	
	The date of the next meeting was confirmed as 10 <sup>th</sup> February 2021 at 4.30pm.	

The meeting closed at 18.30pm.

Signed .....

Date .....