

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 16th October 2019.

Present: Jill Adams (JA) Martyn Payne (Head)
 Liza Cole (LC) Anne Powles (AP)
 Carrie Crossley (CC) Marie Rodwell (MR)
 Bridget Fosten (Chair) Emma Strachan (ES)
 Jacqui Healey (JH) Dan Watson (DW)

In attendance: Karen Tallett-Pickess (KTP) Rebecca Witt (Clerk)

	<u>PUPIL PREMIUM UPDATE</u>	ACTION
	<ul style="list-style-type: none"> MR updated governors on the disadvantaged overview (copy in the Minute Book). Governors noted the reduction in PP income due to the reduction of pupils. KTP advised that the budget had increased from the predicted £94k and would continue to increase due to the eligibility checks the school was undertaking. MR noted the joiners who were predominantly PP. Governors noted the breakdown by groups. MR shared the barriers for learning. Governors noted the improving trend over time. PP performance was noted as average however the school was working hard to continue to improve this. The issues from the last inspection were noted. Governors noted that evidence of impact was listed in the tables. Governors noted the PP reports on the school website. <u>MR asked governors to read the document and the new reports on the schools website and let her know of any questions. AP/LC noted that all parents had been asked to bring in documentation for PP eligibility checks not just reception. MR agreed to investigate this. MR left the meeting.</u> 	<p>All</p> <p>MR</p>
1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	All governors were present.	
2	<u>MEMBERSHIP</u>	
	<ul style="list-style-type: none"> AP/JA were appointed as Vice Chairs for the academic year. It was noted that the Chair was appointed by the Trust. The Terms of Reference for the LGB were noted. The Chair advised that there were no formal committees. It was noted that the working party would continue. The following governor responsibilities were noted: <ul style="list-style-type: none"> SEN – CC, Safeguarding – JA, H&S – Chair, Pupil / Sports Premium – Chair / AP, Attendance – DW, Maths – Chair, English – AP, and Website – LC. Governor terms of office were reviewed. LC agreed to review her term of office following her child leaving school. The Clerk advised that she could fulfil her term of office after her child had left school. Governors meeting attendance in 2018/19 was discussed. It was felt that 93% attendance was good. Governors signed the H&S Policy Declaration and the Confidentiality Agreement, which they returned to KTP. 	<p>LC</p>
3	<u>PECUNIARY AND OTHER INTERESTS</u>	
	<ul style="list-style-type: none"> Governors signed the Declaration of Pecuniary Interests form, which they 	

	returned to KTP. The Clerk agreed to update the register and send to the school for uploading to the website. There were no declarations of pecuniary interest relevant to items on this agenda to note.	Clerk
4	<u>MINUTES</u>	
4.1	The minutes of the meeting held on 10 th July 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"> • Sports clubs – Governors noted that there was nothing in the school newsletter re clubs. <u>LC felt it would be helpful to have clubs on the school website to raise awareness.</u> KTP noted that the clubs were on the diary dates. <u>It was suggested that this message was shared with parents.</u> The Head advised that the school would move to an online booking form in time. <u>It was suggested that the website was linked to the school app.</u> KTP shared with governors the new notice boards for the front of house and sports. <u>DW suggested that the school twitter feed was used better.</u> • Ness point development –The Head agreed to investigate this. 	Head
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"> • Handsam report – KTP advised that staff members had been assigned tasks when they were no longer with the school. This was being addressed via a questionnaire completed re responsibilities in school. KTP confirmed however that all tasks had been completed. KTP/Lee would attend updated Handsam training on 29th October re the new Handsam site. • Training – First Aid training had been given to all staff and food hygiene training for those as appropriate. H&S online training had been completed by the Chair, KTP, MR, and the Head. • Summer holiday works – The drains, tarmac work, and curbs had been completed in the holidays however the curbs needed to come up as were encroaching on the high school. There would now be a sliding gate at the front of the school. Governors noted that the Trust were paying for the works. The tarmac work would also be reviewed. The kitchen had been redecorated along with 2 classrooms and reception had been refurbished. The handrails around the decking had been replaced and the emergency lighting repaired. 	
6	<u>BUDGET MONITORING</u>	
	<p>Governors received an update from KTP on the latest budget position (September 2019). The following points were noted:</p> <ul style="list-style-type: none"> • The budget was £7182 up and had finished in a positive position, as had the capital. The carry forward figure was noted as £28,738, which was more than predicted. • The budget rebase was discussed which was due to the reduction in nursery numbers (28 dropped to 21) and the Caterlink dinner monies. The budget had also been adjusted to show the teachers grant and maternity leaver's costs. This left an in year deficit of -£23,418 leaving a carry forward of £5k for 2020/21. The Head advised that the school had applied for additional SEND funding for 7 children. If successful this would bring in a further £30k rather than the £9k budgeted. 	

	<ul style="list-style-type: none"> • <u>ES asked for clarity re the census.</u> The Head advised that the reception numbers were 41 but the PAN was 60 therefore the funding for next September would be £99k down. It was noted that there was a high proportion of PP in the new intake therefore the PP fund would be higher next year. Governors discussed the 41 pupils in reception, and noted that the low figure would continue through the school year on year. The Head advised that he had spoken to the Trust and an operational PAN was noted along with recruitment / promotion of the school. <u>CC asked if Little Stars nursery had affected the schools numbers.</u> It was noted that this had impacted the school. Governors noted the challenges with the school nursery for full time cover however stated that this was a national issue. The Head advised that he had spoken to other Heads and reception numbers were low generally. KTP noted the applications received however when the school had made their enquires parents had gone elsewhere. <u>The Chair asked if the school knew why.</u> KTP advised that families had moved out of the area. KTP noted that challenges for parents claimed 30 hours split between providers. • KTP advised that the rebase had gone to the Board. This year was on track however next year was -£109,356 in deficit. KTP noted the 3-year budget plan, which had been shared with the Trust/DfE. The school was working with the Trust on this. 	
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"> • Pupil numbers were discussed. <u>AP asked if 28 pupils were allowed in Nursery.</u> KTP advised that there was TA support in the class and 3 members of staff. <u>LC asked if the school had considered splitting the reception/Y1 classes.</u> The Head advised that this had been looked at however could potentially cause a problem moving through the school. The school were taking advice from the Trust on this. The Head advised that he would start conversations with the Trust following the pupil numbers provided in March 2020. • Attendance was discussed (96.78% and 95% for PP). The penalty notices were noted. The exclusions were noted. • Safeguarding – It was noted that all staff had completed the FGM training. 2 children had joined from NCC on Child Protection Plans. 1 referral had resulted in a MARF being submitted to the LA and a Social Worker allocated. • Staffing – The Head discussed the Y4 post. 21 applications had been received. These had been shortlisted to 4 candidates and an appointment had been made with the candidate starting in January 2020 on a fixed term contract for a year. <u>JH noted that it was positive that teachers wanted to join the school and asked what they were seeing that parents were not.</u> It was felt that this was a perception issue. The Head advised that shortlisting for the TA post closed tomorrow. This was in the budget until the end of this academic year to support a vulnerable child. Leadership was discussed. The Head advised that the leadership support throughout the school was tight due to lack of staff and teaching commitments. Governors noted that this was not sustainable. The Head advised that the Academy Improvement Group had met yesterday and this had been discussed. Support had not been offered at this stage. Governors noted the Head/staff wellbeing. • T&L was discussed which was positive. Good lessons and collaboration was noted. Monitoring was undertaken by the school leaders. Observations were carried out and staff had been proactive with what ifs and next steps. A learning walk by the Trust and the Head was discussed. The Head advised that the Trust were in again yesterday which had been positive. Learning had been seen and there was a buzz in school. <u>CC asked what the quality of teaching was</u> 	

	<p><u>in school</u>. The Head confirmed it was consistently good. The Head agreed to present this to governors separately. It was noted that learning walks focused on key objectives and judgements were made based on what was seen. The key objectives were linked to the School Development Plan. The performance management self-assessment was discussed. It was noted that 1 member had partially achieved. <u>AP suggested governors looked at learning profiles.</u> The Head agreed to provide an anonymised learning profile. <u>CC asked how often the school carried out learning walk.</u> The Head advised that there was no pattern but they were regular and dependant on where the staff member was in their career. <u>CC asked about planning and if checks were made for this.</u> The Head advised that all planning was shared and individual plans were reviewed dependant on career stage, or if support had been identified for that individual. Book looks were discussed. SLT review books every other week as a sample. The Head advised that he would share with governors if staff were on support plan however all staff were performing well. The Head advised that the Trust provide scrutiny. A reading review had been scheduled for 29th October and w/c 18th November 2019 was a science monitoring week. Governors noted that the Trust review reports were shared with governors via the Head's report or by governor's attendance at the meetings/AIG.</p> <ul style="list-style-type: none"> • Targets for 2019/20 – The Head advised that the targets were based on the FFT50 data. <u>AP commented that the greater depth (GD) targets looked high and asked if the school would struggle to achieve this.</u> The Head stated that he would review the targets and number of pupils going through. Governors noted the demographic and deprivation in the local area. It was noted that the school had average PP however SEN was rising. AP noted the Trust GD targets and stated that the LA moderation had agreed with the school's judgements. • The AIG summary report was noted. The Head advised that all successes, development areas, and areas to improve were documented in the SDP and SEF. Trust engagement was discussed. • Key Data Headlines – 2018/19 – Governors noted that there were 2 reports. 1 with remarks and corrections and 1 with remarks, corrections and with pupils removed who arrived after HT5 or were absent for papers. Governors noted that the request for a remark had been successful. The school had submitted teacher assessment data however the missed GD data for 2 pupils had been classed as a late submission therefore the data would not be available in February 2020. The Head noted the report with pupils removed. This related to 5 children (1 at a PRU, 2 new joiners and 2 holiday children). <u>AP asked what was being done differently in maths (extra time example).</u> The Head advised that the school had unpicked the data and were clear where the mistakes were made. The vocabulary and oracy project was a crucial part of this along with CPD for staff, and the new Y6 cohort, which had different needs. The Chair advised that she/CC were reviewing maths tomorrow and would ask this question. The Head advised that the school had started pupil progress meetings in Y5 and were looking at maths interventions differently. • School Improvement and Development Plan 2019/20 & School Self-Evaluation – The Head explained that all subjects had a development plan, which fed into the strategic plan (shared with governors). <u>Governors questioned the data on page 4, which was different to the Head's report.</u> The Head explained that the data in the SDP was the ASP data and would change in December 2019. The objectives were noted along with governor monitoring and the key milestones. The SEF was discussed. It was noted that the Trust had agreed with the judgements. 	<p>Head</p> <p>Head</p>
8	<u>GOVERNOR VISITS</u>	
	Governors received an update on visits that had taken place since the last meeting. The following points were noted:	

	<ul style="list-style-type: none"> The Chair and AP had met MR on 7th October 2019 re PP. The Chair had attended the shortlisting for the teaching post. AP had assisted with interviewing. The Chair, JA, AP had attended a budget meeting with the Head and KTP. Governors had received an update on staff and the start of term also. The Trust had run governor training on Ofsted readiness on 12th September 2019 and the new Ofsted framework. It was agreed that this item would be revisited at the next meeting. The Chair had attended the AIG on 15th September 2019. JA had attended a safeguarding meeting in September with the Head. CC had attended a meeting with the Senco on 10th October 2019. It was noted that most governors had attended this week's lunchtime visits. The Chair reminded governors to come in termly. DW agreed to review attendance this term. The website was discussed and governor profiles had been checked. The Chair confirmed that she had attended governor H&S training. The staff survey was discussed. It was noted that this was in hand and would be taken later in the year. Skills checks for governors were discussed. It was agreed that the Clerk would circulate the NGA Skills Audit to governors to complete. Parent perception of website was discussed. It was agreed this would be carried out in the New Year. Governors noted that there was a reading review taking place next week and a maths review had been scheduled. The Head confirmed that the governor training item for the next meeting would be vocabulary. 	<p>Head</p> <p>DW</p>
9	<u>POLICIES</u>	
	<p>Governors discussed the following policies for approval:</p> <ul style="list-style-type: none"> Keeping Children Safe in Education, September 2019 – All governors confirmed that they had read the new guidance and signed a report to acknowledge this. Child Protection and Safeguarding Policy, September 2019 – It was noted that the Head, JA, and the Chair had signed off the model policy from the LA. Governors approved the policy. Teaching and Learning Policy – It was noted that the policy was for information only. A typo was noted on page 2. Differentiation was discussed. The Head agreed to consider this as per CC's suggestions. Lockdown Procedure – It was noted that the policy was for information only. Maths Calculation Policy – It was noted that the policy was for information only. Pupil Premium Policy – It was noted that the policy was for information only. Attendance Policy – The Head advised that the LA were helping schools re 2nd holidays and fast tracking parent meetings with the school/EWO to gain evidence. 	<p>Head</p>
10	<u>ALT BUSINESS</u>	
	<ul style="list-style-type: none"> Governors noted that the ALT training scheduled for 12th September 2019 had been cancelled. Brexit and the letter from Lord Agnew – The letter was noted. KTP advised that Caterlink were stock piling supplies. 	

11	<u>GDPR</u>	
	<ul style="list-style-type: none"> Governors discussed GDPR breaches in school. KTP advised that there had been an issue however it had not been deemed as a breach. The issue had been reported to the Trust/SCC and was noted as safe. 	
12	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> Governor access to the NGA was noted. Off rolling was discussed. The Head advised that 2 children were attending a PRU full time and were still on roll and the school was still responsible for them. Governors noted that the school was receiving attendance certificates and all other appropriate checks were in place. Business continuity plan – It was agreed that this item would be deferred to the next meeting. <p><i>KTP/ES left the meeting.</i></p>	Head
13	<u>STAFFING MATTERS</u>	
	<ul style="list-style-type: none"> A confidential item was discussed and is recorded separately in the Minute Book. Governors noted that the Head's performance management would take place on 15th December 2019 and would be carried out by the CEO. 	
14	<u>DATES OF THE NEXT MEETING</u>	
	The next meeting was confirmed as Wednesday 18th December 2019 at 4.30pm.	

The meeting closed at 18.30pm.

Signed

Date

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