



Pakefield Primary School Local Governing Body
4.30 pm Tuesday 12th December 2017

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| 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 |
|----------------|---|--|
| Jackie Cutchey | Trust | P |
| Jill Adams | Trust | P |
| Yolanda Botham | Trust | P |
| Anne Powles | Trust | P |
| Martyn Payne | Headteacher | P |
| Marie Rodwell | Staff | Ap |
| Emma Strachan | Staff | P |
| Bridget Fosten | Parent (Chair) | P |
| Liza Cole | Parent | P |

In Attendance:

Katie Binding – Year 1 Teacher (curriculum presentation item)
 Sarah Nielson – Year 1 Teacher (curriculum presentation item)

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

Tuesday 12th December @ 4.30 pm

| Agenda Item & Associated Challenging Questions | Items Discussed | Action |
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| Governor training item | <p>The meeting commenced 4.00 pm with a curriculum presentation related to the Year 1 Transformation Project, providing an update on achievements and developments to date.</p> <p>Governors noted children learn best when following their own interests in an appropriate learning environment, this project is a transformation project to overcome barriers for year 1 children. The project commenced in March 2017 through 'Early Excellence'. Governors received an update on changes put in place in year 1. The activity area has been decluttered and reorganised and an outdoor learning space has been developed, this has had a positive impact. The timetable and structure of the day has been revised, governors received an update on structures in place. Risk assessments are in place for all children for all elements of the timetable, continuous provision plans are in place to ensure progression of skills, resources are labelled for higher expectations. Governors reviewed examples of different styles of labelling and images of the various activity areas. The focus is to ensure children are becoming year two ready.</p> <p>Independent learning is being developed, children have seven challenges which must be completed over a week for writing, reading, maths, science, handwriting, outside and I wonder; these are included on yellow lanyards which each child has. The target is to try to complete two challenges every day, this is monitored by adults. An enquiry based learning approach has been introduced, staff members have received training on this. Governors received an update on the work the children have been doing about Lowestoft and the approaches used.</p> <p>There has been a noticeable impact, transition was much easier this year, where there are dips in learning these have been more to do with the child's home life rather than school. Children are at good levels of development at the beginning of year 1 and it is anticipated this will continue. Parents are positive about the changes, learning behaviours of children are good, independent learning is a key strength, social skills continue to improve, language and communication skills are good.</p> | |

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| <p>YB: Can children avoid doing something? Do you ensure certain things have to happen every day?</p> <p>BF: Enquiry is in three stages, over what period of time?</p> <p>LC: Different things each year or the same projects?</p> <p>JC: Projects are built on sound principles of what children need?</p> <p>LC: Children still have guided reading?</p> | <p>There are very few serious behaviour issues, children will help each other, SEN children have a more appropriate learning environment which suits their stage of development and children enjoy the learning. Children who didn't meet GLD at the start are now at expected levels, with the exception of SEN children, who have made significant progress. Governors reviewed comments from the children which were very positive. AP and LC have visited and observed this in practice and confirmed the environment was very different but very positive; writing is a strength of the year group.</p> <p>Children have lanyards which identify targets, it is not so easy for them to avoid doing an activity. Some children are still developing language skills and some tasks are not appropriate for them, but other children are not aware of this. Staff monitor tasks, every adult knows each child should have completed four or more targets by Wednesday. Children really enjoy the challenge, activities are problem solving and interactive.</p> <p>The activity goes on for the whole term, but teachers can set how long they want children to spend on this. Children have completed stage one and will start stage two after Christmas. Parents are prepared and contacted every half term explaining what children will be doing next term to enable them to start doing pre-learning with children. Projects need to relate to the children's interest and will vary each year.</p> <p>Projects are built on what children need to be able to do, parents were unsure at first but are now on board and very positive. Governors received an update on achievement of children and noted reading is coming on well, children still have guided reading and there is a reading challenge across the school.</p> <p>Governors thanked staff members for their support.</p> <p><i>Staff members left the meeting at 4.59 pm.</i></p> | | |
| 1. | Welcome from the Chair/Apologies | The formal governing body meeting commenced at 5.00 pm. Apologies for absence were received from Maria Rodwell; governors consented to the absence. | |
| 2. | Membership | Governors noted the resignation of Linda Smith due to personal commitments. This will be the last meeting for Yolanda Botham, governors thanked Yolanda for her service. The term of office for staff members is due to end; both staff members have confirmed their willingness to continue as governors. | Clerk update membership |

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| 3. | Declarations of Pecuniary Interest | There were no declarations of pecuniary interest relevant to items on this agenda. | |
| 4. | Agree Minutes from Previous Meeting / Matters Arising | <p>Papers were circulated prior to the meeting and hard copies made available at the meeting. Going forward governors agreed hard copies of the agenda, headteacher's report and action sheet should be provided at the meeting. Other papers will be circulated prior to the meeting.</p> <p>Minutes of previous meeting: The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters Arising from the minutes:</p> <p>Item 2 – Membership:</p> <p><i>Terms of office:</i> The headteacher has spoken with Karen Jarvis (ALT) about parent governors. ALT has submitted an article of association to solicitors, to be submitted to DfE; it is likely the future requirement will be for one parent and one staff governor. Governors will review membership when further information is available.</p> <p><i>Review of school website:</i> LC has completed a review of the website which is compliant. Governors noted there are a few missing links to be addressed which the new IT person will resolve.</p> <p>Item 6 – Approved budget 2017/2018: Governors agreed to defer this item to the next meeting, when a full update will be provided.</p> <p>Item 7 – Reports from governor visits: JA has completed her visit report and has completed a report for a recent SEND visit.</p> <p>Item 9 – Governor communication: All governors have received an email providing access to One Drive.</p> <p>Item 12 – Any other business: BF has provided information for inclusion in the newsletter.</p> | <p>School Office</p> <p>c/f pending update ALT.</p> <p>Clerk agenda</p> |
| 5. | Headteacher's Report | <p>Governors received a report from the headteacher, previously circulated, additional copies were available at the meeting. A copy of the report has been included in the minute book. Key points arising from the discussion:</p> <p>Attendance is currently at 96%, the school is aiming for 97%. The school has 100% attendance for looked after children which is good, pupil premium attendance is 95.8% and just in line with national. No penalty</p> | |

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| | many this refers to who are on, at or below targets? | until the end of term but this will be provided once available. Governors discussed the format of the reports and agreed these contain more information than governors require at this stage, it would be helpful if the reports were more streamlined ie short and succinct, with less detail. Governors noted the senior leadership team has been looking at consistency of approach and consistency of language and how the school can show progress and track this formally. This was the first term with phase leaders, governors agreed the work went well and was worth doing, further development is required but good progress has been made. | |
| 6. | School Development Plan | Governors received the final draft school development plan. All staff members have been asked to submit development plans and reviews, the headteacher is going through the development plan and marking progress made in bold, this is constantly being reviewed. | |
| 7. | Governor Monitoring Feedback BF: Where is the visits folder held? | <p>Governors received an update on governor monitoring visits which have taken place since the last meeting.</p> <p>JA has visited and written up reports, discussed in matters arising.</p> <p>BF/JC have visited to see English leads. They reviewed the Raising Attainment Plan which shows the key priority is reading across the school. The team will be invited to the next LGB as data collection in January will enable progress to be assessed.</p> <p>AP/LC visited year 1 teaching and learning project, governors received an update at this meeting about the impact. There has been a positive impact on writing which is excellent.</p> <p>Governors attended Aspire training at Red Oak, this was followed up at the ALT hub briefing.</p> <p>The business manager has the visits folder, governors agreed it would be helpful if this could be made available at governors' meetings for reference and feedback on actions.</p> | KT-P |
| 8. | Additional LGB Papers including review of policies: | There were no policies for approval at this meeting. | |
| 9. | ALT Business | Governors discussed the recent ALT hub briefing for governors. Governors who attended confirmed this had been an enjoyable and useful meeting. ALT were keen to ask governors what they wanted and | |

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| | | governors confirmed they value the meetings. Governors agreed the headteacher should invite ALT to deliver training for governors, later in the year, around progress going forward. | Headteacher |
| 10. | Any Other Business | Ofsted: Governors were disappointed with outcomes received at the feedback meeting and await the final report. Governors recorded their thanks to everyone involved for their extensive efforts during the inspection. This was the last meeting for YB, governors took the opportunity to formally thanked her for the support she has given to the school and the governing body. | |
| 11. | Confidential Staffing Matters (<i>Trust governors to remain for this item</i>) | There were no additional confidential staffing issues to report at this meeting. Governors were informed of a possible disciplinary issue, noting the policy has been followed and this may need to go to the next stage; a panel may need to be convened. | |
| 12. | Date of Next Meeting | The next meeting of the full governing body will take place on Tuesday 30 th January 2018, at 4.30 pm The formal meeting closed at 5.56 pm. | |