



Minutes of the Local Governing Body meeting held at the school on Wednesday 19 October 2016 at 4.30pm.

Members present:

Jill Adams	Jackie Cutchey (Chair)	Anne Powles
Yolanda Botham	Emma Dorling	Marie Rodwell
Liza Cole	Martyn Payne (Head)	Linda Smith

Apologies: Bridget Fosten

In attendance: Karen Tallett-Pickess (Business Manager), Mel Parish (Clerk), David Hilton (Director of School Improvement & Development, ALT)

No	Item	Action
1	Attendance and apologies for absence Apologies were received and accepted from Bridget Fosten. JC welcomed LS to her first meeting and governors introduced themselves.	
2	Declarations of Interest No governor reported a conflict of interest in terms of the agenda items before them.	
3	Minutes of previous meeting	
3.1	The minutes from the meeting held on 13 July 2016 were reviewed, approved and signed by the Chair.	
3.2	Governors reviewed actions from the minutes of the meeting held on 13 July 2016 that were not covered elsewhere on the agenda: <u>Item 4 (24 May):</u> The Clerk confirmed that governors had received Finance training but Curriculum training was still to be arranged. The Clerk confirmed that the Jargon Buster had been emailed to governors for review. <u>Item 7.3:</u> It was agreed to add the SEF to the next agenda. <u>Item 9.2 & 12:</u> The Clerk confirmed that all policies approved on 13 July 2016 had been published on the website. There were no other matters arising.	Curriculum training tba Add SEF to LGB agenda 15 December
4	Local Governing Body matters	
4.1	The Clerk advised governors that Laura Humphrey had resigned as a governor on 12 September and that Rachel Robson had resigned as Chair on 21 September. The Active Learning Trust had appointed Jackie Cutchey to be Chair of the LGB and Linda Smith was appointed as a Trust Governor on 19 October.	
4.2	AP & JA confirmed that they were happy to continue in the shared role of Vice-Chair. There were no other nominations and AP & JA were unanimously elected to share the Vice-Chair role for 2016-17.	
4.3	Governors noted the LGB Terms of Reference; these were unchanged from the previous year.	

<p>4.4</p> <p>4.5</p> <p>4.6</p>	<p>Governors reviewed committee membership and individual governor responsibilities. The following changes were agreed:</p> <ul style="list-style-type: none"> • Liza Cole was formally appointed to the Finance & Premises committee. • Linda Smith was formally appointed to the Personnel Committee. • Jackie Cutchey was appointed link governor for Pupil Premium. • Linda Smith was appointed link governor for Attendance. <p>The Business Schedule for 2016-17 was noted and adopted.</p> <p>Governors returned the required paperwork that had been distributed prior to the meeting.</p>	
<p>5</p>	<p>Trust Business matters</p> <p>MP presented to governors the full report from the external review carried out by Liz Tennant, David Hilton and Andy Redman on 22 & 23 June. MP presented a summary of the main outcomes and the actions that had been taken since the review. MP highlighted the following recommendations and actions:</p> <ul style="list-style-type: none"> • It had been recommended that the roles of phase leaders should be defined with additional training to ensure they know clearly what the expectations are of leaders. MP advised that he had been working with Jan Steel (Director of HR, ALT) on job descriptions. CPD had been delivered to SLT and governors in readiness of an inspection. Coaching is being planned for key stage leaders. MP confirmed that SLT meetings were regularly focused on data and learning. • Marking policy. It was noted that all books were marked and that a strong marking policy was in place. The review highlighted the fact that the marking in books needed to go further; it needed to move the children's learning on (less affirmation and more questioning) and it needed to be consistent across all classes and year groups. MP informed governors that in Years 5 & 6 staff were promoting talk about their learning to move it forward. A governor asked if a small selection of books could be available at the start of every LGB meeting for governors to review marking (prior to the start of the meeting). • Joint lesson observations. The review recommended that joint lesson observations be undertaken to develop the skills of the senior team and support a professional dialogue around high quality teaching. MP informed governors that joint lesson observations had been carried out in September and peer-to-peer support provided by SLT. MP advised that Joy Parke (Director of Primary Standards, ALT) would be in the school regularly to undertake learning reviews. In addition a Head from an outstanding school locally will visit Pakefield to carry out a learning review. MP advised that he has also arranged learning walks at two outstanding schools (that are not part of the Trust). • Ensure lessons other than literacy and numeracy are equally well planned and that children are continuing to achieve through high standards set. MP explained to governors that this had not been the 'norm' but appreciated that this would be irrelevant on a formal inspection; the school will be judged on what is seen. MP advised that the report had been shared with staff, though not in its entirety. A governor asked why the full report had not been circulated to all staff. MP explained that he had wanted to use the review as a positive experience but assured governors that the report would be circulated to all staff. 	<p>Books available for governors to review prior to LGB meetings</p>

	<p>A governor asked for clarification around the comments made on page 6 regarding challenge and whether this was being addressed by the SLT. MP confirmed that the area of challenge had been 'picked apart' in SLT meetings i.e. how do we define 'challenge' and what does it look like in every class. This continues to be a focus of CPD this term.</p> <p>A governor commented that it was a real strength that the quality of writing is strong in creative books (page 7) and asked if 'standardised labelling' had been applied to all books. MP confirmed that it had.</p> <p>A governor asked why governors were not clear on the possible outcomes (results) for the school this year when they met with reviewers. Governors felt that they hadn't seen enough progress data and there was uncertainty around the percentage of children who would reach the 'expected standard' with the changes to assessment. It was also noted that key stage leaders had been equally unsure of predicted outcomes. A governor asked if RAISEonline could be added to the next LGB agenda. MP advised that Joy Parke would be able to assist with this. <i>It was agreed that MP would arrange a separate session to review RAISEonline data once released.</i></p> <p>DH asked if staff and governors analyse the RAISEonline data. He reassured governors that they were not required to memorise all the data but that they should know the headlines. He advised that a crib sheet, with the headlines, is an effective tool to help governors. MP confirmed that he had started drafting a crib sheet for governors.</p>	<p>MP to arrange RAISEonline training & review</p>
<p>6</p>	<p>Headteacher's Briefing</p> <p>MP explained that he intended to present a briefing at the first meeting of the term with a full report provided for the second meeting of the term. MP presented his Headteacher's Briefing for October 2016 highlighting the following:</p> <ul style="list-style-type: none"> • Attendance figures. It was noted that attendance for 2015-16 was 95.5%; it had fallen slightly at the end of the year due to unauthorised holidays. MP assured governors that he would keep reviewing attendance and would positively promote it with parents. He reported that attendance was currently low at 93.64% but that the school had been hit early with a sickness bug. Staff had been proactive in deep cleaning and antibacterial hand gel was in every classroom. DH suggested looking at other schools where attendance has improved considerably to see what strategies have worked for them. It was acknowledged that PPS may have a higher proportion of parents taking 1 or 2 week holidays in term time than other schools. MP advised that the new Pastoral Support Worker would be focusing on attendance. • MP reported that SLT and governors had undertaken 'Inspection-readiness' training. Governors were very positive about it. They reported that the trainer had some good ideas to share (e.g. around guided reading) and that it had been particularly helpful that staff could ask her questions at the end of the day. • MP presented the CPD offer that had been circulated with his briefing. A governor asked why the offer didn't include much around Maths when this was in need of improvement. MP assured governors that Maths-focused CPD was planned for the New Year. • DH asked if an attainment/progress target had been set for all teachers as part of their performance management. MP confirmed that it had. 	

- **A governor noted that MP had reported 90% of teaching was on track to be good or better. She asked what the school were doing about the remaining 10%.** MP reported that the CSLT were currently supporting one teacher and working on lesson study with one teacher.

MP presented the end of year data for 2015-16:

- Early Years was above national (74% compared to 69% national).
- Year 1 Phonics Test: results are improving year-on-year but still below national (79% compared to 81% national).
- Year 2 Phonics retake: 3 out of the 13 children retaking had improved considerably (single digit scores up to 22, 26 & 30)
- Reading results were strong for both key stages (1% above national in KS 1 and 3% above national in KS 2).
- Writing was strong in Key Stage 1 (77% compared to 65% national) but not in Key Stage 2 (64% compared to 74% national). MP believed that staff had been cautious in their judgements, though in moderation these judgements had been validated. A review highlighted that spelling was a weakness. MP advised governors that spelling was a focus this term.
- GPS results were strong (71% compared to 72% national).
- Maths results were low in both Key Stages (68% compared to 73% national in KS 1 and 61% compared to 70% national in KS 2). Gaps analysis has identified gaps (e.g. percentages, fractions) to be tackled. **A governor asked what would be done to accelerate progress as KS 1 Maths results were below national.** MP advised governors that the Maths Specialist had been added to the SLT to bring a Maths focus. Work was also being carried out to ensure that teachers did not move children on too quickly in their learning.

DH asked MP what his biggest challenge was for the year ahead.

MP replied that Maths was the biggest challenge; to ensure everyone fully involved in PiXL and on top of assessment. MP confirmed that all staff had been made aware of what is expected in terms of performance management.

6.2 Pupil Premium Report for 2015-16

MR presented the Pupil Premium report for 2015-16.

- Year 1: Pupil Premium (PP) children have made more progress than non-PP children (4.8 points compared to 4.7 points) therefore closing the gap. A booster teacher has been delivering intervention inside and outside of lessons. There has been a big focus on Phonics support and an additional TA has been employed to allow more support for PP children. 4 out of 10 PP children didn't pass the Phonics test but there was evidence of good progress. DH suggested that the school include case studies/success stories in the report.
- Year 2: Additional work is needed on reading (4.7 points progress for PP children compared to 5.1 points for non-PP children) but MR was confident the gap could be closed. PP children make the same progress in Maths as non-PP children. **DH asked what the school were doing to move on high-achieving PP children.** MR reported that the booster teacher in Year 1 had been effective so the school had invested in using her in Year 2 as she already knows the children.

	<ul style="list-style-type: none"> • Year 3: Progress broadly in line with non-PP children (though significantly above in Maths). Books were being reviewed to pick out good practice. Extra support had been provided by TAs. • Year 4: PP children have made more progress than non-PP children in all 3 subjects (overall PP progress of 5.1 points compared to 4.8 non-PP). Teachers have been focusing on key marginal children using a combined tracker sheet. • Year 5: Progress broadly in line with non-PP children (though significantly above in Maths). Attainment is not yet in line with age expected standards but the gap is closing. • Year 6: Progress broadly in line with non-PP children though Maths progress low for all children. Intervention delivered by teachers, TAs, Maths Specialist and 1-1 tuition with a Maths tutor. <p>MR highlighted the additional provision that is made for PP children:</p> <ul style="list-style-type: none"> • Increased take-up in Breakfast Club places allowing children to start the day with a healthy breakfast and physical activity. • Wider opportunities accessed e.g. music tuition. Positive pupil perceptions noted in relation to music provision. • Lunchtime Play Leader – improved social/play skills. • Pastoral Support Worker – supports families alongside children. • School Counsellor supports children’s specific needs to enable them to cope with pressure or personal problems. • Uniform vouchers. • Wider opportunities have allowed full participation in all school life e.g. school and residential trips. <p>DH asked if the school was closing the gap. MR confirmed that it was closing the gap between PP and non-PP children.</p> <p>MR informed governors that the PP budget had increased in 2016-17 to £105,000. 83 children (19% of school) are eligible for PP (of which 5 are LAC). The school will ensure that spending is linked directly to gaps in attainment. A governor noted that there were a lot of PP children in Year 3 and asked how they had made good progress with few interventions. MR replied that they would have triggered the academic support if it was needed. She emphasised that children working at the correct level for their age would still receive the ‘wrap-around’ care that is offered to disadvantaged pupils.</p>	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Finance & Premises Committee Report</p> <p>Governors noted the unapproved minutes from the meeting held on 6 October and MP highlighted the main points from the meeting (in the absence of BF).</p> <p>KT-P gave a brief overview of the management accounts for the year ended 31 August 2016; these had been discussed in detail by the Finance Committee. DH asked why the spend on supply teaching was five times greater than budget. KT-P explained that there had been a miscoding of agency supply and an offset of income (for absence insurance) to be taken into account. KT-P also explained that the capital budget had not been overspent; the order for the new doors to be fitted in the October half term had to be placed before the end of the financial year.</p> <p>KT-P advised governors that the budget for 2016-17 had been approved by the ALT Trust Board. <i>Governors agreed to adopt the budget for 2016-17.</i> A governor asked if the Trust had made any changes to the budget. KT-P confirmed that no changes had been made.</p>	

7.4	The Finance Committee had reviewed the Charging & Remissions policy and recommended it for approval by the LGB. <i>Governors approved the Charging & Remissions policy.</i>	Clerk to publish on website
7.5	The Finance Committee had reviewed the Staff Expenses policy and recommended it for approval by the LGB. <i>Governors approved the Staff Expenses policy. A governor asked if the school needed to see staff members' motor insurance before paying expenses. KT-P agreed that she would ask staff for their motor insurance before paying expenses and would keep a log of this.</i>	KT-P to set up a log for staff car insurance
8	<p>Personnel & Communications Committee Report</p> <p>8.1 AP informed governors that the Personnel Committee had met earlier in the afternoon. AP gave a brief overview of the meeting highlighting the 5 new TA staff (including 2 apprentices) that had been appointed. She advised that parents would be sent a questionnaire to complete shortly.</p> <p>8.2 The Personnel Committee had reviewed the Pay Policy for 2016-17 and recommended it for adoption by the LGB. <i>Governors adopted the Pay Policy for 2016-17.</i></p>	
9	<p>Link Governor Reports</p> <p>Safeguarding Report</p> <p>JA presented her link governor report for Safeguarding (report filed with minutes). DH asked what the attendance was like for the Online Safety training offered to parents. MR replied that 25 families had attended. A governor asked if there were many incidents of internet misuse. MR confirmed that there were a number (mainly in Year 6) and that they were recorded on a log. JA informed governors that she had reviewed the Single Central Record (SCR) with KT-P that afternoon and that she will sign a log each time it's reviewed.</p> <p>A governor asked what the safeguarding procedure was for people volunteering in school. MR explained that they receive an induction and are given a different badge to wear. Volunteers will not be with children unsupervised. References are being taken for non-parent volunteers and both volunteers and PTA members are included on the SCR. It was noted that PTA members need to have a DBS check and will be undergoing safeguarding training.</p> <p>A governor asked if a DSL will be available at all times during the school day. MP confirmed that the DSL, or one of the Alternates, will be on the premises at all times (or contactable by phone if adults out of school on a trip).</p>	
10	<p>Policies</p> <p>10.1 Governors had reviewed the Safeguarding policy (this had been circulated by email). The Clerk informed governors that an amendment had been made to the policy approved on 21 September 2016 following ALT's governor hub briefing; a paragraph had been added to cover procedures for collecting children at the end of the school day. <i>The Safeguarding Policy was approved by governors.</i></p> <p>10.2 <i>Governors adopted the following ALT policies amended following the updated guidance in KCSIE 2016:</i></p> <ul style="list-style-type: none"> • Code of Conduct for Adults • Allegations of Abuse against Adults • Recruitment & Selection policy • Whistleblowing policy 	Clerk to publish policies on the website

11	Any Other Business MP informed governors that he had carried out pupil perceptions; these would be reviewed at the next meeting.	
12	Date of next meeting The date of the next meeting was confirmed as Thursday 15 December 2016 at 4.30pm	

The meeting closed at 6.40pm.

Signed: *J. Cutchey* (Chair) Date: 15.11.16

Name: JACKIE CUTCHEY

