



Minutes of the Local Governing Body meeting held at the school on Wednesday 3 February 2016 at 4.30pm.

Members present:

Yolanda Botham
Liza Cole
Emma Dorling

Bridget Fosten
Laura Humphrey
Martyn Payne (Head)

Anne Powles
Rachel Robson (Chair)
Marie Rodwell

Apologies: Jill Adams, Rob Wright

In attendance:

Nicki Mayne (Cluster Business Manager) Louise Harper (Business Manager) for item 7
Karen Tallett-Pickess (Business Manager) Mel Parish (Clerk)

No	Item	Action
1	<p>Attendance and apologies for absence</p> <p>Apologies were received and accepted from Jill Adams and Rob Wright. The Chair introduced Liza Cole, Laura Humphrey, Nicki Mayne and Karen Tallett-Pickess and welcomed them to their first LGB meeting.</p>	
2	<p>Declarations of Interest</p> <p>No governor reported a conflict of interest in terms of the agenda items before them.</p>	
3	<p>Curriculum Presentation</p> <p>Susanna Thomson (ST) gave governors a presentation on the work she had undertaken as History & Geography Leader. She highlighted the following:</p> <ul style="list-style-type: none"> • The conferences that she had attended since taking the role on in July 2014. Following the History conference at the British Museum she had been able to bring back training for staff. • An overview of the History coverage; lots of topics have changed with the new curriculum. • An overview of the Geography coverage; this was being adjusted as staff go along and learn what works well e.g. some topics (such as France or Africa) needed to be narrowed down to smaller geographical areas. • The investment in resources and books for the whole school. • The staff training delivered on Chronology and the length of time between historical events. • Marking grids had been put together and were being rolled out to all year groups. • Development of lesson plans. • The purchase of Digimaps; this gives the school access to every OS map in Britain. The scale and year of the maps can be changed e.g. pupils can compare the map of Pakefield now and in the 1800's. 	

	<p>MP commented that a considerable amount of work had been done with staff to support them in the delivery of the History and Geography curriculum, particularly in light of the changes in the new curriculum. The Chair thanked ST for the presentation.</p>	
7	Finance & Premises Committee Report	
7.1	Governors noted the draft minutes from the meeting held on 13 January 2016 and YB highlighted the main points from the meeting.	
7.2	<p>Nicki Mayne (Cluster Business Manager) gave a brief overview of the management accounts for the 4 months ended 31 December 2015.</p> <p>NM reminded governors that income was flat-cash whereas expenditure would be increasing each year with pay inflation, increments and general inflationary increases.</p>	
7.3	<p>The Finance Committee had reviewed the Gifts & Hospitality policy and recommended it for approval by the LGB. <i>The Gifts & Hospitality policy was approved.</i></p> <p>4.55pm – Louise Harper left the meeting.</p>	
4	Minutes of previous meeting	
4.1	The minutes from the meeting held on 9 December 2015 were reviewed, approved and signed by the Chair.	
4.4	<p>Governors reviewed actions from the minutes of the meeting held on 9 December 2015:</p> <p><u>Item 6.3, 9.1 & 9.2:</u> The Clerk confirmed that the Charging & Remissions policy, Intimate Care policy and EYFS policy had been published on the school website.</p>	
4.2	The confidential minutes (general) from the meeting held on 9 December were reviewed, approved and signed by the Chair. MP confirmed that he had spoken to the Headteacher at Pakefield High School following up the incident that had been reported. The Headteacher had advised MP that he would speak to his staff about the matter.	
4.3	The confidential minutes (staffing) held on 9 December 2015 were reviewed, approved and signed by the Chair. It was not necessary to ask staff members to leave the meeting as there was no discussion on the minutes and no actions to be followed up.	
5	Local Governing Body matters	
5.1	The Chair advised governors that Liza Cole had been appointed as a parent governor; no other parent had expressed an interest so there had been no need to hold an election. Laura Humphrey had been appointed by the Trust but had been unable to attend her first meeting on 9 December 2015.	
5.2	The Chair had no actions to report.	
6	Headteacher's Report	
6.1	<p>MP advised governors that the report he was presenting had been prepared for the Trust Board; he would be presenting it to the Board on 9 February. He highlighted the following:</p> <ul style="list-style-type: none"> Attendance. MP informed governors that the school's attendance currently stood at 95.1%; this was lower than target but higher than it has been at this time in previous years. He drew governors' attention to a graph which showed clearly that the school had closed the gap 	

between its attendance rate and that of other Suffolk schools. MP advised governors that there had still been a number of families taking unauthorised holidays. **A governor asked if MP had taken out holidays to see what the resulting attendance rate would be.** MP will ask Elaine Albon to look at the impact of holidays on the attendance figure. MP also advised governors that one child would be absent from Year 6 SATs due to a family holiday. **A governor asked if there's anything the school can do about the child missing SATs.** MP reported that he is currently looking into whether anything can be done to enable that child to sit their SATs.

- MP advised governors that Year 6 children had sat practice papers in December; results were positive and a number of areas had been identified for further work.
- Safeguarding. MP updated governors on safeguarding issues.
- MP advised governors that letters had been sent out to parents where their child's attendance was below 95%. When attendance drops below 90% another letter will be sent with further sanctions. A governor raised concerns that the letters sent may be upsetting where there are genuine medical reasons for absence (and those absences have been authorised). MP assured governors that the wording would be reviewed when the below 90% attendance letters are sent out to parents; parents will be warned in the letter that the LA will be notified.
- Staffing. One MDSA had resigned at the end of January and one had reduced their hours. MP advised governors that interviews for the cleaner post would take place soon.
- Health & Safety. MP reported that there had been some technical problems with reporting on Handsam; this was currently being looked at. The roof in Early Years was continuing to leak but Corporate Property was pursuing this on the school's behalf. Repair work would be carried out on the Year 5 stairwell in the half term holiday. He also advised that the Adventure Playground could be used again by the children following lengthy repairs. MP advised that the Site Manager had been approaching parents at the front of the school to ask them not to park on the pavement as this presented a danger to children. **A governor asked if the final PC to be replaced (following fires in similar machines) had now been replaced.** MP confirmed that the replacement had been ordered and that the IT Technician was closely monitoring the PC (which was being turned off at the wall every night).
- Data. MP informed governors that he would give a full data report at the next meeting. He did advise that the progress data was looking positive with all Pupil Premium children making progress in line with, or better than, their peers in all but one class. Under the new assessment system pupils should make 6 points progress a year; this averages out at 2 points per term but learning takes place at different rates making it hard to compare at a moment in time (although there should be 6 points by the end of the year).
- STEM Project. MP advised governors that the school was taking part in a STEM project which is being hosted by Lowestoft Sixth Form College. The school should receive a grant of £1,500 per year for 3 years to invest in STEM projects (Science, Technology, Engineering & Maths).
- **A governor asked how often pupil progress meetings take place.** MP confirmed that these take place half-termly and are very useful. **Another governor asked for clarification on the new bandings; would all children start the year at the beginning of**

MP to update on process for pupils missing SATs

Full data report for 23 March agenda

the band e.g. 2B. MR explained that as children have different needs they may start the year assessed at the band below. They would, however, be expected to make *at least* 6 points progress to narrow the gap with their peers. **A governor asked if a child could progress beyond the banding for their year group.** MR explained that a child could achieve a 'secure plus' banding (which only a few would achieve) but they could not progress beyond their band.

6.2 Spring Term 2016 Key Priorities

MP presented the Spring Term 2016 Key Priorities that governors had received in their agenda packs. He highlighted the following:


- The top priority was to ensure that the needs of disadvantaged pupils continued to be met, with Pupil Premium children making accelerated progress.
- The implementation of Talk 4 Writing had been very successful.
- Assembly plans are in place with a key focus on SMSC (social, moral, spiritual & cultural) issues.
- The implementation of the new assessment system was ongoing but moderation had been key in the process (both across the school and across the Trust). **A governor asked whether overall 'Life without Levels' had been a positive development.** MR acknowledged that this was a new thing for all schools to get to grips with but she felt that the school had been proactive in informing parents of the changes (e.g. through parent information meetings and information provided on the website). **A governor commented on the importance of moderation and asked what frequency the school were planning external moderation.** MR replied that termly moderation would take place; this was one of the benefits of working within a hub of local ALT schools. The LA would also conduct moderation. MR explained that exemplification materials were available on gov.uk to help schools in their banding assessments. **A governor asked if Year 2 pupils would also receive a scaled score of 100.** *MP agreed to look into how the Year 2 SATs results would be reported.*

MP to check how Year 2 SATs results will be reported

- 8 Personnel & Communications Committee Report**
- 8.1** Governors noted the unapproved minutes from the meeting held on 19 January 2016 and AP highlighted the main points from the meeting.
- 8.2** Governors noted the feedback from the Parent's Questionnaire carried out in October 2015.
- 8.3** The Clerk updated governors on the new HR policies received from the Trust. She explained that the five policies included on the agenda applied to *all* staff as they had been revised as a result of changes in legislation. These had been approved by the Trust Board on 10 December 2015. The remaining 20 policies would only apply to new staff from 1 January 2016 (or those that take on new roles). Further work needed to be done to ensure that the existing policies (transferred under TUPE) were updated appropriately.
- 8.4** The Chair explained that the LGB needed to appoint a governor to work with the Trust's CEO on the Head's performance management. *Governors agreed to appoint RR to this role.*

9	<p>Link Governor Reports</p> <p>AP presented her link governor report on EYFS (carried over from the last meeting), highlighting the main points on the report.</p>	
10	<p>Policies</p> <p>10.1 Governors had reviewed the Behaviour for Learning policy (this had been circulated by email). MP advised governors that it remained a 'positive' policy with only a few changes being made. <i>The Behaviour for Learning policy was approved.</i></p> <p>10.2 Governors had reviewed the Safeguarding policy. MP ran through the main changes that had been highlighted on the Executive Summary. <i>The Safeguarding policy was approved.</i></p> <p>10.3 Governors had reviewed the Attendance policy (this had been circulated by email). MP advised governors that a Penalty Notice Referral (PNR) will be made by the school on the sixth session of unauthorised absence (3 days or more). The policy outlines the limited circumstances in which absence is authorised. The Chair advised that the Trust were working on a policy to go across all their schools. This policy reflects our current needs but it may need to be revised if a Trust-wide Attendance policy is issued. <i>The Attendance policy was approved.</i></p>	Clerk to add all policies to website
11	<p>Governor Monitoring</p> <p>The Clerk circulated the written feedback from the Governor Monitoring that had taken place on 26 January 2016. MP commented that it was a very positive session looking at Talk 4 Writing. The Next Steps identified by governors had already been identified by the Literacy team and progress had been made on them. A governor asked how autistic children were getting on with Talk 4 Writing. It was felt that it had had a wider impact for these children; it enabled them to access something they wouldn't have before and promoted their inclusion.</p>	
12	<p>Any Other Business</p> <p>The Clerk advised governors that she had recently contacted NGA as weekly e-mail newsletters were not being received. NGA would be resetting some passwords; if governors were not receiving their newsletters they needed to notify the Clerk.</p> <p>The Clerk advised that she was in the process of updating the Pecuniary Interest Register for publication on the school website. She outlined the types of interest that needed to be declared and asked governors to make any necessary changes to their pecuniary interest forms.</p>	
13	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Wednesday 23 March 2016 at 4.30pm.</p>	

The meeting closed at 6.05pm.

Signed:  (Chair) Date: 23-3-16

Name: Penny Jones

