

## PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 1.00pm on Wednesday 11<sup>th</sup> July 2018.

Present: Jill Adams (JA)  
Liza Cole (LC)  
Bridget Fosten (Chair)  
Martyn Payne (Head)

Anne Powles (AP)  
Marie Rodwell (MR)  
Emma Strachan (ES)

In attendance: Jayne Head (JH)  
Heather Lindow (HT)

Karen Tallett-Pickess (KTP)  
Rebecca Witt (Clerk)

	<b><u>GOVERNOR TRAINING ITEM</u></b>	
	<p>Governors received a verbal update from JH/HL on the Teaching &amp; Learning Innovation Fund. The following key points were noted:</p> <ul style="list-style-type: none"> <li>JH/HL explained that they had attended a fast learning course to look at rapidly improving teaching &amp; learning. The initiative had been trailed in Maths as multiplication skills were a focus for the school. Governors noted that children completed accuracy over speed grids (12x12) which were completed daily and within 10 minutes. It was noted the children had been incredibly focused whilst completing the grids and many had finished within time. Children had then used their scores to improve their personal bests. The initiative had been rolled out across school with exception to Y1 who were fast learning addition before moving onto multiplication. Governors noted that test data had been recorded over the last 2 months and the impact / progress could be seen. <u>AP asked for clarity re rolling out the initiative across reading / spelling and the impact on time.</u> HL explained that there were no concerns and the staff were on board. Fast reading was discussed. It was noted that children were speed-reading a piece of text relevant to them. It was noted that fluency was also a focus for the school. <u>The Chair asked what happened next.</u> HL advised that the impact would be reviewed for all year groups and in September 2018, the initiative would be rolled out to fast spelling based on high frequency word lists. MR noted that differentiation was built into the initiative and that children were also self-reviewing their work and sharing learning with other children. <p>Governors thanked HL/JH for their presentation. <i>HL/JH left the meeting.</i></p> </li></ul>	
1	<b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>	<b>ACTION</b>
	Apologies were received from Jackie Cutchey (JC). It was noted that the Head and ES would arrive late. Governors consented to these absences.	
2	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made. <i>ES joined the meeting.</i>	
3	<b><u>MINUTES</u></b>	
3.1	The minutes of the meeting held on 21 <sup>st</sup> May 2018 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> .	
3.2	<b><u>Matters arising from the minutes</u></b>	
	<p><u>Action sheet</u></p> <ul style="list-style-type: none"> <li>Item 3, Data training – <b>It was noted that the Head had agreed to</b></li> </ul>	<b>Head</b>

	<p><b>arrange data training in the autumn term 2018.</b></p> <ul style="list-style-type: none"> <li>Item 3, Policies – <b>It was noted that the Behaviour for Learning Policy would be tabled for approval in September 2018.</b></li> <li>Item 3, Website – It was noted that an overhaul of the school website was required. KTP explained that IT had been outsourced to Cloud. MR advised that the website review was an action in the school’s SDP. LC offered her support. The Clerk noted the new guidance re what schools must publish online.</li> <li>Item 3, Newsletter – <b>The Chair agreed to provide an update for the next school newsletter.</b></li> <li>Item 3, Parent governor recruitment – The Chair advised that the vacancy had been advertised but there had been no interest.</li> <li>Item 4, Headteachers report – It was noted that the DV notifications had been reviewed and the governor visit forms had been completed.</li> </ul> <p><i>The Head joined the meeting.</i></p> <ul style="list-style-type: none"> <li>Item 7, PTA – Governors noted the PTA’s Facebook page. <u>LC asked for evidence of where the money had been spent.</u> MR suggested this was included in the school’s newsletter. The Chair advised that the school would also communicate what clubs and PE activities were taking place in school to raise awareness.</li> </ul>	<p><b>Clerk</b></p> <p><b>Chair</b></p> <p><b>Head</b></p>
4	<b><u>HEALTH &amp; SAFETY / PREMISES</u></b>	
	<p>Governors received an update on Health &amp; Safety / Premises from KTP (copy in the Minute Book). The following points were noted:</p> <ul style="list-style-type: none"> <li>KTP advised that all areas were green with exception to curriculum, which was red at 46.4% and due to a system assignment issue.</li> <li>Governors noted that there had been 1 Riddor incident.</li> <li>The Head had undertaken a 3-day First Aid course. MR would undertake the training also. The school would then be complaint.</li> <li>Governors discussed the summer work schedule (decorating in Y4 rooms and rainbow and emergency lighting). KTP advised that a playground survey had been commissioned by ALT following a sinkhole. KTP noted problems with the windows (hinges breaking / split seals) which was ongoing. The decking in nursery was discussed. The Head confirmed that the decking was safe however some areas needed to be replaced due to screws rusting.</li> <li>KTP advised that the support staff would receive online first aid training on 5<sup>th</sup> September 2018. Staff would also receive child protection training.</li> </ul>	
5	<b><u>BUDGET MONITORING</u></b>	
	<p>Governors received an update on the current budget position from the KTP (copy in the Minute Book). The following points were noted:</p> <ul style="list-style-type: none"> <li>Governors noted that the Management Report to the end of June 2018 showed a £6k deficit based on was worst-case scenario. The carry forward was noted as £21k. KTP advised that the budget was incredibly tight as was the school’s cashflow.</li> <li>Governors discussed the financial planning. The in year surplus for Y1 (2018/19) was noted as £1k. Y2 was £27k, Y3 was -£55k, and Y4 was -£101k. The Head advised that the budget constraints were a national issue. KTP advised that census day was key. The Head advised that a recruitment drive was needed for Y2. Governors discussed pupil premium along with strategies, which the school could use (Essex County Council example). <b>It was agreed that the Head/KTP would investigate.</b></li> </ul> <p>Governors thanked KTP for doing such a good job.</p>	<p><b>Head / KTP</b></p>

6	<b><u>GOVERNOR VISITS</u></b>	
	<p>Governors received an update on visits, which had taken place since the last meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The Chair had attended the Academy Improvement Group on 24<sup>th</sup> May 2018 (see Headteacher’s report).</li> <li>• Governors had also attended the T&amp;L Innovation Fund discussions at the beginning / end of June 2018 (see Headteacher’s report).</li> <li>• The Governors Working Party on 20<sup>th</sup> June 2018 was noted which had a focus on staffing and finance.</li> <li>• JC/JA had attended the School Council meeting on 21<sup>st</sup> June 2018 (see report with KTP).</li> <li>• The Science pupil perception event was noted which the Chair/AP had attended on 25<sup>th</sup> June 2018 (Y1-5). The Head advised that the staff had found this helpful.</li> <li>• It was noted that the Chair/AP had attended Reading and Maths raising attainment planning meetings several times this year, which linked directly to the SDP.</li> <li>• JA advised that she had attended the safeguarding review, which had included a termly review of the single central record. The new changes for September 2018 had been discussed along with peer-to-peer abuse and county lines. It was noted that there was also an emphasis on children in care.</li> </ul> <p><b>Governors agreed to set next years governor visit dates once the new SDP had been finalised. The Chair moved to item 8.</b></p>	<b>All</b>
8	<b><u>PUPIL PROGRESS (SATs Results)</u></b>	
8.1	<p>Governors received an overview on the draft summer 2018 end of year pupil progress from the Headteacher (copy in the Minute Book). The following points were noted:</p> <ul style="list-style-type: none"> <li>• The Head discussed the format of the report. It was noted that there were no comparison between this year and last year as the cohorts were different. Progress was key however was still being collated (the provisional data would be available in August 2018 and verified data in October 2018). The targets were shown in grey and the national column showed the expected score.</li> <li>• Y6 – Reading was 78% compared to an expected score of 75%. Writing was 83% compared to an expected score of 76%. GPS was 78% compared to an expected score of 78%. Maths was 79% compared to an expected score of 76%. Combined was 69% compared to an expected score of 64%. Governors noted that the scores were strong and that ALT were happy. The high-scaled scores were discussed which had been a focus for this year. Reading was 20%. Writing was 15%, GPS was 29%, and Maths was 20%. Overall combined was 14%. This proved that the target setting was robust and the school judgements had been accurate. The Head advised that the children had done well. It was thought that the school would be in the top 20% of schools but would need to look at FFT. Governors noted that this was a significant shift and showed that the leadership and management of the school were making improvements to the results of the children. The Head advised that the school was reviewing the Maths predictions tomorrow. Governors discussed evidence to sit alongside the Ofsted actions. It was noted that case studies would be written. It was noted that the results had been shared with staff and letters were going home to parents today re results. <u>AP asked if the school would receive the papers back.</u> The Head advised that they were online and highlighted papers would be scrutinised to see if there were more marks available however it was not</li> </ul>	

	<p>thought that it would improve the overall results.</p> <ul style="list-style-type: none"> <li>• The Y6 disadvantaged / non-disadvantaged results were discussed. It was noted that a case study would be prepared to show the progress these children had made. Governors noted that the results were pleasing and the combined score was above national and the school targets.</li> <li>• <u>LC asked where the school was in relation to other school performance.</u> The Head noted that the data was still provisional.</li> <li>• EYFS – It was noted that the GLD score was 73% compared to last year's score of 71%.</li> <li>• Phonics – It was noted that 73% of children had achieved the expected standard (compared to 79% last year) however this was higher than the target of 63%. Governors noted that some children had been very close to the target. A Phonics review had taken place and a new strategy was being used in school. This would be a focus for next year. Y2 phonics was 58% compared to 61% last year. The Head advised that the school had looked at how the test had been implemented and learning had been noted for next year.</li> <li>• Y2 – It was noted that the disadvantaged children had performed well. The Head noted the reduction in greater depth children. It was noted that the school judgements had been hard but accurate. Governors noted their thanks to the Head, MR and the team.</li> </ul>	
7	<b><u>HEADTEACHER'S REPORT</u></b>	
7.1	<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"> <li>• The Head advised that there were 5 spaces in Y2.</li> <li>• Attendance was noted as 95.38%. The number of penalty notices were discussed. The Head advised that this related to families taking more than 1 holiday each year. The attendance for LAC children was noted as 87.7% and 95% for pupil premium. <u>AP asked for clarity re the letter of attendance.</u> The Head advised that the school were in the process of changing this. The structure for attendance would change next year and a different system would be used for texting / emailing.</li> <li>• Safeguarding was discussed. It was noted that there were 2 children on child protection plans with 4 further children undergoing initial assessment. 22 children were on Thrive plans. Governors noted that MR had completed her e-safety training and the Head had completed his train the trainer safeguarding training.</li> <li>• Staffing was discussed. It was noted that the mid day supervisors were no longer at risk from redundancy as the team had come up with a solution that resolved the reducing of hours by 28 hrs per week. The Head advised that a TA had resigned from their 1:1 post and the school was looking to recruit internally.</li> <li>• Governors discussed the racist and homophobic incidents. MR advised there had been 2/3 incidents since the report had been produced. Education and PHSE had been put in place to address this along with consequences.</li> <li>• It was noted that the next ALT Accountability Group meeting would take place on 17<sup>th</sup> July 2018.</li> </ul>	
9	<b><u>ALT BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>• The Head advised that he had attended the ALT Marketing strategy meeting today and recruitment of new schools, staff, and communication across the Trust had been discussed.</li> <li>• It was noted that the North Suffolk schools had been nominated for the</li> </ul>	

	Raising the Bar awards and had got to the final 3. <ul style="list-style-type: none"> <li>The Head advised that the Trust was holding a PD day for all teaching staff on 5<sup>th</sup> September 2018.</li> </ul>	
10	<b><u>GDPR</u></b>	
	Governor Hub was discussed. It was noted that Emma Price would be invited into school to provide governor training ahead of the next meeting.	<b>Head</b>
11	<b><u>ANY OTHER BUSINESS</u></b>	
	The Head thanked governors for their support this year. <i>ES left the meeting.</i>	
12	<b><u>STAFFING MATTERS</u></b>	
	A confidential item was discussed and is recorded separately in the Minute Book.	
13	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	The next meeting of the full governing body will take place on Wednesday 17 <sup>th</sup> October 2018 at 4.30pm.	

The meeting closed at 15.00pm.

Signed

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Date

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