

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 17th October 2018.

Present:	Jill Adams (JA) Liza Cole (LC) Carrie Crossley (CC) Bridget Fosten (Chair) Martyn Payne (Head)	Anne Powles (AP) Marie Rodwell (MR) Emma Strachan (ES) Dan Wilson (DW)
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In attendance:	Sarah Nielson (SN) Karen Tallett-Pickess (KTP)	Rebecca Witt (Clerk)
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1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	The Chair welcomed all governors. DW was welcomed to his first meeting. CC was welcomed as an observer. Introductions were given.	
	<u>GOVERNOR TRAINING ITEM</u>	
	<p>Governors received an update from SN on Phonics. The following key points were noted:</p> <ul style="list-style-type: none"> • SN circulated the Phonics Raising Attainment Plan (RAP), which had been created following the Phonics review in June 2018 with a view to improve outcomes in Y1 phonics screening and improve spelling across phase 2 and 3 by the end of the year. SN ran through the tasks and actions to be taken (to embed Phonics in phase 1 and 2 and intervention for phase 3 where needed, to review Phonics planning to cater for children's gaps in learning, to improve teaching of Phonics across the school, to retrain all staff on the effective delivery of Phonics, to review Phonics assessments across the school, and raise the profile and importance of Phonics with parents and carers). SN advised that she was putting in place a new assessment process to ensure greater consistencies and for staff to have a greater awareness and take ownership of children's needs. SN advised that she had monitored into phase 1 and improvements could already be seen. • Governors discussed differentiation in phase 1. SN advised that children in phase 2 were grouped according to ability. • Governors discussed the confusion in school re jolly Phonics. SN advised that jolly Phonics had been made more apparent in classes and was used as a reminder as the school used a programme of letters and sounds. <u>LC asked if children taking test in later phase 2 used this.</u> SN advised that phase 2 was more spelling based. The Head noted the impacts seen in reading and writing. The Head had also spoken to some parents to address any perception issues re the children moving backwards. Governors noted that the children were being constantly monitored. The importance of filling the gaps for later years was also noted. • SN advised that staff training had taken place and staff were now using appropriate terminology and language. The school had also run Phonics cafes and were communicating with parents on Phonics. • Governors discussed the Phonics results for the previous year. MR advised that some pupils had made simple mistakes. Other pupils had low starting points therefore the school had known that they would not achieve. The Head advised that staff had reviewed the reasons for the results, lessons had been learnt, and changes were being implemented. Governors noted the Phonics target of 85%. MR advised that this was an aspirational target (WIG). SN noted that this years cohort were stronger than the previous year. 	

	<ul style="list-style-type: none"> • <u>AP asked if Y1 had a set time for phonics</u>. SN advised Phonics teaching took place in phase 1 before lunch and first thing in the morning for phase 2. <p>Governors thanked SN for her presentation. <i>SN left the meeting.</i></p>	
1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE (CONT'D)</u>	ACTION
	Apologies were received from Jackie Cutchey (JC). Governors consented to these absences.	
2	<u>MEMBERSHIP</u>	
	<ul style="list-style-type: none"> • Election of Chair – BF was elected as the Chair for the 2018/19 academic year. AP/JA were elected as the joint Vice Chairs for the 2018/19 academic year. • Committee structure – It was noted that there were no longer formal committees however an informal working party met every half term. • Membership – It was noted that DW had been appointed as a parent governor from 17/10/18. Governors approved CC's appointed as a Trust governor subject to Trust approval and completed forms. • Governor responsibilities – The following responsibilities were agreed: <ul style="list-style-type: none"> • SEND – CC • Safeguarding – JA • H&S – BF • Attendance – DW • Leadership – BF • Website – LC • PP – JC • Terms of Office / Governor Attendance 2017/18 – Governors noted the term of office on the Register of Governors document. The Clerk agreed to update the Register of Governors and send this along with the Governor Attendance for 2017/18 to KTP for uploading to the school website. • Confidentiality Agreement / Governor Data Collection / Computer Usage Declaration / GDPR Factsheet / Commitment of Undertaking – All governors signed and returned the forms to KTP. 	Clerk KTP
3	<u>PECUNIARY AND OTHER INTERESTS</u>	
3.1	The Chair reminded governors of the need to complete and return a new declaration form for this academic year. All governors signed and returned the forms to KTP. The Clerk agreed to update the register of interests for the 2018/19 academic year and pass this back to KTP for uploading on the school's website.	Clerk
3.2	No declarations of pecuniary or other interests regarding items on the agenda were made.	
4	<u>MINUTES</u>	
4.1	The minutes of the meeting held on 11 th July 2018 (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"> • Item 3, Data training – The Head agreed to organise data training following receipt of the ASP at the end of November 2018. • Item 3, PTA & parent awareness of how the fund had been used – The Head advised that this had been included in the previous newsletter. 	Head

	<p>Trips were discussed. It was agreed that the PTA contribution for coach costs would be included in each trip letter to parents to explain this further and to raise awareness of the transport costs.</p> <p>The Head noted that Red Oak had purchased 2 new minibuses, which the school could have access to.</p> <ul style="list-style-type: none"> • Item 5, Pupil Premium strategies – KTP advised that a portal had been created by SCC for EY children and forms had been sent out to parents. SCC had also put together another new portal for FSM. • Item 10, Governor Hub – It was noted that as there was a cost associated with Governor Hub that the school would continue with OneDrive. 	Head
5	<u>HEALTH & SAFETY / PREMISES</u>	
	<p>Governors received an update on Health & Safety / Premises from KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> • Governors noted the Handsam report for 1st September 2017 to 31st August 2018. The school was green in all areas with exception to curriculum. KTP explained the challenges with the system re unassigned tasks and duplication, which the Trust was aware of. • Governors noted the Business Continuity Plan. KTP advised that the plan had been updated for the 2018/19 academic year. • KTP confirmed that training had been completed for H&S, Paediatric training and First Aid training. Evolve training had been arranged for 2 members of staff. • KTP advised that there would be an inspection of the playground next Thursday to review the hole that had appeared due to a drain underneath. The hole had been repaired but ALT had instructed a survey / inspection to ensure all was ok. • Governors noted the work that had taken place over the summer holidays (rainbow building redecorated, pond area extended into the rainbow play area, Y4 classrooms decorated, emergency lighting repairs, and new curtains in the hall). • KTP advised that Caterlink were the new catering provider. They had carried out a high-level deep clean over the summer holidays however had been asked to revisit this in October half term. • KTP advised that she was meeting with C Paskell from ALT following the ICT audit to receive feedback. • <u>LC asked if the school had plans for carpeting upstairs to reduce the noise level.</u> The Head advised that plans were in place. • Governors noted the work carried out on the path at the back of the school. The Head confirmed that the High School had undertaken this work. • KTP advised that a fire assessment would take place next Friday and a H&S audit had been commissioned by ALT in December 2018. 	
6	<u>BUDGET MONITORING</u>	
	<p>Governors received an update on the current budget position from the KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> • KTP updated governors on the variances to budget (curriculum stationery, travel, and books). A slight reduction in SEN income was noted along with a reduction to nursery funding due to numbers. The combined deficit was noted as -£5.7k for the previous year as opposed to -£8k predicted. KTP confirmed that she had recoded the capital fund. The carry forward was noted as £27.7k. <u>The Chair asked if there were any other unexpected costs.</u> KTP advised that travel, training and books 	

	<p>were higher than budgeted. .</p> <ul style="list-style-type: none"> • KTP updated governors on the budget rebase for 2018/19 which reflected the increase in teacher's salaries, the grants supporting pensions and teachers salaries, the decrease in Pupil Premium income, and the increase in utility costs. The rebase resulted in a deficit budget of -£4.8k in year. The Head advised that the school were trying to avoid permanent exclusions. Governors noted the new students received by the school with a high level of need. Some dangerous and violent behaviour had been seen. KTP advised that the October census showed that the current pupil numbers were lower than expected with an estimated 16 pupils down. Governors noted that the 2019/20 budget showed a deficit of -£29.9k plus a further -£38k for lost places. The Head confirmed that the school was aware of the challenges and was looking at ways to address this. • KTP updated governors on the Benchmarking Report. Governors noted that the report had been useful. <u>The Chair asked if there was any call to action for governors.</u> KTP advised that overall the school was lower than most school across the piece. Staff salaries were noted however it appeared that the school was low in comparison to others. The Head advised he / KTP have a meeting on 2nd November 2018 with the Trust to discuss this further. <p><i>Governors thanked KTP. KTP left the meeting.</i></p>	
7	<u>GOVERNOR VISITS</u>	
	<p>Governors received an update on visits that had taken place since the last meeting. The following points were noted:</p> <ul style="list-style-type: none"> • The Chair confirmed that she had met with the Head, and had attended the informal working party, the T&L Innovation meeting and the AIG meeting. • JA confirmed that she had met with Head and had carried out a safeguarding visit early September 2018 to discuss new KCSIE / Safeguarding Policy. • <u>The Head asked for governor involvement in pupil perception at the Phonics morning on 2nd November 2018 at 9.30am. The Head agreed to send out the date for governor monitoring of disadvantaged maths.</u> • <u>MR asked for governor involvement in pupil perception re the children's interests which would be fed back to the Subject Leaders Development Group.</u> 	<p>All Head</p> <p>All</p>
8	<u>HEADTEACHER'S REPORT</u>	
8.1	<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"> • Governors noted the spaces in the year groups. The school had been actively recruiting and had gained 8 children since September 2018. Head noted Y3 was a low year generally with behavioural issues. • The Head advised that attendance was currently 97.2%. It was noted that there was a pattern of parents going on holiday in term time however the school was working on various strategies to address this. SEN attendance was noted as 94.1% (compared to 95% last year). PP attendance was 96.9% and in line with their peers. 2 children were noted as having a very high level of need. Part time timetables were discussed. • Governors discussed the safeguarding update. It was noted that there had been 2 DV notifications this academic year. • Governors noted the changes to staffing. The Head advised that the 	

	<p>school was recruiting a 2nd apprentice teaching assistant after half term.</p> <ul style="list-style-type: none"> • The Head advised that the school had put extra provision in Y4. The classes had been balanced based on attainment and learning behaviours and various strategies had been put in place to support the children who were responding well. • The Widely Important Goals (WIG) were discussed. <u>AP asked how EYFS WIG had been formed.</u> The Head confirmed that the data was based on high expectations and would be reviewed before Christmas. • Governors noted that 15 parents had signed up for weekly Beach Schools. Parents would be trained in different activities so they would work with the children. <p><u>Academy Improvement Group (AIG)</u></p> <ul style="list-style-type: none"> • The Chair confirmed that the school was now a challenge partner 2 due to the data for Y6 and strong leadership. There would be 3 meetings going forward. <p><u>Data</u></p> <ul style="list-style-type: none"> • Governors noted the LGB Data Overview. EY GLD was 73% for 2018 compared to 71% national. It was noted that a push was required for Phonics at 73% for 2018 compared to 79% national. Y2 results were generally lower than last year. The Head noted that the school had focused on end of KS1, EY, and KS2 moderation to ensure that there was an accurate picture. KS2 progress data was discussed. All the scores were in line with national averages. The Head advised that 1 child who had joined at the beginning of the summer term would be taken out of the data by the DFE as they were classified as an outlier. This would improve the overall picture (Reading progress would be 0.02, Writing progress would be 0.36, and Maths progress would be -0.48). Governors noted that progress was strong. MR advised that progress was strong for disadvantaged pupils also (Reading progress of -1.9, Writing progress of 1.4, and Maths progress of -0.8) which was a significant shift. The Chair advised that the Trust had been pleased with the data. 	
9	<u>POLICIES</u>	
	<ul style="list-style-type: none"> • Behaviour for Learning – Governors noted the new school policy. MR suggested that governors looked out for this across the school. • Anti bullying Policy – Governors noted the new school policy. • ICT Security Policy – Governors noted the ALT policy. • Internet, Social Media and E-Safety Acceptable Use Policy – Governors noted the ALT policy. • KCSIE / CP & Safeguarding Policy – Governors noted the new school policy which had been updated in September 2018. The Head advised that he had used the SCC model policy and updated it to fit the school. The safeguarding daily routines at the school had also been added (appendix 2). <p>Governors approved the above policies.</p>	
10	<u>ALT BUSINESS</u>	
	<ul style="list-style-type: none"> • Governors noted the ALT governor documentation (governor roles / governor welcome pack). • Governors noted that there was a Trust Hub meeting on 15th November 2018. 	
11	<u>GDPR</u>	
	<ul style="list-style-type: none"> • The Head advised that there had been no GDPR data breaches. 	

12	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> • The Head congratulated ES for graduating on Saturday with a 1st. ES thanked the Trust for their letter of congratulations. Governors noted that Wayne Cleveland had been awarded Student of the Year. • The Head / JA confirmed that the school had submitted a bid for funds from Aviva (for £1k of fun books). The school had got through to round 2 where votes were needed (from Wednesday next week for 3 / 4 weeks). The school would use social media to promote the voting process. • The Head advised that the school had received a cheque for £331 from Adnams for the scooter park in the EY outside area. 	
13	<u>STAFFING MATTERS</u>	
	There was nothing to note.	
14	<u>DATES OF THE NEXT MEETING</u>	
	The next meeting of the full governing body will take place on 12 th December 2018 at 4.30pm.	

The meeting closed at 18.36pm.

Signed

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Date

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