

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 12th December 2018.

Present:	Jill Adams (JA) Carrie Crossley (CC) Bridget Fosten (Chair) Martyn Payne (Head)	Anne Powles (AP) Marie Rodwell (MR) Emma Strachan (ES) Dan Watson (DW)
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In attendance:	Karen Tallett-Pickess (KTP)	Rebecca Witt (Clerk)
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	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE (CONT'D)</u>	ACTION
	Apologies were received from Liza Cole (LC). Governors consented to these absences.	
1	<u>GOVERNOR TRAINING ITEM</u>	
	<p>Governors received an update from the Head on the analysed school performance. The following key points were noted:</p> <ul style="list-style-type: none"> • Governors discussed the context on page 1. The areas to investigate were noted. The Head noted the focus on progress. KS2 attainment was at national. KS1 showed no meaningful trends. Governors noted that phonics was not meeting the pass mark however the school were aware and plans were in place to address this. Behaviour was discussed, in particular exclusions and supporting evidence. • The school context in 2018 was noted, which compared to other schools nationally. • Governors discussed the 3-year trend data on page 4. In 2017 reading had been in the bottom quartile compared to average this year. Writing and maths were also average. Disadvantaged reading was discussed however it was noted that there was a decline. • Governors discussed the data on page 5. The Head advised that he had added last years scores to the chart. Reading progress was discussed. All children were at -0.3 compared to -2.3 in the previous year, which showed the new approaches and resources were working (what was highlighted at the last Ofsted). Low at KS1 was -1.3 compared to -7.0 in the previous year. Middle at KS1 was -0.8 compared to -1 in the previous year. High at KS1 was 1.1 compared to -3.3 in the previous year. Disadvantaged was -1.9 compared to -1.1 in the previous year. Governors noted that last years Y6 cohort had multi layer needs. Governors noted that MR had completed a case study to sit alongside the data. • Governors discussed the writing progress on page 6. All children's progress matched the previous year. Low at KS1 was 0.4 compared to -7.4 in the previous year. Middle at KS1 was 0.4 compared to 0.9 in the previous year. High at KS1 was -0.1 compared to 0.7 in the previous year. Disadvantaged was 1.6 compared to 0.4 in the previous year. • Governors discussed the maths progress on page 7. Disadvantaged was -0.5 compared to -2.3 in the previous year. The cohort had matched the progress of their peers. Low at KS1 was -1.8 compared to -8.7 in the previous year. Governors noted that the strategies and resources that were implemented by the school had significantly improved outcomes. • The Head agreed to write a summary sheet of successes for governor information. • <u>CC asked if the data had been shared with teaching staff.</u> The Head advised that the report had been shared with SLT and staff were aware of the data and achievements last year. The graphs had also been 	Head

	<p>uploaded onto the school website.</p> <ul style="list-style-type: none"> Governors discussed the timing of the next Ofsted inspection. The support from the Trust was noted. A possible HMI visit was discussed. 	
2	<u>MEMBERSHIP</u>	
	It was noted that Jackie Cutchey (JC) had resigned on 21 st November 2018 resulting in 1 Trust Appointed vacancy.	
3	<u>PECUNIARY AND OTHER INTERESTS</u>	
3.1	No declarations of pecuniary or other interests regarding items on the agenda were made. 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
4	<u>MINUTES</u>	
4.1	The minutes of the meeting held on 17 th October 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 5, Caterlink – <u>JA asked about if Caterlink had been back into school to undertake a further deep clean.</u> KTP advised that they were coming back on 19th December 2018. 	
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"> Handsam – KTP confirmed that the curriculum items were now complete. First aid was slightly down due to SEN. KTP explained the challenges with the system re unassigned tasks and duplication, which the Trust was aware of. It was noted that the Head / KTP would carry out a cleansing of the system in the New Year. Fire risk assessment – KTP advised that there was a requirement to undertake staff fire training. 4 staff had undertaken fire warden training. <u>The Chair asked how the training was fulfilled.</u> The Head advised that staff looked at the fire evacuation plan, the fire procedures were reviewed along with fire extinguisher training. H&S / Premises – Governors noted the updated Trust policy which had been personalised to the school. Positive handling training was noted for 3 staff. All first aid training was up to date. The H&S Audit had been rescheduled to 8th January 2019. The playground inspection survey had been completed and there were no concerns to note. <u>CC asked how often the school undertook a fire drill.</u> It was noted that this happened termly and the school had been out of the building in less than 4 minutes in their recent practice. 	
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 advised that the deficit position was now £9k rather than the £4k quoted previously. This was due to premises repair costs (kitchen equipment). It was hoped that the SEN funding would be higher than 	

	<p>budgeted at £12k. The £10k government fund was discussed. It was noted that this fund would not be received until next year. The Head advised that the school was looking at ways to improve the budget position. <u>Governors asked for clarity re the curriculum budget line and overspend.</u> KTP advised that this was due to subscriptions, which were front loaded but evened out over time. <u>DW asked for clarity re kitchen equipment.</u> Insurance was discussed. £500 pa had been budgeted for Cavell to carry out kitchen equipment updates however the school was responsible for every call out (£50 per time). Governors thanked KTP. <i>KTP left the meeting.</i></p>	
7	<p><u>GOVERNOR VISITS</u></p>	
	<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 met with the Head every 2 weeks. • The Chair and JA had visited the school on 2nd November 2018 to listen to pupil perception on reading (Y1-6). It was noted that Y4 had asked for more reading. MR advised that 2 parents came into school every week to listen to the pupils reading in addition to the staff and TAs. • AP / CC had visited the school on 15th November 2018 to observe phonics in reception, Y1 and Y2. Governors noted that Y2 was grouped based on ability. It was noted that AP/CC would visit the Phase Leaders at the beginning of next term to monitor the impact of the action plan, review the impact of phase 2, and track progress of nursery children. The Head advised that the Trust had carried out a review of phonics and the report had mirrored AP's feedback. • It was noted that on 15th November 2018 ALT / the Chair had visited the school council and walked the school. The Head feedback that the Trust had been impressed with the school. • The Chair had met with ALT and Chairs from other ALT schools on 16th November 2018. The budgetary constraints had been discussed. KTP noted the challenges with the census taken in October 2018, which showed that the school had been 17 pupils down. <u>Governors asked if the school was still down on pupil numbers.</u> Y3 mobility was discussed. Governors noted the challenge re perception and reputation of the school and the fact that pupils had attended out of catchment in the previous year. MR advised that the school had approached Nurseries and Pre Schools to raise awareness and promote the school. The Head advised that he would speak to the Trust re using their marketing company to promote the school. • The Chair had visited the school on 30th November 2018 to undertake a H&S review with the Site Manager and KTP. • The Chair had attended the Crucial Crew on 22nd November 2018. • AP had attended a visit to Snape Malting with the school for Big Sing on 19th November. AP had also attended a visit to Framlingham school to review G&T for maths 5th December 2018. AP had also visited Benjamin Britten High school with Y6. • ES had visited Lowestoft Sixth Form College in December. 2 school pupils had been paired with Sir John Leman High School and were the winning team. • Governors noted that AP/the Clerk had attended an ALT Appeal Hearing on 2nd November 2018. • CC had visited the school on 10th December 2018 to monitor SEN. CC advised that staff feedback had suggested that assistance with needed re communication and interaction. CC explained the work of Communication Trust that was free. CC agreed to review the support available for the school. • The Clerk suggested that the school office held a governor monitoring visit folder for external review. It was agreed that the governor visit 	<p style="text-align: right;">CC</p>

	<p>forms should be removed from the website.</p> <ul style="list-style-type: none"> DW had visited the school today to monitor attendance. DW had received an overview re how the school monitored attendance, the collation of the figures, and the systems and procedures. Governors noted that attendance looks good at 97.4%. MR advised that the school wanted higher disadvantaged pupil attendance however there were no concerns to note. 	KTP
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"> The attendance data was discussed, in particular the 16 penalty notices. It was noted that there had been 74 internal safeguarding referrals since September 2018. 3 children were under child protection plans with a possible 4 children pending (2 families). T&L / Phonics were discussed. It was noted that Joy Parke had been in to work with the school. The areas for development were noted as pace, assessment via books / whiteboards, evidence in files, and visual support. The areas of strength were noted as strong reading / writing data, strong parental engagement, good school website, and impacts were being seen. <u>The Chair asked if the Phase Leader reports were beneficial.</u> Governors agreed. The Head discussed the work within the wider community. The training on english skills was noted which had been given by Andy Cope, an author with a PhD in happiness. The parents meetings and data from testing were discussed for KS2. The Head noted the links to the SDP. Positive feedback had been received from parents. <u>AP asked for clarity re KS2 attendance.</u> The Head advised that it was lower than previous years however there were no concerns to note. It was noted that Phase Leaders were looking at QLAs from Y2 upwards – this helped identify gaps in learning. Y6 fashion week was discussed. CC asked about fixed term exclusions (10 days / 20 sessions). The Head advised that this was above average due to behaviour of a handful of children. Governors noted that 2 children were currently being assessed and the school was looking a strategies to reduce this although it was a national issue. The lack of places in alternative / specialist provision was noted. Part time timetables were discussed. 	
9	<u>SCHOOL DEVELOPMENT PLAN</u>	
	<p>Governors received an update from the Headteacher on the School Development Plan (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> The Head advised that every subject had its own action plan, which linked to the overall plan. Evidence would be added to the document over time. The Head agreed to email the updated SDP to governors after Christmas. Governor monitoring visits would be suggested linked to the priorities. Governors noted that the SEF had been written and the Chair / AP had reviewed the document. The Clerk agreed to email an example governors SEF to the Chair. It was noted that Joy Parke was in school on Monday to review the SEF. <u>CC asked if the SDP linked to staff performance management.</u> The Head noted priority 1.3 re the Quality T&L and linked to teacher standards. It was noted that targets related to staff member roles. Governors noted the singing assembly that would take place next 	<p>Head</p> <p>Clerk</p>

	Monday at 9.15am and the Head had agreed to pay guitar. <u>Governors suggested that the event should be promoted to celebrate the successes taking place in school.</u>	
10	<u>POLICIES</u>	
	<ul style="list-style-type: none"> H&S Policy – Governors noted the new school policy which had been updated in September 2018 to reflect the inspection. Governors approved the above policy.	
11	<u>ALT BUSINESS</u>	
	<ul style="list-style-type: none"> It was noted that the Head was attending an ALT Board meeting tomorrow in London to discuss the finances and school data. Governors noted the Head's report to the ALT Board. Governors noted that sickness was low at the school. The Head agreed to feedback to governors following the meeting. 	Head
12	<u>GDPR</u>	
	<ul style="list-style-type: none"> Governors noted the ALT GDPR documentation on SharePoint. It was noted that updates would be shared with governors via this link or staff notice board going forward. KTP advised that there had been no GDPR data breaches. 	
12	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> <u>MR reminded governors to read the pupil premium reports which had been uploaded to the school website.</u> Pupil premium funding was discussed. The Head / KTP confirmed that the school had promoted the funding via the school flyer and Caterlink had produced a poster. Governors noted that the school also bought into the SCC portal. <u>Governors were reminded of the need to complete the National Online Safety training which had been sent to them via an email link.</u> Safeguarding training was also available for governors on 17th and 29th January 2019. Governors agreed to email KTP to sign up. 	All
14	<u>STAFFING MATTERS</u>	
	<ul style="list-style-type: none"> None. 	
15	<u>DATES OF THE NEXT MEETING</u>	
	The next meeting of the full governing body will take place on 13 th February 2019 at 4.30pm.	

The meeting closed at 18.30pm.

Signed

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Date

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