

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body meeting of Pakefield Primary School held virtually at 4.30pm on Wednesday 14th October 2020.

Present:	Jill Adams (JA) Bridget Fosten (Chair) Jacqui Healey (JH) Martyn Payne (Head)	Anne Powles (AP) Marie Rodwell (MR) Emma Dorling (ED) Dan Watson (DW) Rebecca Witt (Clerk)
In attendance:	Rachel Creasey (RC) Karen Tallett-Pickess (KTP)	

1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	<ul style="list-style-type: none"> Apologies were received from Carrie Crossley (CC). The Chair noted the Liza Cole (LC) had resigned from the Board. Governors thanked LC for her support over the last 4 years. <i>The Chair moved to Item 6.</i> 	
6	<u>CHILDREN’S MENTAL HEALTH AND WELLBEING – UPDATE AND IMPACT</u>	
	<ul style="list-style-type: none"> Governors received an update on children’s mental health and well-being from RC. A questionnaire had been sent out in the holidays to capture views of children on returning to school. 179 responses had been received. RC agreed to send the presentation to governors for information. Actions had been put in place (phone calls home, children invited in, extra circle time, lessons on certain aspects etc). Successes were noted as the staggered start/end times, the one-way system, the strong and regular communications, and year group entrances. Improvements were noted as people not wearing facemasks, a clash with the High school, crowding, and new parents had wanted more information. Access to devices was discussed and the school was working with families where needed. <u>It was suggested that the outcomes and actions should be included in the school newsletter.</u> <i>RC left the meeting. The Chair moved to item 2.</i> 	RC
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
	<ul style="list-style-type: none"> It was agreed that governors would complete the signing sheet on One Drive. The Clerk agreed to update the Register of Business Interests for the academic year and send it to the school for uploading to the website. There were no declarations of pecuniary interest relevant to items on this agenda to note. 	All Clerk
3	<u>ELECTION OF VICE CHAIRS</u>	
	AP/JA were voted in as joint Vice Chairs for the 2020/21 academic year. It was noted that the Chair was appointed by the Trust.	
4	<u>MINUTES</u>	
	<ul style="list-style-type: none"> The minutes of the meeting held on 15th July 2020 (copy in the Minute Book), having previously been circulated, were confirmed. It was agreed that the minutes would be signed retrospectively by the Chair. 	Chair
	<u>Matters arising</u> <ul style="list-style-type: none"> Item 2, Maths Presentation – It was noted that Online Maths had been shared with parents 	

	<ul style="list-style-type: none"> Item 5, Thrive training – The Head advised that this had been superseded by RC’s presentation on well being. Item 5, Celebration of positive comments – The Head advised that positive comments were included in the presentations/SEN page on the school website. 	
5	<u>MEMBERSHIP OF THE GOVERNING BODY</u>	
	<ul style="list-style-type: none"> The Scheme of Delegation and LGB responsibilities were noted. A parent election would take place following LC’s resignation. KTP agreed to update GIAS following the resignation. The governor attendance for 2019/20 was noted. Governor responsibilities were discussed. The following links were agreed: <ul style="list-style-type: none"> H&S – Chair SEN – CC Attendance – JH PE - DW Mental Health – DW Safeguarding – JA PP – Chair / AP Maths – ED / Chair English – JA / AP The Chair confirmed that she had visited the school on 7th September. Weekly calls with the Head had been held thereafter. A virtual working party had been held on 9th October. The Chair had attended the SCC governor headlines online briefing on 29th September. JA confirmed that she had attended a safeguarding meeting with the Head and a Single Central Record review with KTP. Governor safeguarding training had been booked for 19th November. The Trust had scheduled a governor briefing for all governors on 9th December also. <i>The Chair moved to item 8.</i> 	KTP
8	<u>BUDGET MONITORING</u>	
	<p>Governors received an update from KTP on the latest budget position. The following points were noted:</p> <ul style="list-style-type: none"> Benchmarking – The 2018/19 reports showed the school as in the middle of all the charts. There were no concerns to note. Revenue – A positive balance of £30.8k was noted along with a carry forward of £59.5k. An overspend on premises expenditure was noted due to the water heater, kitchen repairs, emergency lighting, general maintenance/repair, cleaning products, and unknown subscriptions. Savings had been seen in catering, and resources. The budget rebase was noted. H&S – KTP advised that an interim audit had taken place on 25th September. There were no concerns to note. First aid training had taken place. The 2 yearly fire assessments would take place in October half term. A full survey of the school would also take place as part of the ALT review. Governors discussed the government grants for tutoring/catch up. It was noted that the Trust’s Compliance Manager sent emails re available grants. KTP noted the possibility of a further intake in January in the Nursery. <i>KTP left the meeting.</i> The Head thanked KTP for her hard work and support. <i>The Chair moved to item 6.</i> 	

6	<u>HEADTEACHER'S REPORT</u>	
	<p>Governors received an update from the Headteacher and the following points were noted:</p> <ul style="list-style-type: none"> • 395 pupils were on roll. The Head advised that he was looking at a recruitment and marketing plan for school. Sarah Nielson was also creating a virtual video of school to support reception intake. <u>The Chair asked if parent visits were being held.</u> The Head confirmed that they were but infrequently and late in the afternoon to reduce risk. A banner would be put up outside the school to draw people's attention. • Attendance was 96.7%, which was as last year. Attendance had been slightly lower in the first week of term. However, the school had put out clear communications and improvements had been seen. SEND attendance was higher than last year. The PP, EAL, and CiC cohorts were showing lower attendance due to illness. All covid tests had returned negative. Students were using home learning resources whilst isolating. • Safeguarding was discussed. A partial lockdown was noted (due to unauthorised visitors on the school site) - this took place during H&S visit. The Head confirmed that all processes and procedures had worked well and staff had acted quickly and with professionalism. • Staffing was discussed. A Cover Supervisor had been appointed on a temporary basis to cover illness. One member of staff had decided not to return after maternity. The leadership role changes were noted. <u>The Chair asked how staff were feeling.</u> The Head advised that they were ok however half term was needed. The Head thanked the staff body for their hard work and support. • T&L was discussed. The Head advised that there would be an increased focus on strategic work after half term. Monitoring and lesson observations had been undertaken this term, however inline with COVID policy and procedures. An internal Maths deep dive was completed by the Maths Team. An ALT learning review has been scheduled for 1st / 2nd December. • The school day was discussed. The challenges with the current arrangement were noted (clash with High School and safety concerns). The Head proposed a soft start from 8.30 – 8.40am with a finish from 2.55 – 3.05pm. <u>AP asked if this resulted in a loss of 20 minutes teaching time.</u> The Head advised that lunch would be 45 minutes and a catch up plan was in place after school/in school for certain children. <u>JH suggested that this was amended in the Attendance Policy.</u> The Head agreed to update the policy/school website. • The Home/Remote Learning Policy was discussed. It was noted that the DfE had allocated the school 32 laptops in the event of local lockdown. These could be requested with 24 hours notice. The year group update from KB was noted. The most vulnerable cohort were Y4/5 (social emotional and friendship concerns). It was agreed that this would be discussed further at the next meeting. The Head noted the provision of remote learning temporary continuity direction from the DfE, which the school was complying with. Home learning can be found on the schools website. 	<p style="text-align: right;">Head</p> <p style="text-align: right;">Clerk/KB</p>
7	<u>CATCH UP FUNDING</u>	
	<ul style="list-style-type: none"> • MR noted and spoke about the Covid Ofsted inspections. Lines of enquiry would be governors would need to answer questions re how the school had coped during covid, what they had done to identify gaps, and what support had been put in place to address this. • MR noted that accurate data was key to catch up. The P1x1 transition testing programme was discussed, which the school had been using this since the start 	

	<p>of term. Diagnostic assessments were discussed (maths, spelling and reading). This data helped plan interventions and tests and checks reviewed the impact.</p> <ul style="list-style-type: none"> • The need for rapid turnaround was discussed. The catch up funding of £80pp was discussed. A funding plan was in place. • DW noted the enthusiasm when children rejoined school. The dynamic between teacher/pupil was noted as key. • <u>The Chair asked for clarity re the tutors and when they would start.</u> MR confirmed that the school would use their own/existing staff. There would be a 25% contribution from the school to help fund this. 	
9	<u>POLICIES</u>	
	<p>It was noted that this item had been discussed under item 6. Governors approved the following policies:</p> <ul style="list-style-type: none"> • Safeguarding, Feedback & Marking, Mathematics, Charges & Remissions, Lone Working and Antibullying Policy. 	
10	<u>ALT BUSINESS</u>	
	There were no items to discuss.	
11	<u>ANY OTHER BUSINESS</u>	
	There were no items to discuss. <i>ED left the meeting.</i>	
12	<u>CONFIDENTIAL STAFFING MATTERS</u>	
	A confidential item was discussed and is recorded separately in the Minute Book.	
13	<u>DATE OF THE NEXT MEETING</u>	
	<p>The date of the next meeting was confirmed as 16th December 2020 at 4.30pm. The Head advised that staff would contact governors directly to set up their virtual link governor discussions.</p>	

The meeting closed at 18.20pm.

Signed

Date