

## PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body meeting of Pakefield Primary School held virtually at 4.30pm on Wednesday 15<sup>th</sup> July 2020.

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| Present:       | Jill Adams (JA)<br>Carrie Crossley (CC)<br>Bridget Fosten (Chair)<br>Jacqui Healey (JH)<br>Martyn Payne (Head) | Anne Powles (AP)<br>Marie Rodwell (MR)<br>Emma Strachan (ES)<br>Dan Watson (DW) |
| In attendance: | Rachel Creasey (RC)<br>Sarah Nielson (SN)<br>Sally de Sousa (SdS)  | Karen Tallett-Pickess (KTP)<br>Rebecca Witt (Clerk)                             |

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| 1 | <b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>   | <b>ACTION</b> |
|   | Liza Cole (LC) was not present. Governors consented to this absence.   |               |
| 2 | <b><u>CURRICULUM PRESENTATION</u></b>  |               |
|   | <ul style="list-style-type: none"> <li>Nursery &amp; Reception (SN) – SN advised that the school had purchased and delivered a book for all children in phase 1 and Y1. Conversations had been held with parents/children and some positive feedback was noted. Staff had been able to talk through any issues families had which had been beneficial. The school had arranged for the children to come in on Thursday/Friday in the first week back (19 children for 2 hours). SN advised that the preschool grouping had been done where known. Half the new Reception children were new to the school. SN advised that families had been given her email address if there were any concerns over the summer holidays. Some parents / children had not visited the school therefore staff would assist with signposting in school in September. <u>The Chair noted the misconceptions re Reception / Y1 mix.</u> SN confirmed that this had been addressed by staff and birthrates explained. <u>AP asked how the school were managing transition between Y1 and Y2.</u> SN advised that half the children had experienced more formal lessons in Y1 along with sitting at tables etc. A phasing in period over a month was suggested. <i>JA joined the meeting. SN left the meeting.</i></li> <li>Maths engagement during lockdown (SdS) – Governors noted that Maths continued to be a high priority for the school. The school was using MyMaths for home learning. 80% take up was noted (mostly Y2-Y6). <span style="background-color: yellow;">Xx</span> Maths had been shared with parents over the internet and via letters. A 30% take up was noted. Parent feedback had been that the resources were fun, they liked the activities, and repeated lessons were enjoyable. Bumblebees had received the biggest take up. Education City maths was also used along with White Rose. BBC bite size had been popular and the school had used The Oaks Academy materials. Over summer the school would continue with MyMaths, Education City and the Y5 ALT pilot Maths Whiz. Maths development was discussed. The school needed to continue with CPD and repeat training where needed. The school also needed to address the misconceptions children had and the dangers of introducing tricks too early. This would be discussed at the next PD day. There was also a need to develop the rapid recall of facts for children and focus on the needs of the year group/different groups of children. <u>CC asked what criteria was being used choose people for online tutorial programme.</u> SdS advised that the school had been directed to offer the programme to Y5 children only to help transition from Y5 to Y6 and reduce the gap before they start Y6 and ahead of SATs. <u>CC asked how the school noticed children with working memory issues.</u> SdS advised that this showed clearly in small groups and when problem solving. It was also identified through monitoring their</li> </ul> |               |

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|   | <p>approaches to problem solving. <u>MR advised it was also picked up through data/assessments.</u> Flashbacks were discussed. <u>CC asked if extra time given for pupils with processing difficulties.</u> 25% extra was given for those pupils with slow reading speeds. The school was looking to put this in much earlier. AP noted the huge amount of work for staff to find out the needs of the children. SdS advised that this would be addressed in September. <u>The Chair asked how Y6 had been during lockdown.</u> SdS advised that the children were positive. Smaller group sizes were discussed. ES advised that there was more interaction with a larger group. <i>SdS left the meeting.</i></p>  |  |
| 3 | <b><u>PECUNIARY AND OTHER INTERESTS</u></b>  |  |
|   | There were no declarations of pecuniary interest relevant to items on this agenda to note.   |  |
| 4 | <b><u>MINUTES</u></b>  |  |
|   | The minutes of the meeting held on 20 <sup>th</sup> May 2020 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> . There were no matters arising.  |  |
| 5 | <b><u>HEADTEACHER'S REPORT</u></b>   |  |
|   | <p>Governors received a verbal report from the Headteacher and the following points were noted:</p> <ul style="list-style-type: none"> <li>• Admission numbers for September 2020 were noted. There were 413 pupils on roll, 19 in Nursery, and 3 January starters. Reception had 47 children starting. The Head noted the fall in Reception aged children over the next 3 years. Marketing of the school was discussed. Any pupil movement had been due to relocation. 6 starters were coming in other year groups. Alternative placements were discussed. It was noted that the Head was in conversations with both settings to monitor the provision.</li> <li>• Pupil Premium in school was noted as 25%, which was higher than 16% at the start of the year. There was potential for this to be higher following lockdown. MR confirmed that vulnerable children had received calls from the school. Any reports by parents had been acted on. Families had been added on to the postal list for home learning papers were needed and teachers had been calling pupils directly re what to do. FSM vouchers were discussed. Governors thanked KTP for her hard work on this. Food parcels had been given to the most vulnerable. Family's wellbeing was discussed. The school was providing supportive measures for families (counselling, social care interventions etc). MR stated that the school needed to focus on PP children, as these were generally the most at risk to fall behind during lockdown. MR/RC had attended training in December 19 re PP strategies and support. The Head noted that the PP strategy would be shared with governors once finalised.</li> <li>• Attendance during lockdown was discussed (95.36%). Next years attendance was anticipated to be low due to families catching up on lost holidays. It was noted that JH would work with the school on this. JH noted her concerns re the first term due to emotional wellbeing issues following the pandemic. The Head noted the strength in school with relationships with families. CPD had been on well being and mental health so the school was confident staff could support the children. RC noted the well being toolkit which had been purchased. MR noted that well being of staff also needed to be considered. Governors thanked the staff for their hard work and support during this difficult time.</li> <li>• Returning children were discussed. Children had been grouped and learning had been relevant and targeted.</li> <li>• Home learning was discussed. The Head noted that staff had been teaching</li> </ul> |  |

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|   | <p>since lockdown. The curriculum had been rich and diverse. Some positive feedback from parents was noted.</p> <ul style="list-style-type: none"> <li>• Transition was discussed. All transition letters had been sent out. Time capsules were noted. RC noted that SEN pupils had been sent a transition pack with additional information.</li> <li>• Safeguarding was discussed. 3 CIN were noted along with 3 CAFs, 1 MARF, 6 DV notifications, 40 additional welfare calls all within the last 3 weeks. Governors noted the level of need, which had increased during covid. <b>It was agreed that governors would receive an update on Thrive at the next meeting.</b></li> <li>• Staffing was discussed. The NQT's had finished their induction year. 1 NQT would leave and 1 would remain in Y3. A staff member had completed her SCITT training.</li> <li>• Steps towards reopening were discussed. A letter had been sent to governors today. The school's risk assessment was currently being drafted. Staggered start / finish times were noted along with the cleaning regime. <b>The Head agreed to share the document with governors once completed.</b></li> <li>• <u>DW suggested that any positive feedback should be shared on the school website.</u> <b>The Head agreed to include comments in the school newsletter and on the homepage of the school website.</b></li> <li>• <u>AP noted the new lunchtime of 45 minutes and asked if the school was using the extra 15 minutes for T&amp;L.</u> MR noted that this had been clarified in a letter to parents today.</li> <li>• The Chair advised that she had been into school on 25<sup>th</sup> June. The Chair had been impressed with the school, the children, and the learning that could be seen. The Chair had also attended the working party zoom call on 30<sup>th</sup> June.</li> <li>• Website compliance was discussed. Governors noted the report, which the Head had shared. The SCR audit report had been received this week however there were some errors contained within the report that were being challenged.</li> </ul> | <p>Clerk</p> <p>Head</p> <p>Head</p> |
| 6 | <b><u>BUDGET MONITORING</u></b>  |                                      |
|   | <p>Governors received a brief update from KTP on the latest budget position. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The current budget was discussed. A deficit of -£7k was noted. PP and universal funding looked higher than predicted at the start of the year. Accruals and repayments were discussed which may balance the budget. The carry forward was noted as £20.8k however it was hoped that this would be greater by August 20. Monthly costs were discussed. KTP noted the extra expenditure for home learning. The government claim back spreadsheet had been submitted to ALT. £12k covid costs were noted however whether the school would qualify and if so when the monies would be received.</li> <li>• The 2020/21 budget was discussed, which had been shared with ALT. Some changes were noted (increase in PP due to the number of children signing up for FSM since lockdown, increased SEN funding etc). The budget carry forward was noted as £1.2k. A skeleton budget was noted.</li> <li>• H&amp;S was discussed. Some HANSAM late tasks had been unallocated. The gates would be installed in the car park in the summer holidays. Works had been completed in lockdown. The 5-year fixed wiring test and remedial works would be completed in the summer holidays. All water heaters had been serviced and some replaced. First aid training had been completed for staff members. This had been completed online and face-to-face training would take place at the PD day in September. The Head had completed safeguarding training. Support staff had completed various online training courses during lockdown. Leaks in the roof were noted which ALT were addressing/financing.</li> </ul>  |                                      |

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| 7  | <b><u>ALT BUSINESS</u></b>  |  |
|    | <ul style="list-style-type: none"> <li>The Head advised that he had attended an ALT run SDP planning session last Friday. The report would be shared with governors once finalised.</li> <li>A parent questionnaire would be sent out Monday. Feedback would be shared with governors and would be uploaded to the school website/feedback to staff.</li> </ul> |  |
| 8  | <b><u>ANY OTHER BUSINESS</u></b>  |  |
|    | There were no items to note. <i>RC/ES left the meeting.</i>   |  |
| 9  | <b><u>CONFIDENTIAL STAFFING MATTERS</u></b>   |  |
|    | A confidential item was discussed and is recorded separately in the Minute Book.  |  |
| 10 | <b><u>DATE OF THE NEXT MEETING</u></b>  |  |
|    | The date of the next meeting was confirmed as 14 <sup>th</sup> October 2020 at 4.30pm at the school.  |  |

The meeting closed at 18.10pm

Signed .....

Date .....