PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Monday 21st May 2018.

Present: Jill Adams (JA) Martyn Payne (Head)
Liza Cole (LC) Anne Powles (AP)

Jackie Cutchey (JC)

Bridget Fosten (Chair)

Marie Fowles (AF)

Marie Rodwell (MR)

Emma Strachan (ES)

In attendance: Michael Fleckney (MF) Rebecca Witt (Clerk)

Karen Tallett-Pickess (KTP)

GOVERNOR TRAINING ITEM

Governors received a presentation from MF on the PE / sports curriculum and PE Premium Grant. The following key points were noted:

- MF advised that the PE Premium Grant was circa £20k. The school had allocated the grant on both PE and health during the year.
- MF ran through the 5 key indicators for PE:
- 1. Engagement of pupils in regular physical activities
- MF advised that children were spending at least 30 minutes per day on this. Playmakers had been introduced every lunchtime to engage other children in sport. MF advised that the school planned to take the playmakers on a trip at the end of the year as a reward and to promote next year's lunchtime activities / encourage further sign up.
- Pupil voice had been gained to understand what sports children wanted to do after school. This informed the current offer.
- The fit bit challenge was discussed. Governors noted that each Y1 had a fit bit to track their steps. MF advised that the team wanted to expand this across the school next year. AP asked how many steps children had done. MF advised it was around 10k but the steps had only been measured in school. AP asked where the fit bits had come from. MF advised that they had been loaned to the school by the School Sports Partnership.
- 2. Profile of PE/Sport raised across school
- MF advised that the team were working with Premier Sport (Fun Trition) and One Life Suffolk. Governors noted the youtube video of Premier Sport and their work with Sally Gunnell OBE, which promoted healthy living. One Life Suffolk had visited the school and attended share sessions with parents (Y2, 3 & 4), there were focused teaching with Y5 and family sessions were running this half term.
- 3. Increased confidence, knowledge and skills of all staff
- MF advised that Mr Robson had been training with FA Skills coaching and MF had attended the PE conference.
- 4. Broader experience in sport
- MF listed the various clubs that the school had run this year (boxing, netball, tennis, football, boccia, rugby, running, skittleball, matball, handball, dodgeball, health & fitness clubs, yoga, street dance and One Life Suffolk family club).
- Governors noted the participation in 2016/17 of 200 participants. This had grown to 396 participants this year so far.
- MF advised that 48% of pupil premium children had attended a club to date. <u>LC queried whether all pupils and parents were aware of the clubs</u> the school was running. Governors suggested that a text was sent to parents or an update was included in the school newsletter.
- Tournaments were discussed. Governors noted that the school was giving all children opportunity to take part. MR noted that disadvantaged pupils needed to be encouraged to join in clubs. MF advised that a

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it was noted that there had been 230 competitive opportunities for children in 2016/17. This had increased to 255 so far in 2017/18 (310 was estimated by the end of the year). B&C teams were taking part in more tournaments (girls only, friendlies, SEN tournaments) which have been positive. LC suggested playmakers were involved in this year's sports day to make it more competitive. Next steps for 2018/19 – MF advised that the next steps were to continue to embed extra curriculum, enhance the partnership with One Life Suffolk, introduce adult classes, introduce the lib thi challenge across the school, and increase uptake in clubs to 75%. The Chair asked for clarity regarding the current level of PE premium spend. Governors received the PE Premium Evaluation and Impact Report for 2018/19 (copy) in Minute Book). It was noted that the final version of the report would be uploaded on the school website at the end of the academic year. Governors thanked MF for his report. MF left the meeting. APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE All governors were present. A special welcome was given to the Clerk. PECUNIARY AND OTHER INTERESTS All governors were present. A special welcome was given to the Clerk. MINUTES The minutes of the meeting held on 27th March 2018 (copy in the Minute Book), having previously been circulated, were confirmed. It was agreed that as there were some minor amends (governor initials / name of the working party) that the minutes would be amended and would be signed by the Chair retrospectively. Matters arising from the minutes Action sheet Item 3, Data training – It was noted that the next data drop was on 10th July 2018. The Head agreed to arrange data training in the autumn term 2018 with Joy Parke. Item 3, Data training – It was agreed that as an overhaul of the school website was required that the Head would let LC know when a review of the school's website could take place. Item 3, Data training – It was agreed that as an overhaul of the school newsletter. It was noted that the		percentage of spaces were put aside for disadvantaged pupils.	
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HEADTEACHER'S REPORT 4.1 Governors received a written report from the Headteacher (copy in the Minute Book), having been previously circulated. The following points were noted: There were 462 pupils in school. Governors asked if the school was full from September 2018. The Head noted that there were only 2 space available between Y2-6. Attendance was 95.5%, which was slightly above the end of last year. Governors queried the 7 penalty notices had been sent in the year. The Head explained that there had been more holiday request forms received with some families being sent penalty notices as they were having 2/3 holidays within the year. It was noted that the school was addressing this accordingly. Attendance for SEN was noted as 95.1%, LAC attendance was 87.77%, and PP attendance was 95.3%. Exclusions – Governors noted the exclusion total of 35 days over 6 children. The Head advised that 1 child had a 6-day exclusion due to the nature of the incident however support was now in place for the child. Safeguarding – The Head advised that there had been 13 internal referrals with 8 resulting in referrals to MASH. There were no DV Head notifications noted however the Head agreed to look into one case. Teaching & Learning (T&L) Y6 SATs – The Head advised that the school had been proud of the children's efforts. Feedback from children had been that there were no issues and they had felt well prepared. One child with exceptional circumstances was discussed. It was noted that different arrangements had been put in place and these had worked well. Governors discussed the intervention event. MR advised that this had been well received in school and that staff from across the school had attended the sessions. ΑII The Chair noted that she and AP had been present in the Year 6 classes during the SATs and both were impressed with the behaviour and attitude of the children. The Chair reminded governors of the need to complete their visit forms and send them into school. The Head advised that Y2 were doing their SATs currently. The Head advised that 2 teachers were working with ALT on T&L support and progress had been seen. Y5 Plxl data was discussed. It was noted that the data looked positive. MR advised that following further analysis it appeared that the data was the strongest the school had seen. The lowest performance had been seen in reading. MR explained that reading interventions were in place and the children's performance had improved, children were getting to the end of the test, and there were fewer omitted questions. MR advised that maths was very strong as was GPS. Greater depth would be the challenge for the school however the school believed it was doable. Data predictions for the end of the year Early Years – GLD was 78% compared to 71% last year / national, PP was 67% compared to 51% last year / 55% national. The Head explained that this year group contained some children with special needs. Y1 phonics – Expected was 63% compared to 79% last year / 81% national. PP expected was 57% compared to 83% last year / 70% Y2 reading – Expected was 72% compared to 76% national. It was expected that 100% of pupils would pass Y2 phonics. Greater depth (GD) was 10% compared to 25% last year. Y2 writing - Expected was 72% compared to 68% last year. GD was 7% compared to 16% last year. AP asked how the school was addressing

- <u>GD for writing</u>. It was noted that engagement was key, along with the teacher assessment framework. Governors noted the moderations taking place on 21st June 2018.
- Y2 maths Expected was 79% compared to 75% last year. GD was 10% compared to 21% last year.
- JC asked how children expected to achieve GD had achieved in early years. The Head advised that the school analysed this data and the progress seen.
- JC asked what impacts had been seen from the transformation project in Y1. The Head shared the Data Overview April 2018 (Y1/2) with governors (copy in Minute Book). Attainment looked low however further moderation was required along with triangulation of the books, outcomes, and T&L. The Head advised that the teaching judgements had been cautious. MR advised that the assessments were new and there was a CPD need for new staff / Phase leaders. AP asked if there were differences in data between classes. MR advised there were dependant on pupil interest.
- Y6 reading The Head noted the target set at the beginning of the year (WIG). Expected was 78% compared to 76% national. Reading higher was 29% compared to 18% national.
- Y6 writing Expected was 84% compared to 76% national. GD was 27% compared to 18% national.
- Y6 maths Expected was 77% compared to 75% national. Maths higher was 15% compared to 17% national.
- Y6 GPS Expected was 84% compared to 77% national. GPS higher was 27% compared to 31% national.
- It was noted that the gap was closing for disadvantaged pupils in some areas.
- Y6 Combined was noted as 73% compared to 61% national. Combined GD / higher was 16% compared to 5% national.
- Governors noted the predicted progress data for reading, writing, and maths. The Head advised that all subjects were above last year's scores. Governors noted the progress being made and the impact T&L was having over time.

5 **PUPIL PREMIUM**

Governors received an update on Pupil Premium (copy in Minute Book) from MR. The following points were noted:

 Governors noted the percentage of children on free school meals (FSM), the number of FSM pupils eligible for PP, the number of children who were from care / SEN. It was noted that there were no LAC children in school.

Disadvantaged pupil data

- Reading MR advised that the reading data looked disappointing however the children had worked incredibly hard. MR explained the extra support for children with multi layer needs (phonics, 121s, group support, and before school reading sessions). MR advised that books had been purchased for disadvantaged children with PP money. The impacts of this could already be seen (children were reading to volunteer readers, and taking books home). Feedback from the children had been positive. Governors noted that there was good improvement seen overall.
- It was noted that writing continued to be a strength for disadvantaged pupils.
- Maths progress was expected to be an improving picture with gaps closing and improvements seen on last year.
- MR explained what had made the differences (staff had been selected for interventions, high standards could be seen through regular and

tracked intervention, Pixl and other interventions had an impact, tracking had been focused on attainment and progress, focus on analysis of QLAs to inform planning, regular raising standards meetings and strong phase 3 team). JC asked if the staff met in teams. MR explained that the meetings took place in PPA time every fortnight and informally weekly.

- The Y2 predictions were discussed. MR advised that they seemed high but may be lower once the moderations had taken place.
- Enrichment was discussed. It was noted that 48% of disadvantaged pupils attended clubs. Y3 to 6 had been given the opportunity to learn to play an instrument. Currently there were 21 children (32%) with guitar tuition each week.
- Governors noted the reading tracking / predictions for the end of the year. It was noted that interventions were given based on need.
 Governors noted the most able tracking. It was noted that some children had made significant progress.
- The priorities for 2018/19 were discussed (to secure good or better outcomes for disadvantaged pupils across school and close the gaps rapidly, and ensure that spending was targeted on gaps in attainment and progress).

6 **BUDGET MONITORING**

Governors received an update on the budget monitoring from KTP and the following points were noted:

- KTP advised that she was currently working on the new budget for submission later this week. Governors noted the budgeting constraints due to the new funding formula (£5k), support staff pay increases (£30k), and the reduction in nursery funding due to a reduction in numbers (£40k) KTP advised that the budget was balanced in Y1/2 however the budget was not sustainable in Y3/4.
- Governors noted the deadline for teacher resignations (31st May). Governors noted the level of financial constraint compared to other schools in the Trust. The Chair asked why this was the case. JC advised that the school did not have a high level of PP funding. In addition, the school had been a loser in the new funding formula workings. This on top of the level of the high number of UPS had impacted on the schools budgeting. Benchmarking was discussed. JC advised that it would be useful for the school to appoint newly trained staff going forward. Governors discussed staff retention. KTP noted the positive leadership % to budget, which was lower than other schools in the Trust. It was noted that the UPS staff were being used effectively in other roles, which reduced SLT costs.
- LC asked what other schools were doing with their nursery provision. Governors noted that Grove had a rolling programme for nursery from 3 years old. Red Oak had stopped their afternoon sessions. Governors noted that the recent increase in government funding for childcare costs to 30hpw might adversely affect our numbers as the constraints of our building mean we cannot offer a more flexible provision.

Governors received an update on the current budget position from the School Business Manager (copy in the Minute Book). The following points were noted:

- Other staff costs KTP advised that the school was awaiting monies for absence therefore this line would change (£10k from staff insurance).
- The in year position was -£7.8k however this would be rectified by the staff insurance credit.

7 HEALTH & SAFETY / PREMISES

Governors received an update on Health & Safety / Premises from KTP (copy in the Minute Book). The following points were noted:

	The roof had been repaired. It was noted that the school had received	
	the letter from Engie to certify the works.	
	The H&S Visit from ALT would take place on 14 th June 2018 with Karen	Chair
	Jarvis. The Chair agreed to attend.	Chair
	Whitsun Holidays – PAT testing would be done, 5 SALTO door locks	
	installed, decorating in the green room and to external wooden windows	
	and tidying of the corridor and stairwells.	
	Fire warden training had taken place. PTA to all account and the property of the pro	
	LC queried the lack of updates from the PTA to show where the money The short show a s	
	was being spent. It was noted that the PTA used Facebook to communicate with parents. The Head / Chair agreed to speak to the	
	PTA re a paragraph in the school newsletter. It was noted that the	Head /
	PTA funds might need to subsidise school trips going forward.	Chair
	Handsam reports – It was noted that scoring would be shared with	
	governors at the LGB meetings.	
	AP suggested renovations to the school should be reduced to	
	enable the budget to be spent on the children. The capital fund was	
	noted. KTP advised that the school was obliged to keep the buildings to	
	a standard. AP asked if the school could receive financial support from	
	the Trust. JC explained that the central pot held by the Trust was small	
	and was used as an emergency / contingency fund.	
8	ADDITIONAL LGB PAPERS / REVIEW OF POLICIES	
	Governors received an update on the following additional papers / polices:	
	Data Protection / Freedom of Information Act Publication Scheme – The	
	Head advised that this would be updated alongside the GDPR	
	requirements.	
	Positive Handling Policy – It was noted that this policy would be	
	available for review in September 2018.	
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9	GOVERNOR VISITS	
	Governors received an update on visits, which had taken place since the	
	last meeting. The following points were noted:	
	The Chair / AP/JA had met with MP on 11th May 2018 had attended the	
	working party on 10 th May 2018.	
	The Aspire development day (2) would be on 5th June - AP & JA will	
	attend.	
	JA advised that she had booked onto the governor safeguarding	
	training.	
	JC suggested governors linked to their respective areas of the School Bayeler word Plan (SDR) and visite were healed to align to	
	School Development Plan (SDP) and visits were booked to align to	
	this and the milestones.	
	Pupil perception was discussed. The Head noted that there was an opportunity for governors to assist with this. Governors will be invited	
	to attend the next School Council meeting in June.	
10	ALT BUSINESS	
	LO THE ALTO	
	Governors noted the ALT Governor session, which was held on Wednesday 16 th May 2018.	
11	GDPR	
11	Governors noted that from now onwards, GDPR would be a standard	
11	Governors noted that from now onwards, GDPR would be a standard agenda item. KTP advised that the school had subscribed to Norfolk	
11	Governors noted that from now onwards, GDPR would be a standard	

	school was carrying out an audit to establish where the school needed to monitor data. Governors noted that KTP had attended GDPR training. It was noted that all staff / governors would be required to sign to say they had read the school GDPR documentation would received.	
12	ANY OTHER BUSINESS	
	None.	
13	CONFIDENTIAL STAFFING MATTERS	
	None.	
14	DATE OF THE NEXT MEETING	
	The next meeting of the full governing body will take place on Tuesday 11 th July 2018 at 1pm. It was noted that the Head would arrive late. JC sent her apologies for the meeting.	

The me	eeting closed at 18.35pm.
Signed	
Date	