

## PAKEFIELD PRIMARY SCHOOL

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

Present:	Jill Adams (JA) Liza Cole (LC) Jackie Cutchey (JC) Bridget Fosten (Chair)	Martyn Payne (Head) Anne Powles (AP) Marie Rodwell (MR) Emma Strachan (ES)
----------	--	---

In attendance:	Michael Fleckney (MF) Karen Tallett-Pickess (KTP)	Rebecca Witt (Clerk)
----------------	--	----------------------

	<b><u>GOVERNOR TRAINING ITEM</u></b>	
	<p>Governors received a presentation from MF on the PE / sports curriculum and PE Premium Grant. The following key points were noted:</p> <ul style="list-style-type: none"> <li>• MF advised that the PE Premium Grant was circa £20k. The school had allocated the grant on both PE and health during the year.</li> <li>• MF ran through the 5 key indicators for PE:               <ol style="list-style-type: none"> <li>1. <u>Engagement of pupils in regular physical activities</u></li> </ol> </li> <li>• 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.</li> <li>• Pupil voice had been gained to understand what sports children wanted to do after school. This informed the current offer.</li> <li>• 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. <u>AP asked how many steps children had done.</u> MF advised it was around 10k but the steps had only been measured in school. <u>AP asked where the fit bits had come from.</u> MF advised that they had been loaned to the school by the School Sports Partnership.</li> <li>2. <u>Profile of PE/Sport raised across school</u> <ul style="list-style-type: none"> <li>• MF advised that the team were working with Premier Sport (Fun Triton) 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 &amp; 4), there were focused teaching with Y5 and family sessions were running this half term.</li> </ul> </li> <li>3. <u>Increased confidence, knowledge and skills of all staff</u> <ul style="list-style-type: none"> <li>• MF advised that Mr Robson had been training with FA Skills coaching and MF had attended the PE conference.</li> </ul> </li> <li>4. <u>Broader experience in sport</u> <ul style="list-style-type: none"> <li>• MF listed the various clubs that the school had run this year (boxing, netball, tennis, football, boccia, rugby, running, skittleball, matball, handball, dodgeball, health &amp; fitness clubs, yoga, street dance and One Life Suffolk family club).</li> <li>• Governors noted the participation in 2016/17 of 200 participants. This had grown to 396 participants this year so far.</li> <li>• 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 the school was running.</u> <b>Governors suggested that a text was sent to parents or an update was included in the school newsletter.</b></li> <li>• 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</li> </ul> </li> </ul>	

	<p>target of 75% of pupils attending clubs had been set. <b>MR suggested a percentage of spaces were put aside for disadvantaged pupils.</b></p> <p>5. <u>Increased participation in competitive sport</u></p> <ul style="list-style-type: none"> <li>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).</li> <li>B&amp;C teams were taking part in more tournaments (girls only, friendlies, SEN tournaments) which have been positive.</li> <li><b>LC suggested playmakers were involved in this year's sports day to make it more competitive.</b></li> <li>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 fit bit challenge across the school, and increase uptake in clubs to 75%.</li> <li><u>The Chair asked for clarity regarding the current level of PE premium spend.</u> 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.</li> </ul> <p>Governors thanked MF for his report. MF left the meeting.</p>	
1	<b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>	<b>ACTION</b>
	All governors were present. A special welcome was given to the Clerk.	
2	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
2.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3	<b><u>MINUTES</u></b>	
3.1	The minutes of the meeting held on 27 <sup>th</sup> March 2018 (copy in the Minute Book), having previously been circulated, were <b>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.</b>	<b>Clerk / Chair</b>
3.2	<b><u>Matters arising from the minutes</u></b>	
	<p><u>Action sheet</u></p> <ul style="list-style-type: none"> <li>Item 3, Data training – It was noted that the next data drop was on 10<sup>th</sup> July 2018. <b>The Head agreed to arrange data training in the autumn term 2018 with Joy Parke.</b></li> <li>Item 3, Policies – <b>It was agreed that the Behaviour for Learning Policy would be tabled for approval in September 2018.</b></li> <li>Item 3, Governor visits – <b>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.</b></li> <li>Item 7, Governor visits – <b>The Chair agreed to provide an update for the school newsletter.</b> It was noted that the next School Council meeting was scheduled to take place on 11<sup>th</sup> June 2018 and all governors were welcome to attend.</li> <li>Item 10, ALT business – It was noted that an advert for a new parent governor would be run week beginning 4<sup>th</sup> June 2018. The Chair advised that there was a requirement to recruit a new Trust governor.</li> </ul>	<p><b>Head</b></p> <p><b>Head / Clerk</b></p> <p><b>Head / LC Chair</b></p> <p><b>Head / Chair</b></p>



	<p><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 21<sup>st</sup> June 2018.</p> <ul style="list-style-type: none"> <li>• Y2 maths – Expected was 79% compared to 75% last year. GD was 10% compared to 21% last year.</li> <li>• <u>JC asked how children expected to achieve GD had achieved in early years.</u> The Head advised that the school analysed this data and the progress seen.</li> <li>• <u>JC asked what impacts had been seen from the transformation project in Y1.</u> 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&amp;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. <u>AP asked if there were differences in data between classes.</u> MR advised there were dependant on pupil interest.</li> <li>• 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.</li> <li>• Y6 writing – Expected was 84% compared to 76% national. GD was 27% compared to 18% national.</li> <li>• Y6 maths – Expected was 77% compared to 75% national. Maths higher was 15% compared to 17% national.</li> <li>• Y6 GPS - Expected was 84% compared to 77% national. GPS higher was 27% compared to 31% national.</li> <li>• It was noted that the gap was closing for disadvantaged pupils in some areas.</li> <li>• Y6 Combined was noted as 73% compared to 61% national. Combined GD / higher was 16% compared to 5% national.</li> <li>• 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&amp;L was having over time.</li> </ul>	
5	<p><b><u>PUPIL PREMIUM</u></b></p>	
	<p>Governors received an update on Pupil Premium (copy in Minute Book) from MR. The following points were noted:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Disadvantaged pupil data</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• It was noted that writing continued to be a strength for disadvantaged pupils.</li> <li>• Maths progress was expected to be an improving picture with gaps closing and improvements seen on last year.</li> <li>• MR explained what had made the differences (staff had been selected for interventions, high standards could be seen through regular and</li> </ul>	

	<p>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). <u>JC asked if the staff met in teams</u>. MR explained that the meetings took place in PPA time every fortnight and informally weekly.</p> <ul style="list-style-type: none"> <li>• The Y2 predictions were discussed. MR advised that they seemed high but may be lower once the moderations had taken place.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> </ul>	
6	<p><b><u>BUDGET MONITORING</u></b></p>	
	<p>Governors received an update on the budget monitoring from KTP and the following points were noted:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Governors noted the deadline for teacher resignations (31<sup>st</sup> May). Governors noted the level of financial constraint compared to other schools in the Trust. <u>The Chair asked why this was the case</u>. 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.</li> <li>• <u>LC asked what other schools were doing with their nursery provision</u>. 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.</li> </ul> <p>Governors received an update on the current budget position from the School Business Manager (copy in the Minute Book). The following points were noted:</p> <ul style="list-style-type: none"> <li>• Other staff costs – KTP advised that the school was awaiting monies for absence therefore this line would change (£10k from staff insurance).</li> <li>• The in year position was -£7.8k however this would be rectified by the staff insurance credit.</li> </ul>	
7	<p><b><u>HEALTH &amp; SAFETY / PREMISES</u></b></p>	
	<p>Governors received an update on Health &amp; Safety / Premises from KTP (copy in the Minute Book). The following points were noted:</p>	



	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	<b><u>ANY OTHER BUSINESS</u></b>	
	None.	
13	<b><u>CONFIDENTIAL STAFFING MATTERS</u></b>	
	None.	
14	<b><u>DATE OF THE NEXT MEETING</u></b>	
	The next meeting of the full governing body will take place on Tuesday 11 <sup>th</sup> July 2018 at 1pm. It was noted that the Head would arrive late. JC sent her apologies for the meeting.	

The meeting closed at 18.35pm.

Signed

.....

Date

.....