

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 12th February 2020.

Present:	Liza Cole (LC) Bridget Fosten (Chair) Jacqui Healey (JH) Martyn Payne (Head)	Anne Powles (AP) Marie Rodwell (MR) Dan Watson (DW)
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In attendance:	Karen Tallett-Pickess (KTP) Helen and Sally - Maths Leads	Rebecca Witt (Clerk)
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1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	Apologies were received from Jill Adams (JA), Carrie Crossley (CC), and Emma Strachan (ES). Governors consented to these absences.	
2	<u>MATHS PRESENTATION</u>	
	<ul style="list-style-type: none"> The School Development Plan (SDP) priority for Maths was noted (increase progress, raise attainment, increase vocabulary etc) which was a focus for the school. Governors noted that the school was teaching under White Rose maths planning, which provided the framework, vocabulary, and problem solving questions. The school was also using P1xl to identify/fill gaps. CPD for the year was discussed (5 training sessions this year via PD day / staff meetings re calculation, CPA, hands on maths, geometry, fractions, investigations, mastery activities using data analysis, and embedding mathematical thinking). <u>The Chair asked how much emphasis was on vocabulary.</u> Sally gave examples of Y6 and the progression, which could be seen in school. Governors noted that Rising Stars Maths vocabulary had been given to each year group. <u>The Chair asked if monitoring was in place.</u> Sally advised that learning walks were taking place and staff were looking at learning journeys and book looks. <u>The Head asked how staff knew that CPD was working.</u> Sally advised that there was evidence in books and the classroom. Governors noted that the school had won a prize from White Rose via a social media competition. <u>AP asked if the gaps in the data last year would be seen in this year's data.</u> Sally advised that the school was aware of the gaps and staff were working hard on interventions to ensure children did not leave the year group with gaps. The school was also making comparisons with national data. <u>The Head asked if the Maths Leads were monitoring teacher gaps and challenging were differences were seen.</u> Helen advised that there was a need for a balance between arithmetic and reasoning. <u>DW asked if there was an opportunity for the school to run Maths and oracy words of the week.</u> The Head suggested that the Maths Leads worked with the English Lead to progress this. <i>Sally and Helen left the meeting.</i> The Head confirmed that he would ask the Trust to carry out a Maths monitoring review in September 2020 as staff needed to embed the strategies in place for the remainder of the year. 	
3	<u>MEMBERSHIP</u>	
	There were no changes to note.	
4	<u>PECUNIARY AND OTHER INTERESTS</u>	
	There were no declarations of pecuniary interest relevant to items on this agenda	

	to note. The new declaration form from the Trust was noted. It was agreed that the form would be used going forward. <i>The Chair moved to Item 9.</i>	
9	<u>PUPIL PREMIUM</u>	
	<p>Governors received an update from MR on the 3-year statement. The following key points were noted:</p> <ul style="list-style-type: none"> • The new format was noted. The school would keep the original report which would sit alongside the DfE recommended 3 year statement. • MR noted the Pupil Premium data at the end of the report for governor's information. The disadvantaged pupil tracker was noted. The Y6 data was shared (14 pupils, 23% of Y6, 50% of KS2 starters, 21% of Y6 starters, 29% were SEN). Governors noted that 1 child had been disapplied. The school were aware of the interventions needed to get pupils to a 0 progress score or above. MR advised that the cohort had been given every opportunity to close the gaps. Governors noted that attendance was not a concern for the cohort. • The Chair noted that the spend was above the allocation. MR advised that the majority of the expense was staffing. <i>MR left the meeting. The Chair moved to Item 5.</i> 	
5	<u>MINUTES</u>	
5.1	The minutes of the meeting held on 18 th December 2019 (copy in the Minute Book), having previously been circulated, were confirmed .	
5.2	<u>Matters arising from the minutes</u>	
	<ul style="list-style-type: none"> • Item 5.2, Anonymised learning profile – It was agreed that this item would be an agenda item at the next meeting. • Item 9, Letter to SCC Highways, Suffolk Police, and Peter Aldous – The Head advised that JA had drafted a letter, which was with the Head to action. Governors noted that the Lollipop lady had been asked to wear a body cam. KTP advised that she had forwarded this to ALT asking for advice. Governors felt that this would be a good idea. • Item 13, ALT – It was noted that the CEO was planning a meeting with all Chairs and would review training for governors. 	Clerk
6	<u>HEALTH & SAFETY / PREMISES</u>	
	<p>Governors received an update on HANDSAM, Health & Safety, Premises & Security from KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> • The HANDSAM report was discussed. It was noted that the reports were much better along with the follow up actions. • H&S, Premises and Security was discussed. The CEO had undertaken an audit. The only red item was the car park, which the Trust was managing. The Lock down Policy had been marked at 75%, as the children had not been spoken to about the procedures however this had been agreed at school level. The car park kerbstones would be removed next week and the area would be re-tarmaced. An annual inspection of the fire exits would take place at February half term. The training was noted. 	
7	<u>BUDGET MONITORING</u>	
	Governors received an update from KTP on the latest budget position (December 2019). The following points were noted:	

	<ul style="list-style-type: none"> The school was forecasting a deficit of -£18k. Spend was on schedule however premises costs were up due to deep cleans, and curriculum costs were up along with other staff costs due to upfront costs. The Head confirmed that the Trust had approved a deficit budget for next year. A conversation took place re pupil numbers for September 2020 and the pupil admission number (PAN) which could not be changed until September 2022. It was noted that 65% of children in the school were out of catchment. The Head advised that the fund per pupil was increasing to £3750/£4k per pupil although this was still to be confirmed. Governors noted that next year's intake was low for all schools as it was a low birth year. 	
8	<u>HEADTEACHER'S REPORT</u>	
	<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 pupil numbers were discussed. Governors noted the funding available for nursery pupils when attending full time. Attendance was discussed. It was noted that the school had been hit by flu and sickness and diarrhoea, which had affected attendance this term. Exclusions were discussed. The Head advised that the number of sessions was 9.5 days as an exclusion had been issued for 4 days last week. Governors noted that the school was working hard with families and external agencies. 2 places at Alternative Provisions were noted. The school was working with each setting on pupil progress, behaviour and to ensure the success of the placements. Safeguarding was discussed. 3 Child Protection Plans were noted. Staffing was discussed. The Head advised that he had a plan in place to address leavers. T&L was discussed. Monitoring had been carried out and the Trust had noted the positives seen with Reading. Governors noted that the old equipment was impeding learning and development of whole class reading strategies. Science was discussed. The Head advised that the school wanted children to elaborate on science examples. The next steps were to embed the strategies and look at tweaks. Governors noted that last years Science data placed the school in the bottom 20% of schools. It was noted that this was due to an isolated event in Y6. The Subject Lead had done lots of work on moderations, planning and conclusions, and looking at scientific working. The Trust run CPD for Science was noted along with the Primary Science Association. The SDP was discussed. Governors noted that the Head had added outcomes to the document. The Head advised that the document would be shared with Ofsted when inspectors arrived at the school. Ofsted was discussed. The Head noted that Trust would be in support when the school got the call. The Head would also hold a governor briefing session before they arrived 	
10	<u>GOVERNOR VISITS</u>	
	<p>Governors received an update on visits that had taken place since the last meeting. The following visits were noted:</p> <ul style="list-style-type: none"> Governors noted that last term LC had attended an Art visit on 1/11/19 and CC had attended a SENDCo visit on 10/10/19, and 28/11/19 and a Maths visit on 17/10/19. CC's visit reports were noted. This term CC had attended a visit on 20/1/20 with the Chair re high tariff needs. CC had also attended the school on 28/01/20 to gain pupil perceptions re PSHE. An action from the visit was to ask how governors ensure the effectiveness of RSE. It was agreed that the Head would update governors on this at the next meeting following Trust guidance. JA had attended a 	Head

	safeguarding visit on 28-29/1/20. The Chair and AP had attended pupil perceptions on French on 29/1/20. The Chair, AP, and JA had met the Head on 29/1/20. Governors had attended a safeguarding session with the Head on 5/2/20. This would be followed up on 26/2. The Chair had visited the Science Lead on 10/2/20.	
11	<u>POLICIES</u>	
	Governors received and discussed the following policies: <ul style="list-style-type: none"> Attendance Policy – The Head advised that the policy had been changed to reflect the LA’s policy re 2 holidays. Fast track meetings with the EWO re 2nd absence were noted to gather evidence. Governors approved the Policy. NQT Policy – The Head advised that the Policy was an LA model policy. Governors approved the Policy. 	
12	<u>GOVERNOR SKILLS AUDITS</u>	
	<ul style="list-style-type: none"> Governors discussed the completed NGA Skills Audits. The strongest areas were positive contribution (4.5) and people, evaluation, and compliance (4). The weakest areas were strategic leadership (3.1) and accountability (3.2). It was noted that not all governors were required to have all skills. A lack of experience of finance and HR in a school was noted. The Chair agreed to share the results with Karen Jarvis for her guidance. 	Chair
13	<u>ALT BUSINESS</u>	
	It was noted that this item had been discussed under item 5.2.	
14	<u>GDPR</u>	
	Governors noted that there had been no breaches for the school. KTP advised that a letter had been received from the LA re a Pakefield High School pupil, which had been reported.	
15	<u>ANY OTHER BUSINESS</u>	
	None.	
16	<u>DATES OF THE NEXT MEETING</u>	
	The date of the next meeting was confirmed as Wednesday 1 st April 2020 at 4.30pm.	

The meeting closed at 18.29pm.

Signed

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