

## PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 13<sup>th</sup> February 2019.

Present:	Liza Cole (LC) Carrie Crossley (CC) Bridget Fosten (Chair) Martyn Payne (Head)	Anne Powles (AP) Marie Rodwell (MR) Emma Strachan (ES) Dan Watson (DW)
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In attendance:	Lara Reeve (LR) with members of the School Council (x5)	Karen Tallett-Pickess (KTP) Rebecca Witt (Clerk)
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	<b><u>GOVERNOR MONITORING / TRAINING</u></b>	
	<p>Governors received a presentation from the School Council on the work they did on behalf of the school. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The council met every Thursday pm. The School Council Secretary took notes. The council worked on charity work and had themes and activities to raise money for the school (Red Nose Day, Christmas jumper day etc). The council also linked with the local community. Assemblies were discussed. It was noted that the council members helped hand out birthday and attendance awards. The CHIMP project was discussed (Children’s health is mental and physical). Sleep, screen time, 5 a day, physical activities, positive interactions / friendships and emotional literacy were discussed by the council. They had visited Red Oak Primary, met other school councils, and shared good practice. The council helped the PTA with events by making posters and helped with the school disco. They also ran stalls at the Christmas fete and helped count the money raised. It was noted that the council planned to undertake learning walks to observe the children engaging with lessons and each other.</li> <li>• <u>The Head noted the CHIMP work and asked why it was important to focus on the different categories.</u> The council members advised that different children had different and varying opinions.</li> <li>• <u>The Chair asked how the meetings were structured and what the age of the youngest member was.</u> It was noted that school council members were from Y3 and above. The meeting was a working lunch. <u>A Governor asked who led the conversations.</u> Mrs Hicks and Mrs Reeve lead the discussions and asked members what they thought about topics. <u>The Chair asked who was the Secretary.</u> It was noted that a member of the council took notes. <u>The Chair asked how members were chosen.</u> It was noted that the interested candidates wrote a speech and Mrs Hicks / Mrs Reeve would select the members as the school wanted to ensure everyone had a chance.</li> <li>• <u>MR asked what it meant to be chosen as a school councillor.</u> Council members advised that it helped with confidence and with the ability to speak out in groups. It was also interesting to hear other ideas and about events coming up.</li> <li>• <u>CC asked if there was one thing that came through from the children that they wanted to change.</u> It was noted that there was nothing in particular this term however the children had asked for tomato sauce on Friday with fish and chips. Pupils approached councillors to ask questions.</li> <li>• Members noted the Bee project, which was linked to learning behaviours. The council had created postcards to send to parents if a pupil had shown good behaviour.</li> <li>• The Head advised that he had received feedback from other regarding the school council’s contribution to the Mental Health meeting. They</li> </ul>	

	were very prepared and knew what doing. Governors thanked the council for their presentation and the good work they did. <i>Members of the school council left with LR.</i>	
1	<b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>	<b>ACTION</b>
	Apologies were received from Jill Adams (JA). Governors consented to these absences.	
2	<b><u>MEMBERSHIP</u></b>	
	It was noted that the Board had 1 Trust Appointed vacancy. The Head had a meeting arranged with a potential new governor and would update governors at the next meeting.	
3	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
3.1	No declarations of pecuniary or other interests regarding items on the agenda were made.	
4	<b><u>MINUTES</u></b>	
4.1	The minutes of the meeting held on 12 <sup>th</sup> December 2018 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> .	
4.2	<b><u>Matters arising from the minutes</u></b>	
	<ul style="list-style-type: none"> <li>Item 1, Summary sheet for Ofsted – <b>The Head agreed to send the summary sheet to governors before the next meeting.</b></li> <li>Item 3, Pecuniary interests – It was noted that the school's website had been updated.</li> <li>Item 7, Governor visits – It was noted that AP had visited Benjamin Britten not Framlingham school. KTP confirmed that the governor visits had been removed from the website.</li> <li>Item 9, SDP – The Head advised that the SDP was ongoing and would be discussed in more detail at the next meeting.</li> <li>Item 11, HT meeting with ALT – The Head advised that the meeting had been positive with discussions about the school's finances and pupil progress.</li> <li>Item 12, Online safety training – <b>KTP agreed to send LC the link to the training.</b></li> <li>Governors discussed the when the school would receive an Ofsted inspection. The new Ofsted framework was noted that it was start in September 2019. The school's data was discussed along with the curriculum. It was noted that the school and the Trust felt confident the school was well placed.</li> </ul>	<p><b>Head</b></p> <p><b>KTP</b></p>
5 / 12	<b><u>HEALTH &amp; SAFETY / PREMISES / GDPR</u></b>	
	<p>Governors received an update on Health &amp; Safety, Premises and GDPR from KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> <li>Handsam – KTP confirmed that figures were ok from September 2018 to the end of January 2019 and tasks had been reallocated which were unassigned. The H&amp;S audit was discussed. It was noted that the school outcome was 96%. <u>AP asked who carried out the audit.</u> KTP advised it was herself, the Trust and Handsam who conducted the audit. <u>AP asked for the frequency of the audit.</u> KTP confirmed that the contractor would come back in January 2020 to look at the remaining 4% (the car park)</li> </ul>	

	<p>and then the audit would be undertaken every 2 years thereafter. The car park entrance was discussed. It was noted that the Trust were looking into whether the drains had sunk and would pay for any works. Safeguarding was up to date including staff, governors, and the PTA.</p> <ul style="list-style-type: none"> <li>• HR, Single Central Record (SCR), &amp; GDPR – Governors noted that Caroline Driver had audited the SCR and HR files and the outcome was positive. It was noted that there had been 3 GDPR breaches (all external - 2 by SCC and 1 by Caterlink).</li> </ul> <p>There had also been a personal data breach as the Microsoft 365 server had been hacked. Difficult passwords were recommended therefore staff / governor email passwords had been changed. It was noted that the potential need to change passwords every 45 days had gone to the Trust Board for approval and a decision was awaited.</p>	
6	<p><b><u>BUDGET MONITORING</u></b></p>	
	<p>Governors received an update on the December 2018 month end budget position from the KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> <li>• A £3k in year balance was predicted in December 2018 and January 2019. Income was largely as budgeted. The SEN income (HTNF) had increased by £9k although this currently under discussion as to whether school would receive the whole amount. It was noted that SCC were moderating SEN profiles, which were capped to 70%. KTP proposed that she reduced the budget line to £7k. Governors agreed. KTP explained that the expenditure % of full year column should be 33% for December. The 66% total premises costs were discussed which were due to kitchen repairs however KTP advised this would level out over time. Curriculum costs were slightly up due to IT subscriptions / educational visits. Governors discussed the potential need to ask for contributions going forward. Other staffing costs were up to 47% due to staff insurance over 2 financial years. KTP advised that an additional £17k was due shortly for capital expenditure (government fund for extras). This would be spent on IT equipment. <u>ES asked if there were restrictions on what the school could spend the grant on.</u> KTP advised that the school could not purchase consumables, subscriptions, or staff. Governors noted that Cloud were in school on 14<sup>th</sup> February 2019 to carry out an audit. KTP advised that the new budget would be available after half term.</li> <li>• Governors noted that the October census was 17 children down and this had a detrimental affect on the budget (£34k). The budget had been set based on the school being 3-4 pupils down. <u>LC asked for clarity re dropped numbers.</u> It was noted that parents had moved out of the area. Reception numbers were discussed, in particular the fact that applications to the school for September 2019 were considerably lower than the previous year. The Head advised that the drop in numbers could relate to the demographic of Pakefield. In addition there was a perception issue re the school / High school's Ofsted judgement. The Head advised that he would work with ALT's Communications Company to raise the profile of the school. Governors discussed the nursery and the low uptake of children, and noted there could be a number of reasons. The Head asked for members of the Governing Body to help investigate this further. <u>LC asked if nursery children stayed on.</u> The Head confirmed they did. <u>AP asked when school would know nursery numbers.</u> KTP advised that the school were chasing the parents this week.</li> <li>• <u>CC queried the supply costs of £18k and asked if this was reasonable.</u> KTP advised that the budget line had come down slightly in January 2019. The budget line included intervention, sick and paternity cover. Cover teachers were discussed. The Head advised that Cover</li> </ul>	

	Supervisors had been used in past however the school modelled PPA time differently and use internal supply. The TAs had also been trained so they could cover. The Head advised that supply staff had long-term contracts.	
7	<b><u>GOVERNOR VISITS</u></b>	
	<p>Governors received an update on visits that had taken place since the last meeting. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Governor visit forms were discussed. <u>The Chair confirmed that governors needed to complete monitoring visit forms for all visits. Governors agreed.</u></li> <li>• It was noted that the Chair met with the Head fortnightly.</li> <li>• The Chair attended the Academy Improvement Group with the Head on 7<sup>th</sup> February 2019 and the TILF meeting with the Head and MR on 6<sup>th</sup> February 2019. The Chair and AP had attended an inspector's visit for the Trust on 22<sup>nd</sup> January 2019. The Chair and other Governors attended the Safeguarding training in January 2019 and undertaken the online safety training.</li> <li>• It was noted that AP was involved in school interviews on 14<sup>th</sup> February 2019.</li> <li>• Link governors were discussed. <b>It was agreed that LC would work with the Head on the school website.</b> <u>The Chair suggested that a structured plan for governor visits was required.</u> It was noted that governor learning walks would take place on 12<sup>th</sup> March 2019 between 1-3pm to gain pupil perception on the curriculum and on 14<sup>th</sup> March 2019 between 2-3pm to observe reading and look at the displays in classrooms for literacy and maths. <u>It was suggested that the school council joined the learning walks.</u></li> <li>• The staff / pupil surveys were discussed. It was noted that the Trust had recently undertaken a staff survey and it was currently being collated. The pupil survey had been completed in the summer term. The results had informed the mental health / SEN work. <b>It was agreed that governors would receive a presentation on the TLIF project at the next meeting.</b> <u>CC suggested that vulnerable groups were added to the governor visit form as a focus. The Head agreed to action this.</u></li> </ul>	<p>All</p> <p>LC / Head</p> <p>Head/ Clerk Head</p>
8	<b><u>PUPIL PREMIUM</u></b>	
	<p>Governors received an update on Pupil Premium Strategy Statement from MR (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> <li>• MR advised that the data looked better and the school was working hard to close the gaps. The focus for the year was to ensure maths improved and progress in reading. <u>CC asked if vocabulary was a focus.</u> MR advised this was a huge issue and focus and would be the next big school project. Staff training had been scheduled to take place. <u>CC asked how the school tested pupil's vocabulary.</u> MR advised this was through spellings. Children have word lists and use the words in assessments. <u>CC asked how this was measured and monitored.</u> MR advised this was through the curriculum, however from September 2019 vocabulary would be a priority in the SDP. The Head noted that there was a case study for reading that sat alongside this. <u>AP asked if weekly spellings were making a difference.</u> MR advised that the children achieved good GPS scores and children were applying the words in their writing.</li> <li>• MR presented the new format report and ran through the summary, current attainment 2018 data and the barriers to future attainment. MR advised that the new learning behaviours helped with pupils being ready</li> </ul>	

	<p>to learn. Limited speech and language skills was huge for the school therefore PP money had been spent on a Speech and Language Therapist. <u>LC asked if this service was readily available.</u> MR advised that there was a high need (60%); referrals had been made however there was a waiting list. Because of this the school had brought in a Speech Therapist who had trained the staff. A new Therapist had been recruited although her time was minimal. She had assessed the children's needs, shown staff modelling, and left ideas for staff to follow through which had been happening. MR advised that speech had been improving following this support. Poor learning skills were discussed which lead to gaps which the school needed to plus.</p> <ul style="list-style-type: none"> <li>• The desired outcomes were discussed along with the success criteria. PP attendance was noted as 95.1%. The school was working with families to improve this. The homework club had been positive with a full uptake most of the time. <u>AP asked if PP children attend the club.</u> It was noted that a third attended. <u>CC asked how school measured parent engagement.</u> MR advised this was via attendance and evaluations. Deprivation was discussed.</li> <li>• Targeted support was noted. Governors noted the Y6 tracker for reading (copy in Minute Book). All students were receiving quality first teaching and interventions were in place in school. Achievement team meetings were new for this year.</li> <li>• Planned expenditure was discussed. MR advised that she would add the budget information into the spreadsheet. The review of expenditure was noted. Governors were advised that the PP grant had mostly been spent on additional teaching of intervention.</li> <li>• <b>It was agreed that PP would be a standing agenda item going forward.</b></li> </ul>	Clerk
9	<b><u>HEADTEACHER'S REPORT</u></b>	
	<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"> <li>• Attendance was noted as 95.3% rather than 94.43% - this was noted as error.</li> <li>• Governors discussed the exclusions data. It was noted that the sessions had reduced. The Head advised that were a small and reduced number of children on part time timetables. There had been a 50% decline in behaviour incidents this term as a result of the positive introduction of the learning behaviours.</li> <li>• Safeguarding was discussed. It was noted that there were 4 children on a Child Protection Plan. 1 child was Looked After and 1 child was privately fostered. The school had logged 1 bullying incident and was working with the families / children concerned with a view to resolve the situation. This was ongoing.</li> <li>• The Head advised that staffing was stable. A staff leaver was discussed.</li> <li>• The learning review on 23<sup>rd</sup> January 2019 was discussed. The Head advised that the strategies for good quality first teaching and tightening of processes have improved. A need for additional support in 2 lessons was identified; senior leaders were already working with these teachers. Areas for development were maths mastery, handwriting, and presentation. It was noted that Early Years Phase 1 was a real strength.</li> <li>• It was noted that the School Development Plan would be shared at the next meeting.</li> </ul> <p>The Head advised that he had received questions from governors as follows:</p> <ul style="list-style-type: none"> <li>• <u>A governor had asked what the phonics prediction was.</u> The Head advised it was likely to 86%.</li> <li>• <u>A governor asked if reading progress for disadvantaged pupils was</u></li> </ul>	

	<p><u>checked regularly</u>. The Head confirmed it was checked termly via the test data.</p> <ul style="list-style-type: none"> <li>• <u>A governor asked what disadvantaged pupils interventions were taking place, in particular for maths in KS2</u>. The Head advised that this year the school was running in class quality first interventions, P1xl interventions, and easy maths. These were run by the class teacher.</li> <li>• <u>A governor asked what was being done for middle leaders</u>. The Head explained the curriculum development (SLDG). Middle leaders were monitoring T&amp;L (TLIF). There was block CPD and performance management put in place targets for development.</li> <li>• <u>A governor asked what work was taking place for writing for all pupils and talk for writing</u>. The Head advised that progress was different for each cohort. The school was tracking the curriculum to make sure it fit the needs of the children.</li> <li>• <u>A governor asked for clarity re confidence intervals</u>. The Head advised the range was below, average and above.</li> <li>• <u>A governor noted that HPAs were average and asked if the school was doing enough to stretch the cohort</u>. The Head advised teaching and learning address and targeted gaps at the child level – in class and additional support was provided for to ensure children made expected or better progress.</li> <li>• <u>A governor asked how the WIGs compare to the actual data</u>. The Head advised that the school would know more after half term.</li> </ul>	
10	<b><u>POLICIES</u></b>	
	<ul style="list-style-type: none"> <li>• Governors noted the Presentation Policy and Feedback &amp; Marking Policy for information.</li> </ul>	
11	<b><u>ALT BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>• Governors noted that Gary Pielle, the Trust's CEO had passed away and his funeral would be held next week and the Head would attend on behalf of the school.</li> </ul>	
13	<b><u>ANY OTHER BUSINESS</u></b>	
	<ul style="list-style-type: none"> <li>• CC advised that she had spoken to Communication Trust. CC handed out a leaflet from Communication Trust for information. It was noted that the school could become a communication school with access to free training / resources. <b>The Head asked CC to contact Mrs Creasey.</b></li> </ul>	<b>AHT</b>
14	<b><u>STAFFING MATTERS</u></b>	
	<ul style="list-style-type: none"> <li>• None.</li> </ul>	
15	<b><u>DATES OF THE NEXT MEETING</u></b>	
	The next meeting of the full governing body will take place on 3 <sup>rd</sup> April 2019 at 4.30pm.	

The meeting closed at 18.50pm.

Signed

Date .....