

**PAKEFIELD PRIMARY SCHOOL**

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 18<sup>th</sup> December 2019.

Present: Jill Adams (JA) Anne Powles (AP)  
 Carrie Crossley (CC) Marie Rodwell (MR)  
 Bridget Fosten (Chair) Emma Strachan (ES)  
 Jacqui Healey (JH) Dan Watson (DW)  
 Martyn Payne (Head)

In attendance: Maddi McCann (MMcC) Rebecca Witt (Clerk)  
 Karen Tallett-Pickess (KTP)

1	<b><u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u></b>	<b>ACTION</b>
	Apologies were received from Liza Cole (LC). Governors consented to this absence. A special welcome was given to MMcC.	
2	<b><u>ORACY &amp; VOCABULARY PRESENTATION</u></b>	<b>ACTION</b>
	<ul style="list-style-type: none"> <li>MMcC advised that the school was the lead school in the Suffolk hub working with the Oracy Cambridge Project. 2 meetings had been held so far. Each hub worked with specialists from Cambridge University. Governors noted that the school had undertaken the project as it was a nature step in the planned work of the school, to develop talk and as a result of the reading data last year. The key strands were noted as the children’s vocabulary knowledge and use of it, use of standard English across the school and for children to gain confidence in speaking, listening, and presenting. The word of the week was discussed. Governors noted the need for parental engagement. The confidence in the children was discussed. MMcC explained the oracy circles, which took place in assemblies. Governors noted that disadvantaged children were taking part in the project to raise confidence and impacts were being seen. Talk homework was discussed along with group work (3 pupils).</li> <li>The impacts seen were noted. MMcC advised that the word of the week was being used in children’s conversation and writing and the children were more curious about the vocabulary. Oracy circles and group work were enjoyed by the children. Purposeful talks between teacher and pupils were noted. MMcC advised that a survey of teacher opinion on staff/pupil talking ratio had been carried out. It was noted that the ratio was 60/70 teacher and 30/40 children. Children were being allowed to discuss and debate. Impacts could also be seen with disadvantaged children.</li> <li>The next steps were discussed (set of rules, children standing where possible to present ideas, all year groups to undertake the talk homework, introduce the 4 strands of oracy to staff and discuss how to implement them across the school, develop task and group skills for specific classrooms, and teachers to have planning time to include talking points). A whole school curriculum plan would be in place by the end of the year. JA felt that the school were introducing life skills through oracy. The Head advised that the target group was Y5/6 however as the benefits could be seen it was being rolled out across the school. <u>DW asked if the debates were keep in the classrooms or were inter-class debates.</u> It was noted that Y5/6 held a debating club at lunchtimes. JH advised that she had attended the Christmas play and it was noted that the children had stood up and were articulate and loud. The confidence in the children was noted. <u>AP asked how the word of the week was chosen.</u> MMcC advised that certain words would be set for the term. The P1xl vocabulary assessments had been completed and were being analysed currently.</li> </ul>	

	Governors thanked MMcC for her presentation. <i>MMcC left the meeting.</i>	
3	<b><u>MEMBERSHIP</u></b>	
	There were no changes to note.	
4	<b><u>PECUNIARY AND OTHER INTERESTS</u></b>	
	There were no declarations of pecuniary interest relevant to items on this agenda to note. <b>The Clerk agreed to send the declaration form to the Head for completion.</b>	<b>Clerk</b>
5	<b><u>MINUTES</u></b>	
5.1	The minutes of the meeting held on 16 <sup>th</sup> October 2019 (copy in the Minute Book), having previously been circulated, were <b>confirmed</b> .	
5.2	<b><u>Matters arising from the minutes</u></b>	
	<ul style="list-style-type: none"> <li>• Training item, PP eligibility checks – KTP advised that no new families had come through following the mail out to parents. The school had subscribed to the SCC checking tool and would discuss this again with parents at the next parents evening.</li> <li>• Item 4.2, School clubs – It was noted that the school club lists were on the school website.</li> <li>• Item 4.2, Ness Point development – The Head noted that this was not currently a priority for the school. It was suggested that a governor picked this up.</li> <li>• Item 7, Anonymised learning profile – <b>It was agreed that this would be deferred to a separate governor session, which the Head would arrange.</b></li> </ul>	<b>Head</b>
6	<b><u>HEALTH &amp; SAFETY / PREMISES</u></b>	
	<p>Governors received an update on Health &amp; Safety and Premises from KTP (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> <li>• Governors noted the new format for the Handsam report. KTP advised that the 7 late tasks were to do with curriculum and thought to relate to staff login problems. It was noted that the system was difficult to use and more time consuming. 3 tasks due were to be completed today.</li> <li>• The Business Continuity Plan was discussed. <b>KTP agreed to share this via OneDrive for information.</b> It was noted that the plan had been updated to reflect staff changes/additions, company telephone numbers, and emergency centre details. <b>Governors approved the plan.</b></li> </ul>	<b>KTP</b>
7	<b><u>BUDGET MONITORING</u></b>	
	<p>Governors received an update from KTP on the latest budget position (September 2019). The following points were noted:</p> <ul style="list-style-type: none"> <li>• There was not much movement to note. Still same position. Deficit of £23k noted but capital could be used to decrease this. Income and expenditure was noted (SEN top up funding was higher than predicted. Expenditure looked high due to prepayments and accruals).</li> <li>• Trust working with the school re next year's budget. Reception numbers would be known in February 2020. It was noted that the governor working party would get together once the school had analysed the figures. Pupil numbers</li> </ul>	



	<b>agreed to send the results out to parents via the school newsletter. DW asked if the questionnaire included standardised questions. The Head advised that the Ofsted questions had been used.</b>	
10	<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>• The Chair / CC had visited on 17/10/19 and met with the Maths Leads.</li> <li>• JA/AP had visited on 29/10/19 and attended the meeting with Joy re reading.</li> <li>• A working party of governors had met with the Head on 9/12/19</li> <li>• Various governors had attended the Christmas performances.</li> <li>• The Chair had attended the AIG meeting on 12/12/19.</li> <li>• AP had attended the ALT Appeals Panel on 16/12/19.</li> <li>• CC had attended a SEN drop in on 28/11/19, had met parents, and had a brief meeting with the Senco. It was noted that the Speech &amp; Language Unit at Elm Tree Primary was closing down. A suggestion had been made re teaching Makaton in school. MR advised that Makaton was used by the school and they were looking to do more of this. CC had discussed workload with the Senco. The TAs were noted as supportive. HTNF bids had also been discussed.</li> <li>• CC had visited the school to look at Thrive.</li> <li>• JA had carried out a safeguarding review on 16/12/19. The single central record was reviewed on 18/12/19.</li> <li>• DW advised that he had emailed the school to review attendance.</li> <li>• Next terms priorities were discussed. The Head advised that a review of Maths and Science would take place. AP advised that she would like to carry out a Phonics review with JA. <b>The Head agreed to send dates out to governors.</b></li> </ul>	<b>Head</b>
11	<b><u>POLICIES</u></b>	
	<p>Governors received and discussed the following policies:</p> <ul style="list-style-type: none"> <li>• Curriculum Policy – The Head advised that the Policy had been rewritten in light of the new curriculum offer in school. The staff consultation had been positive. Aspirations and furthering skills/talents through life had been added in.</li> <li>• Educational Visits Policy – The Head advised that the visit venue needed to answer certain questions before the visit could be confirmed. Risk assessments were discussed. KTP advised that DBS checks needed to be gained along with risk assessments when booking coaches. Evolve was discussed. The Head advised that he would run through the policy with staff at the next PD day.</li> <li>• Online Safety Policy – Minor updates were noted.</li> </ul> <p><b>Governors approved the above-mentioned policies.</b></p> <ul style="list-style-type: none"> <li>• The Head advised that the NQT Policy needed to be written once the LA model policy was available. <b>The Head agreed to share this with governors for information.</b></li> </ul>	<b>Head</b>
12	<b><u>GOVERNOR SKILLS AUDITS</u></b>	
	<ul style="list-style-type: none"> <li>• Governors discussed the NGA Skills Audit 2019. <b>It was agreed that governors would complete the form by mid January 2020.</b></li> <li>• Training and succession planning was discussed.</li> </ul>	<b>All</b>
13	<b><u>ALT BUSINESS</u></b>	
	<b>The Clerk agreed to speak to ALT re feedback/output from their Board/Committee meetings.</b>	<b>Clerk</b>

14	<b><u>GDPR</u></b>	
	Governors discussed GDPR breaches in school. The Head advised that there were no breaches to note.	
15	<b><u>ANY OTHER BUSINESS</u></b>	
	New curriculum was discussed.	
16	<b><u>DATES OF THE NEXT MEETING</u></b>	
	The date of the next meeting was confirmed as Wednesday 12 <sup>th</sup> February 2020 at 4.30pm. The Head advised that the CEO had been invited to attend the next meeting.	

The meeting closed at 18.20pm.

Signed

Date

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