

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body meeting of Pakefield Primary School held virtually at 4.30pm on Wednesday 20th May 2020.

Present:	Jill Adams (JA) Liza Cole (LC) Carrie Crossley (CC) Bridget Fosten (Chair) Jacqui Healey (JH)	Martyn Payne (Head) Anne Powles (AP) Marie Rodwell (MR) Emma Strachan (ES) Dan Watson (DW)
In attendance:	Kirsty Blowers (KB) Rachel Creasey (RC)	Karen Tallett-Pickess (KTP) Rebecca Witt (Clerk)

1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	All governors were present.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
	There were no declarations of pecuniary interest relevant to items on this agenda to note.	
4	<u>MINUTES</u>	
4.1	The minutes of the meeting held on 22 nd April 2020 (copy in the Minute Book), having previously been circulated, were confirmed .	
4.2	<ul style="list-style-type: none"> • Item 4, Attendance for children at PRUs – <u>The Chair asked if there was any further information on this.</u> The Head confirmed that he received an email today from the PRU Heads re pupil learning/support. • Item 4, Home learning and permissions – Governors noted the links on the Twinkl website, which led to a request for payment. It was noted that some companies had started to charge for their service. 	
5	<u>HEADTEACHER’S REPORT</u>	
	<p>Governors received a verbal report from the Headteacher and the following points were noted:</p> <ul style="list-style-type: none"> • The CEO and parent letters were noted, having been previously circulated (copies in the Minute File). The Head confirmed that the school would reopen to nursery, reception, and Y6 from 8th June 2020 and as agreed by the Trust. Senior leaders had reviewed risk and were following the government guidance and Trust advice. The school had consulted with the Chair, Vice Chair, and Union representatives who were content that a thorough review had taken place. The Head confirmed that nursery would be split into Group A (in school on Monday and Tuesday) and Group B (in school on Thursday and Friday). Reception and Y6 would follow the same routine. Due to pupil numbers reception would need to use the Y1 classrooms. This meant that the school could not accommodate Y1 from 8th June due to the number of pupils in the year group (60). A deep clean would take place on Wednesday. <u>AP asked whether there would be a deep clean between each group.</u> The Head advised that there was no deep clean planned for the weekend however cleaners were in each day. Entrance and exit points had been reviewed along with start and end times. Parents would not be allowed into school. Key worker children would be housed in Y2/3 classrooms. Hand washing was discussed. The Head advised that staff would follow the government guidance to the best of their ability. The Head confirmed that the school had worked through the Trusts 	

	<p>toolkit and risk assessments. <u>CC asked for clarity re the parent survey results.</u> The Head advised that feedback had been positive. 59 replies had been received and currently only 4.3% of the school population would return compared to a national figure of circa 20%. The Head agreed to chase for returns via the newsletter. <u>The Chair asked what the staff response was to reopening more widely.</u> A questionnaire had been sent out to staff re returning to work. 54 replies had been received and 51 staff were happy to return to work. Staff welfare was discussed. The Head advised that SLT were contacting their teams and staff were sharing their concerns, which were being addressed. PPE had been ordered and received. KTP noted that there was a hope that the school could claim the costs back via a government grant. ES confirmed that the staff body felt reassured by what the school had put in place to keep staff and children safe. <u>DW asked if temperature monitoring would be a regular test.</u> The Head advised that staff would test if a child showed symptoms. AP stated that she/the Chair had raised their concerns re Y1 children not being able to access the school provision from 8th June however the Head had answered their questions and there was evidence that a robust review had taken place.</p> <ul style="list-style-type: none"> • The Head noted the addendum to the Safeguarding Policy, which had been written and approved by the Trust. The policy had been uploaded to the school website. • Domestic violence was discussed. The Head confirmed that support was being received from external agencies and the school were doing all they could to support families. JH advised that the local police PCSOs were available to carry out welfare checks if schools were having problems contacting individuals. It was noted that virtual meetings were being held were appropriate and these had been working well. • The Head advised that following half term Zoom sessions would be held in class groups. • Governors noted the government announcement on 28th May 2020. The Head advised that the plan could change however he agreed to keep governors updated. The Chair noted that the Head and Chair weekly meetings had been beneficial. 	<p>Head</p> <p>Head</p>
5	<p><u>BUDGET MONITORING</u></p>	
	<p>Governors received a brief update from KTP on the latest budget position. The following points were noted:</p> <ul style="list-style-type: none"> • ALT were aware of budget plans for next year so the school was confident that the budget was correct and would remain as is. As at the end of April 2020, the end of month report showed that spending had come down slightly. The carry forward was noted as -£8k compared to -£14k reported previously. • The Covid-19 risk assessment and financial risk factors had been reviewed. Items had been added to the government spreadsheet. If the school did not get the monies back the risk was noted as £3k. This would then be offset against the savings during closure. • The Chair asked if the new academic year final numbers were known for nursery and reception. It was noted that there were currently 17 pupils for nursery. Reception late applications had been received and late application letters had gone out today. The Head advised that the school could get more children in June 2020. <p>Governors thanked KTP for her hard work with the budgets, covid-19, and the Edenred voucher scheme.</p>	

6	<u>ALT BUSINESS</u>	
	It was noted that this item had been covered under item 4.	
7	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> • The Head advised that there were no children in school next week as it was half term therefore he had asked staff to take the week off. KTP advised that the 5-year fix wiring test was being done therefore there would be no electric. • MR fed back some positive feedback from a family thanking staff for the remote learning and for making it fun. The Chair noted that she had heard similar experiences for other key worker children. • MR noted that the school had brought forward report writing for children to continue the positive communication with families. • MR advised that the school was still returning data and professional forecasts had been made. ALT wanted mock tests for Y6. Transition to High School was discussed. The school would ensure the High Schools knew the children. 	
8	<u>CONFIDENTIAL STAFFING MATTERS</u>	
	None.	
9	<u>DATE OF THE NEXT MEETING</u>	
	The date of the next meeting was confirmed as Wednesday 15 th July 2020 at 4.30pm. This will be held via Zoom if not held in school.	

The meeting closed at 18.04pm.

Signed

Date