

PAKEFIELD PRIMARY SCHOOL

Minutes of the virtual Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 22nd April 2020.

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

1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	Apologies were received from Liza Cole (LC). Anne Powles (AP) was not present. Governors consented to these absences. A special welcome was given to RC.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
	There were no declarations of pecuniary interest relevant to items on this agenda to note.	
3	<u>MINUTES</u>	
3.1	The minutes of the meeting held on 12 th February 2020 (copy in the Minute Book), having previously been circulated, were confirmed .	
3.2	There were no matters arising.	
4	<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 on roll numbers were discussed along with the potential Nursery numbers. KTP advised that the Nursery offer had to be 5 mornings a week for 18.5 children to be viable. A letter had been sent to those interested parents so the school could start enrolling children. 46 pupils had applied for Reception. Governors noted that the second choice options would be reviewed in mid May 2020. The Head advised that there would not be much movement of staff between classes. The Head confirmed that there would be 3 classes, which would be mixed in Reception/Y1 in September 2020. • Attendance was noted as 95.2% against a target of 97%. • The additional placements were discussed (2 at Harbour/Include). Visits had been conducted (3 visits in total). <u>JA asked if the placements were still going on in the current situation.</u> The Head advised that both settings were monitoring pupils and providing work. The school was contacting parents weekly. <u>JH asked what attendance was for these pupils e.g. up until date PRUs closed.</u> The Head agreed to investigate. Wrap around care was noted. • Coronavirus was discussed. 71 key worker/EHCP children were eligible to be in school. The school was seeing between 8-18 children. The EHCP children had not been seen as families had decided to keep them at home. Vulnerable children were discussed. The Head advised that the school was making regular contact with these children. Weekly phone calls were being made. The school was also contacting pupil premium (PP) children. Class teachers had started contacting children in their classes, which had been welcomed by families. JH advised some schools were sending home packs of work for vulnerable children. Some families did not have equipment (pens, pencils, paper etc). <u>JH</u> 	Head

suggested school staff checked this. The Head confirmed that the school had been accessing this and action had been taken where needed. The office had a list of children without IT/printers and they were receiving paper packs. All feedback had been positive. MR advised that year group emails were being used and staff were answering questions/requests from families.

- Well-being was discussed. The Head advised that SLT were keeping in contact with staff via welfare calls, which was working well. The Pakefield Bake Off was discussed. The Chair confirmed that she had been involved and the event had been a success. An all staff zoom call was noted as well as staff weekly team meetings via Microsoft Teams. ALT had created a mental health strategy, which had been shared via the Twitter feed. Governors noted that the Head and RC were mental health first aiders.
- The staffing update in the report was noted. MR advised that SCITT had been in contact with a staff member and she has received confirmation that she could start her NQT year. An NQT had also passed her NQT year but the decision had been made to extend this to support the lost experience caused by the school closure.
- Free School Meals (FSM) were discussed, in particular the difficulties experienced due to the change of provider (from Wonde to Edenred). KTP advised that the system activation code was invalid and she was awaiting guidance from Arden. Other schools in the Trust were experiencing the same issues. Governors noted that should the school continue to use Wonde for a further week it would cost £300. JA asked if the issues had been reported to the government. The Head advised that feedback had been given and the Trust were feeding back to SCC. JH noted that ALDI now accepted FSM vouchers.
- Home Learning was being created by school teachers by year group, which was working well. The National Oaks Academy offer of 180 hours of online teaching and learning was noted. This had been shared with staff who were using it to supplement the school's online learning. Education City was also noted. The Head advised that through the Twitter feed families were celebrating what children were learning/doing. DW asked if the school had received feedback re resources being difficult to access. The Head advised that the school website could be slow Monday morning due to traffic however by 10.30am access was easy. DW advised that Twinkl had been problematic. **The Head agreed to feedback on this.** Reading was being promoted as key with families. ES raised her concerns re choice of free online books. JA noted that the Library had a great free online resource.
- Y6 Pixa data was discussed. The Pixa family reading scores were noted. The school had achieved an average of 64.23%. The expected standard would have been 80% however with the school closure it was not likely this would be achieved. MR advised that the school was putting papers together to predict attainment. Greater depth (GD) was discussed. GPS was 71% expected and 9% at GD. Maths was 76% expected and 16% GD. CC noted the areas of improvement and queried why fractions and decimals kept coming up. MR noted that these areas were taught and covered greater than other areas as were covered in all papers. CC asked if this was being taught but not retained did this cause concerns. MR noted the resources available to aid memory. This was a national issue as huge proportion of the curriculum. The Head advised that the paper would inform the High School transition.
- The following governor visits were noted:
 - The Chair had attended the AIG on 3/3/20
 - The Chair had attended a lunch at Red Oak as well as a meeting with the CEO on 4/3/20
 - The Chair had attended a Working Party on 9/3/20
 - The Chair/AP had attended a Y6 classroom visits Monday to Thursday week beginning 16th March.

Head

5	<u>BUDGET MONITORING</u>	
	<p>Governors received an update from KTP on the latest budget position (April 2020). The following points were noted:</p> <ul style="list-style-type: none"> KTP advised that the new academic year's staffing budget had been agreed by ALT. The 2020/21 was in its first draft and had not yet been submitted to ALT. KTP had reviewed the income / PP income and had adjusted the FSM budget line. Meals costs had been worked based on meals taken up in school. This would need to be reviewed following school closures. Staff insurance was now via a new provider (£5k saving). Expenditure costs were based on a skeleton budget that had been pro rated out based on this year. Governors noted that the majority of the budget was staffing. KTP confirmed that there was a £14k carry over from this year however a £37k deficit for September was noted resulting in a £23k deficit for the next academic year. <u>The Chair asked if there were any savings from the school being closed.</u> KTP advised that professional services might show savings. The governors thanked KTP for her work on the new budget. 	
6	<u>ALT BUSINESS</u>	
	None.	
7	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> <u>CC asked for an update re SRE.</u> The Head advised that the school had bought 2 new schemes for SRE and PHSE. CC agreed to work with Louise directly. 	
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 20 th May 2020 at 4.30pm via Microsoft Teams.	

The meeting closed at 17.50pm.

Signed

Date

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