

PAKEFIELD PRIMARY SCHOOL

Minutes of the Local Governing Body of Pakefield Primary School held at the school at 4.30pm on Wednesday 22nd May 2019.

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)
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In attendance: Rachel Creasey (RC) – Assistant Head Rebecca Witt (Clerk)

	<u>GOVERNOR MONITORING / TRAINING</u>	
	<p>Governors received an update from RC on SEN (copy of fact sheet in Minute Book). The following key points were noted:</p> <ul style="list-style-type: none"> • 10% of the children were on the SEN register (43 children). National was 14.6%. This figure would increase next term to approx. 12%. • The school had 5 Educational Health Care Plans (EHCP). It was noted that the school had 2 EHCP's at the beginning of the academic year. CC noted that hard work RC and her team had done. • RC advised that the main category of need was Early Years (EY) communication. The school were tracking this. • High Tariff Needs Funding (HTNF) was discussed. The school had 6 children receiving the fund. There was 1 further application, which the school was awaiting to hear the outcome for. • Referrals were discussed. RC advised that 1 pupil had been accepted to attend Alternative Provision. • 28% of children on the SEN register were also disadvantaged and receiving Pupil Premium (PP). • Attendance was discussed along with the referrals to the Educational Welfare Officer (10 referrals with 6 still open). • RC advised that the school bought into an annual CISS package, which had been beneficial. Governors noted the learning walk and staff training that had been taking place. <u>The Chair asked if the school would continue this.</u> RC confirmed this. • Thrive was discussed. There were 27 children with Thrive plans, 17 of which attended a Thrive group once or twice a week. Governors noted the progress charts for Thrive on the back page of the fact sheet. RC advised that the school would use the online progress tool for more children and correlate the data to attainment. CPD courses had been attended by RC/Kirsty. Progress was being seen. <u>JH asked how the school tracked attendance for emotional wellbeing.</u> MR advised that the impact on attendance had improved. RC advised that there were case studies by student to provide a picture of the children. • In Year Fair Access Panel (IYFAP) was discussed. It was noted that there had been 4 referrals this year resulting in 2 children gaining full time places at PRUs for September. 1 child was receiving Assessment Centre support. • RC noted the CHIMP project that was a Trust wide initiative which the school council were leading this with the other schools' councils members. • The mental health first aider course in September 2019 for MP and RC was discussed. • RC advised that the school had been using other outside agencies (school nurse who had supported 8 children, school counsellor who had supported 9 children and 6 children working with Suffolk Young Carers). • Governors noted the volume of work for SEN. RC explained her / 	

	<p>Kristy's roles and those of the team.</p> <ul style="list-style-type: none"> • <u>CC noted the movement of children to PRUs / other schools and asked if the behaviour data would improve.</u> The Head noted that there was a link to behaviour. MR advised that the provision children were moving to was the correct provision. It was noted that the 2 children moving to the PRU would stay on roll. <u>CC asked if this was time limited.</u> The Head advised that there was no time limit however if a permanent placement out of county place was found then the child would be moved off roll. It was noted however that pupil transition back to mainstream was positive, as were the working relationships with the PRUs and our school. It was noted that the speech and language unit was time limited and 1 child has been allocated a place, but parents initially did not want to support this. <p><i>RX left the meeting.</i></p> 	
1	<u>APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	ACTION
	Apologies for absence were received from Karen Tallett-Pickess (KTP). Governors consented to this absence.	
2	<u>PECUNIARY AND OTHER INTERESTS</u>	
	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3	<u>MEMBERSHIP</u>	
	There were no changes to note.	
4	<u>MINUTES</u>	
4.1	The minutes of the meeting held on 3 rd April 2019 (copy in the Minute Book), having previously been circulated, were confirmed .	
4.2	<u>Matters arising from the minutes</u>	
	<ul style="list-style-type: none"> • Governor training item re TLIF – It was noted that pupil perceptions for TLIF would take place next half term. • Item 3, Pecuniary interests – The Clerk confirmed that the pecuniary and other interests had been updated and uploaded to the school website. • Item 4.2, Online safety training – It was noted that JA had completed her training. LC agreed to action this. • Item 4.2, School website review – It was agreed that LC would continue with her review of the website and the Head would chase Athene Communication re the website changes. • Item 7, Communication management – The Head confirmed that he had circulated the Athene Communication report. The Head agreed to send the admissions numbers to governors. • Item 8, Road safety – <u>JA asked for an update re the meeting with the local councillor re the road.</u> The Head advised that the meeting had been positive. Car parking had been discussed along with road traffic however it was noted that the local councillor had lost their seat and Peter Byatt was now in post. The Head agreed to make contact with him. Governors discussed the PTA purchased road signs, which had been well received. It was noted that the children had carried out road checks. 	<p>LC LC / Head</p> <p>Head</p> <p>Head</p>

5	<p><u>HEALTH & SAFETY / PREMISES</u></p>	
	<p>Governors received an update on Health & Safety and Premises from the Head (copy in the Minute Book), having been previously circulated. The following points were noted:</p> <ul style="list-style-type: none"> • Governors noted that Karen Jarvis would be in school on 20th June 2019 to carry out a H&S audit. • The gas leak emergency procedures and work had been positively received by the parents. Carbon monoxide alarms had been installed. • The Trust had arranged for the drive to be inspected by Kier yesterday re tarmac and the drains. The drains on the boundary line would be investigated. • The sports equipment would be tested during May half term along with PAT testing. • Governors noted the staff training scheduled for first aid and safeguarding over the coming months. • The Handsam report was discussed (copy in the Minute Book). The Head advised that he would carry out an overhaul of the curriculum assignments. 	
6	<p><u>BUDGET MONITORING</u></p>	
	<p>Governors received an update from the Head on the latest budget position. The following points were noted:</p> <ul style="list-style-type: none"> • It was noted that at this point in the year the target for income and expenditure was 67% of the full year. Governors noted that Premises costs were at 97% due to kitchen repairs and boiler replacements. Savings were noted on the broadband contract (approx £2k over 3 years). Travel & training was at 83% however the overall budget line was small at £150. The prediction at the end of the year was for a £3k deficit however the school hoped to balance this. The HTNF bands were discussed. The capital budget was noted as £22k. This would be used for ICT, doors and floor in Reception and 15 new tables in Y3. The summer holiday work was discussed (Y2/3 refurbishment and kitchen repainted). The PP funding was discussed. The school was using the SCC service to track who was entitled to claim. It was agreed that the PP funding would be discussed in more detail at the next meeting. 	KTP
7	<p><u>HEADTEACHER'S REPORT</u></p>	
	<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 Head confirmed that the number of confirmed nursery places was 24. Available places had been capped at 24 due to staffing. 9 applications had been declined. • Attendance was at 95.8%, which was an improvement on this time last year. SEN attendance was 92% compared to 95% last year. This was due to 3 children with multi-layered on part time timetables. Penalty notices were up due to holidays this time of year. Governors noted that parents had taken child on holiday during SATs. The school had worked with EWO to improve attendance. Persistent absence was noted as 5.7% compared to 11.1% last year. <u>DW asked what this was down to.</u> The Head advised it was due to improved attendance and an improved provision with the EWO provision. It was noted that there were better mental health support packages put in place. Non-engagement in parents discussed. <u>AP noted the school closure and asked if this impacted on attendance.</u> It was noted that this was recorded as an 	

	<p>authorised absence therefore did not affect the data.</p> <ul style="list-style-type: none"> Governors noted that there had been 15.5 days of exclusions between September 2018 and 14th May 2019. The Head advised that he had issued 1 days exclusion last week. <u>CC asked for clarity re the 6 spaces in Y3</u>. The Head advised that the spaces had occurred at the end of Y2 and were due to genuine reasons. Staffing was noted however it was agreed that this item would be deferred to the next meeting following the 31st May 2019 deadline for resignations. The SATs tests were discussed. The Head advised that the children were a credit to the school and had been well prepared, and the stress did not impact on their mental health. The Chair and AP had carried out monitoring visits during the week and feedback that the school felt calm and the children had been supported. The teamwork throughout the school was noted. There had been 2 Y6 joiners before the tests; both children would be applied to be removed from the schools progress measures. 1 child had completed 2 of the 3 maths papers therefore there would be an attainment score but no progress score for this child. Governors noted that there was a story to tell. JA congratulated the school on their hard work and early intervention. The Head advised that Joy Parke had met with the subject leaders. Regular inset was provided. It was noted that the curriculum was based on rich learning experiences that met the children's needs. Comprehensive monitoring had taken place and follow up actions were in place where progress was not evident. Areas to develop were to have key documents for external scrutiny to hand and pupil perception that was common across all subjects. The science data for Y6 would also be reviewed. Governors discussed the Ofsted framework update. Key items to note were the scrapping of the on site preparation plans. This had been replaced with a 90-minute phone call with the lead inspector and the Head the day before inspection. The inspection would be curriculum focused. The Head advised that the curriculum in school was accurate and for the children and had a drive for them to develop aspirations and working as a valued member of the community. Bullying had been recognised as key however it was more to do with how the school took action if this occurred. Internal data would not be used in the same way as before however the school could use a variety of sources to consider pupil performance and inspectors would consider the actions taken. Governors stated that they needed to understand internal data and use the School Development Plan to monitor to measure impact. <u>DW noted the safeguarding referrals (176) and asked if this was in line with national</u>. The Head explained the my concerns system process. It was felt that comparisons to last year would be helpful. The Head advised that the referrals would be broken down by category from September 2019. Governors discussed the SCC Children & Young People Services outstanding judgement in their recent Ofsted inspection. 	Clerk
8	<u>GOVERNOR TRAINING</u>	
	<p>Governors discussed the recent ALT Ofsted training. The following points were noted:</p> <ul style="list-style-type: none"> The Chair, AP, JA, and MR had attended a 1 hour session with Joy Parke. It was felt that the Board was effective however needed to give examples of challenge and improvement. The link governor responsibilities were noted. It was agreed that each governor would answer questions for their respective area. The following responsibilities were noted: <ul style="list-style-type: none"> Safeguarding / Reading – JA (JA to visit MR re reading 	

	<p>examples)</p> <ul style="list-style-type: none"> ○ Website – LC ○ Attendance – DW ○ Phonic / PP – AP ○ SEN – CC ○ Pupil Premium – Chair and AP ○ Health & Safety – Chair ○ Leadership – Chair, JA and AP ○ It was noted that behaviour was an all governor responsibility. <ul style="list-style-type: none"> ● Ofsted readiness training was noted on 12th September 2019, 1-3pm. ● It was suggested that all link governors carried out a visit next term. ● <u>LC suggested gaining parent perception re the school website and ease of use. The Head / LC agreed to action this.</u> 	
9	<u>GOVERNOR VISITS</u>	
	<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"> ● The Chair had attended the AIG meeting on 1st May 2019 with the Head, MR with Joy Parke. The meeting had been positive. ● The Chair noted the governor training with JP on 8th May 2019. ● The Chair and AP had attended SATs tests on 16th May 2019. ● The Chair, AP, JA, the Head, and KTP had attended a leadership working party on 20th May 2019. ● Pupil, staff and parent perception was discussed. It was noted that staff perception would be carried out in the beginning of the next academic year. ● CC referred to the questions arising following her visit focusing on displays she made in March 2019 and noted in her report. <u>CC asked if the SEN cohort had any input into the displays.</u> It was noted that the teachers were in charge of the displays. CC advised that she had been impressed with what she had seen. ● Governors discussed careers. It was suggested that CC met with the PSHE Lead. The Suffolk Headlines career fair in Ipswich was discussed as Y6 had applied to attend. The human library was discussed. The Head advised that Y5 were involved in a project to name the third crossing bridge. Links with High schools and Sixth form colleges were noted. Governors discussed raising children's aspirations. MR advised that this was interwoven across all year groups. <u>CC suggested a library corner for the world of work.</u> ● The Head agreed to email out to governors re the focus of next terms monitoring visits. 	Head
10	<u>POLICIES</u>	
	<ul style="list-style-type: none"> ● There were no policies to note. 	
11	<u>ALT BUSINESS</u>	
	<ul style="list-style-type: none"> ● It was noted that the ALT newsletter had been sent to governors. 	
12	<u>GDPR</u>	
	<ul style="list-style-type: none"> ● There were no GDPR breaches to note. 	
13	<u>ANY OTHER BUSINESS</u>	
	<ul style="list-style-type: none"> ● Admissions – It was noted that the Head would work with the Trust re 	

	the PAN and admissions going forward.	
14	<u>STAFFING MATTERS</u>	
	<ul style="list-style-type: none"> • None. 	
14	<u>DATES OF THE NEXT MEETING</u>	
	The next meeting was confirmed as 10 th July 2019 at 4.30pm.	

The meeting closed at 18.30pm.

Signed

Date

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