
**MINUTES OF A MEETING OF THE GOVERNING BODY OF
PEAR TREE SCHOOL**

HELD AT THE SCHOOL ON 13TH JUNE 2016

Governors Present:	Mr S Holden	SH	Chair
	Dr R Jones	RJ	Vice Chair
	Ms M Hennessy Jones	MHJ	Headteacher
	Mrs Z Buggie		ZB
	Miss K Shand	KS	
	Mrs L Wrenshall		LW
	Dr J Angus		JA
	Cllr A Martin		AM
	Dr J Hillman		JH

Also in attendance:	Mrs T Chapman	Clerk to the Governors
	Mrs R Hadfield	Deputy Headteacher
	Mrs J Nixon	Observing

PART ONE – NON-CONFIDENTIAL BUSINESS

1	APOLOGIES Apologies from Molly Stone and David Gallagher were received and accepted.	
2	CONFLICT OF INTEREST Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting. No potential conflict was declared.	
3	MEMBERSHIP There have been no changes in the membership of the Governing Board since the last meeting. This will be the last FGB that MHJ will attend. MHJ advised that Molly Stone intends to step down as governor at the end of October.	

	The Governing Board currently has 1 x co-opted vacancy.	
4	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on 22nd February 2016 were confirmed as a correct record, and signed by the chair.</p> <p>The following matters arising were discussed:</p> <p>MHJ confirmed the scarlet fever outbreak had now subsided.</p>	
5	<p>CHAIRS ACTION</p> <p>The chair reported that the following action/s had been taken on behalf of the governing board since the last full governing board meeting:</p> <ul style="list-style-type: none"> • Recruitment of new staff – SH expressed thanks to MHJ for all her hard work at the school. • 1% pay award to all staff with approximate total of £2k was approved by email and hereby ratified. • Stapeley Broad Lane has written to invite Multi Academy Trust discussions. SH and the new Headteacher, Mrs Edlestone, plan to meet with them in September. 	
6	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received prior to the meeting:</p> <ul style="list-style-type: none"> • Strategic Development – 18th March 2016 • Teaching and Learning (TLC) Committee – 21st March 2016 • Strategic Development – 13th May 2016 • TLC – 26th May 2016 <p><u>TLC Committee – 21st March 2016</u></p> <ul style="list-style-type: none"> • E Safety Policy reviewed and approved <p>Action: To confirm that the safety strips on doors have been installed</p> <ul style="list-style-type: none"> • MHJ confirmed that after consulting with a number of companies an extra layer cannot be installed to the kitchen fire door; she is looking into costings for new, larger windows for ventilation and will liaise with the schools Health & Safety auditor. In the meantime, MHJ has authorised that the kitchen door be open in hot weather 	MHJ

- when there are 3 members of kitchen staff present.
- RJ advised that she has received no communication from the Nantwich Education Partnership (NEP) governor and felt that the new system was not viable.

MHJ

Action: To arrange further Governor training to understand how the assessment system runs.

- MHJ confirmed that the guidance on Disqualification by Association ruling following a recent safer recruitment course, only applies to those adults with regular, unsupervised contact with the under 5's.
- MHJ confirmed that the school is now an 'Arts Mark' school awaiting validation at gold level.
- JH is the new arts and cultures governor.

TLC Committee – 26th May 2016

- Science Mark application for Silver will be submitted 24th June.

Strategic Development – 13 May 2016

- SH & MHJ confirmed that the schools budget for financial year September 2015 – August 2016, is in line with predictions.

Budget for financial year 2016-17

The draft budget was tabled at the meeting and the following was highlighted:

- Carry forward of £51k.
- Income will be slightly less due to MHJ retirement.
- MHJ advised that there have been cut backs in a lot of areas and Teaching Assistants (TAs) have been reduced to minimum levels.
- Money earmarked for painting outside of school and re-carpeting was used to pay for the deep clean after the scarlet fever outbreak and towards recruitment costs of the new headteacher.
- Money earmarked for new school computers was spent on extra TAs for pupils in need.

Q: How much are the computers?

A: Circa £13k

Q: Can we use the £50k reserves for them?

A: No

- Element 2 Funding is £3,400

Q: What is the clothing and footwear cost for on Pg6?

A: These are monies that go in and out; we would pay the initial outlay for

t-shirts for the Sing Fest, for example, and re-coup the money when parents buy them.

Q: What is Computer Software Admin & Curr?

A: The annual licence fees of software such as; SIMs and Safeguarding. Computer Software Curr are online provisions such as My Maths.

- Government funding has been reduced by circa £10k this year.

The governors approved the budget and expressed thanks to Judy for her effective financial management.

7 HEADTEACHER'S REPORT

Part one of the headteacher's report contained the following matters:

- School Organisation and Staffing
- Spring 2016 Data
- School Strategic Development Plan (SDP) 2014/2016 – June 2016 Update
- DFE Report and our responses to it
- School Self Evaluation Summary

8 MATTERS ARISING FROM THE HEADTEACHER'S REPORT

The Headteacher's Report was emailed to the governors prior to the meeting and the following issues arising were discussed:

- There has been an appeal for a child unable to gain a place in Reception 2016/2017 at a cost of £600 to the school.
- The school is at full capacity.
- Some of the rag rated colouring of the Spring Data was incorrect within the report.

Q: Is the data for Reading, Writing and Maths improving?

A: Yes, although the data appears as though it's not, this is due to the National measures changing. When we are moderating our books with other schools in the area, there is a clear improvement on the whole. You can be sure that whatever the staff in the school have done in terms of testing and assessment, is exactly as it should be. The TLC committee has gone through the data and agreed that it is as should be, we will now have to wait for the comparative scores to be released

Q: When do we submit the final scores?

A: Year 1 phonics will be this week, SATs results in July – the majority of data is submitted at the end of June; the RAISE online invalidated data will be available in October and the data you want to compare with will be available in October.

- MHJ will provide the GB with an update at the end of July.

MHJ

Q: Are there any cohorts that we need to be concerned about?

A: Yes, you need to keep a close eye on green class (year 3); there has been great progress there but the cohort has a high number of pupils with different, significant issues. My concern is that they could potentially have the same profile as the current Year 7; we will work hard to ensure they don't, but they are susceptible to falling below standards.

SCHOOL DEVELOPMENT PLAN (SDP)

The SDP formed part of the Headteachers Report and the following issues arising were discussed:

- Maths Action Plan is almost complete; progress this year has been positive. The school continues to scrutinise books and monitor lessons, which has proved to have a positive impact.

Q: Did Numicon have any impact?

A: It has a positive impact both physically and logically; we use it in KS1 as it is multi-sensory, it was a great investment.

- Vulnerable, "hidden" and "More able" pupils are tracked and evidenced to be making at least good and in some cases outstanding progress from their starting points.
- Marking and Feedback Policy has been reviewed; increase in marking has no impact on pupil outcomes, MHJ felt that less marking and more feedback will have a more positive impact and will be piloting the change this year. See Director's report item
- SPTO in use and having a positive impact on the tracking of learning and closing gaps.
- Changes in assessment currency is resulting in some confusion and less clarity about how to record teachers' professional judgements about progress and achievement. The system needs evaluation alongside the school's principles and values.
- MHJ does not think that the governance will achieve 'outstanding' rating by July 2016.

Q: A lot of sections mention governor monitoring, is this happening?

A: No, there is not yet a rigorous system in place; this is an important area which is failing.

- The governors agreed that subject governors need to monitor effectively.
- The clerk advised that monitoring is very important and can take the form of book scrutiny, lesson monitoring and learning walks etc. It was noted that governors do not monitor lessons; their role is to be informed as to how the monitoring takes place, and to be aware of the quality of teaching across the school.
- MHJ advised that the monitoring file only has items that she has put

	<p>in it and governors agreed to ensure effective monitoring is taking place and to formulate a governor training action plan.</p> <p>Actions:</p> <p>To re-structure governor responsibilities</p> <p>To arrange and agree on a governor training action plan To email monitoring templates to the GB</p> <p>Q: Can a governor sit in on a staff meeting? A: Yes, to observe.</p> <ul style="list-style-type: none"> All governors agreed to meet after the TLC meeting on 11th July at 5:30pm, for an Extra Ordinary meeting to discuss all matters arising from the SDP. <p>Action: To invite Mrs Edleston to the Extra Ordinary meeting on 11th July.</p>	<p>ALL</p> <p>ALL</p> <p>Clerk</p> <p>MHJ</p>
<p>9</p>	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER</p> <p>There was no report available at the time of the meeting.</p> <p>The current SIP; Deana, is unable to continue in her role, MHJ and Mrs Edleston are currently in consultation for a replacement.</p>	
<p>10</p>	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Autumn Term 2015 contained the following matters:</p> <p>Director's Introduction</p> <ol style="list-style-type: none"> Governance and Liaison Update Education White Paper Educational Excellence Everywhere Statutory Guidance about making organisational changes to Local Authority (LA) Maintained Schools New Schools' Causing Concern Statutory Guidance Reducing Teacher Workload: Published Reports Changing Headteacher/Leadership Pay Ranges and Additional Payments Education Welfare Service and Academy Charges Part-time School Timetable Guidance and Children Missing Education Penalty Notices for Leave of Absence Summary of Audit Findings 	

	<p>11. SEN and Disability 12. Workshop Raising Awareness of PREVENT (WRAP) 13. Extremism and Radicalisation 14. NEW – Bullying Documentation 15. Skills and Growth Company – an Alternative Service Delivery Vehicle (ASDV) 16. Virtual School Update</p> <p>The clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:</p> <ul style="list-style-type: none"> • LW asked that all governors read the reports in section 5. • MHJ asked that all governors pay particular attention to section 2. • MHJ advised that the school could possibly ‘dip’ into a ‘coasting school’ category and asked that all governors read section 4. • MHJ has attended Prevent Training. <p>Governors discussed the issue of missing children in school and the possible reasons for these cases.</p> <p>Action: To re-distribute the DR précis to the GB</p>	Clerk
11	<p>GOVERNOR DEVELOPMENT</p> <p>The governors agreed to include a training governor in the new restructure of responsibilities.</p>	
12	<p>SCHOOL POLICIES</p> <p>Action: To distribute to the GB a list of policies and dates of review</p> <p>MHJ advised that a large number of policies name her as a designated contact, not as headteacher, and that these policies will need to be changed.</p>	LW
13	<p>PLANNED RESIDENTIAL VISITS</p> <p>The governing board was informed about the planned residential visits to:</p> <ul style="list-style-type: none"> • Year 6 - London, November 2016 • Year 4 – Conway, March 2017 • Year 2 – Beeston, March 2017 <p>MHJ advised governors that after researching the cost of trips for a family with pupils in separate years, it was agreed that residentials would be taken per year group, every other year; therefore the Year 5 trip has not been planned.</p> <p>The governing board received assurance that appropriate risk</p>	

	assessments would be carried out, and approved the visit.	
14	TERM DATES FOR 2016-2017 The governors agreed that the dates had been approved via email.	
15	ANY OTHER BUSINESS All governors invited to attend the school's afternoon tea party on 19 th July.	
16	MEETINGS It was confirmed that the dates and times of the three full board of governors meetings to be held during the academic year 2016-2017 will be: Autumn Term – 14 th November 2016, 6:30pm at the school Spring Term – 13 th February 2017, 6:30pm at the school Summer Term – 12 th June 2017, 6:30pm at the school	
17	IMPACT STATEMENT How has the Board of Governors helped move the school forward in this meeting? The 3 core strategic functions defined by the DfE are: <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and 3. Overseeing the financial performance of the school and making sure its money is well spent. In relation to core function one, the GB has improved its strategic development by: <ul style="list-style-type: none"> • Re-structuring governor responsibilities • Arranging a governor training action plan • Formalising a governor monitoring schedule • Arranging to jointly review and agree the SEF with staff In relation to core function two, the GB has promote the highest possible standards for Safeguarding and held the headteacher to account by: <ul style="list-style-type: none"> • Attending Prevent Training • Looking into ways of ensuring safeguarding whilst allowing staff to work comfortably in regards to the kitchen door. 	

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| <ul style="list-style-type: none">• Requesting feedback on Numicon• Formalising a governor monitoring schedule | |
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In relation to core function three, the GB has

- Reviewed and approved the annual Budget

.....Chair

.....Dated