



## PEAR TREE PRIMARY SCHOOL

### Strategic Development Committee held on Friday 12 May 2017 at 08.00am

#### **Present**

Simon Holden  
Boo Edleston  
Zoe Buggie

Chair  
Head Teacher  
Parent Governor

#### **In Attendance**

Ruth Hadfield  
Lorna Jones

Deputy Head Teacher  
Minute Taker

LJ stated that the Terms of Reference for the Strategic Development Committee which stated that to be quorum there must be three governors, one of which to be the Headteacher. Therefore the meeting was quorate.

**1. Apologies** . David Gallagher

**2. Minutes of the last meeting** . Held on 17 March 2017 agreed as a true record.

**3. Matters Arising** – no matters arising

#### **4. Budget Update & CIF Bids**

The result of the CIF bid has been announced and Pear Tree School did not get any money. BE stated the school had planning permission to extend the school hall. Planning permission lasts for a number of years.

The Budget Review meeting report had been circulated to the committee. ZB talked the committee through the report, covering the following:

- The report covers the period from 01 September 2016 to 30 April 2017
- Overspend of £10k
- Marginal underspend on teacher salaries
- Increase spending on cleaning staff due to change of hours
- 66% of budget spent . on target for this time of year
- Overspend on maintenance, boiler, lots of maintenance
- Underspend on Gas and Electricity as slow receiving bills but funds allocated
- £5k overspend forecast on Educational Materials but new resources needed
- £4k overspend on professional fees . CIF bids, architects, tree survey, planning permission
- Computer equipment overspend but reimbursement due from insurance claim

Summary . Showing we have spent 80% of allocated budget and we are 66% through the year.

Income Report . Forecasted income is 999k giving an overall yield of 10k of additional income.

## **Action**

**To thank JL for her hard work and keeping the budget on track**

Hacker Young 2017 Benchmarking Report . circulated to the committee for information. It was stated that the last page had not been filled in.

Internal Control Monitoring Report . circulated to the committee on the day. The report covers the period from 01 September 2016 to 31 December 2016 with the visit to review transactions on 30 March 2017.

## **Action**

**It was agreed to defer the Internal Control Monitoring Report to the next meeting on 30 June 2017 to give the committee to review the contents of the report**

### **5. Pupil Premium – report on progress**

BE stated that there was an exercise tracking attendance this week. The children with the weakest attendance are those with PP+.

### **6. Safeguarding**

No major incidents. Staff have attended CEOPS training but there are challenges around children and use of apps such as Facebook, musical.ly. BE intends to redo the PANTS for Key Stage 1 and KS 2 in mid-May as part of planned safeguarding themed work..

### **7. SIP Review and SSDP Update**

BE asked for the SSDP update be deferred until the Full Governing Board meeting in June 2017.

An ECM Education package had been sent to BE with the cost of purchasing for the next year. The package includes the SIP visit and reports.

## **Action**

**The Committee agrees to continue with ECM Education for the coming year for the Leadership Partner Support only**

### **8. School Incidents/Reports**

**Accident report for both pupils and staff** – there have been no RIDDOR accident reports this term.

**Bullying Report** . one incident reported in KS 2 but dealt with through KiVA.

**Racism Incidents** . no incidents reported.

### **9. Any Other Business**

The contract with Ellis Whitham, Health & Safety, is ending soon and it was felt that the contract was expensive and generic. ZB stated that they would like to get a quote from the LA for the Bronze Package.

## **Action**

**BE to approach the LA over a quote for their Health & Safety package**

**10. Date and Time of Next meeting**

Friday 30 June 2017 at 08.00am

**Dates for the rest of the Academic Year**

The following dates were agreed by the committee

**Friday's at 08.00am**

13 October 2017

01 December 2017

19 January 2018

16 March 2018

11 May 2018

29 June 2018