

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PEAR TREE PRIMARY SCHOOL
HELD AT THE SCHOOL ON 14th NOVEMBER 2016**



Governors Present:	Mr S Holden	SH	Chair
	Dr R Jones	RJ	Vice Chair
	Mr D Gallagher	DG	
	Mrs Z Buggie	ZB	
	Miss K Shand	KS	
	Mrs B Edleston	BE	Headteacher
	Mrs L Wrenshall	LW	
	Dr J Angus	JA	
	Dr J Hillman	JH	
Apologies:	Cllr A Martin		
Also Present:	Mrs L Jones		Clerk to the Governors
	Mrs R Hadfield		Deputy Headteacher

PART ONE – NON-CONFIDENTIAL BUSINESS

The Clerk chaired the meeting for items 1 – 3

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>The Governing Board agreed that the apologies for absence received from Cllr Andrew Martin be accepted.</p> <p>The governors expressed condolences on the death of Mr Wesley Green, a former Governor of Pear Tree School.</p>	
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>The updated charter was given out to all Governors present at the meeting to sign and return.</p>	
3	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>ELECTION OF CHAIR</p> <p>Governors agreed that the term of office for the Chair of Governors would</p>	

	<p>be 12 months.</p> <p>The following nomination was received at the meeting: Simon Holden</p> <p>Following a vote, Simon Holden was elected as Chair of Governors and chaired the meeting from this point. SH stated that after this year he would not be standing for Chair of Governors.</p> <p>ELECTION OF VICE CHAIR</p> <p>Governors agreed that the term of office for the Vice Chair of Governors would be 12 months.</p> <p>The following nomination was received at the meeting: Rosemary Jones</p> <p>Rosemary Jones was elected as Vice Chair of Governors as the only Governor to be nominated.</p> <p>The governors agreed it was important to have stability within the Governing Body.</p>	
4	<p>MEMBERSHIP</p> <p>The following changes to the membership of the Governing Board since the last meeting were reported:</p> <p>To note the appointment of Alison Edleston, Headteacher.</p> <p>To note the following terms of office that are due to expire before the next meeting: None</p> <p>The Governing Board currently have two Governor Vacancies.</p> <p>BE stated that two posters have been produced, one for an accountant, and one for a lawyer / banker. BE had visited all the banks, solicitors and accountants within the Nantwich area to deliver the posters in a bid to have a Governor with the skills that are needed at Pear Tree School. If no one comes forward BE would look on the NGA Governors website.</p> <p>Action</p> <p>BE to keep Governing Body informed of any interested people coming forward</p>	BE
5	<p>PART ONE MINUTES AND MATTERS ARISING FROM THEM</p> <p>The part one minutes of the meeting held on 13th June 2016 were confirmed as a correct record, and signed by the chair.</p> <ul style="list-style-type: none"> To confirm that the safety strips on doors have been installed 	

	<ul style="list-style-type: none"> • The school has received the Science Mark – congratulations to JA and CS • The Arts mark is waiting to be submitted 	
6	<p>DELEGATION OF FUNCTIONS TO THE CHAIR/VC IN CASES OF URGENCY</p> <p>Agreed that this would happen if required.</p>	
7	<p>ACADEMY DEVELOPMENT PLAN</p> <p>The Strategic Development Plan 2016/2018 and the Self Evaluation 2016/2017 had been circulated with the agenda. BE stated that these documents would be part of the Headteacher’s Report. BE talked through the reports.</p> <p>The Inspection Dashboard paper was circulated to the Governors along with RAISE online Key Findings.</p> <p>Key Stage 1, pupils on the whole performed just above of those nationally in Reading, Maths and Science but below the expected level of progress in Writing. Achievement in KS1 Phonics . showed a below national result with 77% achieving a pass mark or above compared to a 81% national average.</p> <p>Attainment at Key Stage 1 . the % of pupils attaining at expected + level in writing was below that nationally at 61%.</p> <p>Key Stage 2 - in reading progress all groups achieved above the national average with the exception of the highest achieving pupils, those with SEN support and a Statement, however it was noted that SEN/EHCP pupils was very small so the statistics were not necessarily reliable. In writing progress all groups achieved above the national average with the exception of those with SEN support and a Statement. In mathematics all groups achieved above the national average with the exception of those with SEN support and a Statement.</p> <p>Our middle and highest ability pupils need greater opportunities to accelerate their progress.</p> <p>Our middle learners must be given sufficient practice in key skills and test preparation ahead of end of key stage assessments</p> <p>Progress in reading at Key Stage 1 needs addressing</p> <p>Closer tracking required of 2b at KS1 to ensure strong conversion to ARE+ and potentially earlier interventions.</p> <p>BE stated that the school looks at progress all the time and attainment measuring.</p>	

	<p>TLC Committee will get a progress report; it won't be ready for the next meeting on 28 November 2016 but will be for 30 January 2017. Due to the assessment timetable now in place</p> <p>The school staff was thanked for their hard work.</p> <p>Action Future dates of the TLC committee to be linked in with progress reports Each pupil Progress meeting to produce a A4 page summary to be sent to all Governors</p>	<p>Clerk BE/RH</p>
<p>8</p>	<p>COMMITTEES & NOMINATED GOVERNORS</p> <p>a.</p> <ul style="list-style-type: none"> • Nominated governors with special responsibilities: <ol style="list-style-type: none"> 1. ZB . Health & Safety 2. RJ . Safeguarding and NEP 3. SH . Finance 4. KS . Finance 5. JA . SEN & PP 6. DG . Admissions 7. ZB . Exclusion Panel 8. JH - Arts <p>b.</p> <p>The governing body consists of two subcommittees:</p> <ul style="list-style-type: none"> • Teaching Learning and Community (TLC): KS, JA, RJ, LW, AM, JH, BE <ol style="list-style-type: none"> 1. Teaching and Learning assessments 2. Pupil Outcomes 3. Curriculum 4. Safeguarding 5. Senco 6. Pupil Premium (PP) 	

	<ul style="list-style-type: none"> • Strategic Development Committee: SH, ZB, DG, BE <ol style="list-style-type: none"> 1. Finance 2. Health and Safety 3. Safeguarding 4. Personnel 5. Liaison with the Community <p>RJ was appointed Chair of the TLC committee.</p> <p>SH was appointed Chair of the Strategic Development Committee.</p> <p>c.</p> <p><u>Scheme of Delegation incorporating the duties and responsibilities of the Headteacher</u> . to be discussed at the next meeting.</p> <p><u>To adopt the constitution and terms of reference for each of the Governing Board standing committees following their review</u></p> <p>It was stated that the TLC committee had reviewed the terms of reference. The Strategic Development committee to review the terms of reference at the next meeting on 01 December 2016.</p> <p>d.</p> <p>The Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee, Staff Appeals committee . this committee will be appointed as and when required.</p> <ul style="list-style-type: none"> • Headteachers Performance Management Committee incorporates 3 governors but was noted that this committee requires an additional governor. JH agreed to be the additional member. <p>JH has completed the relevant training in order to attend the Headteachers Performance Management Committee.</p> <p>A date and time has been set for the Headteachers Performance Management.</p>	
<p>9</p>	<p>GOVERNORS CODE OF PRACTICE/GOVERNORS CHARTER</p> <p>The updated charter was given out to all Governors present at the meeting.</p>	

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PART ONE REPORTS FROM COMMITTEES, AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

The following committee minutes were received and the following items noted:-

TLC Meeting held on 11th July 2016

- RJ noted LA has notified schools regarding taking children out of school during term time. The Government were reviewing the statutory guidance since the court case ruled for the parent
- Year 6 SATs results were discussed and the children did well. Four children had been identified to have their test papers rechecked, however following this no pupils had any alteration made

TLC Meeting held on 03rd October 2016

- The committee to continue in its present structure
- RE Policy has been reviewed and signed
- Policies agreed by the committee re
 - Good Behaviour
 - Marking
 - Charging
- Pear Tree Primary School's Safeguarding Policy was updated in November 2016 and signed off by RJ and BE
- E-Safety Policy updated March 2016
- New IT lead appointed, Julia Adams, but leaving in December 2016
- Need for three yearly training updates and refresher course annually. SCIES team have prepared a course that can be accessed by staff in school. BE stated that it was a Power Point presentation
- DSL and deputies to attend DSL meetings (LW went recently).

Safeguarding

E-mail from the School Governance (SCIES) team. There are three important issues for Full Governing Bodies:

1. New safeguarding and Child Protection Policy . Autumn 2016. The policy reflects changes in %Keeping Children Safe in Education+ came into force 05 September 2016
2. Governors to be aware that all staff are aware of the Cheshire Sexual Assault Referral Centre (SARC) now in action. Young people and parents/carers should know about the facilities offered
3. LSCB needs to monitor and reevaluate the effectiveness of what is done to promote the welfare of children. Annual Section 175/157 Audit to be done by all schools, required by July each year

	<p><u>NEP</u> RJ is the school's Governor on the NEP. The NEP has moved its focus on four projects. They are:</p> <ul style="list-style-type: none"> • Care Worker • SEN Lead • Annual Training Day • Schools Fest <p>The Governors committee is no longer in place; instead four NEP Governors attend the Headteacher's meeting.</p> <p>Cascading of information does not work. NEP did produce a report at the request of RJ in July 2016. In future will have to rely on feedback from the Headteacher.</p> <p>Action BE to take the issues of cascading to the next NEP Headteacher's meeting</p> <p>Strategic Development Meeting held on 14th October 2016</p> <ul style="list-style-type: none"> • First meeting of the new headteacher • Additional expenditure was approved for the Education Library Service and two additional TA salaries • SH thanked MS for her hard work and dedication to Pear Tree School 	BE
11	<p>FINANCIAL MATTERS</p> <p>The accountants have been in school last week and will be presenting the full annual report at the Members meeting in February 2017. The final accounts need to be signed off and sent off by 16 December 2016.</p>	
12	<p>HEADTEACHER'S REPORT</p> <p>This was discussed under Item 7.</p>	
12	<p>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</p> <p>No matters arising from the Headteacher's Report</p>	
14	<p>SCHOOL IMPROVEMENT INFORMATION</p> <p>This was discussed as part of Item 7.</p>	
15	<p>SCHOOL PERFORMANCE</p> <p>This item to be discussed at next Full Governing Body meeting.</p>	

<p>16</p>	<p>ATTENDANCE TARGETS</p> <p>These targets are RAG rated every year. Pear Tree School is Green based on 2015/16 data.</p>	
<p>17</p>	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Autumn Term 2016 contained the following matters:</p> <ul style="list-style-type: none"> • Governance and Liaison Update • National Governors Association • National Database for Governors • A Competency Framework for Governance • tootoo • School Teachers Review Body (STRB) . 26th report • Ofsted Framework changes • Assessment of Writing • Early Analysis of School Performance across Cheshire East 2015-16 • Overview of the work of the education and Skills Board in Promoting Partnership working • School Improvement . Levels of Support and Intervention 2016-17 • The opening of the Crewe Engineering University Technical College as from September 2016 • Changes to Children Missing Education (CME) Regulations • Penalty Notices for Unauthorised Leave of Absence • Updated Keeping Children Safe in Education Guidance . September 2016 • Virtual School Report • Primary School Flu Immunisation Programme • Occupational Health Service Provision • Model HR Policies and Procedures • Rewards Centre • Automatic Enrolment . Reminder for Academies • School Financial Value Standards (SFVS) • Unofficial School Fund Audit • Admission Arrangements for September 2018 and subsequent years • Out of Cohort • 30 Hour Free Childcare Entitlement and Tax Free Childcare • Terrorism Bomb threats <p>The clerk highlighted to governors a number of issues, and governors noted the following:</p> <ul style="list-style-type: none"> • The date of the next Cheshire East Annual Governors Conference. • National Database of Governors. 	

	<ul style="list-style-type: none"> • A Competency Framework for Governance. • School TeachersqReview Body (STRB) . 26th Report • HR policies need to be adopted and discussed in the next strategy meeting. • Ofsted Framework changes • Assessment of Writing • School Improvement . Levels of Support and Intervention 2016-17 • Changes to Children Missing Education (CME) Regulations • Penalty Notices for Unauthorised Leave of Absence • Updated Keeping Children Safe in Education Guidance . September 2016 • Primary School Flu Immunisation Programme • Occupational Health Service Provision • Model HR Policies and Procedures • Automatic Enrolment . Reminder for Academies • School Financial Value Standards (SFVS) • Admission Arrangements for September 2018 and subsequent years • Terrorism Bomb threats <p>Action: To ensure the Admission Arrangements for September 2018 and subsequent years be reviewed and sent out for consultation</p> <p>Action: To ensure there is a plan and associated training in place to deal with the risk of terrorist threat or attack</p>	<p>BE</p> <p>BE</p>
18	<p>GOVERNOR DEVELOPMENT</p> <p>Circulated with the agenda was a copy of Governors training.</p> <p>Action Governors to check their training and any amendments to be sent to the Clerk</p>	ALL
19	<p>ACADEMY POLICIES</p> <p>To receive any policies need full governing board approval. The following policies have been agreed by the sub committees. To approve the following policies.</p> <ul style="list-style-type: none"> • Good Behavior Policy • Marking Policy • Charging and Lettings Policy • Safeguarding Children Policy 	

20	PLANNED RESIDENTIAL VISITS No residential visits have been arranged since the last meeting.	
21	INFORMATION A letter from Lord Nash, Parliamentary Under Secretary of State for the School System had been received regarding the importance of raising awareness of the good governance and the robust oversight of financial management. The Governing Body noted the letter from Lord Nash and agreed that KS should continue their role as Responsible Officer.	
22	ANY OTHER BUSINESS None noted.	
23	MEETINGS It was confirmed that the next full Governing Board meeting would be held at the School on 13th of February 2017 at 6.30pm.	

The meeting ended at 20:00

.....Chair

.....Dated