

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PEAR TREE PRIMARY SCHOOL
HELD AT THE SCHOOL ON MONDAY 13 FEBRUARY 2017**



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	AM	
Also Present:	Mrs L Jones		Clerk to the Governors
	Mrs R Hadfield		Deputy Headteacher
	Mr A Makinson		UYH Hacker Young Accounts
	Mrs M Stone		Member (for the presentation only)

PART ONE – NON-CONFIDENTIAL BUSINESS

Presentation by Hacker Young (accountants) on End of Year Accounts

AH circulated the Pear Tree Alliance Annual Report and Financial Statements for the year ended 31 August 2016 and Pear Tree Alliance Financial Statements for Year ended 31 August 2016. The accounts are made up of a number of sections including:-

- a) The Trustees Report
- b) The Governance Statement
- c) Statement of Regularity, propriety and compliance
- d) Statement of Trustees responsibilities
- e) Independent Auditor's report to the Member and Regularity report to the EFA
- f) Statement of Financial Activities & Balance Sheet
- g) Accounting Policies & Notes to the Financial Statements

The following was a summary of the accounts:-

- Grants and donations down, this was reflective of the previous year having had grant towards updating the pupils toilets
- Expenditure costs have gone up
- Depreciation taken into account

- Very healthy position with the balance sheet, but not able to give a specific figures going forward as 2017/2018 budget not yet and current NFF could have potentially devastating consequences on 2018/19 budget for all Cheshire East schools including Pear Tree however this is still at a consultation stage currently.
- More income coming in due to in house training courses
- KS 2 meals income have gone down quite significantly
- Costs have gone up . increase in NI and Pension contribution
- Bank balance is healthy but AM queried why holding so much funds and not investing it . BE and SH explained the increased need for reserves to support the CIF bid which is currently in for consideration.

As stated the emerging and tropical issues of National Fairer Funding consultation that will have an impact on the school. Also asked why not merging . MAT are the biggest topic in schools . able to make saving and share costs. . BE and SH met interested local parties and BE to attend MAT conference on March 28th in Leeds.

SH thanked AM for his excellent report.

AM and MS left the meeting.

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>The Governing Board agreed that the apologies for absence received from Cllr Andrew Martin be accepted. SH informed the Board that he had spoken with AM regarding his attendance at meetings. AM was willing to step down as Governor of Pear Tree Primary School. Discussion took place over the Articles of Association and what type of Governor, whether to leave appointing another Governor until later on in the academic year. Academy schools do not have to LA Governors.</p> <p>Action Check Articles of Association on number of Governors Ask and accept AM letter of resignation</p> <p>One additional item for AOB . Equal Opportunities Policy</p>	Clerk SH
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>	
3	<p>MEMBERSHIP</p> <p>To receive any changes to the membership of the Governing body.</p>	

	<p>a. To give consideration to any current vacancies in accordance with the Constitution:</p>	
4	<p>PART ONE MINUTES</p> <p>The part one minutes of the meeting held on 14 November 2016 were confirmed as a correct record, and signed by the chair.</p>	
5	<p>MATTERS ARISING FROM PART ONE MINUTES</p> <p>To discuss matters arising from the part one minutes which will not be covered elsewhere in the meeting.</p> <ul style="list-style-type: none"> • Item 5 Arts Mark . has it been submitted The Arts Mark was not submitted last May due to not meeting the criteria • Item 7 - Each pupil Progress meeting to produce a A4 page summary to be sent to all Governors • Item 8 - Governors Training . summary circulated checked? Governors had checked the summary • Item 8c Scheme of Delegation - to be discussed at the next meeting • Item 9 - Code of Conduct . all forms have been received back • Item 10 - NEP - Cascading of information The structure of the NEP was circulated by BE but it was stated that it did not help with the cascading of information as the nominated individual to inform Pear Trees GB of NEP meetings was not doing so. 	
6	<p>CHAIRS ACTION</p> <p>To receive a report from the Chair and/or Vice Chair on any decisions taken on behalf of the governing body since the last full governing body meeting.</p> <p>SH informed the Board that CO, Member, had resigned as Governor Member. Discussion took place on what to do next in light of the uncertainty over the next few years in school.</p> <p>Action</p> <p>It was agreed to stay with current membership for the time being and if need be, ask a Governor to step up</p> <p>National Fairer Funding . this is out for consultation at present and the Government scheme would have huge implementations for LA and schools financially. The consultation closes on 22 March 2017.</p> <p>JH, along with BE, had attended a workshop arranged by the LA to explain</p>	

	<p>how the funding would be set. JH had written a report and this would be sent out to everyone the next day. The NEP had written a letter sent out to parents of all schools within the NEP area asking parents to respond to the Governments consultation. It was important to engage parents and explain what it means to the school if the National Fairer Funding was to go ahead so that the parents understood the importance of completing the consultation.</p> <p>Discussion took place over the financial and staffing impact National Fairer Funding would have on the school over the next two or three years. Extra activities, 1:1 support, Reading Recovery would have to be considered being cut if the consultation went ahead.</p> <p>It was stated that is was very important that every Governor logs on to the consultation website and fills in the questionnaire.</p> <p>JH informed the Board that parents in the playground have been asking her about the implications.</p> <p>Action</p> <p>Governors to encourage parents to complete the consultation questionnaire</p> <p>BE to send the link to all parents via text</p> <p>To put the link in the Newsletter</p>	
7	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received and the following items noted:-</p> <p>TLC Meeting held on 28 November 2016</p> <ul style="list-style-type: none"> • SEN report • Waiting for the outcome of an EHCP application • There continues to be a backlog of children changing from Statements to EHCP • The LA is moving towards a commission basis for EP services. • Overview of Reading Recover Scheme . these are intense half hour sessions by trained Reading Recovery Teacher • Training for parents to come into school to listen to the children read, including two Governors, was held 	

TLC Meeting held on 30 January 2017

- Walk round school has been organised for Governors
- Special Needs Report
- Pupil Premium report . 6% of pupils receive extra interventions
- KS1 parents don't apply for Free School Meals even if they meet the criteria. FSM forms to be given to the Food Bank to hand out
- Good report from LW on RE in School and the responsibility in assembly
- Annual report on Safeguarding

Strategic Development Committee meeting held on 01 December 2016

- Budget update
- Submitted plans for extension of the school hall
- The Annual Report and Financial Statements for the year ended 31 August 2016

Strategic Development Committee meeting held on 20 January 2017

- Two CIF bids had been submitted
- Bid to Sport England on hold until know the outcome of CIF bids
- National Funding Formula a big discussion
 - Any recommendations requiring the approval of the governing body;
Internal Audit . the Governing Body is not complaint with internal audit. A quote was received from UHY Hacker Young to undertake the internal audits for twelve months.

Action

Agreed that UHY Hacker Young undertake the internal audit for twelve months

- Any reports from Governors with special responsibilities, including any recommendations requiring the approval of the governing body.

Safeguarding report from RJ . report circulated to the Body.

RJ informed the Body who the Safeguarding Team comprised of. The Safeguarding Team met in September 2016 to review the safeguarding practice at Pear Tree Primary School in the light of changes to the Senior Management Team and the appointment of a new Headteacher.

The Safeguarding Policy was updated by the SCIES team at the LA and has been customised to the needs of Pear Tree school and has been approved by the Teaching, Learning and Community Committee and the Full Governing Board at the Autumn meeting.

The E-Safety policy is due for review in March 2017.

New forms for staff to use to record details of concerns have been put on the school Dropbox. Advice on completion of the forms is included.

In the January/February 2017 addition of Governing Matters, it suggest that the Full Governing Body raise the following questions:-

Do all Governors and trustees have s DBS certificate?

Do DBS certificate need to be renewed after a certain period of time?

Are Governing Boards required to have a nominated Safeguarding Governor?

Are Governing Boards required to undertake safeguarding training?

In the January/February 2017 addition of Governing Matters the important issue of online safety was raised and suggested that all Governors read the article.

The CPOMS report update was circulated to Governors and discussed. A lot more information was included in the report but it was felt that there needed to be a breakdown of the number of children per incident, for eg one child could have multi incidents.

Action

The CPOMS report should go to the Teaching, Learning and Community committee

RJ stated that the NEP had a vacancy on the Governor Steering Group, RJ had been the Governor representative for Pear Tree School on the Governance Committee for a number of years and was a great supporter of the NEP. The Governance Committee had been merged. RJ stated that she was happy to apply for the vacancy but wondered if another Governor would like for the vacancy. BE stated that she appreciated the wealth of knowledge of RJ had of the NEP.

Action

RJ to apply for the vacancy on the NEP Governor Steering Group. In the meantime a successor would be identified to carry on from RJ

RJ was thanked for the report

- curriculum plans

8 PART ONE HEADTEACHER'S REPORT

To receive the Headteacher's report.

Attendance for Academic Year 2016/ to 19/01/2017 is 97.5%

LA expectation to retain our current ~~Green~~ RAG rating . 96%

% of authorized absence . 0.2%

% of unauthorized absence attributed to holidays . 0.3%

% of other unauthorized absence . 0.0%

% of late arrivals . 0.02%

A register check by our Education Welfare Officer was held on 30 January 2017

Pupil numbers . there are currently 217 pupils on the school role raising to 220 pupils after half term.

Two pupils have transferred back to Germany. A family of two have joined the school, moving from out of the area. One pupil has joined from Singapore and one more pupil is due to start in the near future.

Admission numbers for September 2017 are up this year, but don't know first, second or third choice.

BE stated that the impact of the new housing estate is being affected as the school's parents are moving to the new estate and new parents are moving into the catchment area and there is no places available at Pear Tree School.

The whole school staff and governors are to update their basic awareness training on Wednesday February 15th. Training to be hosted at Pear Tree and run by the SCiES team.

All new staff are now trained and using CPOMS.

To receive update on School Performance . deferred from last meeting

This will be the second year in which pupils are tested against the new national curriculum which became statutory in September 2014. This curriculum has greatly increased the expectations of pupils and obviously on teaching staff.

Exemplification of writing for Yr. 2 and Yr. 6 has just been published. A town wide moderation meeting, to help staff share ideas and concerns, has been set up. Mrs Hadfield has been invited to join the LA writing moderation team in June 2017.

Each class teacher has been set a minimum expectation for their class to achieve at an expected or exceeding level in reading, writing and Maths.

	<p>The expectation is 85%</p> <p>85% is the ideal target each teacher is set as a minimum expectation for their class to achieve at an expected or exceeding level in reading, writing and Maths. This makes an allowance of roughly 5 pupils per co-hort not achieving the desired outcome.</p> <p>BE talked the Board through the summary of each class teacher's prediction of their pupils' outcomes in July 2017.</p> <p>Currently 15 Pupils receive Pupil Premium or Pupil Premium + funding. 6% of the total school population.</p>	
9	<p>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</p> <p>None</p>	
10	<p>STRATEGIC DEVELOPMENT PLAN (SDP)</p> <p>Deferred until next meeting.</p>	
11	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT</p> <p>The SIF is due in school on 7 March 2017 to undertake a mini Ofsted inspection of books and data etc.</p>	
12	<p>DIRECTORS REPORT</p> <p>The Directors Report for the Autumn Term 2016 contained the following matters:</p> <ul style="list-style-type: none"> • School Governance and Liaison Update • New Guidance . Part 3 of Staying in Control of your School's Destiny • New Ethnicity, Gender and Social Mobility Report from the Social Mobility Commission • Primary School Consolidated Report • Use of Personal Devices to take Pictures of Children in School • Safeguarding Children and Young People affected by Domestic and Relationship Abuse • Neglect • Bully-free Cheshire East 	

	<ul style="list-style-type: none"> • Cheshire East, Information, Advice and Support (CEIAS) • Permanent Exclusion Finance Readjustment • Exclusions Training • School Admissions 2016 . 2017 • What is the Apprenticeship Levy • Virtual School Update • Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays) <p>The clerk highlighted to governors a number of issues, and governors noted the following:</p> <ul style="list-style-type: none"> • School Governance and Liaison Update • Primary School Consolidated Report • Cheshire East, Information, Advice and Support (CEIAS) • Permanent Exclusion Finance Readjustment • Exclusions Training • School Admissions 2016 . 2017 • What is the Apprenticeship Levy • Responsibility of Schools for Learning Outside the Classroom (School visits and overnight stays) 	
13	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>13.2 Governors to receive procedures / documents.</p> <p>The Governors Training programme Spring Term 2017 was circulated to Governors for information and action.</p> <p>13.3 To arrange Governors visits / learning walks.</p> <p>Learning walks have been arranged for Monday 27 March (stay and learn sessions for parents of KS2) and Wednesday 29 March 2017 (stay and learn sessions for parent of Reception and KS1). Other walks can be arranged to suit Governors.</p> <p>13.4 To receive the Governance Handbook . January 2017 and A Competency Framework for Governance . January 2017 for</p>	

	<p>information.</p> <p>13.5 DfE updates</p>	
14	<p>ACADEMY POLICIES</p> <p>The following policies were circulated prior to the meeting to be agreed by the FGB.</p> <ul style="list-style-type: none"> • Social Media Policy • School Policy on Homework • Policy on Religious Education • School Attendance and Punctuality Policy • Critical Incident and Lockdown Procedure Policy <p>Action:</p> <p>The policies were approved by the Full Governing Board</p> <p>Website compliancy Check Action for Governors:</p> <p>JH agreed to check the school website for compliancy using an audit check list</p>	
15	<p>PLANNED RESIDENTIAL VISITS</p> <p>The following education visits including residential are planned:-</p> <p>Wednesday 15 February 2017 Red Class to visit the RSPCA centre at Stapeley</p> <p>Friday 10 March 2017 Indigo Class visit Harry Potter World</p> <p>Monday 13 March to Wednesday 15 March 2017 Blue Class go to Conway</p> <p>Monday 27 March 2017 Orange Class to Victoria Hall, Stoke on Trent</p> <p>Tuesday 28 March 2017 Green Class Popera to Victoria Hall, Stoke on Trent</p> <p>Thursday 27 April 2017 Indigo Internet Safety Roadshow at Crewe Alex</p> <p>Permission requested for the Yr. 2 (Yellow class) residential trip to Beeston from Tuesday May 2nd to Wednesday May 3rd . Trip to be led by Ms. K Morrell.</p>	

	<p>Action</p> <p>The Governing Board granted permission for Yellow Class residential trip to Beeston from Tuesday 2 May to Wednesday 3 May 2017</p>	
16	<p>MEETINGS</p> <p>To confirm that the next full Governing Board meeting will be held on 12th of June 2017 at 6.30pm.</p>	
17	<p>ANY OTHER BUSINESS</p> <p>Equal Opportunities Policy has been reviewed by RJ but she felt that the last paragraph on the last page of the policy needed to be explained. BE replied that another policy (Dignity at work), was needed to be read alongside the equal opportunities policy for compliancy.</p> <p>Action</p> <p>BE to send out the Dignity at Work policy to be read in conjunction with the Equal Opportunities Policy.</p>	

The meeting ended at 20:40

.....Chair

.....Dated