

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PEAR TREE PRIMARY SCHOOL
HELD AT THE SCHOOL ON MONDAY 12 JUNE 2017**



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

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>The Governing Board agreed that the apologies for absence received from David Gallagher be accepted. The Clerk stated that the minimum number of Governors, according to the Articles of Association, was three Governors.</p> <p>SH informed the Board that Andrew Martin (AM) had sent in a letter of resignation from Pear Tree Primary School Governing Board and SH had accepted. SH thanked AM for his support over the years.</p> <p>Decision The Full Governing Board accept the letter of resignation from AM</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>RH declared to the Board that their spouse was starting work as a supply teacher at Pear Tree School next week. SH responded that care was required to ensure that this situation was managed appropriately.</p>	

<p>3</p>	<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> <p>SH stated that he proposed that ZB become a Co-opted Governor and that an election for a parent governor would take place in the Autumn Term</p> <p>It was felt that the Board needed to continue with the present number of Governors, which would still necessitate recruiting to the vacant positions. If circumstances change, (the school becomes a MAT) then the number of governors would be looked at again.</p> <p>Action</p> <p>To look at the SGOSS website and other such websites, to search for local people wanting to become Governors with specific skills (in particular Finance)</p> <p>Decision</p> <p>The Full Governing Board approved ZB becoming a co-opted Governor</p> <p>Action</p> <p>To hold elections for a parent governor in the Autumn Term</p>	<p>Clerk</p>
<p>4</p>	<p>PART ONE MINUTES</p> <p>The part one minutes of the meeting held on 13 February 2017 were confirmed as a correct record, and signed by the chair.</p>	
<p>5</p>	<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 6 Chair's Action . National Fairer Funding . BE informed the Board that an all parents had received a text and the link for the consultation had been put on the Newsletter regarding the consultation questionnaire on National Fairer Funding • Item 7 Special responsibilities report from Governors . RJ informed the Board that she had been elected on to the Steering Group of the NEP 	

	<ul style="list-style-type: none"> Item 13 Governor Monitoring, Training and Development . RJ, HA, KS, DG and ZB all completed Learning Walks in the school Item 14 Academy Policies . JH informed the Board that she had completed the compliancy check of the school website. JH was thanked for the check. BE explained that the Ofsted Inspector had questioned areas of the school website . certain plans were not in the right place or some policies not as assessable as they should be <p>Action</p> <p>It was noted that the Scheme of Delegation had not been brought to this meeting. An agenda item for the next meeting</p> <p>NEP – RJ to report back to the Board at the next meeting of the NEP Steering Group</p>	<p>Clerk</p> <p>RJ</p>
<p>6</p>	<p>CHAIRS ACTION</p> <p>SH thanked all for their input to Ofsted.</p> <p>SH also updated the Board on the recent staffing changes with regard to RH.</p> <p>SH, on behalf of all the Governors, thanked the staff, pupils for their contribution to the good Ofsted report.</p> <p>SH also stated the perceived need for a facilitated session, for Governors and staff, early in the new academic year.</p> <p>A brief note was also made to the recent National Election.</p>	
<p>7</p>	<p>PART ONE REPORTS FROM COMMITTEES AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</p> <p>The following committee minutes were received and the potential impact on the Fairer Funding Formula and the following items noted:-</p> <p>TLC Meeting held on 27 March 2017</p> <ul style="list-style-type: none"> SEN report Pupil Premium Report . 6% of pupils receive PP or PP+ <p>TLC Meeting held on 08 May 2017</p> <ul style="list-style-type: none"> LA initiative to increase to one and half classes per year . ongoing discussions with LA Special Needs and Pupil Premium Report discussed . Governors to 	

- see progress with and without the SEND pupils
- Chris Sykes gave an enlightening report on Science teaching in school
- School has a Silver Science Mark Award
- RJ now been elected as a member of the NEP Steering Group . first meeting cancelled on 24 May 2017
- What is the future of the NEP as an organisation now that the high schools have pulled out?
- What is the status of our current contribution?

RJ had received an e-mail from the Chair of the NEP Steering Group welcoming her as the a new NEP Steering Group Governor and confirming that the NEP will continue to meet and work together and that governors would still sit on the Steering Group.

BE stated from next year involvement in NEP will be cost neutral. BE understood that a new date had been set for the NEP Steering Group.

Strategic Development Committee meeting held on 17 March 2017. The following points were highlighted.

- Budget update . unexpected expenditure
- CIF bid
- National Fairer Funding Update
- Pupil Premium Report . on the different interventions used
- SIP visit for a mini Ofsted

Strategic Development Committee meeting held on 12 May 2017. The following points were highlighted.

- Budget update . overspend on maintenance, boilers and cleaning hours
- Two CIF bids had been submitted . not been successful with either bid
- Hacker Young 2017 Benchmarking Report
- Internal Control Monitoring Report
- ECM Education Package . includes the SIP visits and report
- BE to approach the LA over a quote for their Health & Safety Bronze Package

- The following reports were received from Governors with special responsibilities, including any recommendations requiring the approval of the governing body.

Safeguarding: RJ stated that:

- the Ofsted Inspector described Safeguarding at Pear Tree

	<p>School to be ROBUST</p> <ul style="list-style-type: none"> • New Safeguarding Policy introduced this academic year in line with SCIES and LSCB Policy • E-Safety Policy reviewed and approved. • BE is the designated Safeguarding Lead and Internet Safety Lead • Staff have completed all the required CEOP training • Safeguarding Committee to meet on 03 July 2017 • The Central Register is up to date • Safeguarding Governor has undertaken a one day refresher training • Section 157/175 Audit to be completed by 11 July 2017 • Operation Encompass . the school has received one phone call from the Police this academic year • Retention of Safeguarding Records • Safeguarding Records are forwarded to high schools <p>The minutes of the above meeting were noted.</p>	
8	<p>PART ONE HEADTEACHER'S REPORT</p> <p>BE apologised for the lateness of the report and talked Governors through the report.</p> <p>Attendance for Academic Year September 2016/ to 09 June 2017 is 97.4%</p> <p>LA expectation to retain our current Green RAG rating . 96%</p> <p>% of authorized absence . 0.0%</p> <p>% of unauthorized absence attributed to holidays . 0.5%</p> <p>% of other unauthorized absence . 0.0%</p> <p>% of late arrivals . 0.02%</p> <p>Pupil numbers . there are currently 220 pupils on the school role.</p> <p>Admission numbers for September 2017 are up this year, all first choice pupils have a place.</p> <p>Current Year 6 moving to high school, 30 are going to Brine Leas and 2 to Malbank.</p>	

All new staff are now trained and using CPOMS.

To receive update on School Performance .

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. All teaching staff are now expected to look at each child based on testing and teacher assessments decide against their year groups learning objectives for the year.

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.

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 cohort not achieving the desired outcome.

The school is now nearly at the end of the academic year and included in the report is a summary of each class teachers prediction of their pupils outcome in July 2017. Year 2 results will be the most accurate as Year 2 has completed all tests which are statutory in Year 2 and have also been through the external moderation process.

BE talked the Board through the summary of each class teachers prediction of their pupils outcomes in July 2017.

Currently 18 Pupils receive Pupil Premium or Pupil Premium + funding. 10% of the total school population.

To receive Ofsted Visit and feedback

The Ofsted Inspection took place on 23 May 2017 and the report had been circulated to Governors. The report stated that the school continues to be good. The Inspector looked at:

- Observations of learning in five year groups, two of these observations were joint with the Headteacher
- Looked at pupils work in books
- Scrutinised a range of documentation
- Held discussions with
 - Parents
 - Members of staff
 - Governors
 - School Improvement partner
- Took into account the views of the pupils that were spoken to in

	<p>school</p> <p>The next steps for the school are:</p> <ul style="list-style-type: none"> • Leaders and those responsible for governance should ensure that: <ul style="list-style-type: none"> ○ They continue to strengthen the teaching of phonics by providing further training to improve the knowledge and skills of staff ○ The leadership of subjects other than English and mathematics is improved, so that all areas are well planned and pupils progress is monitored and assessed <p>BE stated that it was a good Ofsted report and thanks to all the staff for their hard work.</p>	
9	<p>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</p> <p>There were none.</p>	
10	<p>STRATEGIC DEVELOPMENT PLAN (SDP)</p> <p>BE had produced a draft SDP plan based on the Ofsted Report which was tabled and BE asked Governors send any comments or amendments.</p> <p>Action Governors to send any comments or amendments to BE</p>	All
11	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT</p> <p>The SIF came into school on 7 March 2017 to undertake a mini Ofsted inspection of books and data etc. The SIF report had been circulated to Governors, but the recent Ofsted report had superseded the SIF report. It was interesting to note that both the SIF report and the Ofsted report were very similar in their findings. The SIF will remain the same next year, namely Craig Richardson. The school are in negotiation at this point.</p>	
12	<p>DIRECTORS REPORT</p> <p>The Directors Report for the Summer Term 2017 contained the following matters:</p> <ol style="list-style-type: none"> 1. School Governance and Liaison Update 2. September 2017 Applications for Reception and Year 7 Transfer 3. Schools Catering . Business Improvement Review 4. Asbestos Management in schools 	

5. Home to School Travel Surveys . 24th April until 31st May 2017
6. SchoolsqAudit Programme 2016/17
7. IR35 (Intermediaries Legislation) Tax Changes for Agency Workers and Contractors
8. Model HR Policies and Procedures
9. Apprenticeship Levy
10. Virtual School for Cared for Children
11. Local Safeguarding Children Board Safeguarding (Section 157/175)
12. Child Sexual Exploitation: definition and guide for practitioners
13. Operation Encompass
14. Safeguarding Records
15. School Trips in light of the London terrorist attacks
16. Failure to set a Balanced Budget

The clerk highlighted to governors a number of issues, and governors noted the following:

- School Governance and Liaison Update
- School Catering . Business Improvement Review
- Home to School Travel Surveys
- SchoolsqAudit Programme 2016/17
- IR35 (Intermediaries Legislation)
- Model HR Policies and Procedures
- Apprenticeship Levy
- Virtual School for Cared for Children
- Local Safeguarding Children Board (LSCB) Safeguarding (Section 157/175) Audit
- Child Sexual Exploitation (CSE)
- Operation Encompass

	<ul style="list-style-type: none"> • Safeguarding Records • School Trips in light of the London terrorist attacks • Failure to set a Balanced Budget 	
13	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>13.1 Governors to receive the training record for 2016/17 . tabled at the Meeting.</p> <p>Action</p> <p>RH to attend Safer Recruitment Training.</p>	
14	<p>ACADEMY POLICIES</p> <p>There were no academy policies to be agreed by the Full Governing Board.</p>	
15	<p>PLANNED RESIDENTIAL VISITS</p> <p>The following education visits including residential are planned:-</p> <p>Visit to London by Year 6 children in November 2017 had been booked with a deposit paid to the company. Concern has been raised about the viability of going to London due to the recent events. The trip is very expensive and if the trip is cancelled, the deposit will be lost. The same company have different trips available including, cities, coast and activity centres. Discussion took place of the different options available.</p> <p>Decision:</p> <p>The Governors agree to cancel the London Trip in view of recent events but let the Senior Management Team look at booking an alternative trip with the same company so no deposit is lost if possible.</p>	
16	<p>FINANCIAL MATTERS</p> <p>The Budget Report was tabled at the beginning of the meeting.</p> <p>Additional income had been created from courses being arranged in school and school hall hire for Boot Camp.</p> <p>Staffing Expenditure has seen some changes which resulted in a decrease of Teachers salaries but an increase in Teaching Assistants salaries.</p> <p>None Staffing expenditure . there has been some unexpected expenditure for the heating pump, professional fees for the planning permission, ICT</p>	

	<p>software for classes and training for new staff.</p> <p>BE stated that the budget for 18/19 won't be ready in full due to the following:</p> <ul style="list-style-type: none"> • Teachers have until 31 May 2017 to hand in their resignations • IT support next year . Brine Leas High school can offer the same support as Quietly Confident but at a lower cost but final costs not yet returned • Chess basket buy back from the LA not yet finalised. The following buy-backs were agreed: <ul style="list-style-type: none"> ○ Healthy and Safety . returning to LA from Ellis Whitham (cost driven decision) ○ HR ○ Legal <p>The budget carry forward is forecast to be in the region of £100,000 depending on staffing levels.</p> <p>There has been no update on the National Fairer Funding consultation. Edward Timpson, MP for Crewe & Nantwich, had agreed that Cheshire East would not have a shortfall. Edward Timpson lost his seat at the General Election last week. Not sure what will happen now.</p> <p>Discussion took place around the 2017/18 budget and it was suggested that the draft budget be sent to all Governors via e-mail for comment and amendments. A discussion took place about setting a negative budget (circa £20,000 per annum) for 2017/18 and 2018/19 given where the school currently is in its development cycle</p> <p>Action</p> <p>Delegated authority to be given to Headteacher and Chair of Governors, to formally approve the 2017/18 Budget, which will also be circulated by e-mail.</p>	SH BE
17	<p>TERM DATES FOR 2018/19</p> <p>The term dates for 2018/19 were circulated to the Board for agreement. Pear Tree School was following the NEP schools and going with Cheshire West and Chester term dates and not Cheshire East. The five Inset days are:</p> <p>One day in September</p> <p>One day in February 2019</p>	

	<p>Three days in July 2019</p> <p>Decision</p> <p>The full Board of Governors agree the term dates for 2018/19 academic year including five Inset days</p>	
18	<p>MEETINGS</p> <p>Dates of meetings for the next academic year had been circulated with the agenda. After discussion the following dates were agreed.</p> <p>Decision</p> <p>Mondays at 6.30pm</p> <p>13 November 2017</p> <p>12 February 2018</p> <p>25 June 2018</p>	
19	<p>ANY OTHER BUSINESS</p> <p>It was agreed to hold a workshop early in November 2017.</p> <p>Action</p> <p>To canvass the Governors for dates to hold a workshop in November 2017</p> <p>Pear Tree School have thirty children starting in Reception in September 2017. Not all schools across the town have had their full quota of children for Reception. BE stated it was down to a low birth rate.</p>	Clerk
20	<p>IMPACT STATEMENT</p> <p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The Governors agreed that the core strategic functions defined by the DfE had been met in this meeting.</p>	

The meeting ended at 20:30

.....Chair

.....Dated

