

## PEAR TREE PRIMARY SCHOOL



### **Strategic Development Committee held on Friday 19 January 2018 at 08.00am**

#### **Present**

Simon Holden  
Boo Edleston  
Zoe Buggie  
Jane Saunders-Bain

Chair  
Head Teacher  
Co-opted  
Parent Governor

#### **In Attendance**

Ruth Hadfield  
Lorna Jones

Deputy Head Teacher  
Minute Taker

**1. Apologies** David Gallagher

**2. Minutes of the last meeting** . Held on 01 December 2017 agreed as a true record.

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

#### **4. Budget Update**

Whole School . BE circulated an increase budget request paper to the committee.

- The IT budget has been increased by £10,000 as the IT equipment is failing and the server is obsolete. Three quotes have been received for replacing the systems, ranging in price from £12,000 to £20,000 to include remote access
- Teachersq salaries increase and Teaching Assistants increase in National Insurance and Pension costs have added an extra £10,000 to the budget
- There is an increase in Tenants Maintenance budget
- £8,000 had been put aside to strengthen the IT to meet DPR requirements ready for May 2018
- Some offsetting is enabled through the doubling of the PE grant made possible by the new sugar tax being levied at the soft drink industry.
- There has been a bigger than anticipated carry forward
- 37% of budget spent so far this financial year. 33% would be where we should be expected to be exactly on budget.

BE informed the committee that RH had been interviewed and been successful in being appointed to be an external writing moderator across the LA. If successful it will bring in a small income and knowledge back to the school.

PiPs . BE circulated the latest figures from September to December 2017.

82 children plus staff children are registered at PiPs. The breakdown included how many children attended the breakfast club and after school club during each month. Only November was a four week month and the profit for the first quarter, after all the costs had been taken out, was £7843.00. Pear Tree Primary School does not run a holiday club, but BE will speak to Red Wellies Nursery about running a holiday club on the school premises again as this proved profitable last year.

## **Action**

**The Strategic Development sub-committee to recommend to the Full Governing Board that:**

**The request for the increase budget is approved.**

**5. Pupil Premium – no report**

**6. Safeguarding – no report**

**7. School Incidents/Report**

**Incidents** – one incident reported via Prime

**Bullying Report** . no incidents reported.

**Racism Incidents** . no incidents reported.

**8. Admissions Policy 2019/2020**

The revised Admissions Policy for 2019/2020 had been circulated with the agenda showing the changes made. The committee agreed the following changes:-

- On page two, sixth paragraph, to replace %where a KS2 class (i.e. years 3, 4, 5, & 6) has 30 or 31 pupils the Trustees will admit siblings of pupils who have a place or have been offered a place at the school and who reside within the catchment area or children who cannot find a place at another school within reasonable distance up to a maximum of **32** pupils per class+with %where a KS2 class (i.e. years 3, 4, 5, & 6) has 30 or 31 pupils the Trustees will have aspiration of not more than **32** pupils per class+.
- To remove the Appeals procedure on pages 5, 6, 7 and 8 and just keep paragraph one on page 4

## **Action**

**The committee recommend to the Full Governing Board that the changes to the Admissions Policy for 2019/2020 be approved**

**9. Any Other Business**

- Health & Safety . ZB asked if Health & Safety become a standing agenda item. ZB and KC had met with the new Health & Safety provider and ZB stated that there was nothing outstanding. The policies are all good. Need to ensure staff fill in policies and procedures annually. KC and another fully qualified site manager had moved all the balls of the roofs and had cleaned the filters on the hall ceiling.

ZB would like to thank KC for his hard work in keeping the school compliance on Health & Safety.

- GDPR . BE informed the committee that Delia Hak, finance manager, would be the GDPR Officer for the school. Delia will be attending a full day training course on Tuesday 30 January 2018. Steve White, IT lead at Brine Leas School, has produced

a GDPR audit tool that meets all requirements, will be in school on Wednesday 31 January 2018 for GDPR training.

### **Action**

**RH to contact John Jones for availability for 01 February 2018 as a facilitator**

- BE stated that they had been contacted by the Regional Schools Commission Office before Christmas, who had stated that empty MATs are no longer a viable option. On Monday (22<sup>nd</sup>) BE will have a telephone call from the Regional Schools Commission Office. The main role of the Regional Schools Commission Office is to support existing academy trusts to increase their capacity, as well as developing new MATs throughout the North West Region.

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

Friday 16 March 2018 at 08.00am . agenda item GDPR update

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

#### **Friday's at 08.00am**

11 May 2018

22 June 2018