

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



<b>Governors Present:</b>	Mr S Holden	SH	Chair
	Dr R Jones	RJ	Vice Chair
	Mr D Gallagher	DG	
	Mrs B Edleston	BE	Headteacher
	Mrs L Wrenshall	LW	
	Dr J Angus	JA	
	Dr J Hillman	JH	
	Mrs J Saunders-Bain	JSB	

Apologies: Z Buggie, K Shand

Also Present:	Mrs L Jones	LJ	Clerk to the Governors
	Mrs R Hadfield	RH	Deputy Headteacher
	Alex Makinson	AM	Hacker Young Accountants
	Mrs M Stone	MS	Member

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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**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 2017. 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:-

- Income has gone down, but so has expenditure
- Depreciation needs to be taken into account
- Healthy position with the balance sheet
- More income from LA grants
- Staff costs have gone down

Emerging Issues

- Public Funding . Apprenticeship costs
- Wage increase in April 2018

- General Data Protection Regulation (GDPR)
- Self-Employment v Employee status (IR35)
- TPS Employer rate update

Overall balance sheet is better this year, anecdotally other Trusts are running at a deficit.

JL thanked for all her hard work managing the school budget.

SH thanked AM for his excellent report, BE for her excellent stewardship throughout the year.

AM and MS left the meeting.

***The Clerk chaired the meeting for items 1 – 3***

1	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>The Full Governing Board agreed that the apologies for absence, received from Zoe Buggie and Keeley Shand, be accepted.</p> <p>The governors welcomed Jane Saunders-Bain, new parent governor, to the first meeting of the Full Governing Board of Pear Tree School.</p>	
2	<p><b>CONFLICT OF INTEREST</b></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 prior to the meeting for Governors to sign and return.</p>	
3	<p><b>ELECTION OF CHAIR AND VICE CHAIR</b></p> <p><b>ELECTION OF CHAIR</b> Governors agreed that the term of office for the Chair of Governors would be 12 months.</p> <p>The following nomination was received at the meeting: Simon Holden</p> <p>Simon Holden was elected as Chair of Governors as the only Governor to be nominated and chaired the meeting from this point. SH explained that in all likelihood this would be his last twelve months as chair, and that a successor need to be considered.</p> <p><b>ELECTION OF VICE CHAIR</b> Governors agreed that the term of office for the Vice Chair of Governors</p>	

	<p>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><b>4</b></p>	<p><b>MEMBERSHIP</b></p> <p>The following changes to the membership of the Full Governing Board since the last meeting were reported:</p> <p>To note the appointment of Jane Saunders-Bain, parent governor</p> <p>To note the following terms of office that are due to expire before the next meeting: Lesley Wrenshall.</p> <p><b>Action</b></p> <p><b>To hold an election for a Staff Governor</b></p> <p>The Full Governing Board currently have one Governor Vacancy.</p> <p><b>Chairman's Update</b></p> <p><u>11/2 form entry</u> . The LA are proposing for an extra ½ form entry to a primary school in Nantwich. Three primary schools have been short-listed with Pear Tree Primary School in the running. Discussion took place over the difficulties such a form entry would have. BE stated that the preferred option for Pear Tree Primary School was a two form entry.</p> <p><b>Action</b></p> <p><b>The Full Governing Board agreed to support the Headteacher in the preferred option of two form entry</b></p> <p><u>Multi Academy Trust MAT</u> - SH stated that he and BE had met with the Headteacher and Chair of Governors of Star Academy to discuss the possibility of joining together as a MAT. There seemed to be cultural similarities between the two schools, but different feeder high schools. SH suggested that the Board of Governors of both schools meet to discuss the similarities with an independent facilitator. DG had asked a facilitator if they could participate and was waiting to hear from them.</p> <p><b>Action</b></p> <p><b>To arrange a meeting with Star Academy Primary School Governors in January 2018</b></p>	<p>LJ</p> <p>DG</p> <p>BE, SH</p>

5	<p><b>PART ONE MINUTES AND MATTERS ARISING FROM THEM</b></p> <p>The part one minutes of the meeting held on 12 June 2017 were confirmed as a correct record, and signed by the Chair.</p> <ul style="list-style-type: none"> <li>• <b>The Clerk had looked on Governor’s website searching for local people wanting to become Governors, but, had been unable to find anyone. The Clerk will continue the search</b></li> <li>• <b>Election for a parent governor had taken place</b></li> <li>• <b>The Scheme of Delegation had not been brought to this meeting, but, will be sent out to Governors</b></li> <li>• <b>RJ stated that the NEP does not have Governor’s on the partnership any longer</b></li> <li>• <b>The London trip was cancelled and Year 6 went on another trip but the deposit was lost</b></li> <li>• <b>The November workshop was put on hold due to MAT meeting</b></li> </ul>	LJ
6	<p><b>DELEGATION OF FUNCTIONS TO THE CHAIR/VC IN CASES OF URGENCY</b></p> <p>Agreed that this would happen if required.</p>	
7	<p><b>COMMITTEES &amp; NOMINATED GOVERNORS</b></p> <ul style="list-style-type: none"> <li>• The following nominated governors with special responsibilities are: <ol style="list-style-type: none"> <li>1. ZB . Health &amp; Safety</li> <li>2. RJ . Safeguarding</li> <li>3. SH . Finance</li> <li>4. KS . Finance</li> <li>5. JA . SEN &amp; PP</li> <li>6. DG . Admissions</li> <li>7. ZB . Exclusion Panel</li> <li>8. JH - Arts</li> </ol> </li> </ul>	

	<p><b>b.</b></p> <p>The governing body consists of two subcommittees:</p> <ul style="list-style-type: none"> <li>• Teaching Learning and Community (TLC): KS, JA, RJ, LW, JH, BE <ol style="list-style-type: none"> <li>1. Teaching and Learning assessments</li> <li>2. Pupil Outcomes</li> <li>3. Curriculum</li> <li>4. Safeguarding . policy and general issues</li> <li>5. SEND</li> <li>6. Pupil Premium (PP)</li> <li>7. Liaison with the Community</li> </ol> </li> <li>• Strategic Development Committee: SH, ZB, DG, JSB, BE <ol style="list-style-type: none"> <li>1. Finance</li> <li>2. Health and Safety</li> <li>3. Safeguarding . financial issues only</li> <li>4. Personnel and Pay Issues</li> </ol> </li> </ul> <p>RJ was appointed Chair of the TLC committee.</p> <p>SH was appointed Chair of the Strategic Development Committee.</p> <p><b>c.</b></p> <p><u>Scheme of Delegation (incorporating the duties and responsibilities of the Headteacher) .</u></p> <p><b>Action</b>  <b>To be discussed at the next meeting</b></p> <p><u>To adopt the constitution and terms of reference for each of the Full 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 had reviewed the terms of reference.</p> <p><b>d.</b></p> <p>The Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee,</p>	<p><b>RJ</b></p> <p><b>SH</b></p> <p><b>ALL</b></p>
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	<p>Staff Appeals committee . these committees will be appointed as and when required.</p> <ul style="list-style-type: none"> <li>• Headteachers Performance Management review took place on Friday 10 November 2017.</li> </ul> <p>DG attended the review with a view of becoming a member. After discussion it was agreed that a Governor be trained as a back up to enable there to be no more than three Governors in attendance at Performance Meeting (but sufficient resilience to cover for vacancies).</p> <p>SH, DG and JA to be members of the Headteachers Performance Management with JH as first reserve.</p>	
8	<p><b><u>GOVERNORS CODE OF PRACTICE/GOVERNORS CHARTER</u></b></p> <p>The Code of Practice had been circulated to all Governors and the forms had been returned.</p>	
9	<p><b>PART ONE REPORTS FROM COMMITTEES, AND REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p> <p>The following committee minutes were received and the following items noted:-</p> <p>TLC Meeting held on 10 July 2017</p> <p>TLC Meeting held on 02 October 2017</p> <p>RJ stated that as the first meeting of the academic year was 02 October 2017 and covered items in the 10 July 2017 meeting they would speak only on the 02 October 2017 meeting.</p> <ul style="list-style-type: none"> <li>• School Name clarification, the outside school sign to remain as Pear Tree School . <b>It was recommended that Pear Tree Primary School be used on all documentation and that the before and after school club should be spelt as PiPs</b></li> <li>• Safeguarding Policy - <b>To recommend to the Full Governing Board the approval of the Safeguarding Policy</b></li> <li>• The E-Safety Policy to be reviewed for 2018. A meeting of the Safeguarding committee had been arranged for January 2018. JH had taken a look at the various E-safety policies on the Internet and had tried to interlink to the school's requirements. This was proving difficult. RJ stated that the GDPR would have an impact on the policy</li> <li>• General Data Protection Regulation (GDPR) . BE and RH had recently attended the training on GDPR and the NEP will be holding a training evening for Governor</li> <li>• The NEP no longer has a Governor section</li> </ul>	ALL

	<p><b>Action</b>  <b>The Full Governing Board approved the following:</b></p> <ul style="list-style-type: none"> <li>• <b>The name of the school and to be used on all documents is Pear Tree Primary School</b></li> <li>• <b>The spelling of the name of the before and after school club is PiPs</b></li> <li>• <b>The Safeguarding Policy</b></li> </ul> <p>The following committee minutes were received and the following items noted:-</p> <p>Strategic Development Meeting held on</p> <p>30 June 2017</p> <p>13 October 2017</p> <p>SH stated that as the first meeting of the academic year was 13 October 2017 and covered items in the 30 June 2017 meeting they would speak only on the 13 October 2017 meeting.</p> <ul style="list-style-type: none"> <li>• CIF Bids</li> <li>• Budget update</li> <li>• Pupil Premium - report on progress</li> <li>• Election for a parent governor</li> </ul>	
<p><b>10</b></p>	<p><b>FINANCIAL MATTERS</b></p> <p>Alex Makinson, Hacker Young Accountants, presented to the Board and Members the Full Annual Report at the beginning of the meeting.</p>	
<p><b>11</b></p>	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher's report had been circulated prior to the meeting. BE informed the Board of the number of children on roll was 216, 6 above Pupil Admission Numbers (PAN). Reception 2017 - 30 places given, 30 first choice.</p> <p>LW, SENCO, working to support the whole school . one day a week. Senior Leadership Team (SLT) consists of BE, RH, LW and Lucy Newman.</p> <p>The 2017 results are securely above or in-line with national and local averages in all subjects both in terms of attainment and inline in terms of progress at the end of Years 2 and 6, with the exception of writing. In terms of progress we are below . this matter is being addressed through our SDP and the SLT are aware of and are focussed on improving the issue.</p>	

BE talked through the Baseline Position for all years. BE stated there was a massive positive impact of having RH as a non-teaching deputy, RH is leading on curriculum and supports the teachers.

There are currently twelve pupils who received Pupil Premium + funding, which equates to 4% of the total school population. The % of pupils in receipt of PP or PP+ are on track to hit their targets:

- Reading 58%
- Writing 42%
- Mathematics 42%

SEN Overview . pupils needs are addressed through a continuum of need based on the Graduated Process of Support through the Cheshire East SEND Toolkit.

- First Concerns
- SEN support
- Complex

There are currently two pupils in school who have an EHCP.

All new staff have completed their Level 1 Basic Safeguarding Training, all staff are now trained to Level 1.

Admissions - The admission window is open for September 2018 Reception class. There have been a large number of prospective parents who have visited the school. The closing date for applications is 15 January 2018.

One pupil has transferred to another school due to a house move. Three pupils have joined the school transferring from other schools.

School Improvement Partner . Craig Richardson remains the SIP for this academic year and had this Autumn Term visit on 10 November 2017 when he undertook the Headteacher's Performance Management review.

Curriculum Update . IT . Lucy Newman has taken on the IT Curriculum Leadership Role. Laptops and a laptop charger trolley have been purchased and are set up. In addition three projectors have been replaced in the classrooms and our new IT support has started on a weekly basis from Brine Leas, our IT provider.

There is an over spend on the IT budget, due to issues with old equipment and the GDPR implementation.

Forest School . BE stated that a Forest School Specialist has been employed to come into school for one afternoon per week for six weeks (with an associated related party declaration being made). Six children at



	<p>a time are taken to the forest area to do activities to develop resilience, team building, communication and problem solving.</p> <p>Funding from Health Department has enabled S Boughey to have training on emotion coaching led by Visyon.</p> <p>In addition BE has also sort the possibility of undertaking further training as an Ofsted Inspector, which is seen as being beneficial to the school.</p>	
<b>12</b>	<p><b>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</b></p> <p>No matters arising from the Headteacher's report</p>	
<b>13</b>	<p><b>SCHOOL IMPROVEMENT INFORMATION</b></p> <p>This was discussed under the Headteacher's Report, Item 11.</p>	
<b>15</b>	<p><b>SCHOOL PERFORMANCE</b></p> <p>This was discussed under the Headteacher's Report, Item 11.</p>	
<b>16</b>	<p><b>ATTENDANCE TARGETS</b></p> <p>Attendance since September 2016 to 31 July 2017 is 97.2%. 2.3% is authorised absence with 0.6% unauthorised absence not attributable to holidays. The target for attendance this year (2017/18) is 96.5%.</p> <p>There has been an increase in unauthorised holidays. Parents are fined if they take their children out for more than ten sessions (one session is a morning or afternoon), hence parents are now taking their children out for only eight %official+sessions.</p>	
<b>17</b>	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Autumn Term 2017 contained the following matters:</p> <ul style="list-style-type: none"> <li>• School Governance and Liaison Update</li> <li>• September 2017 Applications for Reception and Year 7 Transfer</li> <li>• SchoolsqCatering . Business Improvement Review</li> <li>• Asbestos Management in Schools 2017/18</li> <li>• Home to School Travel Surveys . 24 April until 31 May 2017</li> <li>• SchoolsqAudit Programme 2016/17</li> <li>• IR35 (Intermediaries Legislation) Tax Changes for Agency Workers and Contractors</li> <li>• Model HR Policies and Procedures</li> <li>• Apprenticeship Levy</li> <li>• Virtual School for Cared for Children</li> <li>• Child Sexual Exploitation: definition and guide for practitioners</li> </ul>	

	<ul style="list-style-type: none"> <li>• Local Safeguarding Children Board Safeguarding (Section 157/175)</li> <li>• Operation Encompass</li> <li>• Safeguarding Records</li> <li>• School Trips in light of the London terrorist attacks</li> <li>• Failure to set a Balanced Budget</li> </ul> <p>The clerk highlighted to governors a number of issues, and governors noted the following:</p> <ul style="list-style-type: none"> <li>• Non-maintained schools are recommended to ensure that their Asbestos Management Surveys have been compiled under the new regulations and if necessary consider the Duty Holder Conversion under Chess HUB 2017/18A Competency Framework for Governance.</li> <li>• It is recommended that all schools review their arrangements with contractors and, where possible, only engage with PSCs that fall within scope of IR35 through an agency or other third party. This will remove the administrative burden of dealing with these payments and deductions.</li> <li>• To note the briefing on Apprenticeship Levy</li> <li>• To enquire whether school has taken up the opportunity for attachment training and to participate in action research</li> <li>• To ensure that your school has completed all questions within the safeguarding audit and to discuss the responses and ensure that the responses feed into the school's action plan</li> <li>• Ensure that your school's Child Protection and Safeguarding policy+ is updated to include the new definition and reference the documents</li> <li>• Operation Encompass</li> <li>• Ensure the school is aware of and following the IRMS guidance</li> </ul>	
18	<p><b>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</b></p> <p>Circulated with the agenda.</p> <p><b>Action</b>  <b>Governors have checked their training for 2017</b></p>	<p><b>LJ &amp; All  Governors</b></p>
19	<p><b>ACADEMY POLICIES</b></p> <p>To receive any policies that need Full Governing Board approval. The following policies have been agreed by the sub committees.</p> <ul style="list-style-type: none"> <li>• Good Behavior and Discipline Policy</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Intimate Care Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Administration of Medicine Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Lockdown Procedure</li> <li>• Confidential Reporting Procedure</li> <li>• Policy for the Prevention of Radicalisation</li> <li>• Security in School</li> <li>• Staff Code of Conduct</li> <li>• Social Media Policy</li> <li>• Physical Intervention</li> <li>• Equality and Diversity in Employment Policy</li> <li>• Forest School Policy</li> </ul> <p>There will be a rolling programme of reviewing policies throughout the academic year. The reviewed policies first go to a subcommittee and then to the Full Governing Board.</p> <p><b>Action</b>  <b>The Full Governing Board approve the policies as noted</b></p>	
<b>20</b>	<p><b>PLANNED RESIDENTIAL VISITS</b></p> <p>The Full Governing Board approved the following residential visits:</p> <ul style="list-style-type: none"> <li>• Yellow Class to Beeston on 16 to 17 April 2018</li> <li>• Blue Class to Conway Centre on 30 April to 04 May 2018</li> </ul>	
<b>21</b>	<p><b>INFORMATION</b></p> <p>None</p>	
<b>22</b>	<p><b>ANY OTHER BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. School Transport Consultation . a Governor asked about the consultation and did the Full Governing Board reply? BE replied that most pupils at school walk to school and that the school transport consultation does not have an impact as a school</li> <li>2. GovernorHub offer . The Clerk enquired if Governors will be buying into the system. SH replied that the Governors will not be buying the GovernorHub</li> </ol>	
<b>23</b>	<p><b>MEETINGS</b></p> <p>It was confirmed that the next Full Governing Board meeting would be held at the School on</p> <p>Spring Term . 12 of February 2018 at 6.30pm</p>	

	Summer Term . 25 June 2018 at 6.30pm	
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The meeting ended at 20:30

.....Chair

.....Dated