

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
PEAR TREE PRIMARY SCHOOL
HELD AT THE SCHOOL ON MONDAY 12 FEBRUARY 2018**



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
	Ms K Morrell	KM	
	Dr J Angus	JA	
	Dr J Hillman	JH	
Apologies:	Mr D Gallagher	DG	
	Mrs J Saunders-Bain	JSB	
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 and Jane Saunders-Bain are accepted.</p> <p>The governors welcomed Kay Morrell, staff governor, to their first meeting of the Full Governing Board of Pear Tree Primary 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>	
3	<p>MEMBERSHIP</p> <p>To receive any changes to the membership of the Governing Board.</p> <p>a. To give consideration to any current vacancies in accordance with the Constitution: There is currently one co-opted vacancy.</p> <p>b. To note the appointment of Kay Morrell, Staff Governor.</p>	

	<p>c. To give consideration to Governors whose term of office ends in June 2018. Three governors term of office ends on 27 June 2018.</p> <p>Simon Holden stated his intention of continuing for another term of office Rosemary Jones stated her intention of continuing for another term of office Julie Angus stated her intention of continuing for another term of office</p> <p>Action The Full Governing Board approved the appointments of the named governors, above, to continue as co-opted Governors of Pear Tree Primary School for another term of office</p>	
4	<p>PART ONE MINUTES</p> <p>The part one minutes of the meeting held on 20 November 2017 were confirmed as a correct record, and signed by the chair.</p>	
5	<p>MATTERS ARISING FROM PART ONE MINUTES</p> <p>No matters arising that are not covered in the agenda</p>	
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 Board since the last full governing Board meeting.</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>RJ stated that as Chair of the TLC committee, both meetings of the committee have been most productive and aspiring. The reports and enthusiasm of the staff have been wonderful, thank you. The questions that were asked and the information given back very impressive.</p> <p>RJ also wanted to pay tribute to the minute taker, LJ, for the quality of the minutes.</p> <p>TLC Meeting held on 27 November 2017</p> <ul style="list-style-type: none"> • A report on Religious Education was circulated to the committee • A report on Forest School was circulated to the committee 	

TLC Meeting held on 29 January 2018

- Safeguarding Committee, to meet to discuss the E-Safety Policy, did not meet due to the impact of GDPR. The current E-Safety Policy to remain in place until May 2018.
- Delia Hak, GDPR Officer, to log all GDPR actions
- Literacy report from the Literacy Lead . Lisa Lacy
- GDPR training had taken place within school

Strategic Development Committee meeting held on 01 December 2017

- Budget update from 01 September 2017 to 31 November 2017
- CIF bid

Strategic Development Committee meeting held on 19 January 2018

- The IT budget had been increased due to failing IT software, equipment and server
- PiPs continues to be very popular and increasing profit
- Admissions Policy 2019/2020

Action

The Full Governing Board to agree the increase in budget for the provision of IT equipment and server

The Admissions Policy for 2019/2020 to be approved by the Full Governing Board

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

Safeguarding report from RJ . report circulated to the Board.

The Safeguarding Team seek to update practices in the light of new legislation and recommendations from the SCIES Team at Cheshire East Council and the Local Safeguarding Children's Board.

The Safeguarding Policy has been updated following changes made by the SCIES team in September 2018. It has been approved at the TLC committee and by the Full Governing Board at the Autumn meeting.

The E-Safety policy is currently under review and the Safeguarding Team is hoping to meet with the IT team at Brine Lees High School. However, it was agreed that the current policy is still fit for purpose and that the review be deferred until after the introduction of GDPR in May 2018.

	<p>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.</p> <p>Online Safety - This is an important issue and the Governing Board should read the article in the January/February edition of Governing Matters in its entirety.</p> <p>In the Safeguarding Report to the Full Governing Board in February 2017, the following questions and answers about safeguarding were reported. As we have new governors and staff members, it is useful to repeat them in this report.</p> <ul style="list-style-type: none"> • Do all Governors and trustees have a 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? <p>In the January/February 2018 addition of Governing Matters the important issue of online safety was raised and suggested that all Governors read the article.</p> <p>The CPOMS report on activity over the period September 2016 . September 2017. This is the first full year's data available since the school started using the CPOMs system. In future the data will be looked at year on year and would be able to see issues and changes.</p> <p>RJ was thanked for the report.</p> <ul style="list-style-type: none"> ○ curriculum plans 	
<p>8</p>	<p>PART ONE HEADTEACHER'S REPORT</p> <p><u>To receive the Headteachers report</u> circulated before the meeting.</p> <p>Senior Leadership Team consists of Ruth Hadfield, Lesley Wrenshall and Lucy Newman. Lesley Wrenshall, SENCo, working to support pupils across the school one day a week.</p> <p>Attendance for Academic Year 2017/2018 to 31 January 2018 is 97.6%</p> <p>LA expectation to retain our current Green RAG rating . 96%.</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 Year 2 and Year 6.

% of authorized absence . 2.1%

% of unauthorized absence not attributed to holidays . 0.2%

BE stated that there had been a lot of illness in school this term so absence figures may raise next term as a consequence.

Pupil numbers . there are currently 217 pupils on the school role, 7 above PAN.

Admission numbers for September 2017 . 30 places given, 30 first choice.

One pupil has joined the school transferring from a school in Lincolnshire.

Our number on roll on our spring census day in January 2018 was 217.

We have 118 applications for September 2018: 40 first choices for 30 places. This is the highest demand for places in the past five years. BE stated that the reasons they have had so many applications may link to positive perception of in the wider community

- Prospective parents had been given one-to-one tours around the school by BE and RH, around 60 parents
- Increased numbers of new families in the area

If the school had been granted 1 1/2 form entry then all the 40 first choice children would have had a place at school.

Since September 2017 there has been 26 in-year applications for a school place.

We currently have a possible 3 places in KS2, all other classes are at or above PAN.

To receive update on School Performance

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. The target expectation for this academic year is 85%, which is high but in line with the coasting definition marker set by the local authority.

BE talked the Board through the School's Predicted Results for 2017/18 as they stood at end of Autumn 2017.

Currently 10 pupils receive Pupil Premium or Pupil Premium + funding. 5% of the total school population.

SEN overview

11% of the school population had identified special needs; this is below the national average of 14.4%. We have less than 1% of pupils in receipt of additional funding due to the severity of their need, as opposed to a national average of 2.8%.

The Reception children are a socially good group but have different skills and abilities.

Safeguarding Updates

All new staff have now completed their level 1 basic safeguarding training so that all staff are now trained in this first level of recognition.

All new staff are now trained and using COPOMs and this continues to be an invaluable method.

Higher level training in Neglect has been undertaken this academic year by BE, Miss Morrell, Mrs Hadfield and Mrs Wrenshall are booked onto the higher level safeguarding training during the academic year.

Educational Visits, including residential

- Yellow Class to Beeston Residential on 16 and 17 April 2018
- Blue Class to Conway Residential on 30 April to 2 May 2018

Science, Technology, Enterprise, Art and Music (STEAM) week 12 to 16 February 2018.

Action

Governors give permission for Yellow Class and Blue Class to attend educational residential visits as stated above.

The Headteacher's Report to be moved higher up the agenda, in future, to enable a greater focus at the start of the meeting.

Year 6 Leavers, 31, are leaving in July to go to Brine Leas High School. (Note . thought two couldn't get in as joined the school too late to apply)

The 2017 Pupil Questionnaire was circulated along with the Headteacher's Report. It was mainly positive and BE had increase River family activities in light of the report.

Areas to Investigate (ASP) data summary report was circulated for information.

Q. Whilst the absence rate remains low, why is it increasing year on year? Do we know why?

A. The absence rate is low and the level of attendance is monitored very closely for any trends.

	<p>Q. Writing is identified as significantly below national average, what are your targets and plans to improve and help keep focus? A. This is being address through SDP and other incentives.</p> <p>Q. Phonics and what is the school's plan to improve this? A. BE takes children in Year 2 for Reading Recovery. Two of the PiPs staff spend extra hour to highlight key skills.</p> <p>Q. EYFS development profile seems to be decreasing year on year. Why do you think this is? A. BE stated that the Reception children come from 13 different nurseries, who all work in different ways. BE stated that LN is having to show evidence of learning and show judgement on these children to them and RH.</p>	
9	<p>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</p> <p>None</p>	
10	<p>STRATEGIC DEVELOPMENT PLAN (SDP)</p> <p>BE informed the Board that the half year plan update was ready.</p> <p>Action It was agreed to discuss the half year Strategic Development Plan at the next Strategic Development Committee meeting on 16 March 2018, and to be circulated to the Full Governing Board.</p>	
11	<p>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT</p> <p>The spring term visit by Craig Richardson, School Improvement Partner, will take place on Wednesday 13 March 2018.</p>	
12	<p>DIRECTORS REPORT</p> <p>The Director's Report for the Spring Term 2018 contained the following matters:</p> <ul style="list-style-type: none"> • School Governance and Liaison Update • Ofsted update to Short Inspections from January 2018 • Newly Qualified Teachers • Consultation on revising Qualified Teacher Status and Teacher Career Progression • Special Educational Needs and Disability (SEND) update 	

- 2018/19 Schools Funding Formula
- Careers Guidance and Access for Education and Training Providers
- Staffing Updates
- The Apprenticeship Levy . six month in
- Determination of Local Authority Admission Arrangements and Co-ordination scheme 2019 -2020
- Processing In-Year Applications
- Changes to The Admission Code for children previously in care outside of England
- Reporting Violence and Aggression on PRIME
- Missing Child Guidance
- Cheshire East Children's Safeguarding Board
- Schools Audit Programme 2017/18
- Education System Strategic Procurement (ESSP)
- Best4Business Programme and the Oracle Replacement Update

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

- School Governance and Liaison Update
- Special Educational Needs and Disability (SEND) update
- 2018/19 Schools Funding Formula
- The Apprenticeship Levy . six month in
- Processing In-Year Applications
- Reporting Violence and Aggression on PRIME
- Missing Child Guidance
- Education System Strategic Procurement (ESSP)
- Best4Business Programme and the Oracle Replacement Update

<p>13</p>	<p>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>13.2 Governors to receive procedures / documents.</p> <p>The Governors Training Programme Spring Term 2018 was circulated to Governors for information and action.</p> <p>13.3 To arrange Governors visits / learning walks.</p> <p>13.4 To receive the Governance Handbook</p> <p>13.5 DfE updates</p>	
<p>14</p>	<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"> • Holidays taken during Term Time • Handling <p>Action:</p> <p>The policies were approved by the Full Governing Board</p>	
<p>15</p>	<p>PLANNED RESIDENTIAL VISITS</p> <p>The following education visits including residential are planned:-</p> <p>Year 6 planned residential to York in Autumn Term 2018</p> <p>Action</p> <p>The Full Governing Board approved the Year 6 visit to York</p>	
<p>16</p>	<p>MEETINGS</p> <p>To confirm that the next full Governing Board meeting will be held on Monday 25 June 2018 at 6.30pm.</p>	
<p>17</p>	<p>ANY OTHER BUSINESS</p> <p>Trade Union Recognition</p> <p>BE stated that Trade Unions are writing to all MAT schools regarding paying union subs to the unions. It was felt that Pear Tree Primary School would seek to agree to draft a Recognition Agreement for signing by the school and unions, but not to undertake any fiduciary commitment. This would recognise all the education and non-teaching unions and to</p>	

	<p>ensure MAT have a formal recognition agreement with all unions.</p> <p>Action</p> <p>BE to draft a Trade Union Recognition document for signing by Pear Tree Primary School and Trade Unions</p> <p>Items for Next Agenda</p> <p>SH stated that he had yet to meet with the proposed prospective Community Governor, but that this would need to be picked up at the next full Governors Meeting.</p> <p>Action</p> <p>Discussion about Governor constitution, and skills gap, at next meeting.</p>	
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The meeting ended at 19.50

.....Chair

.....Dated

DRAFT