

PEAR TREE PRIMARY SCHOOL



**Strategic Development Committee
held on
Friday 16 March 2018 at 08.00am**

Present

Simon Holden
Boo Edleston
Zoe Buggie
Jane Saunders-Bain

Chair
Head Teacher
Co-opted
Parent Governor . arrived at 08.45am

In Attendance

Ruth Hadfield
Lorna Jones

Deputy Head Teacher
Minute Taker

1. Apologies David Gallagher

2. Minutes of the last meeting . Held on 19 January 2018 agreed as a true record.

3. Matters Arising . no matters arising

4. Strategic Development Plan 2017/18

BE spoke to the committee on the Strategic Development Plan, updated in January 2018, highlighting the updated pages. They are:

- The shortage of school places in the area
 - Muller had held a public meeting over the next phase of house building in the Stapeley area. A letter had been sent to households in Stapeley, but not the school, about some amendments they were making to the planning application
 - The LA has released documents giving a forecast of the next four years of school places, but, doesn't appear to reflect the current position experienced by the school
- Future proofing school SENCO role
 - KM and LW are working together to share SENCO workload and develop KM's knowledge and training. KM had expressed an interest in training to become a SENCO. KM has taken the lead for all Emotional Healthy Schools work across school. No final decision yet made by KM regarding SENCO qualification starting September 2018.
 - LW involved in new SEND toolkit development
- IT Support and Update
 - Brine Leas High School now in place as IT technical service support
 - Full audit of all IT in school undertaken.
 - New laptops purchased as Apple Macs are obsolete
 - To ensure school is compliant with GDPR by May 2018
 - New server in place by April 2018
 - Head, Governors and office staff attended GDPR training

- Books scrutinising
 - Evidence that children are making progress
 - Underachievement is being strongly highlighted and tackled
 - On-going and evidenced in pupils books, discussion with staff at book scrutinising points
 - TA's contributing to progress of pupils in reading and writing and emotional security

- Curriculum Leadership
 - Subject plans written for Maths, English and IT
 - Dedicated leadership time allocated for assessing the quality of teaching and learning in classes
 - All foundation subjects have been tracked in Autumn Term
 - Need to make sure assessments have been made accurately and consistently

- Children in Vulnerable groups
 - RH meeting each half term with class teachers to check progress
 - Interventions planned for and completed throughout terms
 - Some TA's work on key interventions
 - All classes have TA's allocated each morning and some afternoons

It was mentioned that RH does all Sats preparation in Yr 6 and BE takes Yrs 1 ad 5 in reading and maths

- Interventions
 - Staff running wide range of interventions
 - Training has been cascaded

- Update
 - Weekly initiatives run by KM
 - EHS training taken
 - Inset day to focus on staff wellbeing
 - Resilience training now run through forest schools
 - SDQ's showing improvement in some pupils in terms of mental wellbeing and resilience
 - Insufficient measures tested to be sure data is accurately reflective of position

SH thanked BE for the very good update.

5. Budget Update

- **Whole School**

ZB had undertaken a Budget Review meeting with JL and their report was tabled. It covers Quarter 1 and 2 of the financial year. There is a larger than anticipated carry forward, it's likely to increase as PiPs is doing better than anticipated and some commitments are loaded to the beginning of the year. However a 1% rise for non-teaching staff (this is likely to be 2% or greater) has been accounted for.

Small overspend in staffing expenditure due to:

- Salary increase coming from September payment for teaching staff
- TA illness and jury service
- Redundancy payment
- Increase hours to set up/run PiPs and building maintenance

56% of budget has been spent . slightly over for this time of year

Non staffing expenditure report highlights. Currently overspent as a proportion of annual budget largely due to:

- Essential repairs and maintenance, new ICT server, furniture, oven, fire alarms
- Sports equipment and visiting PE lectures (offset by income)
- Educational materials

The sports grant is front loaded expenditure in this financial year. Sports grant had doubled to 18k this financial year.

61% of budget has been spent . slightly over for this time of year.

Income . 57% of forecasted income has been received. Income is predicted to increase on last year due to success of PiPs, venue hire and increased sports grant. The school still seeks opportunities to host training courses and sell places to other schools and develop cost neutral training for our staff.

Recommendation:

Formally express and document thanks to Judy and Delia for robust and prudent financial management.

Action

The Strategic Development Committee to thank JL and DH for their robust and prudent financial management.

- **PiPs**

The latest figures from September to February 2018 were circulated with the agenda. 94 children are registered, an increase of 13 from last term, with 7 staff employed. The breakdown included how many children attended the breakfast club and after school club during each month. The total profit, up to February 2018, after all the costs had been taken out, was £12,159.00. The PiPs manager and deputy manager are now spending additional time working in school in Teaching Assistant roles. The club is doing really well.

The profit from PiPs, it was felt, needed to be ring-fenced for the next three years.

- **Letter from Eilenn Milner – circulated with the agenda.**

This is a standard letter sent out to all financial officers in academy trust stating the timetable for all the academy sector financial returns to the end of 2018, and asking for a three year forecast. BE explained that it would be very difficult to produce a three year forecast as schools don't know how much funding the school will receive as don't have NFF figures.

6. Safeguarding – no report

7. Health & Safety Update

All the issues raised at the last Health & Safety visit are being addressed. A hygiene report is being produced. The wood around the outside platforms and the platforms themselves are rotten and need replacing. All the wooded flower beds are also in need of replacing. The landscaping area around the tunnels is in need of repair and refreshing. BE stated that quotes will be collected for the repair to be done during the summer.

ZB stated that they will arrange to spend a day with KC as there is paperwork to update. KC does a lot of work around Health & Safety making sure that all procedures are followed.

8. GDPR Update

BE circulated to the committee the GDPR Audi. BE informed the committee that Brine Leas High School had undertaken this IT audit.

The GDPR Actions/meetings since November 2017 was circulated to the committee. A new server had been ordered with installation planned for April 2018. All staff laptops are being replaced in May 2018, all running on Microsoft computers. All Apple laptops to be removed. The budget has been extended with permission of the Full Governing Board to ensure compliance and to replace projectors and laptops.

CPOMS . protocol for use at Pear Tree Primary School was circulated to the committee.

ZB stated that Cheshire West and Chester LA have templates that they use for GDPR. ZB to send the templates to BE.

9. Pupil Premium – no report

10. School Incidents/Reports

Incidents –

- One pupil incident reported via Prime.
- One staff accident, one member of staff hurt back, already has a back problem. BE spoke to staff member regarding going to GP and Physiotherapist

Bullying Report . Two incidents of bullying, going through KiVa and seems to be responding

Racism Incidents . no incidents reported

11. Any Other Business

Being Strategic . A Guide for Governing Boards - improving governance for school and academies+ published by the National Governance Association (NGA) was circulated for information. It was noted that it was an interesting documentation and it was agreed to circulate to all Governors.

Action

Being Strategic – A Guide for Governing Boards to be circulated to all Governors

12. Date and Time of Next meeting

Friday 11 May 2018 at 08.00am

Date for the rest of the Academic Year

Friday's at 08.00am

29 June 2018