

## PEAR TREE PRIMARY SCHOOL



### Strategic Development Committee held on Friday 11 May 2018 at 07.45am

#### **Present**

Simon Holden	Chair
Boo Edleston	Head Teacher
Zoe Buggie	Co-opted
David Gallagher	Co-opted

#### **In Attendance**

Ruth Hadfield	Deputy Head Teacher
Lorna Jones	Minute Taker

SH informed the committee that JSB, parent governor, had resigned. SH suggested that the replacement of JSB be kept on hold until the Full Governing Board meeting in June. SH asked if ZB would go back to being a parent governor until the next meeting of the Full Governing Board.

It was recommended for approval that ZB become a parent governor

The committee agreed with the suggestion that no parent governor elections take place until after discussion at the next Full Governing Board meeting.

#### **1. Apologies** - none

#### **2. Minutes of the last meeting** . Held on 16 March 2018 agreed as a true record.

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

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

- **PIPs**

The report was circulated showing the numbers of children registered (94 up 13 from last term), the income and expenditure. At present the profit for the year is forecast for £15,000 against a prediction of £8,000. The club is doing very well; there are 7 staff employed and one casual, all paid the LA rate. Staffing is a concern at present and an advert has gone out for another person to join the team. All staff have moved from 0 hours to contract. BE meets fortnightly with the PIPs manager to discuss any issues. Discussion took place around the presentation of the monthly figures and how it could be improved.

- **Internal Control Monitoring Report**

The report was circulated before the meeting. The report covers the visit on 12 March 2018 where the review of transactions in the period from 1 September to 31 December 2017.

## Overall Summary:

- No significant issues or concerns have come to light
- The financial responsibilities of the trustees appear to be being properly discharged
- Resources appear to be managed in an efficient, economical and effective manner
- Sound systems of financial control are being maintained
- School money . no issues to report
- Payroll . minor points only
- Repairs and maintenance expenditure . no issues to report

The next internal audit will cover the Spring Term. The report asks if there were any specific areas of risk that this committee would like Hacker Young to consider for the next report, either in more detail, or in addition to the work Hacker Young intend to perform.

SH suggested two areas to be considered in the next report:

- PiPs because this is the first year of the club
- IT expenditure since it is significant in value

BE explained that there was a predicated carry forward of £80,000 for the year. There had been a budget overspend on IT and new server of £25,000. The rest of the budget was looking in order and JL was preparing the budget for the next financial year.

## Action

**The committee thanked JL for her hard work in producing and maintaining the budget**

**Hacker Young to look at PiPs and IT expenditure in their next report**

## 5. SIP

- **Review of Contract**

BE informed the committee that the SIP, Craig Richardson, was two years into a potential four year contract and that they felt it was advantageous to continue the contract for another year as a minimum.

## Action

**The committee agreed to renew the SIP contract for another year**

## 6. CIF Bid Outcome

- **Hall Extension**

BE took the committee to the hall to give a visual guide to the extension plans. The architect was visiting the school this morning ready to go out to tender. Planning

permission was granted last year. BE showed the committee where the extension would come out to, how many car parking spaces would be lost and the proposed extra parking. There would be bi-fold doors so that the hall could be divided for different uses. A 5% retention is held back until May 2019. The proposed start date would likely be October 2018, during school time, and would last for around five months. A dividing wall would be built just inside the hall to enable the building work to continue without causing disruption to the normal and safe working of the school. Included in the plan was a disabled toilet and changing facilities. The funding of £210,000 for the build will be released this month. There have been things that have not been able to be included ie a mezzanine level, due to budgetary constraints.

- **CIF Funding**

BE informed the committee that £233,426 had been given to replace the windows and doors at the back of the school, it was considered that the front did need to be replaced, and the hall windows and doors. The windows and doors will, hopefully, be replaced during the summer break or October half term.

## **7. Safeguarding**

No update

## **8. Health and Safety**

- **Review of Contract**

The school's Health and Safety contract was given to the LA last year and ZB is happy to continue with the contract for this year.

ZB, lead Governor on Health & Safety, stated that they would come into school to spend a day with the Site Manager to ensure everything is in order with health and safety in school.

## **9. GDPR update**

The GDPR actions and meetings summary was circulated to the committee, along with Personal Data held by the school's summary. The LA had recently issued a Summary of the recently published DoE Data Protection Toolkit for Schools. This was circulated to the committee. The intended purpose of the toolkit is to support schools to identify, manage and mitigation levels of risk in data management. The toolkit provides 9 key steps that can help schools efficiently develop the culture, processes and documentation required to be compliant.

Delia Hak is the school's GDPR officer. BE stated that GDPR was taking a long time and involved a lot of documentation to be compliant. A summary was circulated to the committee asking the following questions:

- Personal data held by the school
  - How was the data kept safe

- What is being done to prepare for the changes
- Staff training/awareness
- Audit of relevant policies and documents
- Check list in place for compliance
- Privacy notices for parents . waiting to go out

The school has encrypted pen drives, all apple laptops are being replaced. Discussion took place on how data is used. BE stated that it was their understanding that the school was far ahead of many other schools.

ZB stated that Cheshire West and Chester Council were advanced in the process and had produced templates and a website. ZB was also involved and offered to come in to meet with DH to discuss where up to.

The Key for School Governors had issued a risk register for Governors . this was circulated to the committee.

There was an e-learning module for governors to undertake on GDPR . it was important that governors undertake the training

#### **Action**

**The e-module link for GDPR be sent out to all governors asking for their co-operation in undertaking the training**

**10. Pupil Premium – no update.**

#### **11. School Incidents/Reports**

- **Accident report for both pupils and staff**  
One incident with a member of staff
- **Bullying Report** . no incidents reported
- **Racism incidents** . no incidents reported

**12. Any Other Business** . there was none.

#### **13. Date and Time of Next Meeting**

Friday 22 June 2018 at 08.00am