

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF  
PEAR TREE PRIMARY SCHOOL  
HELD AT THE SCHOOL ON MONDAY 25 June 2018**



**Governors Present:**

Mr S Holden	SH	Chair
Dr R Jones	RJ	Vice Chair
Mrs Z Buggie	ZB	arrived at 6.50
Mrs B Edleston	BE	Headteacher
Ms K Morrell	KM	
Dr J Angus	JA	
Dr J Hillman	JH	arrived at 6.50

**Apologies:**

Mr D Gallagher	DG
Miss K Shand	KS

**Also Present:**

Mrs L Jones		Clerk to the Governors
Mrs R Hadfield		Deputy Headteacher

**PART ONE – NON-CONFIDENTIAL BUSINESS**

<b>1</b>	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>The Governing Board agreed that the apologies for absence received from David Gallagher and Keeley Shand are accepted.</p>	
<b>2</b>	<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>	
<b>3</b>	<p><b>MEMBERSHIP</b></p> <p>To receive any changes to the membership of the Governing Board.</p> <p style="margin-left: 20px;"><b>a.</b> To give consideration to any current vacancies in accordance with the Constitution: There is currently two co-opted and one parent governor's vacancies. It was agreed that an election for a Parent Governor would take place early in the new academic year, when this year's reception children had settled in.</p> <p style="margin-left: 20px;"><b>b.</b> To note the resignation of Jane Saunders-Bain Parent Governor.</p>	

	<p>c. To give consideration to Governors whose term of office ends before the next meeting. Zoe Buggie, Co-opted Governor, term of office ends September 2018. ZB expressed her wish to continue as Co-opted Governor.</p> <p><b>Action</b>  <b>The Full Governing Board agreed to ZB continuing as Governor of Pear Tree Primary School for another term</b></p>	
4	<p><b>PART ONE MINUTES</b></p> <p>The part one minutes of the meeting held on 12 February 2018 were confirmed as a correct record, and signed by the Chair.</p>	
5	<p><b>MATTERS ARISING FROM PART ONE MINUTES</b></p> <ul style="list-style-type: none"> <li>• <b>Trade Union Recognition</b> – BE confirmed that a Trade Union Recognition document had been produced and sent to the local Trade Union Representatives as they requested. However, BE noted no formal acknowledgement of this had been received from the Union.</li> </ul>	
6	<p><b>CHAIR'S ACTION</b></p> <p>There was no Chair's Action.</p>	
7	<p><b>PART ONE HEADTEACHER'S REPORT</b></p> <p><u>To receive the Headteacher's report</u> circulated before the meeting, School Performance. Also circulated were the Primary Schools Summary of 2017 Provisional Results, the Pear Tree Primary School Data Protection Action Plan.</p> <p>BE stated that DH, GDPR lead, had worked very hard to manage the GDPR issues and implementation of GDPR</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>The Full Governing Board to thank DH for their hard work on GDPR</b></li> <li>• <b>LJ to send out Privacy Notices to all Governors</b></li> </ul> <p>School Performance:  This will be the third year in which pupils are tested against the new national curriculum which became statutory in September 2014. This curriculum has greatly increased the expectations of pupils and obviously on teaching staff.</p> <p>RH has been selected as a local authority Key Stage Two writing</p>	

moderator.

BE stated that each teacher had been set a target of 85% as a minimum expectation for their class to achieve in reading, writing and maths, this reflects the standard set for KS2 nationally.

Year 2 have completed all tests that are statutory and are the most accurate. Key Stage 1 tests results have been validated and moderated externally. BE informed the Board of the:

- Pupil Premium Pupils and support funding
- Attendance for each class and whole school attendance
- Expectation to retain our current ~~Green~~ RAG rating
- SEN Overview
- SEN Commentary . two additional pupils now have an EHCP plan, with hours to be confirmed
- Current Class Numbers
- Class Numbers for September 2018
- Safeguarding updates
- Admissions . two children have moved to another school, with seven children coming in making total for school 219. There are one space in Year 3 and Year 4 in September
- Year 6 Leavers . all going to Brine Leas High School

**Budget** . The Strategic Development Committee had discussed the proposed budget for 2018/19 and formally recommend approval by the Board.

The budget for 2017/18 had an overspent due to a new IT server and equipment (which could possibly be capitalised), maintenance, and building costs and the pay award for non-teaching staff.

The 2018/19 proposed budget remains very tight within the funding allocated.

Extra funding may possibly be needed for the Hall Extension. Tenders for the build have been received, and will be opened onsite on Thursday 28 June 2018.

It is hoped the building work will start October/November 2018, with the replacement windows for the back of school to be installed in October half term. The PTA have done a sterling job this year raising money for the School. The recent Summer Fair went very well, and the children enjoyed themselves.

The 2019/20 budget would be the first year for the new National Funding Formula, and the School do not know what the precise impact will be.

BE stated that the Governors had always invested in teaching staff and spending on the pupils. Discussion took place about the carry forward not being as much as budgeted, but it was felt under the circumstances to be

	<p>the right decision..</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>To thank the PTA for their hard work in raising funds</b></li> <li>• <b>LJ to send out the proposed budget 2018/19 to all Governors</b></li> <li>• <b>To formally approve the setting of the 2018/19 budget</b></li> </ul>	
8	<p><b>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</b></p> <p>None</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>Teaching, Learning &amp; Community Meeting held on 26 March 2018</p> <ul style="list-style-type: none"> <li>• <b>BE to contact Andrea Sanders to arrange a meeting of the Safeguarding Panel to review the Model E-Safety Policy</b></li> <li>• <b>BE to discuss with JN the feasibility of charging a registration fee for PiPs from September 2018</b></li> <li>• <b>BE to e-mail Head of Information Technology at Brine Leas School to answer Governors concerns</b></li> <li>• <b>DH, GDPR lead to be invited to the next meeting</b></li> <li>• <b>To prepare a parent's occupation audit at next parents evening</b></li> <li>• <b>BE to ask LN about access to historical on line learning books</b></li> <li>• <b>The Teaching, Learning Community Committee approve the policies</b></li> </ul> <p>Teaching, Learning &amp; Community Meeting held on 14 May 2018</p> <ul style="list-style-type: none"> <li>• <b>The end of year CEPOMs results to be presented at the next committee meeting</b></li> <li>• <b>The Teaching, Learning Community Committee approve the policies, except the Sex and Relationships policy which needs further amendments.</b></li> </ul> <p>Strategic Development Committee meeting held on 16 March 2018</p> <ul style="list-style-type: none"> <li>• <b>The Committee thanked JL and DH for their robust and prudent financial management</b></li> <li>• <b>Being Strategic – a guide for Governing Boards to be circulated to all Governors</b></li> </ul> <p>Strategic Development Committee meeting held on 11 May 2018</p>	

- **The Committee thanked JL for their hard work in producing and maintaining the budget**
- **The Committee agreed to renew the SIP contract for another year**
- **The e-module link for GDPR be sent out to all Governors asking for their co-operation in undertaking the training**

Strategic Development Committee meeting held on 22 June 2018

- **The Committee to recommend to the Full Governing Board:**
  - **to support and agree the budget proposal for 2018/19**
  - **The Strategic Development Committee to meet once a term**
  - **The Finance Committee to meet once term**
  - **To move the last meeting date of the Full Governing Board from June 2019, to July 2019**
  - **ZB becomes the Governor with responsibility for GDPR and Health & Safety**
- Any reports from Governors with special responsibilities, including any recommendations requiring the approval of the governing Board.
- BE informed the Full Governing Board that having now nearly completed her second year as Headteacher, it would be wise to review the format and timings of meetings in the 2018/19 academic year. Discussion took place regarding the number of committee meetings during the year and it was felt that changes needed to be made. The Strategic and Development committee had agreed to move from 6 meetings a year, to three meetings. There would be three new Finance Committee meetings added a year. Dates to be circulated if proposal agreed. RJ strongly stated that she felt that the Teaching, Learning and Community meetings were of great value, both to lead teachers who gave presentations on their subjects to the committee, the curriculum and assessment and safeguarding issues. RJ, after discussion, acknowledge that five meetings a year, not have the late summer meeting, for the Teaching, Learning and Community committee would be appropriate.

#### **Action**

**The Full Governing Board agreed:**

- **To move the date of the June Governor's meeting to July 2019**
- **To move to three Strategic Development Committee meetings a year**
- **To move to three Finance Committee meetings a year**
- **To hold five Teaching, Learning and Community committee a year**

10	<p><b>STRATEGIC DEVELOPMENT PLAN (SDP)</b></p> <p>The Strategic Development Plan 2017/18 was tabled at the meeting. The Plan had been updated and highlighted in yellow.</p>	
11	<p><b>SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISER/LEADERSHIP PARTNER VISIT</b></p> <p>The summer term visit by Craig Richardson, School Improvement Partner, will take place on 10 July 2018. The note of visit from March 2018 was circulated to the Board, high lighting areas for development. The Headteacher has applied and been successful in the role of LLE. The date of the Headteacher's Performance Management had been set for Friday 09 November 2018 at 12.30.</p> <p>RJ raised the issue of the outstanding E-Safety Policy. This policy had been delayed until after GDPR had come into force. RJ asked BE if a date had been arranged with Andrea Sanders, Head of IT at Brine Leas High School. BE replied that Ms Sanders had been e-mail a number of times but had not replied.</p> <p>BE informed the Board that S175 Audit had been completed by LW pertaining to Safeguard.</p>	
12	<p><b>DIRECTOR'S REPORT</b></p> <p>The Director's Report for the Spring Term 2018 contained the following matters:</p> <ul style="list-style-type: none"> <li>• School Governance and Liaison update</li> <li>• New Education Travel Policies and Sustainable Modes of Travel</li> <li>• Virtual School Update</li> <li>• Revised DfE Guidance for Free School Meals</li> <li>• Make the Mile Campaign.</li> <li>• Elective Home Education Consultation</li> <li>• Safeguarding Children in Education Settings Primary School Safeguarding Conference</li> <li>• 'Timely Support for Children and Families' Document.</li> <li>• Signs of Safety</li> </ul>	

	<ul style="list-style-type: none"> <li>• Local Children's Safeguarding Board</li> <li>• National Children's Day UK</li> <li>• Changes to Bus Services</li> <li>• Governing Board Documents - Storage/ Retention/Good Practice Guidelines</li> </ul> <p>BE raised the following items from the Director's report:</p> <ul style="list-style-type: none"> <li>• Make the Mile Campaign . already implemented at school</li> <li>• 'Timely Support for Children and Families' Document . LW looking into the document</li> <li>• Signs of Safety . being involved in being aware of the every changing faces of safeguarding</li> <li>• BE, RH, LW have undergone safeguarding training this year and KM will take the training next year</li> </ul>	
<b>13</b>	<p><b>GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</b></p> <p><b>13.2</b> Governors to receive procedures / documents.</p> <p>The Governors Training programme Summer Term 2018 was circulated to Governors for information and action.</p> <p>The Governors Training for 2017/18 was circulated</p> <p><b>13.3</b> To arrange Governors visits / learning walks.</p> <p><b>13.4</b> To receive the Governance Handbook</p> <p><b>13.5</b> DfE updates</p>	
<b>14</b>	<p><b>ACADEMY POLICIES</b></p> <p>The following policies were circulated prior to the meeting to be agreed by the FGB.</p> <ul style="list-style-type: none"> <li>• PE Policy</li> </ul> <p><b>Action:</b></p> <p><b>The PE policy was approved by the Full Governing Board</b></p>	
<b>15</b>	<p><b>PLANNED RESIDENTIAL VISITS</b></p>	

	The following education visits including residential are planned:-	
<b>16</b>	<p><b>MEETINGS</b></p> <p>To confirm that the next Full Governing Board meetings will be held on:  Monday at 18.30</p> <p>12 November 2018</p> <p>25 March 2019</p> <p>15 July 2019</p>	
<b>17</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no any other business</p>	
	<p><b><u>IMPACT STATEMENT</u></b></p> <p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The core strategic functions defined by the DfE are:</p> <ul style="list-style-type: none"> <li>• Ensure clarity of vision, ethos and strategic direction;</li> <li>• Hold the Headteacher to account for the educational performance of the school;</li> <li>• Oversee the financial performance of the school, ensuring value for money;</li> <li>• Promote the highest possible standards for Safeguarding</li> </ul> <p><b>The Board of Governors have met the core strategic functions as described above.</b></p>	

The meeting ended at 19.30

.....Chair

.....Dated