

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



Governors Present:	Mr S Holden	SH	Chair
	Dr R Jones	RJ	Vice Chair
	Mr D Gallagher	DG	
	Mrs B Edleston	BE	Headteacher
	Dr J Angus	JA	
	Dr J Hillman	JH	
	Ms K Shand	KS	

Apologies: Z Buggie, Kay Morrell

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

PART ONE – NON-CONFIDENTIAL BUSINESS

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 2018. 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 . there are new rules and regulations this year resulting in a connected party having over the £2,500 at costq This has now been rectified
- 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 changed a lot in part due to the before and after school club
- Depreciation needs to be taken into account
- Healthy position with the balance sheet
- CIF grant money has come through
- Staff costs have gone up

Emerging Issues

- Integrated Curriculum Financial Planning (ICFP)

- General Data Protection Regulation (GDPR)
- Disclosure of Payment Practices
- Making Tax Digital (MTD)
- Gender Pay Gap Reporting

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>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>The Full Governing Board agreed that the apologies for absence, received from Zoe Buggie and Kay Morrell be accepted.</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> <p>The updated charter was given out prior to the meeting for Governors to sign and return.</p>	
3	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>ELECTION OF CHAIR 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.</p> <p>ELECTION OF VICE CHAIR Governors agreed that the term of office for the Vice Chair of Governors 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</p>	

	Governor to be nominated.	
4	<p>MEMBERSHIP</p> <p>The following changes to the membership of the Full Governing Board since the last meeting were reported:</p> <p>To note the following terms of office that are due to expire before the next meeting: Keeley Shand.</p> <p>SH informed KS that they could continue as a co-opted Governor should they wish.</p> <p>Action</p> <p>To hold an election for two Parent Governor in the new year</p> <p>The Full Governing Board currently has two Governor Vacancies.</p> <p>Chairman's Update</p> <p>SH attended the LA Governors Conference on Friday 05 October 2018. They stated it was an exceptional conference.</p> <p>Action</p> <p>LJ to circulate the presentations from the governor's conference to all Governors</p>	<p>LJ</p> <p>LJ</p>
5	<p>PART ONE MINUTES AND MATTERS ARISING FROM THEM</p> <p>The part one minutes of the meeting held on 25 June 2018 were confirmed as a correct record, and signed by the Chair.</p> <ul style="list-style-type: none"> • To change the date of the Summer Full Governing Board to July 2019 • To hold Finance Committee meetings once a term in the academic year • To reduce the number of Strategic Development Committee meetings to once a term in the academic year • To hold five Teaching, Learning & Community Committee meetings in the academic year 	

6	<p>DELEGATION OF FUNCTIONS TO THE CHAIR/VC IN CASES OF URGENCY</p> <p>Agreed that this would happen if required.</p>	
7	<p>ACADEMY DEVELOPMENT PLAN 2018/19</p> <p>The Strategic Development Plan . Being Our Best Selvesqwas circulated with the agenda.</p> <p>BE talked the Governors through the:</p> <ul style="list-style-type: none"> • Our Vision • Pear Tree School Leavers Will Be • Key Priorities . these were highlighted in red <ul style="list-style-type: none"> ○ Deliver hall extension and window replacement programme by June 2019 ○ Accelerate progress and final achievement in our higher ability pupils and our middle ability children tracking them from KS 1 to KS 2 • Quality of Teaching and Learning <ul style="list-style-type: none"> ○ Develop new staff confidence and competence ○ Continue focus on writing across the school ○ Introducing focus on Oracy . developing talk for learning across the school ○ Invest in staff development . focusing on skills and behaviours required on Humanities, Writing, Special Needs + specific training ○ Invest in staff development focusing on skills and building new capacity for subject leadership/succession planning • Outcomes for pupils <ul style="list-style-type: none"> ○ 85% of all pupils in school to reach ARE + ○ Scrutinise Science, IT and Mathç curriculum to ensure breadth, depth and challenge • Personal Development behavior and Welfare 	
8	<p>COMMITTEES & NOMINATED GOVERNORS</p> <ul style="list-style-type: none"> • The following nominated governors with special responsibilities are: <ol style="list-style-type: none"> 1. ZB . Health & Safety, Finance & GDPR 2. RJ . Safeguarding 3. SH . Finance 4. JA . SEN & Pupil Premium 5. DG . Admissions 	

6. JH - Arts

b.

The governing body consists of three subcommittees:

- Teaching Learning and Community (TLC): JA, RJ, KM, JH, BE, KS
 1. Teaching and Learning assessments
 2. Pupil Outcomes
 3. Curriculum
 4. Safeguarding
 5. Senco
 6. Pupil Premium (PP)
 7. Liaison with the Community
- Strategic Development Committee: SH, ZB, DG, BE
 - Health and Safety
 - Safeguarding
 - Personnel and Pay Issues

Finance Committee: SH, ZB, DG, BE

- Finance
- Budget

RJ was appointed Chair of the TLC committee.

SH was appointed Chair of the Strategic Development Committee.

SH was appointed Chair of the Finance Committee

c.

Scheme of Delegation (incorporating the duties and responsibilities of the Headteacher) .

Action

Agreed to continue with the scheme circulated prior to the meeting

To adopt the constitution and terms of reference for each of the Full

	<p><u>Governing Board standing committees following their review</u></p> <p>It was stated that the TLC committee had reviewed the terms of reference. It was stated that The Strategic Development committee had reviewed the terms of reference.</p> <p>d.</p> <p>The Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee, Staff Appeals committee . these committees will be appointed as and when required.</p> <ul style="list-style-type: none"> • Headteacher's Performance Management review took place on Friday 09 November 2018. <p>SH, DG and JA to be members of the Headteacher's Performance Management with JH as first reserve.</p>	
<p>9</p>	<p><u>GOVERNORS CODE OF PRACTICE/GOVERNORS CHARTER</u></p> <p>The Code of Practice had been circulated to all Governors and the form had been signed by all Governors present.</p>	
<p>10</p>	<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>TLC Meeting held on 09 July 2018</p> <ul style="list-style-type: none"> • Sex & Relationship Policy . agenda item for next meeting • E-Safety Policy . agenda item for next meeting • CPOMS . agenda item for next meeting • Parents privacy notice to be sent to all Governors for information <p>TLC Meeting held on 01 October 2018</p> <ul style="list-style-type: none"> • Governors Privacy notice sent out to all Governors • Safeguarding Audit Report . the school does not retain a copy as it filled in on-line. • The LA were Ofsted inspected last year on Special Needs, areas for development were highlighted. Therefore the LA had re-introduced SEN audits led by SENCO. • A report was received from LN on Sports Premium Funding • A report was received from LN on Computing Curriculum Review . this year saw a huge investment on IT equipment • PiPs update • Presentation on Maths by RH • The Sex & Relationships Policy - this was deferred due to the 	

	<p>Government producing a PSHE policy that includes sex and relationship strands that is currently out for consultation</p> <ul style="list-style-type: none"> • The E-Safety Policy was tabled . the policy refers to the LA's e-safety Policy that is no longer on LA's website . and amended. • DH is taking on a half day per month to help with the paperwork and secretarial based activities for LW, SENCO. <p>Action</p> <p>The Teaching, Learning & Community committee recommend to the Full Governing Board to approve the addition admin time for DH</p> <p>The following committee minutes were received and the following items noted:-</p> <p>Finance Committee Meeting held on:</p> <p>Tuesday 02 October 2018</p> <ul style="list-style-type: none"> • The Budget 2017/18 • The Budget 2018/19 • Teachers Pension Scheme • PiPs update <p>Strategic Development Meeting held on</p> <p>12 October 2018</p> <ul style="list-style-type: none"> • CIF Bid . work on the hall extension to start on 26 October 2018 • MP, Laura Smith, invited for breaking ground photograph • SIP Report from 18 July 2018 • Benchmarking Report Card 	
<p>11</p>	<p>FINANCIAL MATTERS</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>12</p>	<p>HEADTEACHER'S REPORT</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 219, 9 above Pupil Admission Numbers (PAN). Reception 2017 - 30 places offered, accepted and started.</p> <p>Additional Information . the Reception year children have come into school with good social skills and confidence. They have settled well and have stronger baseline positions in the three main area of the early years</p>	

foundation stage profile than in recent years:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

LW, SENCO, working to support the whole school . one day a week. Senior Leadership Team (SLT) consists of BE, RH, LW and Lucy Newman.

The 2018 results are securely above or in-line with national and local averages in all subjects both in terms of attainment and in-line in terms of progress at the end of Years 2 and 6, with the exception of writing. In terms of progress we are below expected progress in writing . this matter is being addressed through our SDP and the SLT are aware of and are focussed on improving the issue.

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 eight pupils who received Pupil Premium or Pupil Premium + funding, which equates to 4% of the total school population.

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
- Budget

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

11% of school population has identified special needs, this is below the national average of 14.4%. We have 1.4% of pupils in receipt of additional funding due to the severity of their need, as opposed to a national average of 2.8%

Admissions

The admission window is open for September 2019 Reception class. There have been a large number of prospective parents who have visited the school already. The closing date for applications is 15 January 2019. We have 20 siblings in the proposed intake.

32 out of 33 Year 6 pupils are leaving us in July to go to Brine Leas, 1 pupil will apply for a place at Sandbach Girls School.

	<p><u>Since the last full governors meetings:</u></p> <p>7 pupils have transferred to us following house moves. On our autumn census day on October 1 the number on roll was 219. This is an increase of two from last year.</p> <p>School Improvement Partner . Craig Richardson remains the SIP for this academic year and had the Autumn Term visit on 09 November 2018 when he undertook the Headteacher's Performance Management review as part of his visit.</p> <p>There is an over spend on the IT budget, last academic year, due to issues with old equipment, server and the GDPR implementation.</p>	
13	<p>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</p> <p>No matters arising from the Headteacher's report</p>	
14	<p>SCHOOL IMPROVEMENT INFORMATION</p> <p>This was discussed under the Headteacher's Report, Item 12.</p>	
15	<p>SCHOOL PERFORMANCE</p> <p>This was discussed under the Headteacher's Report, Item 12.</p>	
16	<p>ATTENDANCE TARGETS</p> <p>Attendance for Academic Year September 2017 to 31 August 2018 was 97.25%.</p> <ul style="list-style-type: none"> • % of authorised absence = 2.3% • % of other unauthorised absence not attributable to holidays = 0.5% • LA expectation to retain our current Green RAG rating = 96% 	
17	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Autumn Term 2017 contained the following matters:</p> <ul style="list-style-type: none"> • School Governance and Liaison Update • Admissions, Transport and Fair Access • Schools Catering . Business Improvement Review • Working Together to Safeguard Children in 2018 • Keeping Children Safe in Education • Cheshire East Information, Advice and Support Service (CEIAS) • Virtual School Update • Local Children's Safeguarding Board (LCSB) • Ofsted Updates 	

	<ul style="list-style-type: none"> • Free School Meals and Universal Credit • Research into the impact of AS and L Level Decoupling • School Teachers Pay Award 2018 • Teachers Pay Grant • Schools Funding 2019/2020 • The Inspection of Local Authority Children's Services (ILACS) <p>The clerk highlighted to governors a number of issues, and governors noted the following:</p> <ul style="list-style-type: none"> • DQA Regulations . problematic. Vulnerable groups and latest data was circulated to attendees. • Children's Commissioners report into childhood vulnerability . report out • Pupil/Teacher ratio is up throughout all schools but more noticeable in secondary schools • New guidance on gender separation in mixed schools . non statutory guidance came out in June 2018 • Financial Handbook 2018 out effective from 01 September 2018 . highlighting directions the Secretary of State may take in relation to members, trustees etc • DfE have stated schools will receive extra funding . one million pounds for the Cheshire East Local Authority • Teachers Pay Award . the DfE has published the final 2018 School Teachers Pay and Conditions document • Teachers Pay Grant . the pay grant is intended to assist schools with the financial pressures arising from the additional pay awards that were not factored into the funding allocations • Ofsted . Towards the Education Inspection Framework 2019 	
<p>18</p>	<p>GOVERNOR MONITORING, DEVELOPMENT AND TRAINING</p> <p>Circulated with the agenda.</p> <p>It was stated that holding in-house training would be beneficial for Governors lasting for two hours. Courses to include refreshers and understanding budgets.</p> <p>RJ informed the Board that there was on-line training on Safeguarding and encouraged Governors to go on-line.</p>	
<p>19</p>	<p>ACADEMY POLICIES</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"> • E-Safety Policy <p>Two further policies had been submitted to the Full Governing Board for</p>	

	<p>approval:</p> <ul style="list-style-type: none"> • Admissions Policy 19/20 • Admissions Policy 20/21 <p>The Lockdown Procedure had been circulated to the Full Governing Board along with Cheshire Police's Lockdown Procedure for comparison between the two procedures. This was for information only.</p> <p>There will be a rolling programme of reviewing policies throughout the academic year. The reviewed policies first go to a sub-committee and then to the Full Governing Board.</p> <p>Action</p> <p>The Full Governing Board approve the policies as noted</p>	
20	<p>PLANNED RESIDENTIAL VISITS</p> <p>The Full Governing Board approved the following residential visits:</p> <ul style="list-style-type: none"> • Yellow Class to Beeston on 28 to 29 March 2019 • Blue Class to Conway Centre on 29 April to 01 May 2019 <p>Action</p> <p>The Full Governing Board approved the visits and thank all staff for their time and hard work.</p>	
21	<p>INFORMATION</p> <p>Being our Best Selves, our Curriculum Pledge was circulated for information</p>	
22	<p>ANY OTHER BUSINESS</p> <p>1. Confidential e-mail address . Due to the implementation of GDPR all Governors had a secure e-mail address to be used for confidential documents, but the e-mail addresses are causing concern. Discussion took place on how to rectify this issue and still be compliant with GDPR. JH suggested that a form could be devised that allows the school to send e-mails to governors personal e-mail address, but sets out clear lines of responsibility.</p> <p>Action</p>	

	<p>JH to devise a form to send to Governors after liaising with the GDPR Officer</p> <p>2. Buy a Brick . the PTA are offering parents the chance to have their names on a brick for the new hall extension. It was suggested that perhaps Governors may wish to purchase a brick jointly.</p> <p>Action Governors to decide themselves if they wanted to buy a brick</p>	<p>JH</p>
<p>23</p>	<p>MEETINGS</p> <p>It was confirmed that the next Full Governing Board meeting would be held at the School on</p> <p>Spring Term . 25 March 2019 at 6.30pm</p> <p>Summer Term . 15 July 2019 at 6.30pm</p>	

The meeting ended at 19.45

.....Chair

.....Dated