



Minutes of Pear Tree Junior School Full Governor Meeting

Thursday 1st February 2018

Present:	A	Fr Andy Nicolls (Chair - absent)	AN
	√	Andrew Sharp (Head)	AS
	√	Brenda Moxhay	BM
	√	Jay (parent Governor)	JJ
	√	Parminder Belleh	PB
	A	Michal Daniel	MD
	√	Jill Wilkinson (stand-in Chair)	JW
In attendance:	√	Steve Cox (Clerk) – finance advisor	SC
	√	Helen Fordham – Transform Associate Head - speaker	HF
	√	Natalie Bethall (Deputy Head) - observer	NB
			Action
1.		Welcome & Apologies JW welcomed everyone to the meeting as stand-in Chair due to AN sending his apologies.	
2.		Declarations of Interest PM has an interest in the staffing structure and all staff will leave the meeting when this is discussed.	
3.		Membership Update JJ was welcomed to join the LGB as a parent governor having been elected by the parents of the school.	
4.		Minutes of the last meeting Minutes were not available to review for this meeting – to be reviewed at the next meeting. JW explained the circumstances. LGB had submitted a formal complaint to the Trust about this, and AS reported swift action has been taken to remediate by the Trust.	
5.		Helen Fordham (HF) – Associate Head update HF is the Transform Associate Head supporting the school. HF outlined the Associate Head provision (1 day per week) with a powerpoint presentation. JW sought clarification of how this is funded – SC responded by saying included as part of the school’s top slice to Trust.	

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<p>JW sought clarification on how the work is planned for the school. AS indicated this was support for the school targeted by AS/HF together. This included lesson observations, support for the new Deputy Head, Inset Day as examples. HF focused the presentation specifically on Year 6 provision. JW asked HF to clarify “book looks” – HF used reading evidence as an example and by reviewing the children’s books she could evaluate whether teaching is at age-related expectations. HF was also looking for consistency across all 3 classes of Year 6. AS asked who had been in to do the drop-ins – HF reported a team of 4 Transform Associates with varying specialisms had been in at various times. JW asked if SEND/Higher/Middle and Lower end achievers had been considered in the book/looks. HF reported yes.</p> <p><u>JJ attended the meeting at 5.28pm – JW welcomed JJ (see Item 3)</u></p> <p>JW asked that for SATs in May (Year 6 tests) whether governors would be invited in to scrutinise the process in school. AN had already been nominated to do this, AS would follow-up with details</p> <p>HF handed out paper copies of the Year 6 Healthcheck report for Governors to consider.</p> <p>JW asked AS whether improved teacher modelling was resulting in increased aspirations for teachers for the children. AS indicated that a previous stereotype of Pear Tree was being addressed and that he was actively working to change this. AS also indicated that good quality teaching was already resulting in improving aspiration. JW wanted the Governing Body to echo this ambition. PB indicated she was seeing the change in school and that the negative connotation of “Pear Tree” was no longer being used.</p> <p>JW invited and received unanimous consensus from the LGB that congratulations were due to the staff for the improvement in aspiration now being observed. JW asked for this to be passed on to staff.</p> <p>HF indicated Marc North (Transform Associate Head with a maths specialism) had been in school from Transform Trust to help train staff on Maths No Problem.</p> <p>JW asked whether pre-SATs testing was being done. HF and PB indicated yes and HF expanded on how this was being done in classroom practice.</p> <p>JW asked whether Year 6 assessment had received support in moderating these assessments. HF responded by saying Pear Tree staff had attended 2 network moderation events.</p>	<p>ACTION AS</p> <p>GOVERNORS TO REVIEW AND FEEDBACK</p> <p>AS to pass to staff</p>
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	<p>JW asked whether the school’s policies reflected the necessary marking feedback loop for children, to ensure quality feedback was being given to children. AS said this was being developed with HF given existing policies were too lengthy and complex. JW echoed AS’s wish for this to be simple.</p> <p>JW asked whether there was sufficient writing in evidence for future moderation. PB and HF indicated yes.</p> <p>JW asked what children’s attendance was like for Year 6 – HF reported 94.3% per Y6 Healthcheck report. AS added further detail on the school processes for ensuring children attended school including in-house processes plus the additional support from a Trust Attendance Officer.</p> <p>JW asked about the forward plan for ensuriung Year 6 SATs attendance. AS outlined the plans he will be putting in place ckloser to the time.</p> <p>HF concluded by showing the data improvements already apparent in Year 6 since since September. Current prediction is 37% combined per AS. JJ asked for clarification on the term “Combined” – JW/HF explained the rationale.</p> <p>JW formally thanked HF for her presentation and HF left the meeting.</p>	
<p>6.</p>	<p>Chair’s Report Nothing to report</p>	
<p>7.</p>	<p>Site Manager’s Report AS reported facia and soffits to be done on out-building. 2 quotes obtained, Governors agreed a 3rd quote to be obtained. Governors agreed the current quote from Imperial for £5,760 will be taken if the lowest of the 3 quotes.</p> <p>AS reported a Caretaker has now been recruited, the successful candidate bing offered a position subject to references & DBS. JW asked if this was within budgeted staffing, AS said yes.</p>	<p>AGREED</p>
<p>8.</p>	<p>Finance & Budget Update Jackie Ozmen was not in attendance. Due to the later start of the finance slot than planned JW asked AS to pass on the LGB’s apologies to Jackie.</p> <p>SC provided the finance update. The current school position is positive (income exceeds costs so far this academic year) but there is still some settling of school finances. The school is not accruing costs yet when invoices are not received so some months are overly positive and then invoices “catch-up”. SC indicated it could take a full school year to know all the finances intimately. SC also outlined it was a greater challenge for Derby SBMs to know their own finances given the</p>	

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	<p>operating model of DCC prior to academisation. The school carry forward at start of September is £363k. This places the school in strong financial health. The 4 months of the academic year has seen a further surplus of £14k added to this (subject to all the costs being recognised). This would appear to be meeting the Transform test of balancing the books in-year.</p> <p>SC then referred to a draft Internal Audit report from testing performed by Transform Trust Centre on 30th January. This report would be issued to Governors (and Transform Trustees) once School leadership had had chance to respond and agree the points. AS indicated he had some comments to make and would be seeking clarification on a couple of points. SC indicated that all schools new to the Trust had to go through a period of adjustment to Transform finance policies and the most important factor is to see audit points resolved and not repeat findings in future reports.</p> <p>JW thanked SC for his report and requested that in future finance papers could be circulated to Governors sooner. SC indicated this had been a challenge due the timing of the meeting and the required support in school currently. However this was noted.</p>	<p>SC to issue Internal Audit report to Governors</p> <p>SC to issue finance papers in advance of LGB meetings</p>
<p>9.</p>	<p>Headteacher Update CONFIDENTIAL ITEM – staffing structure. PB & NB left the meeting.</p> <p>AS outlined his proposed staffing structure for 2018/9 and presented structure charts to show this. JW asked how staff impacted would likely react. AS indicated he thought it was not a significant change. JW asked if the new structure has been costed. AS said not yet. Given there was no new growth in staffing numbers, so cost wise he did not expect cost changes to be significant. JW asked if the proposed structure had been shared with Rebecca and/or Rachel – AS said yes. The main change is in middle leadership and staff returning to substantive roles. AS was not seeking approval from Governors yet, just a first iteration. JW asked if the designated SEND in the structure would take the SEN designation. AS indicated she thought she would. JW asked if there was any contingency if she would not take the SEN designation – AS described a lead practitioner who might own it as a possibility. JW asked if there were declared interests forms for all staff – James Ozmen being a relation of Jackie. AS said yes but will check.</p> <p>AS once again confirmed this was a first iteration only.</p> <p>SENIOR LEADERSHIP TOLD TONIGHT BUT CONFIDENTIAL</p>	<p>AS to check AS to check business interest forms have been completed for all staff</p>

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<p>AS asked Rebecca Meredith for a 2-day secondment for Deputy seeking Headship to support behaviour. This is to support Arvinder’s absence. Governors agreed.</p> <p>NB and PB were invited back into the meeting. SC left the meeting, JW took over clerking.</p> <p>Site Vision and Redevelopment Update – AS outlined his first draft proposal for improving the facilities at PTJ, which will need significant investment including:</p> <ul style="list-style-type: none"> • Playground – not fit for purpose and some urgent work needed to improve this. • Entrance area - AS would like to redevelop the entrance area and open this up to make it more welcoming for parents and visitors; with a possible extension at a later date. • ‘Boulevard’ path – to develop a ‘boulevard’ pathway between PTJ and the Infant School to make it easier and safer for parents who are dropping off/collecting children from either of the schools without having to go through separate gates. • Teaching & Learning – to re-site the downstairs area to allow for all the Year 3 and Year 4 classrooms to be on the same level, thus allowing for upstairs to be all Year 5 and Year 6 classrooms. <p>The cost for this work will be around £45k for the new office and the movement of the classrooms. Action: AS to bring back updated proposal to next meeting.</p> <p>AS has requested that there is also a formal survey undertaken of the school buildings as there isn’t one at the moment and has discussed this with the Chief Financial Officer at the Trust. Governors approved for the survey to be undertaken.</p> <p>School Improvement Plan Update AS presented an updated version of the document:</p> <ul style="list-style-type: none"> • Enrich Learning (amber section) • Ambition for All (blue section) • Respecting the Rights of Everyone (green) • Instil Personal Values (purple) <p>Each theme has 5 priorities. Each of which then outlines the baseline as at September 2017; achievements to date, and further actions. This is then supported by a range of more detailed action plans. The teaching and learning guide was shared with staff on 3-1-18 and it is hyper-linked to the appropriate resources.</p>	<p>AS to bring up-dated version to next meeting</p> <p>AS to arrange for buildings survey to be done</p>
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<p>AS said a lot of has been achieved in the autumn which he had expected to take a lot longer. JW asked if this pace could be continued? AS said there is still a lot to do but staff are up for the challenge. AS invited Governors to read the document and contact him with any comments or questions.</p> <p>JJ asked what else is being done for Year 6? AS said there is an additional member of staff 4 days a week who withdraws some groups of children for interventions where needed and to work with the LAC child. There are also additional interventions for those children who will not reach age-related expectations because they are new to English. There are 3 TAs in year 6, one of which is a part-time HLTA. There are after school interventions with the TAs and we have lunchtime interventions as well for Year 6. JW asked if there were any plans for sessions over the February half-term or Easter. AS said no. JW asked if it was possible for parents to be given some simple activities that they could do with their children over the holidays. AS said he would take this to the next SLT.</p> <p>JW asked if the staff are modelling high aspirations and expectations of the children? AS said there has historically been a culture of 'ah well its Pear Tree', but we are working hard to change this perception with the staff and community and we are moving in the right direction.</p> <p>AS added there are more children expected to reach ARE but we are not going to hit the national expectations this year. We have pupil progress meetings coming up with Karen Slack and Helen Fordham we will know</p> <p>Safeguarding – AN has undertaken a safeguarding audit which will be presented at the next meeting.</p> <p>Behaviour - JW said that she met with NB prior to the meeting and was pleased to hear that behaviour is improving across the school, albeit there are still some issues in Years 4 and 5. NB is focusing on behaviour for learning and is also working with the MDSAs on behaviour issues at lunchtime as this is still a concern for the school. Overall, behaviour is improving.</p> <p>Attendance – it has improved by 1.1% on the same period last year, although is still only 95.1% which is below the target of 96%. A number of families are travelling abroad for extended periods of time which is impacting. JW asked for the attendance analysis breakdown that has been sent to the Trust could be shared with Governors. Action: AS to send Attendance analysis to Governors.</p> <p>Assessment – AS said the pupil progress meetings are coming up with Helen Fordham and Karen Slack attending from the Trust.</p> <p>AS has raised a concern with CEO relating to HF's capacity as it isn't quite one day a week. JW asked if AS is happy with the other support he is getting from the Trust. AS said he is very happy with the quality of the support, just an issue with capacity of HF.</p>	<p>Govs to send any questions to AS</p> <p>Safeguarding Audit agenda item for next meeting</p> <p>AS to send Attendance analysis out to governors</p>
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	Teaching & Learning – covered above.	
9.	<p>Stakeholder Surveys (Parents, Pupils and Staff)</p> <p>Staff – a survey was done via the Trust last term. There is a Trust INSET on 26 February 2018 focusing on ‘well-being’. AS said he has also done a staff behaviour survey which is anonymous through Survey Monkey. The results being discussed by SLT. JW asked for the results to be shared at the next meeting.</p> <p>Pupils – AS said the School Council is working on the Pear Tree Promise and is the process of giving animal names to each learning behaviour. They are looking at pupil voice through reading and anti-bullying. JW asked if it would be possible to invite a couple of School Council members to come to a future governors meeting to talk about the work they are doing to and meet the governors. AS said they would really enjoyed that and would organise it for the next meeting.</p> <p>Parents – AS said he intends to do a parental survey in the summer term. JW asked if he would use the Ofsted one. AS said yes but it would be adapted.</p>	<p>AS to bring results to next meeting</p> <p>Agenda item for summer term</p>
10.	<p>Policy Update</p> <p>Trust policies the following were approved:</p> <ul style="list-style-type: none"> • Attendance (children) • Trust Complaints • Data Protection • Freedom of Informatin • Equalities • E-Safety • Home Visits • Staff Induction • Supporting Pupils with Medical Conditions <p>School polices:</p> <ul style="list-style-type: none"> • Handling Protocols • Anti-bullying • Teaching and Learning Guidelines 	
11.	<p>Governor Involvement</p> <p>Governor Training – JW said she has completed the Level 2 safeguarding and child protection and is attending the SEND training on 7 February 2018.</p> <p>Governor Visits – AS said AN has completed a safeguarding visit as reported above. BM has had a tour of the school and has also volunteered to undertake guided</p>	

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	reading on Monday and Wednesdays. JW said she has met with the DHT earlier in the day regarding English and behaviour.	
12.	Any Other Business JW queried MD attendance. AS said he needs a phone call on the day to remind him. He is a vital link with the community and will be an asset for the school.	
13.	Dates of Future meetings: Thursday 12 April 2018 – all at 5.15pm Thursday 24 May 2018 Thursday 12 July 2019	

Meeting closed at 7.04pm

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