



Minutes of Pear Tree Junior School Full Governor Meeting

Thursday 12 April 2018, 5.15pm

Present:	√	Fr Andy Nicolls (Chair)	AN
	√	Andrew Sharp (Headteacher)	AS
	√	Brenda Moxhay	BM
	√	Jayprakash Joshi	JJ
	√	Parminder Belleh	PB
	√	Michael Daniel	MD
	√	Jill Wilkinson	JW
In attendance:	A	Steve Cox, Transform	
	√	Jackie Ozmen, Items 8, 9 and 10 only	
	√	Natalie Bethall (Deputy Head) – Observer	NB
			Action
1.		Welcome & Apologies Apologies were received from SC.	
2.		Declarations of Interest JW declared an interest in the item regarding funding for the Community Block as a member of the Trust team (item 14 Any Other Business). PB and NB declared an interest in the Staffing item 7.	
3.		Membership Update AN welcomed JJ. AN asked if we have an outstanding parent vacancy? Yes, AS suggested that we look for September for another Parent Governor. JW said Richard Jones, AHT at Brocklewood, is looking to join a Governing Body and JW suggested he would be ideal to join Pear Tree. It was agreed that he would be invited to come to the school and meet with AS and AN first with a view to him coming along to the July meeting for formal approval to join the GB from September. JW queried the Scheme of Delegation, paragraph 4.4.4 to check if any Governors were involved in a voluntary capacity in school and whether this was more than the hours specified. BM confirmed that she does volunteer in the school for Guided Reading but that this was less than 4 hours a week. AS confirmed this.	AS to advertise September 2018 Clerk to contact RJ to organise a school visit to meet with AS/AN

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<p>4.</p>	<p>Minutes of the last meeting: 23 November 2017 and 1 February 2018 23 November 2017: accepted as a record of the meeting. 1 February 2018: accepted as a true and accurate record.</p> <p>Action log: Governors reviewed the action log. The only outstanding action is the buildings survey which the Trust is now going commission with Pear Tree being the first to have their done. Contractor is CP Associates.</p>	
<p>5.</p>	<p>Chair's Report Correspondence received:</p> <ul style="list-style-type: none"> • JW, TA, 1 day annual leave requested for 24 July 2018 to attend graduation – approved. • MS, TA, 1 day annual leave requested for 20 July 2018 to attend graduation – approved. • JA, TA, request to reduce working hours from 5 days to 4 or a job share. Governors approved the reduction in working days from 5 to 4 from September. AS to clarify and confirm with JA which day this will be during the week and that only one request per year can be made to change working hours. AS to double check this with HR. 	<p>AS to inform staff</p> <p>AS to agree with JA which 4 days from September 2018. AS to check with RH re requests</p>
<p>6.</p>	<p>Headteacher's Update</p> <p>Vision - AS gave an update on the site vision:</p> <ul style="list-style-type: none"> • Resiting of the toilets as they are too far away from Year 3. • Open up the entrance area and create office space for admin including office block, site management, DSL, Attendance and a waiting area for visitors. • Creating a walkway from the car park into the Community/Transform block. • Providing undercover walkway leading down to the dining hall. • Investment in outside climbing equipment/trim trails. <p>Surveys will be done to ensure that all the pipework is located. Some of the work can happen whilst the school is in session.</p> <p>JW asked when it was expected to be completed? AS said hoping to have the downstairs classroom and resiting of toilets done by September 2018 with the larger refurbishment work being done by September 2019.</p> <p>School Improvement Plan (SIP) and School Priorities update - AS said the SIP was reviewed with the SLT and Helen Fordham from the Trust this week, going through actions and updating where needed. There were no new actions</p>	

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<p>identified. A full SIP and the monitoring progress is displayed on the wall in AS office.</p> <p>AS said this term is about embedding the systems put in place during Autumn and Spring terms and developing consistency, including teaching & learning, leadership development and behaviour. Staff know what is now expected but they need time to embed their practice so that there is consistency across the school.</p> <p>Safeguarding audit - AN fed back on his safeguarding audit last term. The computer system is now up-to-date and all the files were accurate and pertinent to the children at the school. AN confirmed he will do another audit to follow up on actions.</p> <p>Behaviour - NB said this is again about embedding the practice and the systems to ensure consistency. Spring 2 analysis was presented. Level 3 incidents are 'time out of class'; with level 4 being 'a red slip' which means SLT get involved. From January 2018, there has been a decrease in the number of incidents. Those incidents in class are largely linked to 'rudeness' and are dealt with or when there is PPA cover. SLT are far more visible and regularly doing walkarounds. The Learning Mentors also take children out of the class to work with them.</p> <p>Lunchtimes incidents, prior to January, were largely due to inappropriate physical behaviour. However, the MDSAs are now more proactive in dealing with and preventing these. Usually two Learning Mentors and NB are out at lunchtimes. We know that the behaviour system at lunchtime is working, because there was a 2 week period where the lead behaviour person was off but other staff stepped up and supported and there wasn't any noticeable increase in the number of incidents. AS said most of the incidents occur when the older children come out lunchtime and because the physical environment is not large enough there will continue to be conflict.</p> <p>Lindsay Clark, from Sneinton Primary, is coming in one day a week for the summer term to work with SLT on where we can go next with our behaviour practice and strategies.</p> <p>JW said that the Challenge Partners external review confirmed that behaviour is improving and actually some of the comments from the children were amazing.</p> <p>Attendance - AS presented the Spring 2 attendance data. Year to date, is 94.95% which has therefore triggered fortnightly monitoring reports to be sent to the CEO of the Trust. The Trust's Attendance Officer is very clear that there isn't much more that can be done with attendance as the problem is the transient population. If you took this out of the data, the school would be nearer 96%. AS said the Attendance Officer in school is doing a really great job. JW asked where</p>	
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	<p>the issues are. Girls attendance, particularly Year 6, Roma girls. JW asked if there was a particular issue why this was. AS said holidays is the main problem. JW asked MD if there is anything else that can be done? Its about changing culture.</p> <p>Challenge Partners External Review - JJ said he can already see the changes in school from last year which are all positive. AS said we are moving in the right direction. Staff have been asked to do a lot but there is nothing new this term, its about consolidation and embedding. JJ asked what else in on offer to support writing? AS said in September we will look at writing in terms of the way we teach writing. The rest is all in place. We need to embed and sustain before we can move on. PB confirmed that staff have been asked to do a lot but feedback from those she has spoken to is that how amazing it is and staff are seeing the difference.</p> <p>JW congratulated AS and the staff on the Challenge Partners report as it was yet another external review but clearly the signs of improving are now being seen, whilst acknowledging there is still a long way to go. Governors agreed.</p> <p>Assessment – covered in the Standards form and JW attended the Standards meeting the the Trust CEO and AS.</p> <p>Some additional analysis on attainment was presented. (Green means better, not good.) AS said the data is moving in the right direction. Girls are outperforming in all year groups, except Year 6. Biggest group is Roma 25% of the population – some families who don’t declare their origin and so are classed as White Other. Roma figures are consistently below. AS said Roma isn’t a formal written language but is becoming one and which is why writing is a problem. MD agreed they are trying to make it a formal written language.</p> <p>AS said this year has been about getting the internal structures right and looking very clearly at what we can do because the children are engaged and they do want to be in school and learning. It is difficult for some children who first language is not English it becomes very tiring for the children. We need parents to appreciate and value what we are do to support the children. NB said we are focusing now on those children who are just about going to make it. JJ asked if we can do competitions to help with writing. AS said this will be a focus next yeyar and there will definitely be more opportunities for children to write.</p> <p>JW said that when you look at the data, you can clearly see that improvements are being made as the number of children below expected level is dropping, and increasing at expected and above expected.</p>	
7.	<p>Restructure & Recruitment Confidential Item PB and NB left the meeting for this item.</p>	

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<p>8.</p>	<p>Admissions Arrangements for 2019/2020</p> <p>JO previously sent out the arrangements to Governors. The arrangements follow the Derby City criteria and these have already been submitted to Derby, but they need formally approving by Governors.</p> <p>JO said we are looking for an alternative in which to conduct appeals as this is costing the school a lot of money and about £300 per appeal which is largely due to translation costs. JO has approached the Trust but they are not yet in a position to do this. It is not helpful that the New Communities Group encourage parents to appeal when there are no places. JW asked what the actual cost of each appeal is. JO said that the LA charge £150 per day and will do more than appeal per day if they can, but it is also then the translation charges. JO said from April 2017 to January 2018, there were 25 appeals costing the school £7,500 but the LA did return 50% of this but that was the true cost. JJ asked if the Council can help with the cost. JO said they have done initially and do try to do more than one appeal on the same day but other than that, no and this coupled with the translation costs means it is very expensive.</p> <p>JO said we can look at becoming our own Admissions Authority in the future and determine our own arrangements. JW said that this will need to be in line with the Schools Admission Code and will require Secretary of State approval but it is possible.</p> <p>JW suggested that AS discussed this issue with the Heads across the Trust to see if they are also having a similar problem. AS agreed and that he will also speak to other Derby Heads.</p> <p>JW said the current arrangements will need to be uploaded on the school's website which is not yet live. JO said this will be uploaded onto both Derby and the school's website.</p> <p>Governors approved the arrangements.</p>	<p>AS to explore the issue with other Trust Heads and Derby Heads to identify whether this is a bigger issue.</p>
<p>9.</p>	<p>Finance Update</p> <p>Management Accounts for March 2017 were presented.</p> <p>JO said the full year carry forward is expected at £143k which will add to the 2016/2017 £489k forecast. We knew we were going to have a large carry forward because of the split year between the LA and Trust.</p> <p>We are already £63k underspent on teaching because of recruitment issues for the 3 staff which has not been appointed and £39k underspend on services. A lot of this has come from programmes and systems which we have not used, i.e a programme for Maths which has meant a £10k saving.</p>	

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<p>£101k total expenditure to date but there are still some invoices to come in from Derby, around £10-12k for Head Psych and Music Partnership but we just seem to keep saving money!</p> <p>AS said the carry forward of £489k has been allocated for the premises and capital work but we are still in a good position.</p> <p>Budget for 2018/2019 JO presented a draft budget for next year along with the initial income and expenditure details. We are identifying a carry forward of around £15-25k which is in line with the Trust expectations. JO said this is the first draft but will present an updated position at the meeting in May 2018.</p> <p>The staffing budget is less as we will spend less on supply and we are exploring whether the £11k on supply teacher absence insurance is needed.</p> <p>AS thanked JO for the work done on the expenditure and what we are going to need for next year.</p> <p>IT Provision There is some IT provision which is now obsolete. A request was made to dispose of this. JW asked if the list could be circulated and an agreement reached by email. AN agreed to this.</p> <p>Internal Audit AS said he has spoken to Steve Cox at the Trust and he is confident that the school is working on the actions identified in the audit. AS and JO have been through the report and have added their comments to explain or outline what has been done against each action. AS said he has also fed back to the Trust that the school is given an opportunity to comment on the draft report before it is issued so that they can add their own comments and actions taken.</p> <p>JW asked the one red action around appropriate authorisation of expenses – AS said this was during the period that JO was absent from school but has since been rectified. JW also queried why there was not an inventory log as this was needed for insurance purposes? And that just prior to the school converting, the previous IEB commissioned an financial audit in which one of the requirements was that an inventory was done? PB recalls something being done where staff were asked to outline their equipment.</p> <p>JW also commented that the report outlines that they were ‘unable to test due to records being unavailable’ – on governance documents. The Trust governance has just had an audit and all the documents will have been looked at during the separate audit. JW said she will ensure that the Governors are informed of the outcomes of the audit for Pear Tree.</p>	<p>JO to circulate disposal of IT for Governor approval to dispose.</p> <p>AS to check with JO regarding inventory</p> <p>JW to feedback on outcomes of governance audit in relation to PTJ</p>
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<p>10.</p>	<p>Site Management and Health & Safety Update</p> <p>JO all the systems through the audit have been addressed. There is a staff briefing each week and all staff are encouraged to report health and safety issues during the briefing which is then minuted. AS then follows up with the Site Manager to ensure that the health & safety issues have been actioned.</p> <p>JO said that the school has purchased an management information system 'Medical tracker' as a way of recording child and staff accidents. The system will be able to run reports on the incidents etc and allow the school to analyse any particular trends or patterns. Donna Burdis is then also able to use this information during safeguarding meetings.</p> <p>JW asked if there had been any major child or staff accidents since the last meeting? No. JW asked if a report can be presented at future meetings going forward. Yes.</p> <p>Site Manager – included in Confidential Minutes.</p> <p>PB said that she attended the Trust's Health & Safety Governor Training, along with JW on 28 February 2018. This was helpful in broadening understanding of what is required of Governors in terms of Health & Safety.</p>	<p>Clerk to add to standing agenda</p>
<p>11.</p>	<p>Feedback from Staff Survey</p> <p>Staff survey – we were asked to put together an action plan following the Trust's staff survey on well-being. Copy distributed. AS said the real issue was that staff having the tools and resources to do their job effectively. These are now in place.</p> <p>Additional surveys: behaviour and teaching & learning have been conducted and the results analysed this week. These showed that whilst levels of confidence is increasing it flagged up a couple of areas: questioning – although this came out strong in the Challenge Partners review; the Pear Tree Promise and how children are using these skills; and finally modelling and there is more of this happening now.</p> <p>AN asked about the staff breaks and if there are any staff not taking breaks. AS said there is now an area for them to go. AN asked if it is about them choosing to work through breaks, or to work through breaks but not working 5 days a week? AS said staff attendance has never been better this suggests that staff are content.</p>	
<p>12.</p>	<p>Policy Update</p> <p>Trust policies the following were approved:</p>	

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	<ul style="list-style-type: none"> • Confidential Reporting (Whistleblowing) • Disciplinary • Grievance • Pay • Safer Recruitment <p>School polices: None on this occasion.</p>	
<p>13. Governor Involvement</p>	<p>Governor Training – PB and JW completed Health & Safety Training on 28-2-18 and JW attended the Andrew Hall, Safeguardingschools, Training Day on 1-3-18.</p> <p>JW said that she has commissioned a leadership and coaching expert who has done a lot of the leadership programmes for Headteachers across the Trust to devise a bespoke leadership programmes for Governors. This will be free and is aimed at Chairs, Vice Chairs or those wishing to become a Chair. It will be for 3 half days and include a 360 diagnostic to help Governors develop their skills and expertise. JW hoped that AN would be able to attend because of his vast knowledge in helping to shape the programme going forward.</p> <p>Governor Visits AN – safeguarding covered above. AN also did a visit to look at staffing structure – appointments and recruitments. BM is in weekly supporting Guided Reading.</p>	
<p>14. Any Other Business</p>	<p>Website expected now to go live 30 April 2018. Governors will need to send mini profiles of themselves to JO.</p> <p>Write-offs – JO requested that £528.40 dinner money be written off. JW asked how long has this been? JO said it is a cumulative figure from a couple of years and some of the children have now left; some were awarded FSM so haven't bothered to pay off their debt despite numerous reminders and conversations. AN asked what is in place to stop it happening again. JO said it is not now possible to accrue more than £27 debt because there is a process in place. There are 2 children still in school who owe £75 but they are no longer having school dinners so their debt isn't accumulating. NB has spoken to them but they are still not paying. PB asked why we wait 3 weeks? AS said we give them sandwiches. There are some circumstances where parents are supposed to drop off their sandwiches but they don't. Governors then discuss the whether or not this was classed as neglect but AS said we do home visits and it is not at that stage. The majority of children on the list are either going through the process of FSM and are on top of their debt.</p>	<p>All Governors to provide mini profile for the website.</p>

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	<p>AS said in the audit report last year, he agreed to write-off the debt and in JO's absence this did not come to Governors as it should have done. Governors agreed to write off the £528.40 dinner money debt.</p> <p>Rent for the Community Block (JW declared an interest in this item as a Trust member of staff) At the time of academisation there was an agreement with the Trust for a lump sum of money to be paid into the school for the use of the community block - £10k. We are now in discussions with the Trust about annual rent charges for the facilities going forward for the 3 rooms. They are proposing £1k per annum to help cover the cleaning (6.5 hours per week) and contribution towards utilities costs. AN suggested that AS go back to the Trust to negotiate for £2k per annum.</p> <p>Council Elections JJ declared he is going for next Councillors elections in May 2018.</p>	AS to speak to SC
15.	Determination of Confidentiality Item 7.	
16.	Dates of Future meetings: Thursday 24 May 2018 Thursday 12 July 2019	

Meeting closed at 19.41pm

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