



Minutes of Pear Tree Junior School Full Governor Meeting

Thursday 23 November 2017

Present:	√	Fr Andy Nicolls (Chair)	AN
	√	Andrew Sharp (Head)	AS
	√	Brenda Moxhay	BM
	√	Parminder Belleh	PB
	A	Michael Daniel	MD
	A	Jill Wilkinson	JW
In attendance:	√	Steve Cox, Transform Trust CFO	SC
	√	Jackie Ozmen, School Business Manager	JO

(NOTE: the Clerk was unable to prepare the minutes, they have been prepared taken from his handwritten notes by Jill Wilkinson, Project Director, Transform Trust)

1	Welcome and Apologies for Absence
	AN welcomed everyone to the meeting. Apologies were received from JW who was at the Inspiring Leaders Conference.
2	Declarations of Interest
	None.
3	Minutes & Matters Arising from last meetings
	Minutes from the 28 September 2017 were accurate as a true and accurate record. Minutes from the 19 October 2017 were accepted as a true and accurate record.
4	Finance Update
	JO said she has been absent from school for the first 2 months so it has been difficult. The budget was presented in July 2017, but following a visit in November it has been re-set. There is an increase of £39k in revenue income due to the delay in when the DHT post can start – now January 2018 and that we didn't recruit 2 of the 4 teaching vacancies. This has meant we could award an Assistant Head post. There are costs from July 2018 – laptops, smartboards, ceiling and lighting to the tune of £60k that will need to come from the surplus. There was £400k in the carry forward but likely carry forward going forward is £100k taking accounts of staffing and other costs. Carry forward should be around one month's salary. SC said the budget is 75% staff costs. JO said we were expecting £200k carry forward from DCC but actually it is £363k. AS said there might be something we could look at for staffing. We currently have 3 supply staff: 2 Teachers and 1 TA. We

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	<p>may need something more in Year 6. JO said we are trying not to use agency staff for absences. We are insured for this.</p> <p>Warren Porter, Trust Management Accountant, still coming out to do the end of month and is fully aware of the carry forward amount. We are getting about £32k from the Trust for capital items. SC said Warren has been giving positive feedback regarding how JO has handling the transition and adopting trust protocols and ways of working.</p> <p>There will be an internal audit in January 2018 – looking at how the schools is implementing the financial handbook and Trust requirements. SC said that Trustees will be writing to HTs where they are reoccurring themes. AN explained the Trust level of governance and the levels of seniority within this structure.</p>
5	Any Other Business
	<p>Governor Packs - for newly elected Governors – compliance documents and information from the Trust.</p> <p>Library – AS would like to relocate and refurbish the library into the old meeting room with new books (fiction/non-fiction) so that there is the equivalent of about 12 books per child that the children can access. Tables with would be that have whiteboard table tops. It would enable a targeted approach with children to choose the right book etc. Costs would be £6k for the library move and around £3.1k on books. As its bespoke we weren't able to get 3 quotes and we need Governor approval. Governors approved the costs.</p> <p>Rapid Read/Write programme – AS would like to introduce this. They have been given a 15%. It will provide TA training to develop skills and quality teams. Cost is £3.1k. Governors approved.</p> <p>Bug Club – this is an annual book subscription and will be implemented immediately if approved. Cost is £3.3k. Governors approved.</p> <p>Website – this is undergoing redevelopment. Costs will be to build the website and photography costs. SC all other schools are going with AIT. AS said he wants Primary Site to do the website as teachers and staff can then have control of the content without going through another party. The cost is £2k. SC said they don't want to mandate schools but it is about ensuring compliance. AN suggested that Governors approved the cost of a new website but how is a Trust discussion. Governors approved.</p> <p>School Entrance – AS said he wants to re-sight the main entrance and to create a 'boulevard/avenue' between the infant and junior schools. Some initial designs/pictures were shared – would improve the waiting area and a small meeting room, rather than the 'holding cell'. It would mean re-sighting the offices to the far end of the building. Potential costs might be around £100k. If we went ahead it would need proper planning. Would like it ready for next September. AN said at that cost it would</p>

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	<p>need Trust Board approval. JO asked how we would start with this. SC said CP Associates are used currently. SC advised AS to consider all the running costs – communications etc and to develop plans and put a ‘rationale’ paper together. There is a meeting of the Board on 15 December – it has a full agenda but it may be possible if it was ready then to be submitted.</p> <p>JO said the PAN is 360 and there is currently 356 what would happen if there was a drop in pupil numbers. SC this could impact on the outcome of Ofsted – category risk. JO said if it might be possible to share some of the costs with the Infant School.</p> <p>JO and SC left the meeting at 18.33pm.</p>
6	Membership Update
	<ul style="list-style-type: none">• Membership Update – PB welcomed as the new Staff Governor.• Parent Nominations – AS said 3 have been received and asked if we should accept them all. This would be dependent on their skills audit as it should be based on the skills set. AN said if they are aware of the DBS requirements – yes it was on the letter. Action: AS to update Governors at the next meeting. <p>AN asked if all Governors have had their DBS’s done. BM and PB have them.</p> <p>AN also said that Linda CH would like to join the Governors and has been for a visit. She is the LADO (Local Authority Designated Officer) for Derby City. There is no conflict of interest and has a passion for the school. Action: AN to inform JW about joining the Governing Body.</p>
7	Governor Responsibility and Training
	<p>The Trust has produced it’s Governor Handbook outlining the training for Governors. JW has offered to do some training for Governors. Nikki Black, DSL, is able to do the ‘Everybody’s Business’ training. Consideration as to whether training could be done in a afternoon session.</p> <p>Governor link roles Health & Safety – PB Behaviour – MD Safeguarding – AN SEND – BM LAC - ?</p> <p>AN has already done safeguarding visits so is happy to continue.</p>

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	<p>PB asked what was required being a Health & Safety Governor. AN said it's about making sure the health & safety report and its actions are progressing.</p> <p>BM asked about the guidelines to conducting school visits. AN went through these. Visits should be about 2 hours, agreed with staff prior to the visit as to the focus and timing, should include a book look.</p> <p>AN said it would be good if Governors could come in before the end of term. AS said Governors are always welcome and said that JW has conducted a visit and sent through initial report by email.</p>
8 Governor Responsibility and Training	
	<p>AS presented the report. The is a new Trust reporting format and there will be Standards meetings held with the CEO to which all Governors are invited to come and attend. AN should be able to attend the next one on 2 December 2017 at 10am.</p> <p>AS went through the report.</p> <p>AN asked about the Year 3 intake and for clarification about where they come from. 89 for Year 3.</p> <ul style="list-style-type: none">• High mobility in years 5 and 6 which has an affect on teaching.• 359 on roll.• EAL at 83% and PB asked if there was additional funding to support this? AS said it is about how you report it on the form and we need to check if there is additional funding. <p>Action: AS to check EAL funding.</p> <ul style="list-style-type: none">• Pupil Premium says 42% but feels like it should be nearer two thirds.• 17% SEND. AN asked how many are on a EHCP – none.• Equality incidents – 2 but AS needs to check what has been reported. Discussion around behaviour – it is improving.• Private Fostering – AS said he can add this into the comments section. The Trust only asked for LAC.• Attendance – PB asked about children who had left. AS said these are left on for 20 days. AN said 49 children still seems high. AS said it states 14 Year 6 children but thinks this is 10.• 9% White British children – are we meeting the standards of some groups? AS said no, but its ongoing progress. <p>AS went through the progress scores. He said transition will be much smoother with the Infant School. They will conduct baseline tests and then re test in the Spring and Summer terms. AN asked about pupil progress meetings – these are termly but taking collecting data each half term.</p>

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	<p>Pupil premium – AN said the updated statement should be on the website. AS agreed. There will be proper interventions which are measurable going forward to be able to show impact on outcomes and spending. AN suggested that the wording on the statement should state ‘previous year’.</p> <p>Challenge Partners is due in February 2018.</p> <p>Sally Manz Report – AS said staff have only seen snippets of the report which landed 9 days after AS in post! AN asked how staff felt – PB said it was a bit damning but it did acknowledge some of the positives. The leadership is as confirmed in the leadership section of the report. AS said we are keeping a close eye on teaching and learning with we have support from Helen Fordham and Dr Marc North from the Trust.</p> <p>Safeguarding – AN reported back on his visits and progress the school is making.</p> <p>Staffing – AS confirmed he has had his performance review. There are clear action points and targets. All teaching staff have had performance reviews.</p> <p>PB left the meeting at 19.38pm for a confidential item.</p>
9	Confidentiality
	Staffing item - see separate confidential minutes.
	Date of next meetings
	<p>Thursday 14 December 2017 at 5.15pm Thursday 1 February 2018 (instead of January).</p> <p>Agenda to include Behaviour report.</p>

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