



Pear Tree Junior School
Full Governing Body Meeting

Monday 28thth September 2017

Present: Ft Andy Nichols (Ft AN) chair of the governors, Brenda Moxhay (BM) community, Andrew Sharp (AS) head teacher, Lindsay Ogden (LO) Clerk.

Apologies: Jill Wilkinson Trust governor

Also in Attendance: Steve Cox

Item	Discussion Point / Decision for recording	Action	Owner
1.1 Welcome and Apologies for absence	<p>Ft AN welcomed the governors to the meeting</p> <p>Apologies for absence had been received from; Jill Wilkinson, Michal Daniel and Steve Cox</p> <p>Ft AN explained that the governing body membership will increase with the appointment of staff and parent governors.</p>		Ft AN
2. Local Governors legal requirements	<p>Ft AN explained the legal requirements for the governing body including the DFE guide lines and the principals. Governors read and signed copies of the;</p> <ul style="list-style-type: none">• Pecuniary Interests form• Governor Code of Conduct including the Nolan Principals• Governor eligibility checklist <p>BH explained that she had completed her DBS application on line but not as yet received her certificate.</p>		Ft AN



<p>3. Minutes of the last meeting</p>	<p>FT AN explained that the minutes of the previous meeting required signatures from the other governors present at the last IEB board. Ft AN signed the IEB minutes and asked that they be returned to the Trust for agreement and signatures by the remaining members of the IEB. Action: LO to return the minutes for reading checking and signatures</p> <p>Matters Arising: Ft AN explained that the staff pay grievances are now resolved. (see agenda item and confidential minutes)</p>	<p>Action: LO to return the minutes for reading checking and signatures</p>	<p>Ft AN</p>
<p>4. A.O.B</p>	<p>Chairs Emergency action</p> <p>Ft AN explained that over the summer period he had received an application from a midday supervisor who wished to delay her return to the UK from holidays for after the start of the Autumn term. She actually returned to school after the agreed date. Action; AS to follow up with H.R</p> <p>AS explained that the census date was pending and requested additional hours for a cover administrator to support with the census returns. She will also support with settling the free school meal returns in Foundation. The request was for additional 14 hours cover. Governors agreed the request.</p> <p>AS explained that they are looking at creating a hub for Transform on the school site. The Trust will support with the cost of £12,000 to create the Derby hub. £7,500 of which will be infrastructure costs. All costs have been agreed by the Trust. This item was for information.</p>	<p>Action; AS to follow up with H.R</p>	
<p>5. Finance update</p>	<p>AS reported the school is finically secure with income and staffing costs overall but less secure with the operational expenses across the school as there is no historic data. This will develop over the year.</p>		<p>AS</p>



	<p>Headline income is £1.85m with staffing at £1.45m, other costs are £0.38m. After operational costs they are predicting a projected surplus of £14,000.</p> <p>The budget shows a capital surplus of £365,000. This is however, subject to external audit.</p> <p>Cash flow school has a working balance of £71,000.</p> <p>The area of concern is the catering costs for the infants' school which requires further investigation.</p>		
<p>6. Head teacher update</p>	<p>Vision Document</p> <p>AS explained to the governing body how the Vision document was created. He referred to the ofsted report which highlighted a lack of clarity and Vision for the school. At the start of term, they had three inset days and with the staff they have created a new vision and motto for the school using the word 'PEAR' as an acronym.</p> <p>The motto is based on the school title; 'With trust and care we will grow and flourish'.</p> <p>The Vision is created around school and the community and how best they can support the children to grow and develop.</p> <p>The School pledge includes the vision of the school in the community. Governors thanked AS for the new vision for the school.</p> <p>AS explained that the staff have ownership of the values that underpin the vision. The children through work with the school council are creating a 'Pear Tree Promise' related to learning and behaviour.</p>		



	<p>School Improvement Vision</p> <p>AS explained that this includes all staff and governors.</p> <p>The School improvement vision is a three-year plan detailing how the Vision will impact all areas across the school including staff development, curriculum delivery, assessment, safeguarding, attendance behaviour and more.</p> <p>Ft AN asked that as governors to start this process there needed to be base line testing of the pupils to provide accurate figures so enabling the setting of targets for staff for performance management for the following year.</p> <p>AS explained that the current yr6 have completed a previous SAT's paper. Ft AN asked that the tests set be externally marked and moderated. This would then provide the start of tracking of pupil progress which is also an area for further improvement.</p> <p>Ft AN asked that AS report on the data provided by the assessments at the full governing body meeting in November. AS stated that by January there will be a wider school improvement plan with clear targets and the opportunity to demonstrate impact from a base point and progress.</p> <p>Ft AN asked how the wider improvement plan fits with the rapid improvement plan set by RM at the Trust? AS stated that the wider plan will be an 18month improvement plan with milestones set for each term. Ft AN suggested that targets set for staff be termly to help with the movement towards the wider improvement plan for 2019.</p> <p>Staffing Structure</p>		
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	<p>AS explained the current staffing structure. There is currently a vacant post for Deputy Head and interviews are on 29th Sept. The Deputy Pay scale for the vacancy was set between L9 – L13 and was agreed by the governors. The Assistant Head will be starting maternity after Christmas.</p> <p>The Senior leadership team includes a phase leader for each of the areas of the school. There is one middle leader with a TLR3 for safeguarding who is a Yr4 teacher.</p> <p>AS explained the current classroom staffing structure and subject/area leads.</p> <p>The Office staffing structure requires a review and AS suggested an internal advert for an Office Manager role.</p> <p>Cleaning team There is a vacancy on this team. Ft AN asked how were they reviewing the key holder responsibility? This is to be addressed in conjunction with the current cleaning vacancy.</p> <p>Ft AN asked about the role of GG who is a volunteer in school and who assists with site support. They have risk assessed his role due to his medical needs and reduced his time on site which is now supervised.</p> <p>Staff Grievance update - Confidential Item</p> <p>Behaviour report AS reported that behaviour has significantly improved across the school.</p> <ul style="list-style-type: none">• Yr3 three there were three incidents reported to date which is an improvement.		
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	<ul style="list-style-type: none">• Yr 4 three incidents of disruption in class, all males involving the use of foul language. This was whilst an HLTA was taking the lesson. It has been monitored and no further incidents reported.• Yr5 one incident of refusing to work and one of fighting, all pupils were male and gypsy roma.• Yr6 three incidents of refusal to work all male and two occurred during PPA cover. Ft AN asked if the PPA cover was the same person for year four? This was a different member of staff. <p>During lunchtime there was one aggressive incident, a female pulling hair. She was sent to the reflection room.</p> <ul style="list-style-type: none">• Yr4 1 incident in the playground• Yr5 1 incident all male aggressive behaviour in the playground• Yr6 2 incidents one female two male, all sent to reflection room. 1 male refused to go. Ft AN asked if there was focused play for these pupils during playtime? <p>BM asked if the reflection room was new? AS responded that it was not but had not previously been used.</p> <p>Ft AN if there had been any racist or homophobic incidents? AS stated that there had not been any but the system of reporting needs further investigation. There were then questions around the accuracy of reporting these incidents. AS explained that the staff were very aware that these types of incidents need to be dealt with properly and effectively. AS reported that both staff and parents are aware of the incidents and how they are being managed.</p> <p>The use of Positive recommendation boards in classrooms. Ft AN asked how is this working? AS reported that it is mixed to date. There are tokens for children who come to school in uniform which is working and staff are amazed that this is having an impact. Praise and recognition for good behaviour</p>		
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	<p>is working in some classrooms. On Friday's there is a hot chocolate session with the head for a nominated child from each class whose behaviour is over and above expectation. They also have their photos up in the hall. AS stated that the classroom behaviour is generally good but the pupils don't know how to play and this leads to poor behaviour.</p> <p>Building Fabric and Playground Updates</p> <p>AS invited the governing body to a meeting on Friday 20th Oct at 1pm meeting with an architect who he proposed will be working with the school for two days, one day to view the playground area and how the site is accessed by parents to support and improve the school.</p> <p>The suggestion is to create a Pear Tree boulevard to connect both the junior and infant school and to access both areas to open this up as a shared space. BM will attend on the 20th Oct to visit the school and will attend the meeting. Cost of the architect services will be approximately £1,000. Governors agreed to the £1,000 spend.</p> <p>Part of this review of the entrances is also to review how the play space is used around school to support and reinforce good behaviour.</p>		
<p>7. Safeguarding update</p>	<p>Ft AN reported that there will be a Safe Guarding audit this term from the Trust. AS stated that School are having a visit from 'My concerns', who will be reviewing the reporting and recording systems used by the Trust. The training is set for 6/10/17. All staff will all be aware of this process. Ft AN asked if the Trust governors will be getting my concern training?</p> <p>Action; Ft AN to check with JW to do a safeguarding audit during the term.</p>	<p>Action; Ft AN to check with JW to conduct a safeguarding audit during the Autumn term</p>	<p>Ft AN</p>



	<p>AS reported that the safeguarding group meet weekly at 11am on a Friday. There is a Safe Guarding bulletin circulated to staff that is updated on a weekly basis. This is also shared at the staff meetings. The senior leadership team review this bulletin weekly.</p>		
<p>8. Special educational needs update</p>	<p>AS reported that they had appointed G who is starting to work with pupils for assessment and support. However, the SEN paperwork used is inadequate. Ft AN asked if there was an SEN register? AS stated that this is correct and is up to date however how pupils are supported in class is inadequate.</p> <p>Ft AN asked if he could visit to audit the SEN register and when would be a suitable time? It was agreed that this action would take place after half-term. Ft AN asked if the SEN lead is working with the Trust SEN lead? They operate a SEN co-ordinators meeting. It was suggested that she attend.</p>		<p>Ft AN</p>
<p>9. Policies for approval</p>	<ul style="list-style-type: none"> • Safe Guarding Policy - Ft AN asked if the Safe Guarding policy was the Trust policy. AS stated that it is a Derby City policy and follows the Derby Council reporting processes. • Behaviour Policy – Ft AN asked about p2, 'It is our practice to promote and encourage good behaviour', Ft AN also stated that, P3 4th bullet point, 'children asked to be ready to learn well' needed a semi colon inserting. <p>Governors agreed the policies and the changes</p>		<p>Ft AN</p>
<p>10. Confidentiality</p>	<p>Confidential item - Staff grievance agenda item 6</p>		<p>Ft AN</p>
<p>11. Date of next meeting</p>	<p>Ft AN thanked AS for his hard work over the 17days that he has been in post.</p> <p>Date of next meeting: 19th October 5.30pm</p>		<p>Ft AN</p>



Meeting closed at 7.30pm		
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All minutes for this meeting are confidential to Governors, Directors of Transform Trust and their delegates

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Full Governing Body Meeting

Monday 28th September 2017

Confidential Minutes

Present: Ft Andy Nichols (Ft AN) chair of the governors, Brenda Moxhay (BM) community, Andrew Sharp (AS) head teacher, Lindsay Ogden (LO) Clerk.

Apologies: Jill Wilkinson Trust governor

Also in Attendance: Steve Cox

Item	Discussion Point / Decision for recording	Action	Owner
6. Head Teacher Update (Staffing Structure)	Staff Grievance update - Confidential Item Ft AN explained to the governing body the staff grievances. These were discussed by the IEB. AS updated the governing body and reported holding a meeting with PB, and the union rep with Rachel Hanon from H.R at the Trust present. There is no further action to report.		Ft AN