



Pear Tree Junior School

Full Governor Meeting Minutes Tuesday 24 July 2018, 09.30

Present: Andrew Sharp
Jill Wilkinson
Michael Daniel
Brenda Moxhay
Parminder Belleh – part of meeting
Jayprakash Joshi

In attendance: Jackie Ozman, SBM – part of meeting
Sheila Laithwaite

Apologies: Fr Andy Nicolls

1	Welcome and apologies for absence
	<p>AS and JW welcomed everyone to the meeting.</p> <p>Both explained that Father Andy had resigned as chair and from the Governing Body with immediate effect as his new role as parish priest was in a demanding parish and he now finds greater demand on his time.</p> <p>At this point JW assumed the role of chair for the meeting.</p> <p>AS thanked Father Andy for his dedication as a Governor at the school and it was with sadness that he reluctantly accepted his resignation. JW added her thanks from Transform Trust and said that a letter of thanks would be sent to him in due course.</p> <p>JW advised the Governors that this gave an opportunity for the school and Transform Trust to review the structure of governance at Pear Tree School. The dynamics of the school had changed due to the hard work of the staff and given the school results and this resignation, the Trust felt it was an opportune time to change the format of governance going forward.</p> <p>Confidential discussion about a change in the governance structure.</p>
2	Declarations of Interest
	None.
3	Minutes & Matters arising from the last meeting: 24-7-18
	<p>The minutes of the previous meeting were accepted as a true and accurate record.</p> <p>Matters arising:</p>

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	<ul style="list-style-type: none">• Admissions appeals – AS advised that the issues were unique to Pear Tree – JW offered to discuss this with the Trust CEO and explain the local issues. ACTION: JW to discuss admission appeals with RM• Rent negotiations with the Trust are ongoing.
4	Headteacher's Report
	<p>AS advised he was disappointed with the KS2 results. Analysis had been carried out of the results and it was always known that it would be a tough ask. 18 children reached expected levels in English and Maths, with a few children missing out on Reading. 19 children were close to reaching the expected level but did not achieve as predicted. AS advised that all the children were in vulnerable groups. However he expects to see a change in the coming year. There had been a huge amount of children joining in years 5 and 6, some of whom were not at the required age related level.</p> <p>JW said she had met with Trust CEO, and explained there had been an appropriate amount of challenge as to why the school had not hit its predictions.</p> <p>AS advised that year 3 were a different cohort. Next year we are using the PIRA and PUMA assessments instead of teacher assessments carried out this year. Many children who had done well at KS1 had left school and staff had done well to maintain some levels of progression.</p> <p>JW noted that looking at the children at 'expected', whilst the results were not where predicted, now that teaching was being given at age related level, the results showed that the children were beginning to make progress.</p> <p>AS advised that year 4 had been assessed using Pira and Puma and results were above expectations.</p> <p>JW asked if staff had previously been a little cautious in their assessments of the children. AS agreed this was the case and some new staff had not known the curriculum very well. The focus for the coming year was to ensure that at least half the children achieved age related level.</p> <p>JW asked what is being done now to ensure year 5 are ready to go into year 6. AS said that proper testing had been carried out which had not done previously. JW commented that the children probably had little exposure to test conditions and AS agreed but the additional teacher in class was assisting the children with this and to focus more on English and Maths, by using the correct language to help the children understand what is required.</p> <p>AS commented on progress though school. Writing progress was slightly lower than expected but there had been children joining late into school. AS said he was now seeing over 85% making progress.</p> <p>JW felt that despite the results – progress being made should be celebrated. AS commented that progress tended to be a "snowball effect" and was improving slowly.</p> <p>School improvement plan/SEF update</p>

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	<p>The external evidence from Sally Manz and Challenge Partners showed the school is improving, however there was still some way to go. JJ commented that he had noticed this was moving forward. MD added that even the parents had been discussing this in a positive way.</p> <p>AS had put together a four stage action plan for the school – tabled to the Governors.</p> <ul style="list-style-type: none">• Respecting the Rights of Everyone• Ambition for All• Enrich Learning• Instil Personal Values <p>JW asked who would receive the action plan? AS said this would be shared with all the staff.</p> <p>Action: JW requested that all the acronyms used were explained to the Governors.</p> <p>JW asked AS to explain the state of the school when AS joined as Headteacher. AS gave a brief explanation.</p> <p>Confidential item on staffing</p> <p>JJ said that now the school was moving in the right direction, the school should engage with the children to find out what they wanted as well. AS agreed this should happen and that the Children’s Council Group would come and report to the Governors.</p> <p>JW asked how behaviour was in school. AS said it was on the cusp of being good and that work was being done in the classroom around learning good behaviour. JW asked how did he know this? AS said learning walks by SLT and feedback.</p> <p>JW asked if the physical environment supported the children – was there enough stimulation? AS advised this was being addressed and that each classroom was being redecorated and improved.</p> <p>Approval of INSET days for next academic year</p> <ul style="list-style-type: none">• 6, 7 and 10 September• 5 October• 7 January 2019 (joint with Derby hub schools)• 29 April• AS said these days were the same as the Infant School• One more day to be agreed jointly with Derby hub schools. <p>Governors approved these dates.</p>
5	Quality Assurance
	<p>Helen Fordham carried out the Reading Review which had been circulated to Governors.</p> <p>AS reported that the review had been very positive and there was much to celebrate – it had made a good impact on the school. JW asked if there was anything to be concerned about. AS advised the quality of teaching in school was improving and the book led teaching practice was helping with this. AS said it was important for the staff to fully understand the text and keep consistency across the classes.</p>

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	<p>JW asked what attitude the children had to reading. AS said there was a book club and the children also used iPads within class – the classes where the children were most engaged were those with TAs. JW asked if the parents were made aware of what age related books they should buy for their children. AS said this was the case, where possible, but not all parents were literate, which is why the book club is more effective. AS advised that opportunities would be made in the Autumn term to encourage parents into school to hear the children read. BM advised that she attends school weekly to assist with reading and would welcome any of the Governors if they wanted to attend also.</p> <p>JJ suggested having reading competitions with awards made. AS advised this was in plan.</p> <p>JJ also asked about writing – Pobble is an online writing portal where the children can post online – JW agreed it was necessary to encourage the children to write.</p>
7	<p>Curriculum and Staffing for next academic year</p> <p>Covered in the Headteacher’s report.</p> <p>Confidential item on staffing</p> <p>AS advised there was nothing new to report on curriculum.</p>
8	<p>Safeguarding Update</p> <p>JW said she had been in school today and had met with the Designated Safeguarding Lead (DSL) to monitor the school’s child protection and safeguarding procedures.</p> <p>JW advised the Governors that safeguarding training was necessary and that all Governors should undertake some safeguarding training. SSSLearning is an online training package used by the Trust and this would be rolled out to Governors in the Autumn term.</p> <p>JW will become the named Safeguarding Governor for Pear Tree.</p> <p>JW was concerned to stress to all Governors that they are aware of the Safeguarding guidance in Part 1 of the Keeping Children Safe in Education. Governors will be required to acknowledge they have read it as the Trust will be conducting a full audit in the Autumn term of safeguarding across whole school AS welcomed this.</p>
9	<p>SEND Annual report</p> <p>AS reported that the SENDCO still needed to progress the report in terms of how funding is used and to collect attainment data. Full analysis of SEND data will be done by the Autumn term.</p> <p>Action – SEND Annual report 2017/2018 deferred to Autumn</p>
10	<p>Health and Safety and site management updated</p> <p>JW asked if there were any reportable incidents for children or teachers.</p>

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	<p>AS advised a child had trapped his fingers in a door and had been taken to hospital. He was okay, did not stay in hospital and returned to school the same day. This was a genuine accident as the door closer has been checked and is working correctly.</p> <p>There had been one staff incident. The teacher had tripped and fallen outside of school while accompanying the children on a school trip. No real damage but a risk assessment will be undertaken for the next time she helps on a school trip.</p> <p>AS advised that building plans for the summer are on track. Classrooms are being moved around and sinks and touchboards are being installed in classrooms to be ready before the children return in September.</p>
11	Stakeholder surveys
	<p>AS said there had been no further surveys since the Parent Survey earlier in the year.</p> <p>Analysis of year 6 leavers could be carried out on the last day of term, their feedback regarding their experience through school would be helpful. AS said this could be managed by the new Advisory Board.</p>
12	School logo
	<p>Requests for suggestions for a new school logo had been sent to all classes – all but one class had returned ideas. AS was unsure if the school logo idea would actually go ahead as it required more thought and Governors agreed to defer this to the Autumn term.</p>
13	Policy Update
	<p>Trust Policies</p> <ul style="list-style-type: none"> Trust TT Positive Handling Statement; TT Freedom of Information; Data Protection and Health & Safety policies were previously circulated. Governors approved these.
14	Governor Involvement
	<p>School visits</p> <ul style="list-style-type: none"> JW had carried out a safeguarding visit today. This included looking at general child protection procedures and staff training. Full report to follow. BM attended 2 staff interviews and regularly comes into school to help with guided reading. <p>Training</p> <ul style="list-style-type: none"> Both BM and JW had completed the Trust’s bespoke Governor Leadership Programme. JW advised that the Trust was working on training programme for next year likely to be in smaller partnership groups so that it is more local for governors. <p>Networking</p> <p>The Chairs Forum had been held on 3 July 2018. Rebecca Meredith, Trust CEO, had updated the Chairs on Trust matters. Two new schools were joining the Trust; from July Parkdale in Nottinghamshire and in September Zaytouna in Derby, making 16 primary schools in total as members of Transform. The 16 schools would likely be split into 4 partnership groups for ease of handling.</p>

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	<p>CEO had reported that two schools had requested changing their Governing Body model – one is a good school with the other being requires improvement. These are similar to the model now being adopted at Pear Tree. CEO was keen to better engage parents across the Trust by developing a Parental Entitlement Board. This is something that JW will be developing over the summer.</p> <p>Rachel Hannon, HR Partner had talked about HR policies which were being updated with the involvement of the Trade Unions.</p> <p>Self-evaluation of effectiveness of Governors, including Role of Chair & membership going forward This was deferred to the meeting in September.</p>
6	Budget Update and financial management
	<p>Item 6 was reviewed last to allow JO the opportunity of joining the meeting at 11.10.</p> <p>JW asked JO to ensure that all Governor related documents are put onto Governor Zone site and access details and password are shared with Governors.</p> <p>JO asked the Governors if they would share their mobile numbers. Action: Share access details regarding Governor Zone</p> <p>JO distributed copies of the Whole School Maths Audit and AS requested Governors read this at home.</p> <p>Budget JO reported that the budget for 2018/2019 had been approved and signed off.</p> <p>JO shared the highlights for the Forecast 2017/2018</p> <ul style="list-style-type: none">• The income for this year now exceeded the forecast by £12k due to a rates relief received from Derby City.• Employee expenditure would remain underspent at £40k.• Other costs are also underspent by £36k – though some invoices are still to be paid.<ul style="list-style-type: none">○ There is an underspend on Educational supplies due to over budgeting at the beginning of the year○ A double entry payment of £5k was also discovered○ Staff development expenditure is reduced due to accessing free training via the Trust• From last year’s capital carryforward of £363k – the Governors approved capital spend of £98k for site and classroom improvements – work commencing immediately at the end July 2018.<ul style="list-style-type: none">○ JO is continuing to negotiate with suppliers and has achieved savings which have been used to purchase extra classroom furniture, 2 x interactive boards and a library refit!• Budget surplus for the year will be £113k – the total capital carryover to next year is £354k. <p>JW congratulated JO on her hard work and shrewdness in negotiating with suppliers. JO confirmed that she had updated Trust CFO, Steve Cox with the changes.</p>

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	<p>JO and AS had made a request to change next year’s budget but discovered that once the budget is set and approved – it is then fixed by SC and the Trust team.</p> <ul style="list-style-type: none"> • An offer for a teacher vacancy was declined making a saving of £47k • Temporary 1.5 TAs are required for intervention work with new year 3 pupils costing £10k • Full time appointment of HLTA level 4 to work with the wellbeing team costing £26k • Replacing a relief cleaner with a permanent 12.5 hrs per week costing £6k <p>Other additional costs</p> <ul style="list-style-type: none"> • Securicor cash collection each week costing £1k <ul style="list-style-type: none"> ○ School staff had originally transferred money to bank but this was not safe • Minibus hire for sporting events costing £1k <ul style="list-style-type: none"> ○ Costing around £50 for each hire – the total amount is an estimate <p>JW commended JO for spotting the changes and making the Trust Finance team aware.</p> <p>The Governors approved the changes.</p> <p>JW asked who would be onsite in the summer when the contractors were working in school. JO confirmed that she and the Site Manager would be around and that the works were due to be completed by 26 August 2018.</p> <p>Pupil Premium and Sports Premium policies are now available on the school website. PP allocations will be updated once results have been validated.</p> <p>JW noted that the internal school audit had been cancelled but there would be an external audit in the first few weeks of the Autumn Term. JW asked when the financial audit with the LA would be completed and JO confirmed this would be done just prior to the start of term in September.</p>
15	Determination of Confidentiality of Business
	Staffing and conversation on Governance Board
16	Any other business
	None.
	<p>Future meetings: The Governors discussed timings for the new meetings - mornings are preferred – dates would be set and circulated. It was agreed to hold a meeting each half term.</p> <p>BM asked would go to which meetings. JW explained that the Strategic board would be a smaller group and offer the appropriate challenge consisting of AS, JW, BM and ANO (to be discussed by AS and JW).</p> <p>The Advisory board will include representation from JJ, MD and PB and staff, parents, community and children as appropriate. Outcomes from the Advisory board would be fed into the Strategic board.</p> <p><i>Dates for next Academic Year: to be agreed and circulated</i></p>

Meeting closed at 11.40

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Summary of actions

Page	Description	Who
2	JW to discuss admission appeals with RM	JW
3	JW requested that all the acronyms used in the action plan for the school were explained to the Governors	AS
4	SEND Annual report 2017/2018 deferred to Autumn	Clerk
5	Self evaluation of effectiveness of Governors, etc deferred to September meeting	Clerk
6	Share access details regarding Governor Zone	JO

Shaded - completed

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