



Pear Tree Primary School

Strategic Core Board minutes

Thursday 24 January 2019 at 14.00

Present: Jill Wilkinson, Chair
Andrew Sharp
Brenda Moxhay
Richard Jones

In attendance: School Council
Forid Maih, Year 6
Jackie Ozmen, SBM
Sheila Laithwaite, Clerk

PART 1	Opening items
	<p>The Chair welcomed everyone to the meeting. There were no apologies.</p> <p>There were no declarations of interest for this meeting agenda.</p> <p>The minutes of the previous meeting on 22-11-18 were accepted as a true and accurate record.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Sports Premium to be deferred to meeting in March <p>Action: Next meeting - SP update</p> <ul style="list-style-type: none"> • AS updated Governors on fixed term exclusions as requested <p>Fixed Term Exclusions</p> <p>AS advised that year to date there had been 7 incidents of exclusions involving a total of 4 children – 1 incident in Autumn 1 and 6 incidents in Autumn 2 involving 3 children. JW asked if these were high profile children. AS advised all incidents were Roma boys and there was a package of support in place around each child, including specific Team Around the Child (TAC) support for 2 of the children since their issues were wider than just at school. JW asked if any had a medical diagnosis or NHCP – AS advised this was not the case.</p> <p>Behaviour</p> <p>AS said there had been a big reduction in red slips – during the first week of Spring term there had been no red slips issued and year to date only 6 given out. JW wanted to acknowledge and thank the team for their efforts around improving behaviour. RJ had been in school before the meeting and advised it was very noticeable how calm the school felt during his walk around. There had been one issue with a child which was dealt with very quickly and calmly. He added that staff were working as a team and making good decisions – this should be celebrated.</p>

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PART 2 Stakeholders

Two children from the **School Council** joined the meeting. JW and the Governors introduced themselves to the children and JW explained what the Governors did to the children.

JW reminded the children that AS had asked them to think about what their views on the curriculum.

- The children said a topic they had been working on was the planets and the solar system and explained how the sun and moon were linked.
- There had also had been some inspiring visitors who had told the children about their jobs – a teacher’s sister who worked in court and another teacher’s mother in law who was a nurse. When asked what they wanted to be when they left school the children said a scientist and a teacher.
- Governors asked what their favourite lessons were. One child said Maths as this challenged your brain and he liked complicated fractions; the other child liked English as she liked reading.
- Governors then asked what the children didn’t like – there was nothing.
- RJ asked what would make school better. The children said more activities, like designing posters on the solar system. JW asked the children to ask the other year groups what would make school better and to let AS know if they think of anything.
- JW asked the children for their views on behaviour. The children said they thought most children had been good.
- JW asked them if they had any questions for the Governors. What is Governance? JW explained it was to ensure the best quality teaching and learning for children, to keep them safe, support and listen to them, challenging the children to achieve and help them to make friends well for the future. JW explained that Governors were all volunteers and worked to support AS and make sure the school was doing the right thing for the children.

JW thanked the children for coming to see the Governors and urged them to say hello if they saw any of the Governors in school.

Staff representative from Year 6 joined the meeting

FM tabled the latest data which was based on the information already presented to the Trust the previous week. JW asked what confidence he had in the predicted figures. FM said his confidence was more than the previous year due to the positive impact of the better position the school is now in. 15% is based on the end of year tests, with 13 children already working at this level. JW noted that the figure had moved from 13.2% in September to 14.9% and FM explained this was due to monitoring and targeting the children appropriately – 10 pupils are earmarked to achieve GD with 13 children at ARE. JW commented that this was great progress and asked how this would be progressed.

FM said 15 pupils had been identified as having just missed the target and these had been split into different groups for interventions, receiving 4 lessons instead of 3 per week. For clarification, JW said she understood there were 85 children plus 4 disadvantaged making a total of 89 in year 6; in Maths there was a potential for 28 pupils to make GLD.

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	<p>FM advised that the team were focused on closing the gaps and identifying the children who were within touching distance by narrowing the curriculum on occasion if necessary. The drive to achieve this was well understood by the team, who meet weekly to review children’s progress. JW asked how many were SEND children and FM advised there was only one child who also had poor attendance at school.</p> <p>JW said that Sally Manz had commented on teacher deployment in year 6. FM agreed that the absence of one of the team currently off sick was having a massive impact as she is one of the strongest teachers. JW commented that there were normally 2 adults in the class which helps to settle the children and asked when she was to return – she was due to return after half term. RJ asked if a good level of analysis had been made, other than on the 15 target pupils to which FM confirmed this was the case. RJ also asked how SPAG was. FM advised there were 25 children mainly hitting the target at 29% and said the figure last year was less than 20%. FM said that 17 pupils are at ARE or better in Reading and a focus is made each day on vocabulary. 31 children out of 85 were predicted to reach GD = 12%. FM confirmed this would not be moderated this year.</p> <p>JW asked FM if he felt he had been given the enough support to do the best for the children. FM confirmed he had and, in an effort to do more for the children, advised that he had shared some ideas with AS only this week. FM said the Trust also gave great support and he personally believed results had been very close last year and was hoping to achieve more this year.</p> <p>Whilst JW did not agree, she asked FM for his view on running extra sessions at Easter. FM said this was debatable and had been tried before – but possibly for the target children. FM said with good quality teaching the team would carry on as they are doing and improvements should be seen at the end of the year. The children requiring extra focus can access the tests and study over Easter or before and after school. With 12 weeks to go to Easter, FM suggested having an extra study session per week rather than 3 sessions during the holiday. FM confirmed to RJ that the children had been identified who would benefit from extra sessions.</p> <p>RJ asked if the school bought in SGP testing. FM confirmed this and said the testing was in hand with a change this year to ensure that key adults were supporting the right key children. JW suggested that RJ and FM have a discussion around process followed at Brocklewood Primary.</p> <p>JW thanked FM for the detailed report and confirmed that the Governors would ensure he received all necessary support.</p> <p>Action: Next meeting - update on Year 6 at the meeting in March – is everything on track? Action: Next meeting - update on years 3,4 and 5 as data will be more up to date, to include teaching and learning breakdown</p>
PART 3	Financial governance
	<p>JO joined the meeting and JW thanked her for tabling the most recently published December management accounts.</p>

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JO advised there had been some movement over the months as the carryover was diminishing with a forecast end of year deficit excluding capital of £3k. JO confirmed there were many areas to explore where savings could be made and noted that, in general, the first term of a new budget is when the most money is spent.

Other income

JO said the accounts were still catching up as we were now nearly at the end of January but that there was nothing unexpected to be included next time, adding that each month tends to show a claw back on finances. JW asked if the £21,800 expected income from the application to Taylored Support Programme had been received yet. JO advised this had been built into the budget but not yet received. JW asked if the additional £9k from funding towards to the Teacher's Pay Grant and JO confirmed it was. JW asked if there was an update on EHCP applications and JO advised this had not yet been confirmed but the school was hopeful to receive extra funding for 3 children.

Teaching staff

JO said there was a variance of £3k in the current period mainly due to not recruiting a teacher and going down the TA route instead. Due to circumstances and some extra high profile children, agency staff costs were higher than expected.

Educational supplies

JW asked why there was an overspend year to date. JO explained some of this was due to buying in one-off special services and this would reduce significantly as the year progressed. Other categories within **Other Costs** were the areas where savings would be clawed back. JO explained that the increase in utility costs would ultimately benefit the school – extra had been added to cover a bad winter and an unused meter had been removed – this was following a review of costs over a 2 year period.

JO advised that dinner money arrears stood at £5, aided by families leaving school and not claiming back their deposits. **Governors confirmed this could be written off.** JO had written to all DCC Schools to confirm what they charged for school meals. JO said the cheapest was £2 per head, although there was one school charging £1.80 but some funds were recovered from the teaching staff and the school had its own kitchen. Currently Pear Tree charge £1.80 and the school adds 30p per meal. JW suggested an increase to £2 per meal and RJ agreed this made sense as most parents tend to pay a rolling £10.

Governors agreed to increase cost of school meals to £2 per head after Easter.

Capital spend

JO said that £98k capital was spent the previous year and £424k was brought forward. £160k of this capital has been set aside for capital spend this year already approved by the Governors and as advised by the CP Associates conditions survey commissioned by the Trust. JO said she would ensure competitive pricing when negotiating quotes so there may be further savings on this, however if £160k is spent this would leave an end of year capital deficit of £18k. Some of the work to be carried out should have happened in the previous academic year. JO confirmed to JW that this spend had been discussed with, and agreed by, the Trust. JO advised there were

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	<p>still 2 x Priority 1 works to be completed as outlined in the survey, and other works were more remedial, including the car park resurfacing and internal lighting. JW stated that the Trust specified there must not be a deficit end of year budget. JO said she was in constant communication with the Finance team and was confident this was achievable.</p> <p>JO asked the Governors for approval of her proposals for spend in managing the CP Associates conditions survey and works. JW said as long as the school had a balanced budget and a carry forward of over £100k, this was approved.</p> <p>Governors approved the capital spend requested.</p> <p>JW thanked Jackie for her report and hard work in keeping costs down.</p> <p>Admissions Arrangements</p> <p>AS advised there were no changes to the admissions arrangements which had to be submitted by 15 March 2019. There were no changes to the PAN and the information had already been sent to the LA and put on the website.</p> <p>There had been no reportable accidents.</p> <p>JW asked AS to thank the support staff and office team for their continued hard work.</p> <p>Risk Register</p> <p>JO said that she believed pupil numbers to be the biggest risk. Having contacted the LA, JO reported that there had been 105 applications for September which was low and 5 of those had been withdrawn. 77 applications requested Pear Tree Junior as their first choice. JO added that the ongoing Brexit issue could be the reason for this. JW asked JO for an update on this as she was in regular contact with the immigration centre around mobility and Brexit and if there was any support needed from the Governors.</p> <p>Action: Next meeting - prepare a briefing paper on mobility, immigration and Brexit</p> <p>JW advised she had written to the Chair of the Infant school requesting they meet and ensuring the SLT are really visible to them.</p>
PART 4	Strategic Governance
	<p>JW confirmed that the following updates had already been previously discussed</p> <ul style="list-style-type: none">• Sally Manz report• Year 6 Health Check• SIF• Standards Report – discussed at Trust HQ Standards meeting and BM had also attended the meeting• SIP milestones had been rag rated and circulated. JW congratulated AS on how little red there was on the report. <p>Action: Next meeting – update on staff wellbeing and personal values from school wellbeing lead</p>

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- Vision document – nothing to add
- SDP – nothing to add

JW said the school was moving in the right direction and moving ahead with Reading. JW asked AS if there was anything specifically the Governors could help with. AS said nothing specifically, it was essential to maintain consistency in the classroom.

JW asked for an update on Parent open day dates and to add these to the Governor monitoring framework so that everyone was aware when these were and could support in school.

JW commented that given the nature of the local community nearly all the children were vulnerable and the Roma community added yet another layer to that vulnerability. AS said there was now a better consistency with the RIP and LIP and this would be fully updated by September.

Challenge Partners were due to come in to school before the next meeting and would be discussed at that time.

Curriculum – AS suggested the Curriculum Lead attend the summer meeting and give an update – the plan and intent stages were complete, currently working through the implementation stage and impact would follow

Action: Summer meeting – Curriculum update

AS advised that a trip was planned for year 4 to the Think Tank in Birmingham. Year 5 would be visiting the planetarium on the same date. Year 6 would be going to see Skellig at the Nottingham Playhouse.

PART 5 Statutory Duties/Expectations (3.45 – 4.10)

JW reported that she had made a school visit to follow up on the Safeguarding audit. JW said it was evident that the audit report had been communicated well with the team. There had been 52 recommendations on the audit a lot of which were already actioned. During the visit the atmosphere in school was positive – there were a lot of smiles and happy children and staff. JW commented that it was clear some staff had shown exemplary practice.

JW had also attended the DSL Network meeting in Derby.

JW asked about the LAC and Missing in Education children as noted by AS in the Standards Review form. AS advised that missing children changed daily with 28 spaces currently vacant on the PAN.

There were no referrals.

JW asked to look at the Prevent Action plan at the next meeting. RJ asked for confirmation that the staff had completed the training and AS confirmed they had.

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	<p>Action: Next meeting - review the Prevent Action plan</p> <p>AS said 2 staff were on longer term sick, one with a broken wrist and the other was receiving support from Trust HR, taking one week at a time and hoping to return to work soon. JW asked if staff absence had improved and AS said it had not, with both teachers and support staff being off sick – this was something to monitor.</p> <p>There had be no complaints.</p> <p>No policies required approval and review at this time.</p> <p>SEND Information Report 2018/2019 had been circulated to Governors for approval prior to being uploaded to the website.</p> <p>Governors gave their approval of the SEND report</p> <p>There had been one freedom of information request regarding assaults on teachers since 2015 within the LA area. AS advised he would report from July 2017 when the school had joined the Trust. There had been 2 incidents to date. AS also advised the school had been contacted by email requesting information on Gas utility accounts – advice had been taken from the solicitors to ascertain if the email request was genuine before responding.</p> <p>JW offered to update the Governors monitoring planner</p>
PART 6	CLOSING ITEMS
	<p>There were no items deemed confidential.</p> <p>Dates of the next meetings Wednesday 27 March at 16.00 Monday 20 May at 13.15 to include Budget setting Tuesday 9 July at 16.00</p>

Meeting closed at 16.00.

Summary of actions from meeting 24-1-19

Page	Description	Who
1	Next meeting - SP update	Clerk/AS
3	Next meeting - update on Year 6 at the meeting in March – is everything on track?	FM
3	Next meeting - update on years 3,4 and 5 as data will be more up to date, to include teaching and learning breakdown	AS
5	Next meeting - prepare a briefing paper on mobility, immigration and Brexit	JO
5	Next meeting – update on staff wellbeing and personal values from school lead	AS

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6	Summer meeting – Curriculum update on agenda	Clerk
6	Next meeting - review the Prevent Action plan	AS
6	JW offered to update the Governors monitoring planner	JW

Shaded = completed

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