



Pear Tree Primary School

Strategic Core Board and Budget Review minutes

Monday 20 May 2019 at 13.15

Present: Jill Wilkinson
Andrew Sharpe
Parminder Belleh – Budget section only

In attendance: Richard Marshall
Jackie Ozmen
Sheila Laithwaite, Clerk

Apologies: Richard Jones
Brenda Moxhay

PART 1	Opening items
	<p>The Chair welcomed everyone to the meeting. Apologies received from RJ and BM – these were accepted.</p> <p>There were no declarations of interest for this meeting.</p> <p>The minutes of the previous meeting on 27-3-19 were accepted as a true and accurate record.</p> <p>Matters arising from previous actions:</p> <ul style="list-style-type: none">- Routes to inclusion item was still outstanding- Update on Advisory group to be carried over to summer agenda- SEF update to be carried over to summer agenda- JO to invite JW to classroom check was still outstanding- Inset days have been planned and put on monitory framework – AS to circulate
PART 2	Stakeholders
	<p>AS reported weekly bulletins were now being prepared for parents, sharing dates for key events.</p> <p>ACTION: AS to share bulletins with Governors</p> <p>AS and the SLT had carried out a full strategy review around how to collect feedback from all stakeholders – pupils, staff, parents and community – and also how to share any knowledge gained. The SLT had also decided where the knowledge gaps were and a parent survey would be sent out after half term with more visual, simple questions.</p> <p>AS explained that the Advisory board had been adapted into a monthly staff advisory group and that the next meeting had been moved to 5 June due to SEND interviews taking place. As well as attending the advisory group, PB would attend the future Governor meetings in order to give</p>

CHAIR SIGNATURE:

DATE:



	<p>any updates from the advisory group, as it was important to maintain a two way flow of information – the Governors could task the advisory group with actions and PB would feedback results to the Governors. PB would also be the conduit with the school council. JW felt it would be important to ensure clarity of actions from September for the staff advisory group.</p> <p>ACTION: Advisory group actions as agenda item for July meeting</p> <p>JW advised that Jon Collins had been invited to join the Strategic Board as an independent Governor and would be invited to attend the meeting in July if he was available with a view to formally joining from September. AS advised that Jon was also visiting school in June.</p> <p>ACTION: Ensure Jon Collins and PB are invited to the next strategic meeting in July</p> <p>Celebrations</p> <p>AS reported that the children had been very engaged during SATs week. BM had praised the improved organisation from the previous year. SC (Trust CFO) had also carried out SATs monitoring and had sent a very encouraging email stating the week had been managed well, adhering to all rules appropriately for the children, who had been really positive. AS said the children had accessed reading better than last year and had not become demoralised. AS was hopeful that the school would achieve the bronze target or even silver.</p> <p>Governors asked AS to pass on their thanks to all staff for their hard work during the a very busy and potentially stressful time.</p> <p>JW asked if the results were likely to be moderated this year and AS suggested as moderation had taken place in 2017, this would probably happen in 2021. AS advised that NBs Celebration Leaflet (Deputy HT) concept and layout had been well received by Robert Shaw and Zaytouna Primary Schools.</p>
PART 3	Financial governance
	<p>JW expressed her thanks to JO and RM for their preparation of the school budget.</p> <p>JW asked RM for clarification on certain elements of the commentary for the budget.</p> <ul style="list-style-type: none">• How was the £0 surplus/deficit excluding Capital achieved – RM explained it had been necessary to pare back some elements of the budget and JW asked how that would impact the school. RM said Agency staff had been the biggest reduction and based on experiences from the current year would be the most challenging to manage due to some demanding pupils. AS explained 3 agency staff had been used all year to support 4 children on EHCP – next year’s budget will not support this level of need.• RM explained the increased GAG funding included the increased pension contributions for teaching staff, saying it appeared the income had stayed the same – actual income is down but extra funding from the government brought it back up.• RM confirmed that all planned staffing increases were budgeted. JW reiterated that with a reduced agency staff budget the school would have to manage accordingly. AS said that Derby City (DC) were aware of the funding issues around the 4 challenging pupils moving through the school and added that hopefully the SEND funding from DC, which was still being withheld, would soon be forthcoming. RM said that cover for maternity leave had

CHAIR SIGNATURE:

DATE:



been included in the budget.

- RM confirmed that incremental amounts had been built into the budget for occupational costs and educational supplies and services. It had also been assumed that utilities would increase and the Trust had recommended a 5% increase in the budget, partly due to Brexit and allowing for some discretion depending on when utility annual contracts ended. AS explained that JO had completed a lot of work around this.
- AS said that the CPD budget had included extra for lead associate support which had been included in professional services. More Trust support using lead associates would be accessed which would help reduce spend. AS added that a more bespoke EP solution from DC would allow for more sustainability in school rather than spending externally.

AS said it was essential that SEND funding was used appropriately – total cost of £317,500 had been budgeted carefully to manage needs in-house – including 7 TAs who were being trained to ensure good ongoing SEND support in school. RM explained the PP funding strategy had been budgeted at £242,880 but this could increase as funding from DC had still not been received. SP funding of £19,540 was mainly for HLTA Sports Lead and Evolve mentor which would also support all children across school.

JW asked if there was anything else to note in the budget. RM said education support was down, but admin costs had increased, and there may be a small increase in dinner money. JW queried pupil numbers and RM confirmed that the amount of GAG funding received was dependent upon the pupil numbers as recorded on census day. 349 pupils were recorded on census day, the previous week the figure had been 355 and the actual figure was now 351. AS said numbers were always changing with waiting lists, appeals and pupil migration. JW said it was important to understand the “story” – pupil numbers are down, so funding is down by £17k and pupil numbers are key, particularly on census day.

RM explained the split in Capital funding was fair but there was some lea way for change - £80k was being spent in the summer on planned and agreed school building maintenance – the total amount of building works identified by CP Associates were estimated at £180k which could reduce over time if more accurate quotes were received. Priority 2 building works have been budgeted for the coming year.

RM affirmed that the budget presented was balanced, although it had not been easy but did leave the school with comfortable reserves.

RM presented the Risks and Opportunities analysis for the budget explaining that pupil mobility was still an unknown until Brexit was resolved – also lower pupil numbers was a long term risk. There was an opportunity for extra PP funding if managed well. Staff absence was a risk to revenue expenditure as it would take just one member of staff to go off on long term sickness which could risk the entire budget. Revenue opportunities included an increase to school meals which were overdue – it was possible that the Infant school would increase their meal costs at Christmas but it was expected they would give notice if this was to happen. JW noted that the net risk was a deficit of £7k – RM confirmed there were some risks in the budget but this was the best outcome available.

CHAIR SIGNATURE:

DATE:



	<p>RM confirmed the budget would support the staffing structure, with little change except for the additional Evolve Health mentor in January – the main change being a reduction in agency staffing.</p> <p>JW thanked RM and Governors agreed to sign off the budget.</p>
PART 4	Strategic Governance
	<p>Safeguarding – there were no significant changes to report.</p> <p>AS explained there was currently no updated SOAP data but this would be available for the July meeting ACTION: Ensure a one page data snapshot is available for the July meeting</p> <p>Pupil Premium – the school would benefit from a review in Autumn 1 and support would be sought from the Trust. JW said it was important to ensure the school was ready for an Ofsted inspection – which could be in Spring 2020. AS agreed and affirmed there would be a PP review in Autumn as well as a Sally Manz review, year 6 and EYFS reviews. Challenge Partners were due in January and it would also be beneficial to request a Safeguarding visit during the Autumn term. All reviews would enable the school to be in good shape by the end of January and a further review of the new curriculum framework during Autumn would mean the school could aim for 45% combined. Focus on all staff – including all support staff – being competent to speak with Ofsted when they visit. JW commented that the midday supervisors were already well engaged and that it would be respectable to aim for Good classification.</p> <p>JW reminded the Governors that a Self-evaluation and 360° review of the Chair would be required by the end of July. Forms had been circulated for completion. ACTION: All governors to complete the form by the end of July</p>
PART 5	Statutory Duties/Expectations (3.45 – 4.10)
	<p>AS advised that one ‘Looked after child’ had left but was still to be taken off roll – there was nothing else to report.</p> <p>Health & Safety – JW and JO were still to arrange a walk around. ACTION: JW to check Section 175 of Ofsted Safeguarding checklist with NB</p> <p>AS said there had been one complaint which had been resolved by CS at the Trust before it had become a formal complaint.</p> <p>Governors approved the updated Trust Complaints Policy.</p> <p>Confidential Item AS advised Governors that FM, year 6 teacher had an opportunity to attend an international school. Correspondence had been received explaining the situation but with a request to stay</p>

CHAIR SIGNATURE:

DATE:



	<p>at Pear Tree with an increase to salary. A long discussion followed as FM is a valued member of staff and it was hoped to retain him at the school. AS to discuss the situation with RH (Trust HR) to potentially offer him an L2 point increase from September if agreed. An uplift to Assistant Headteacher and support for NPQH qualification might also be considered.</p> <p>Inset Dates had been planned. ACTION: AS to circulate Inset dates to Governors</p> <p>JW confirmed the former Nottingham City Council leader Jon Collins had agreed to consider joining the governing body from September 2019 and was due to visit the school on 10 June 2019.</p>
PART 6	CLOSING ITEMS
	<p>Next meeting Tuesday 9 July at 16.00</p> <p>Dates for next year to be confirmed</p>

Meeting closed at 15.10.

Summary of actions from SG meeting 20-5-19

Page	Description	Who
	<p>Matters arising from previous meeting:</p> <ul style="list-style-type: none"> - Routes to inclusion still outstanding - Update on Advisory group to be carried over to summer agenda - SEF update to be carried over to summer agenda - JO to invite JW to classroom check still outstanding - Inset days have been planned and put on monitory framework – AS to action as below 	
1	AS to share parents' weekly bulletins with Governors	AS
2	Advisory group actions as agenda item for July meeting	AS
2	Ensure Jon Collins and PB are invited to the next strategic meeting in July	AS/Clerk
4	Ensure a one page data snapshot is available for the July meeting	AS
4	Governors to complete Self-evaluation and Chairs Review forms by end of July	ALL
4	JW to check Section 175 of Ofsted Safeguarding checklist with NB	JW
5	Confidential staffing item	AS
5	AS to circulate Inset dates to Governors	AS

Shaded = action completed

CHAIR SIGNATURE:

DATE: