



# Pear Tree Primary School

## Strategic Core Board minutes

Wednesday 27 March 2019 at 16 00

**Present:** Jill Wilkinson  
Andrew Sharp  
Brenda Moxhay  
Richard Jones

**In attendance:** Mary Farmer, Clerk  
Natalie Bethnell  
Arvinder Badwell (part-time)  
Jackie Ozmen (part-time)

Part 1	Opening items
	<p>The Chair welcomed everyone to the meeting. No apologies were received.</p> <p>No declarations of interest for this meeting.</p> <p>The minutes of the previous meeting 24 January 2019 were accepted as a true and accurate record.</p>
Part 2	Stakeholders
	<p>The Chair welcomed AB to the meeting. AB presented on the introduction of the Well-being Team (WBT) established in September 2018; along with the updated provision of SEMH and PSHE as this was limited but this has now grown. The WBT is made up of members of staff from across the school. JW asked how often the team meet. AB confirmed that at first it was once a term but is now weekly, the team meet with year groups and have team planning meetings with an agenda for each meeting. Training has also been included with input from the Educational Psychologist. Notes are taken and action points revisited. Meetings are also run with the needs of the children.</p> <p>An example of a success story was given. A pupil who was unsettled at the beginning of the year who was disruptive and in fights now has a keyworker and there are clear boundaries and expectations. The pupil now stays in lessons and has a safe place to go to. He has a bespoke behaviour plan. The pupil accesses the Wellbeing Group daily and is met by a member of staff every morning. He also attends Breakfast Club and is being motivated by taking part in the Football Team and is seeing different adults throughout the day. JW asked if the family were engaging with the process. Yes and the pupil enjoys coming to school and attends everyday. RJ asked what was the plan for support with the transition to secondary school? He will be vulnerable and at risk of exclusion and potential lost to gang cultural if his next school is not supportive.</p> <p>Year 4 have some challenging moments. RJ asked if there are similar triggers for all pupils. A structure is now in place between break and lunch. JW asked for the structure framework. AB</p>

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responded that the group meet to discuss the most vulnerable and high profile pupils in school. Key spaces have been established around school and high profiles pupils being allocated a key worker. A document has been put together with Wave 1 Whole School and Wave 2 Targeted Support. We have a values-led PSHE curriculum. We had launch days with the Year 5 team who got dressed up to get pupils to think about future goals.

Our Enquiry Day is teacher-led and themed around questions. It was clear from Challenge Partners that pupils can articulate what they have been learning. JW asked if there was intention to get feedback from staff and pupils. Staff meetings work well and the behaviour policy is being consistently revisited and consistent language used round school. RJ suggested Routes to Inclusion? JW suggested the work the school is doing may compliment what is already being done. JW asked where do they want to be in one year' time? Mental health week is week commencing 13 May (16-22 May) this could be used as a launch.

**ACTION: JW to check the Routes to Inclusion**

AS would like to get the community involved. A member of the community is in school every Wednesday. JW asked what is the next stage for well-being? AS said that developing a wellbeing area in two spaces that are not currently being utilised, 1-1 sessions could be carried out in these spaces. Also the possibility of visiting other schools. JW said it is important to know about parent engagement. AB to update next term. BM asked what support Governors can give. BM and RJ to carry out a school monitoring visit.

Governors thanked AB for her contribution and AB left the meeting.

Report from the Staff Advisory group to be added to the next agenda.

**ACTION: School Monitoring visit to be carried out.**

**Advisory Group/Staff update to be added to the next agenda.**

#### **Celebrations**

NB presented a one-page snapshot of the recent celebrations and successes of the school. The school is now taking part in various visits with a range of different things happening around school. JW said this should be shared with staff with the range of links to learning and on behalf of Governors well done to the team.

#### **Advisory Board**

The Advisory Board will be meeting next week. On the agenda SLT will be looking at engagement. JW suggested a focus on SEMH or well-being. AS suggested that Governors may want to pose a strategic question to take to staff? JW said with regard to the SEMH children what would staff expect from the Governing Body. JW suggested that Governors hear from the school council next term and would like to ask the children how to develop the pupil voice, the pupil leadership and how Governors can help.

**ACTION: Summer Term:** Report from the Staff Advisory Group (staff to present to Governors on rotation, starting with PB)

**Report from the School Council**

**AS to identify feedback engaging with Parents**

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Part 3	Financial Governance
	<p>JO went through the management accounts for February 2019. At the moment, we are predicting a £23k deficit year to date but the forecast is showing a surplus of £7k. JW asked if there has to be a saving of £30k to reach this surplus, how will school be able to show this in the next six months and where is the saving going to come from? JO said that some areas had higher spend in the early part of the year and would now be reducing. JW queried but the year to date has decreased since the last accounts. JO said she is confident that there will not be a deficit by the end of the year as there are still areas where additional savings can be made. JW said that we must not have a deficit and if the prediction is accurate then this will be a positive position. JO confirmed there is still a budget of £9K for training which has not yet been spent and £11K in the resources which could be used if needed.</p> <p><b>Staffing – Confidential Item.</b></p> <p><b>Internal Audit Report</b> AS said one area is red – HT expenses had not gone through the appropriate approval but this was a very low amount. AS said that they have tried to make the commitment to not repeating any reds from the previous audit. JW asked how often the audits are. Termly. AS suggested there should be an ‘action point’ column included in the audit report. JW said that this will enable Governors to know what has been done. AS to feedback to SC (Trust). <b>ACTION: AS to feedback to SC the suggestion action point column.</b></p> <p><b>Mobility</b> There is no trend at the moment which may have been expected due to Brexit. The trend hasn’t changed, however, we are still low on numbers – it’s a fluctuating picture. First choice applications for next September shows no difference from last year. Leadership is diverse at the Infants, largely it is the Indian and Pakistani pupils that may move elsewhere.</p> <p>JW asked if school are holding open days to engage the community. JO said the Chair of the Pakistani Centre seems to think that relationships had broken down due to the use of the car park for events. JW said they don’t want to see the numbers falling and a marketing strategy is needed – some banners outside the main gates for example. AS said he wants to improve the look of the school to encourage greater engagement such as the use of the car park. JW said that we need to build bridges and make contacts. JO said that the community seem to think that school is a Roma school and not mixed.</p> <p><b>Sports Premium</b> Statement presented. JW asked for this to be fully completed and resent to Governors as there are areas of information missing, i.e. ‘TBC on page 3’. AS to update and resend. AS did say that Pear Tree are showing as the second healthiest school in the Trust due to the ‘bleep’ baseline tests done at the start of the autumn term. JW congratulated the school on this achievement.</p>
Part 4	Strategic Governance
	<p><b>Year 6</b> NB tracking everyday and we are targeting extra timetabling. We are expecting 12 pupils to get greater depth across all. AS to confirm. AS to present more accurate data in the Standards Meeting taking place on 3 April 2019. JW confirmed she will be in attendance at this meeting.</p>

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	<p><b>Staffing</b> - Confidential Item.</p> <p><b>Governor Documentation</b> This will now be uploaded to the Governor Zone. An email will be sent to inform that documents have been added.</p> <p><b>Challenge Partners</b> JW asked AS about the rigor of the challenge and was it robust and if anything was gained from this. AS said that FM was up to the challenge. JW said that it is a really positive report and outcomes may be shifting. AS is wanting to challenge and wants to be a strong school which offers a great curriculum and a quality of teaching. They are seeing an improvement in Maths and English from September with the high quality curriculum. Last year PM lessons were PPA, language and vocabulary with a strong focus on themes and activity driven but pupils could not articulate what they had been learning. Year 5 were learning about parachutes but did not understand the science around it. NB said that moving towards high quality text and themes but explicit about what they are learning. JW asked if this was staff or pupil? NB said that staff need to have clear subject knowledge with clarity around the curriculum and teaching. JW asked why this took place in the afternoon and not the morning session? NB responded that Reading and Writing takes place in the morning and then the afternoon is about applying what they have been learning. AS said that the rigour is needed. JW asked if the staff understand this? NB said that this is now the focus. JW said will they be able to do Geography, History and Science. NB confirmed that the Geography, History and Science took place in the Autumn term with Art and Music during the Spring term. AS confirmed there is a curriculum lead for each subject with core focus there will also be a deep dive and coaching. RJ ask about the progress from year 3 to 6 as Ofsted will look at this. JW said that there needs to be the subject knowledge. NB said that some leaders could drive this with a play on strengths and interest. RJ said that they have a system that they know works and to use the same model for learning in the afternoon and use of the Knowledge Organisers. AS confirmed the curriculum leads to refine the knowledge and will come back in the Autumn with other focus areas and the impact of the afternoon sessions.</p> <p>AS to update the SEF once they have the outcomes and reviewed over the summer. AS to go back based on the Challenge Partners and Sally Manz. <b>ACTION: AS to update the SEF.</b></p>
<b>Part 5 Statutory Duties/Expectations</b>	
	<p><b>Health and Safety</b> JO and the Site Manager check the classrooms on a month by month basis. Any areas of concern are shared with teachers. JO to invite JW to attend the classroom check. <b>ACTION: JO to invite JW to attend the next classroom check.</b></p> <p>Governors thanked JO for her contributions and JO left the meeting.</p> <p><b>Safeguarding Report and Equality Incidents (Standards Report).</b> There have been two behaviour incidents last week which were classed as ‘racist’ incidents around faith and culture. As a result the pupils have taken part in group discussion about their actions.</p> <p><b>Prevent Action Plan</b></p>

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	<p>AS presented this. There has been no FGM referrals. JW asked if all Governors have completed their Prevent training – this was confirmed.</p> <p><b>Staffing – Confidential item</b></p> <p><b>Policy Approval – Trust</b>  A number of HR policies have been updated. They have gone through the Union process, been through Chairs’ Forum and recent approval by the Trust’s HR Committee. The policies are:</p> <ul style="list-style-type: none"> <li>• Appraisal (Support Staff)</li> <li>• Capability</li> <li>• Confidential Reporting (Whistleblowing)</li> <li>• Probation</li> <li>• Safer Recruitment</li> <li>• Code of Conduct</li> </ul> <p>JW said the Trust’s Complaints Policy has also been updated and is awaiting approval from the Trust’s Guardians Group.</p> <p>JW confirmed that there has still been no reply from the Chair of Governors from the Infant School.</p> <p>JW to look at British Values built into the PSHE curriculum.</p> <p><b>Action: Complaints Policy to be taken to Guardians.  British Values to be look at in the PSHE curriculum.  Inset days and Parents evenings for next year to be brought to the next meeting.</b></p>
<b>Part 6</b>	<b>CLOSING ITEMS</b>
	<p>Dates – Monday 20 May at 13.15 to include Budget setting  Tuesday 9 July at 16.00</p>

Meeting closed at 17 45pm.

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### Summary of actions from meeting

Page	Description	Who
2	JW to check the Routes to Inclusion and feedback to AS	JW
2	School Monitoring visits to be carried out.	BM/RJ
2	Advisory Group/Staff Update to be added to the next agenda.	AS/Clerk
2	<b>Summer Term:</b> Report from the Staff Advisory Group (staff to present to Governors on rotation, starting with PB) <ul style="list-style-type: none"><li>• Report from the School Council</li><li>• AS to identify feedback engaging with Parents</li></ul>	AS/Clerk
3	AS to feedback to SC the suggestion action point column in the Audit report.	AS
4	SEF to be updated.	AS
4	JO to invite JW to attend the next classroom check.	JO
5	Complaints Policy to be taken to Guardians.	JW
5	British Values to be look at in the PSHE curriculum	JW
5	Inset days and Parents evenings for next year to be brought to the next meeting.	AS

*Shaded - completed*

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