**Present:**

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Nicola Best

Mrs Kathy Lockyer

Mrs Dionne Polychronopulos

Mr Michael Sussman

**In Attendance:**

Mrs Patricia Rushton (Clerk)

Mrs Sally Wall (Deputy Headteacher)

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| 1. Welcome and Apologies
2. Apologies were received and accepted from Mr Rick Kerr.
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| 1. Declarations of Interest
2. No declarations of interest were made.
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| 1. Minutes of the Last Meeting (16th November 2017)
2. It was agreed that the minutes of the meeting held on 16th November were an accurate record.
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| 1. Matters Arising
2. Mock SATs Results (minute 4.3): Mrs Bennett advised that the results of the mock SATs are in the Headteacher’s Report.
3. Parent Survey (minute 7.34): Governors were advised that the parent survey would be done before the next full Governing Body meeting. **Action: Mrs Harris and Mrs Best**.
4. Governors at Parents’ Evenings (minute 4.8): Mrs Harris advised that in her role as a National Leader of Governance she has the opportunity to see what is done at other schools. She advised that one school adds time for parents to also see a Governor if they wish on parents’ evening. It was agreed that this would be trialled at the next parents’ evening. **Action: Mrs Bennett**.
5. Statutory Policy List (minute 4.10): It was noted that this document had been circulated.
6. Review of Work in Books (minute 5.3): It was agreed that Governors could possibly take a look at the work in books at the end of a Governing Body meeting or alternatively prior to the start of meetings over coffee. **Action: Mrs Bennett**.
7. Single Plan (minutes 5.11 and 5.12): It was reported that Mrs Harris and Mrs Best had reviewed the Single Plan and had simplified the language and made actions for Governors clear. Mrs Harris advised that if the document was acceptable to Mrs Bennett that it would be circulated. **Action: Mrs Harris and Mrs Best to meet to finalise the cross-reference with the Governors’ Accountability Schedule on February 26th**.
8. Mrs Harris advised that she had met with Hamwic to share the Governing Body’s documentation and this may be shared with other Hamwic schools as a case study in the future. Mrs Harris reported that Hamwic were very interested in our documentation, especially around accountability and triangulation.
9. Attendance (minute 5.15): Mrs Best advised that she would be meeting with Ms Gunstone in February and will review attendance at that time. **Action: Mrs Best**.
10. Life Channel (minute 5.30 and 5.33): Mrs Bennett confirmed that the information about the Life Channel had been circulated to Governors. Governors were advised that the school had purchased the Life Channel and had successfully gained a discount so that the system cost £2,000. A visit had been made to Bethany Primary School and St Clements Primary School in Bournemouth.
11. Mrs Bennett advised that the system is currently being used for the children to do aerobics. Training in the use of the Life Channel is due to take place next week. *Mr Sussman questioned whether the use of the Life Channel was included on the school website.* Mrs Bennett reported that an updated Sports Premium Report was not yet on the website, but once written it will include the Life Channel purchase. Mrs Harris suggested that Governors come in to see the screen in use and the impact that it is having on the children. **Action: Mrs Bennett to include information about the impact of the Life Channel in her next Headteacher’s Report**.
12. *Mr Sussman asked whether it was feasible to see how many children are using it.* Mrs Bennett advised that at present the system is installed but is not yet being used to its full potential and the school will need to capitalise on the Life Channel as a resource. Mrs Bennett advised that it can also be used for literacy and numeracy and for live streaming of school visits. It is expected that the Life Channel has the potential to have a significant impact. At present the school is looking at lunchtimes and how it can be used to encourage physical activity. Mr Sussman requested that the school keep a record of how many children are using it at lunch and break times so any trends can be identified. **Action: Mrs Bennett**.
13. Monthly Accounts (minute 6.3): Mr Sussman advised that he had received the accounts for November and will be receiving accounts on a quarterly basis in future.
14. Carry Forward Figure in Accounts (minute 6.4): Mrs Bennett reported that this had been resolved.
15. Governing Board Standing orders (minute 7.2): Mrs Rushton reported that this document had been circulated.
16. Frequency of Reports to Parents (minute 7.5): Mrs Bennett advised that she had checked the requirements for reporting to parents and consultations and confirmed that the school met those requirements.
17. Review of Governor Visits Pro Forma (minute 7.9): Mrs Harris reported that changes had been made to the pro forma but it has not yet been circulated. Mrs Harris confirmed that she would do this. **Action: Mrs Harris**.
18. Teaching and Learning Governor Visit Notes (minute 7.11): Mrs Rushton reported that she had circulated the notes from Dr Cole’s visit.
19. Governors’ Action Plan (minute 7.13): Mrs Harris advised that the action plan had been circulated and no comments received. This action plan will be used in future meetings.
20. Pen Portraits for the Website (minute 7.14): Governors were requested to send their pen portraits to Mrs Bennett. **Action: All Governors**.
 | Mrs Harris &Mrs BestMrs BennettMrs BennettMrs Harris and Mrs BestMrs BestMrs BennettMrs BennettMrs HarrisAll Governors |
| 1. Headteacher’s Report
2. Outcomes: Mrs Bennett reported that the data in appendix 1 shows the school’s in-year tracking. This data includes the children’s starting point, outcomes for Autumn 1 and Autumn 2 and the target for the end of the year. Mrs Bennett and Mrs Wall hold accountability meetings with each teacher. Governors were advised that sometimes expectations through the year could dip slightly due to a child’s home circumstances or insufficient evidence available at that particular time. It would be expected that an intervention was put in place if this was the case. Mrs Bennett advised that Governors should see greater depth increase as the year progresses.
3. *Mrs Harris questioned how the school would deal with a situation where a shift in the data was not seen in a year group.* Mrs Bennett advised that Year 4 is a complex year group with many needs, e.g. three children with attachment issues and significant social, emotional and mental health needs. The Educational Psychologist has undertaken a whole class report and has advised that there is a lack of independence which has only become apparent as the children developed. Longspee Outreach is involved with two children and an application for a place on an early intervention project is underway for one child who are at risk of exclusion. The school now has strategies in place to support these children. The school is seeking an EHCP for some children, although the school is unlikely to receive additional funding for these children.
4. *Mrs Harris questioned whether the teaching was part of the picture.* Mrs Bennett assured Governors that the teacher was responding well to the coaching and support received, support from Mrs Bennett and middle leaders. Standards have been raised. Support has been given with Maths as the model was possibly not working given the nature of the children’s needs. The classroom has been reorganised to ensure there is a reduction in clutter allowing the children to improve their focus. Mrs Bennett advised that she will be working in Year 4 again to pilot WAGOLL (what a good one looks like). This is about developing independence, where teaching is minimal and teaching happens only once by the actual teacher to the whole class. Each level of learning is then scaffolded so that the children can access the same learning over and over again at the appropriate level to move on in their learning. Governors were advised that the class has many pupil premium children (15 out of 31) and Mrs Gunstone (Pupil Premium Lead) will be supporting the class to ensure greater depth opportunities are available. Governors were assured that the progress can be seen in the books and that the teacher was really challenging the children and has raised expectations.
5. *Mrs Harris noted that a similar thing seems to be happening in Year 5.* Mrs Bennett assured Governors that the data was accurate and that a shift is not always seen in a six-week period but if the same were to be seen in a further six weeks then this may give rise to concerns. Mrs Harris advised that she would like to attend the next accountability meetings. **Action: Mrs Harris**.
6. *Mrs Best noted that in Year 5 many of the children are already at ARE and have hit their targets. Mrs Best questioned whether the teacher was pushing these children to achieve greater depth.* Mrs Bennett confirmed that the teacher would be trying to move the middle children to greater depth as per the single plan.
7. *Mr Sussman noted that Year 5 writing at ARE has gone down between Autumn 1 and Autumn 2.* Mrs Bennett advised that this represented only one child and is about their accuracy in spelling. It was considered that the school needed to ensure the accuracy of spelling in Years 3 and 4 so that the children can focus on content and structure in Years 5 and 6. Governors were assured that the school had added value and that the school is not losing children between KS1 and KS2 as tracking is now much tighter. There is a need for the school to ensure that it maintains where children are at ARE.
8. Mrs Bennett advised that in Year 6 booster groups are being run by TLAs, Mrs Gunstone, Mrs Wall and Mrs Bennett. Learning Mentors have been introduced to complete interventions with the vulnerable pupils. This has had a massive impact and these children are expected to make the most significant progress despite being ARE-.
9. Mrs Bennett reported that appendix three shows test data only and appendix two includes test and teacher assessment. Governors were advised that the arithmetic scores show that in the September baseline five out of 29 children (17%) achieved over half marks (20/40). In the November mock SATs, 20 out of 29 children (69%) had achieve over half marks. The school’s target is for all children to achieve over 20 and the large majority to achieve over 30/40. This will give the children a secure score for going into the two reasoning papers.
10. Mrs Bennett also reported that the seven targeted children who received a maths booster for thee x 45 minutes a week with Mr Naveira, also showed impact. All children had improved their arithmetic score, with four children at least doubling their baseline score. All children scored over 25 and three children achieved over 30 marks.
11. It was noted by Governors that the interventions were having impact with the baseline of 30 and the children now at 69.
12. Mrs Bennett advised that reading and writing is really strong. This is due mostly to improvements in SPAG so it is expected that a real difference will be seen in SPAG by the end of this term.
13. Governors were assured that Year 6 are in a better place this term than it was at this time last year for maths. *Mr Sussman questioned whether the school could compare cohorts in this way.* Mrs Bennett advised that the teacher is consistently delivering an outstanding curriculum to the children and the children are responding differently and starting to get the learning in place earlier. The demand on the school is to get greater depth. Mrs Bennett advised that she is working with the greater depth readers, of these only 7% were at greater depth at baseline compared to 34% in November. This intervention is clearly working for this group.
14. *Mrs Best asked what the school was doing to support the children’s emotional health.* Mrs Bennett advised that a survey had been undertaken in October for Year 6 and the children did not seem to be too worried about their SATs. It was considered that the teacher feels the pressure around targets but hold the view that the children and staff can only do their very best. Mrs Wall advised that the children are in small groups and staff are talking to them; the children are in a very supportive environment. Mrs Polychronopulos advised that she gets the sense that the children are relaxed. Mrs Bennett advised that the children are working through the tests and assured Governors that the children are not being pressured. The children are seeing SATs questions on the board every day so we are working through the test rather than to the test.
15. League Tables: Mrs Bennett advised that the school was joint fifth in Poole and Bournemouth at 74% combined reading, writing and maths. The highest in Poole was 75% and 85% in Bournemouth.
16. Single Plan: Mrs Bennett advised that the Single Plan shows the areas for development with what has been done alongside. Mrs Harris advised that she would work with Mrs Bennett to write impact statements on the Single Plan. Mr Sussman advised that he is also able to assist with the writing of this document. **Action: Mrs Harris, Mrs Bennett and Mr Sussman**. Mrs Harris noted that in some sections impact is coming through and suggested this could be supported with quantifiable data.
17. It was suggested that at future meetings, Governors could spend a little time undertaking a learning walk of spelling displays and write this up. **Action: Agenda item**.
18. Questionnaires: It was noted that impact was good and that the questionnaire received a good level of response. Governors were advised that the pupils’ questionnaire was reworded to reflect what was thought to be expected from Ofsted. Mrs Wall has spoken to individual children where there were one or two concerns, especially around bullying, feeling safe or listened to. This helped the children to gain a better understanding. Governors were advised that in Year 6 there was some low level disruption, but this has been addressed. Governors were advised that there were no after school clubs for the first term in EYFS, so this may have skewed the results. Clubs started in term 2 for EYFS.
19. Governors were advised that the staff questionnaire was very positive with seven out of 10 responses from teachers and 17 out of 32 staff members. Issues around work-life balance were raised by one teacher, one lunchtime supervisor and one caretaker. This has been discussed with individuals and the school has tried to address any concerns. One teacher felt that they were not being fairly treated due to the request for more leadership time and again this has been discussed on an individual basis.
20. Governors were informed that the parent survey was completed by 76 parents and responses were really positive. It was considered that the school needed to get more responses on to Parent View. Where issues have been raised by parents, the children’s responses have been reviewed and discussed with the children. Governors were assured that where there were negative responses, parents have been given the opportunity to discuss, but none have been taken up.
21. Mrs Bennett advised that the school is about to do the PASS Survey.
22. It was agreed that Governors would write more open questions for their survey and pick up on some of the areas from the school survey. **Action: Mrs Harris and Mrs Best to formulate draft questionnaire for parents**.
23. Performance Management: Mrs Bennett advised that the documents show the performance management information for a member of staff who has met their targets and one for a member of staff that has not met their targets. The documents show the three objectives relating to last year, explaining that it was expected that the teacher would complete some areas and have the relevant documentation available.
24. The document also includes a teacher’s professional profile, e.g. in their third year of teaching.
25. Governors were assured that where there was an indication that the teacher would not meet their performance management targets a mid-year review is held so they can be informed of the situation and given the opportunity to respond.
26. Mrs Bennett advised that all targets are SMART and should be achievable within the year. Governors were informed that it has to be clear if a target has been met and the teacher has to provide evidence of achieving the target. If the teacher has not met the target, then it is likely that they will not receive a pay increase and there is also the risk that it could become a capability issue. Mrs Bennett advised that the meetings are driven in a factual way with data being available.
27. Mrs Bennett advised that performance managers need to ensure that targets are realistic and related to the children’s starting points. Targets are agreed during the appraisal. For middle leaders, appraisal will be about driving standards across the school. Middle leaders have an objective from the Single Plan which is cascaded down to individuals. Governors were assured that performance management is tight within the school.
28. Admissions: Mrs Bennett reported that the number on role is 223 with four children on the waiting list for Year 1.
29. Attendance: Mrs Bennett reported that the school is really struggling to improve attendance levels. *It was noted that the school has authorised 425 sessions of absence, which equates to 212.5 days in total.* Mrs Bennett advised that this is mostly sickness, acknowledging that it was very high, but that it has been noted that sickness is high in other schools at present. The school is offering support to parents where attendance is below 90%. The school has experienced one success story with one child whose attendance was at 60% by discussing care/neglect; this child’s attendance is now 85%. Overall attendance is 96% against a target of 96.4%. Governors were advised that persistent absence has increased when compared to last year. This will be presented at the next FGB. **Action: Mrs Bennett**.
30. *Mrs Harris asked whether any work had been undertaken with those with especially poor attendance and comparing their rate of progress with others.* Mrs Bennett advised that when these children are in school it is having a massive impact as there is a correlation between attendance and progress. The school is recording absence in children’s books so the missed work is very evident to parents.
31. Pupil Premium: Governors were advised that homework has been reviewed. Breakfast Club has a good uptake. 99% of parents are on MarvellousMe. It was felt that the school was doing all that it could for its pupil premium children.
32. Sports Funding: Mrs Bennett reported that the PE and Sports Report needs to be updated in light of the funding for Sports Premium being doubled.
33. CPD: It was noted that the EYFS staff have undertaken a lot of courses. Mrs Bennett advised that this was due to the EYFS briefings that are held. Hamwic also run an EYFS Leaders network and staff are still attending the Poole network meetings. The Let’s Agree training is done separately for EYFS. Additionally, increased training is being done as Mrs Lockyer is new to EYFS. Mrs Bennett advised that it was important that EYFS staff attend training as the Ofsted criteria for EYFS has changed. Governors were advised that Mrs Lockyer would provide an update on this at the next meeting. **Action: Mrs Lockyer**.
34. Mrs Bennett advised that lots of training has been undertaken for safeguarding including updated safeguarding training, honour based violence and FGM, safer recruitment for Mrs Van der Zee and Mrs Wall and three year safeguarding training for Mrs Bennett.
35. *It was noted that few literacy courses were being run.* Mrs Bennett advised that Hamwic are putting on courses for subject leaders and impact shown in books and displays.
36. Governors were advised that an increased number of families were requiring access to the family support worker.
 | Mrs HarrisMrs Harris,Mrs Bennett & Mr SussmanAgenda item next meetingMrs Harris and Mrs BestMrs BennettMrs Lockyer |
| 1. Finance Update
2. Governors were advised that the budget is tight and two scenarios have been compiled: a worst case and a best case.
3. Governors were informed that there is a 2% rise in teachers’ pay in the coming year. It is also expected that teachers’ pension will go up to 18%, although the increase could take contributions to 20%. This makes a significant difference to the school budget.
4. Mr Sussman advised that Hamwic will support schools in deficit provided a clear plan is in place to come out of deficit. Mrs Bennett advised that Hamwic are not concerned about Bearwood, but the school should have plans in place. Governors were advised that the average teacher cost at Bearwood is £50,000 which is the highest across Hamwic. Bearwood has a low staff turnover and in future will have to replace expensive teachers with NQTs.
5. Governors were advised that the school had stopped the maternity insurance as it was paying in more out than it was receiving in claims.
6. Governors were informed that school trips are costing the school around £6,000 per annum so in future the school may have to stop visits or cancel a visit if it is not affordable.
7. Mrs Bennett advised that the school is looking at a range of strategies to increase income, including pupil numbers in nursery and the main school, increasing numbers taking free school meals and taking Chinese exchange students. Governors were advised that the school now has 64 pupil premium children and will be ensuring that it has identified all pupils that have English as an additional language.
8. Mrs Bennett advised that the school has four SLEs although for quality assurance purposes, Hamwic would wish them to apply again. A fifth teacher is also seeking to become an SLE. This has the potential to generate £350 per day with each member of staff working up to 10 days. Mrs Bennett is also seeking to become an LLE to generate income. This should also allow Bearwood to show that it is having an impact on other schools and hence become a teaching school. The school also generates income from taking SDITT and SCITT students, which are good routes for getting NQTs.
9. Governors were advised that the final budget has to be with Hamwic by the 28th February.
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| 1. Reports from Named Governors
2. Report back from the Pupil Premium and Safeguarding Governor: Mrs Best confirmed that she had checked the Safeguarding Policy. Mrs Best advised that she had questioned Mrs Bennett on the policy and some scenarios. Mrs Best advised that she had spoken to some Year 1 children about feeling safe in school and had observed a Jigsaw lesson. Mrs Best had also spoken to Mrs Bray. A book scrutiny with a focus on pupil premium children was undertaken. Mrs Best confirmed that she had received the updated pupil premium strategy. Mrs Best has arranged a meeting with Mrs Gunstone for next week to discuss the pupil premium children.
3. Report back from the Personnel Governor: Mrs Harris advised that she had looked at the Grievance and Disciplinary Policies. These are the Poole documents as staff were TUPIED across. Mrs Harris advised that Governors need to be aware of the procedures within these policies. Governors were assured that the school had not needed to use these policies.
4. Report back from the Communication with Parents and the Wider Community Governor: Mrs Polychronopulos advised that she has responsibility for ensuring that the curriculum will meet the needs of the children’s future lives. Mrs Polychronopulos will be visiting the school to talk to the School Council. **Action: Mrs Polychronopulos**.
5. Mrs Harris reminded Governors to look at the January to March activities in the accountability schedule.
6. Governors’ Action Plan: Mrs Harris confirmed that this document would be discussed at the next meeting. **Action: Agenda item next meeting**.
7. Chair of Governor’s meetings Mrs Harris reported that meetings had been held with Mrs Bennett on January 8th and 29th to update, discuss governance documentation and the Single Plan.
 | Mrs PolychronopulosAgenda item next meeting |
| 1. Any Other Business
2. Mrs Bennett reported that the school has an ICT audit tomorrow led by Hamwic. The Hamwic Health and Safety audit was held yesterday. This audit noted an issue with a fire door which will increase the school’s expenditure. The standards review will be held next week. The Hillary Trust Conference will be held on Friday, 2nd February at 8:45p.m.
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| 1. Date of Next Meeting
2. The next meeting is due to be held on Tuesday, 6th March 2018 at 6:30p.m.
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**END OF MINUTES**

**Actions**

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| **Minute No.** | **Action** | **By Whom** | **By When** |
| 4.2 | To compile a survey to go to parents | Mrs Harris & Mrs Best | March 2018 |
| 4.3 | To trial allowing parents to also make an appointment with a Governor at parents’ evening | Mrs Bennett | March 2018 |
| 4.5 | To provide an opportunity for Governors to view children’s work at the beginning/end of meetings | Mrs Bennett | March 2018 |
| 4.6 | To meet to finalise cross-referencing between the Single Plan and the Governors’ Accountability Schedule on 26/02/18. | Mrs Harris & Mrs Best | Feb 2018 |
| 4.8 | To undertake a review of attendance with Ms Gunstone | Mrs Best | Feb 2018 |
| 4.10 | To include information about the impact of the Life Channel in the next Headteacher’s Report | Mrs Bennett | March 2018 |
| 4.11 | To record how many children are using the Life Channel at lunch and break times | Mrs Bennett | March 2018 |
| 4.16 | To circulate the revised Governor Visit Pro Forma | Mrs Harris | March 2018 |
| 4.19 | To send pen portraits to Mrs Bennett | All Governors | March 2018 |
| 5.4 | To attend the next accountability meetings | Mrs Harris | March 2018 |
| 5.15 | To work together to produce impact statements to be included in the Single Plan | Mrs Harris, Mrs Bennett & Mr Sussman | March 2018 |
| 5.16 | To undertake a learning walk of spelling displays and to write up – agenda item for next meeting | Mrs Harris &Mrs Rushton | March 2018 |
| 5.21 | To compile parental survey using open questions picking up on some of the areas within the school survey | Mrs Harris & Mrs Best | March 2018 |
| 5.28 | To provide a report on persistent absence of pupils. | Mrs Bennett | March 2018 |
| 5.32 | To provide an update on the changes to the Ofsted criteria for EYFS | Mrs Lockyer | March 2018 |
| 7.3 | To visit the school to talk to the School Council | Mrs Polychronopulos | March 2018 |
| 7.5 | To include the Governors’ Action Plan on the agenda for the next meeting | Mrs Harris & Mrs Rushton | March 2018 |