

The Governing Board of
Bearwood Primary & Nursery School

**Minutes of Full Governing Board Meeting
Held on Tuesday, 12th May 2016 at 6:30 p.m.**

Present:

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mr Steve Crisp

Mr Tony Harling

Mr Rick Kerr

Mrs Dionne Polychronopoulos

In Attendance:

Mrs Patricia Rushton (Clerk)

<p>1. Welcome and Apologies</p> <p>1.1 Mrs Harris welcomed Governors to the meeting.</p> <p>1.2 Apologies were received and accepted from Mr Daniel Edmonds, Mrs Kathy Lockyer, Mr Michael Sussman and Mrs Sally Wall.</p>	
<p>2. Declarations of Interest</p> <p>2.1 Governors were advised of the requirement to declare any interests they may have in items on the agenda for this meeting. No declarations of interest were made.</p>	
<p>3. Minutes of the last meeting</p> <p>3.1 Governors agreed that the minutes of the meeting held on 15th March 2016 were an accurate record of that meeting.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Mid-year Review of Pupil Premium Data (minute 13.5):</u> Mrs Bennett confirmed that she had analysed the Pupil Premium data as at mid-year and this had been circulated to Governors.</p> <p>4.2 It was noted that the last meeting focused on leading learning. Governors found this meeting really helpful as it provided the opportunity for them to look around the school and undertake a book scrutiny. Governors were enabled to triangulate what they saw during their learning walk and book scrutiny to the data that Mrs Bennett provided to them and other information contained within her reports.</p> <p>4.3 Mrs Bennett advised that she had attended a recent Heads and Chairs meeting. Poole Grammar School spoke at this meeting advising they had gone from outstanding to RI in 18 months. One reason for this was Governors not having sufficient understanding of learning, not undertaking book scrutinies or talking to students. Governors were over-reliant on the information provided by senior school leaders. Mrs Bennett assured Governors that they were already doing the things that were recommended by Poole Grammar School.</p> <p>4.4 Governors discussed the value of Link Governors reports. It was noted that some Governors made very regular visits to school and the full completion of a</p>	

	<p>4.5 Governors discussed the recent SATS. Mrs Polychronopoulos and Mr Kerr both have children in Year 6 and it was reported that their children had been relaxed about the tests and felt well-prepared. The children enjoyed the breakfast provided by the school. It was considered that the children were confident to 'show off' their skills and had a good attitude to their learning.</p>
<p>5. SFF Update</p>	<p>5.1 Governors commented that they liked the report as it was aligned to the Ofsted headings.</p> <p>5.2 Governors discussed the issues they were experiencing with the new email system and the need to go to the website to read and/or print documents.</p> <p>5.3 <u>Leadership and Management:</u> Mrs Bennett reported that Mrs Wall was now at Turlin Moor Community School for two days per week. Rachel Mitson was now a Senior Leader in Education (SLE). Another member of staff had also applied for an SLE role, but was unsuccessful on this occasion but is awaiting an interview as an SLE for the Wimborne Teaching Alliance.</p> <p>5.4 The school's strategy to do outreach with other schools was noted. This allowed the school to share its good practice with others and to bring ideas back to Bearwood. It questioned what impact this strategy had in raising the profile of the school and the knowledge that had come back to Bearwood. Mrs Bennett advised that at Turlin Moor, Mrs Wall was already having a big impact as she has been able to share her skills. Mrs Wall has appreciated that Bearwood operates as a very fast pace, especially when compared to others and has a renewed energy. Consideration is being given to her continuing to do outreach work with other schools. It was commented that this could provide evidence for us in determining our options when entering into discussions around academies.</p> <p>5.5 It was considered that Mrs Wall seemed excited about making a difference elsewhere. Mrs Bennett advised that Mrs Wall appreciates how much the staff here are about the children and how on board staff are. It was felt that Mrs Wall liked the challenge provided in Turlin Moor.</p> <p>5.6 It was noted that the TLAs visited a school in Mudeford. This visit was in line with the school's strategy for staff to go out to other schools. Mrs Bennett advised that in addition the NQT has been out to visit two other schools and Mrs Bennett has visited a school in Corfe Mullen. Governors were advised that lots of work has been done and connections are being made. It was hoped that this would ensure that the school's name was 'out there' and that other schools know that we have good staff here.</p> <p>5.7 It was questioned whether the TAs found it an 'eye opener' when they visited the school in Mudeford. Mrs Bennett commented that our TAs really enjoyed visiting another school. It was considered that in this other school it was difficult to see which member of staff in the classroom was the TA and who</p>

was the teacher.

- 5.8 **Recruitment:** Mrs Bennett advised that Heads are looking at advertising as many vacancies are not being filled. Locally it was considered that Poole was at crisis point around the recruitment and retention of teachers. It was acknowledged that this had not been too much of an issue for Bearwood, although the school had experienced difficulties in recruiting outstanding practitioners.
- 5.9 It was considered that the way forward was to recognise the potential in existing employees, especially TLAs and HLTAs and encouraging them to train as teachers and training teachers to become middle leaders. Mr Crisp noted that the school had undertaken lots of training across all staff groups and Governors.
- 5.10 Mrs Bennett advised that one of our TLAs has a degree in Marine Biology. Mr Kerr noted when visiting the school that this TLA is able to present information in an easily understandable way to the children and that Parkstone Grammar School were impressed with him on a recent visit to their school. Mrs Harris advised that she was also impressed when visiting a Maths lesson recently. Governors were advised that the school would wish to train him as a teacher and the course would cost £2,500.
- 5.11 *It was questioned whether this covered all our costs, including backfilling when teachers were out to support him.* Mrs Bennett advised that once he was fully qualified the difference in salary was £1,500. Governors agreed that this training course should go ahead.
- 5.12 **SEF:** Mrs Bennett advised that the SEF had been updated in light of the LA review. The layout of the SEF had changed, with a summary for overall effectiveness at the front. Mrs Bennett confirmed that the latest version of the SEF would be uploaded to the website. **Action: Mrs Bennett.**
- 5.13 The number of ParentView responses was queried and Mrs Bennett agreed to check this. **Action: Mrs Bennett.** It was suggested that we have a further push on gaining responses on ParentView.
- 5.14 *It was noted that the school was now producing termly reports for parents and it was questioned as to why this change had been made.* Mrs Bennett advised that the message from the DfE is that parents should know what their children can do and what their next steps should be. Parents can see the curriculum and other documents on the school website but it was felt that things needed to be even clearer for them. Governors were assured that this was not a significant increase in workload for teachers as staff can tick off the skills that children can do and the reports are generated by SPTO. Staff currently update children's targets weekly. *It was questioned how the staff feel about producing termly reports* and Governors were assured that staff accepted it.
- 5.15 Governors were advised that EYFS and KS1 already have online reporting which includes moderated information. It was considered that if parents know their children's targets then they could also provide evidence of success from the things that the children do at home. Mrs Bennett agreed to provide Governors with an anonymised report for their information. **Action: Mrs Bennett.**
- 5.16 **LA Review:** It was commented that the report from the LA Review was good

Mrs Bennett

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and a pleasure to read. The comments from the children were considered to be good. Actions remaining from the review which are to be evidenced:

- To review the school's vision
- To ensure in Governing Body minutes that strategic actions are clearly identified and prioritised above those of operational actions
- Ensure pupil achievement is above the national benchmark for ARE, particularly at the end of Key Stage 1 in all subjects.

5.17 It was questioned whether there were any concerns around the SATs results and Mrs Bennett advised that the key factor is how the school compares to the national average.

5.18 Sports: Mr Kerr advised that he had been looking at sports and questioned whether there was the possibility of increasing the funding for sporting activities. Governors were advised that the Sports Grant funding was already overspent as the school invests a lot in employing coaches to run activities for the children. Mrs Bennett advised that a coach comes in each day at lunchtime to co-ordinate the activities that are going on during the break. As a result of this lunchtime issues have fallen a lot. The next step will be to talk to the children, staff and the Lunchtime Supervision staff to show the impact of the extra spending.

5.19 Budget: It was considered that this area shows lots of joined up thinking, with questions being asked and actions taken to follow up. It was noted that the SEF report includes a paragraph mentioning a fraud in a local school and it was questioned whether this could happen here and whether changes to supplier bank account details should be signed off by two people. It was agreed that this might be helpful to reduce risk.

5.20 Mrs Bennett advised that there has been some turbulence around staffing, although these are now mostly resolved. One absence has been partly covered by insurance. Internal cover has been used where appropriate and payment for overtime is requested where TLA overtime was required.

5.21 It was questioned whether there were any staff absences that the school needed to plan strategically for. Mrs Bennett advised that fortunately the school spends a lot on staffing and it has not had to use supply and by using internal cover the school has used highly skilled people.

5.22 It was noted that £17,000 was in the budget for supply but this was not allocated beyond July. It was questioned whether the intention was to use our own staff that know the children rather than using supply staff and Mrs Bennett confirmed this.

5.23 EYFS: Governors were advised that we have a target of 93% Good level of Development in EYFS which shows the good provision that we have and the benefit of using an HLTA whilst a member of teaching staff is undertaking other work.

5.24 White Paper: Governors were advised that the key ideas within the White Paper are staff development and collaboration with other schools.

5.25 Quality of Teaching and Learning: It was considered that the Headteacher's Report would be informative for staff and it was agreed that this report should

be shared with staff in the future.

- 5.26 *It was questioned how INSET days and staff meetings were used to implement the new English and Maths curriculums.* Mrs Bennett advised that in Maths a Rapid RAP was written and then delivered to staff. This focused on research that the Maths Leader had undertaken and trialled in her own class before moving it forward with other staff. The Literacy Leader presented her work to Governors and had driven standards in English forward. Leaders demonstrated their understanding and depth of learning for teachers as well as the children.
- 5.27 Mrs Bennett advised that it is key that staff understand the curriculum and know what the children have done previously and any catch up that is required by individuals.
- 5.28 Mrs Bennett advised that the school have decided to teach Maths in the curriculum now that we have Maths mastery in place. It was felt that if the school were to get further depth through problem solving and reasoning that it would have difficulty getting the coverage of the curriculum.
- 5.29 Governors were advised that the school continues to work with Trudi Cole at Poole Museum and they have looked at how Maths can be incorporated.
- 5.30 Mrs Bennett advised that Authors Abroad is going well with reluctant and able writers sessions. Mrs Polychronopoulos advised that another school was very impressed with our children, particularly their politeness. Mrs Polychronopoulos gave an example of the work being done in the reluctant writers group.
- 5.31 Personal Development, Behaviour and Welfare: Governors were advised that the annual Safeguarding Report had been completed. It was commented that the report did not give Governors a feel for how the change in Government guidance impacted on Governors. It was suggested that Governors may benefit from training on the Government's Prevent Strategy and it was agreed that Mrs Bennett would circulate the web link to this to Governors. It was suggested that all Governors should undertake this training. **Action: Mrs Bennett and all Governors.**
- 5.32 It was noted that bullying was low. It was suggested that Governors would benefit from receiving data that allowed them to see trends over a three year period. **Action: Mrs Bennett.**
- 5.33 It was also noted that exclusions were very low. Mrs Bennett advised that in the first of the three year trend exclusions were very high, but have since reduced significantly.
- 5.34 Admissions: Governors were advised that the school received 63 preferences for admission to Bearwood and 19 children are on our waiting list. Three parents are submitting appeals – two of these are open to Social Care. There are many children that are currently in the nursery class that did not get a place in the Reception class at Bearwood. It was recognised that the school could change its admissions policy once it became an academy, although concern was raised that any change could mean that Bearwood children did not get a place at their local school.
- 5.35 Outcomes: It was noted that there is an issue around disadvantaged pupils when looking at the three year trend as most areas show a dip; the school

Mrs Bennett & all
Governors

Mrs Bennett

	<p>needs to demonstrate consistency. Mrs Bennett advised that Kate Masters is the new leader for Vulnerable Learners in the Borough. The Borough is currently undertaking research into closing the gap. As Bearwood possibly do not qualify for this pilot it has been suggested that the school work with another school.</p> <p>5.36 <u>Pupil Premium Data:</u> It was noted that Writing in Year 5 for Pupil Premium children was only 57% at age related expectations (ARE) and LB explained that this related to only 7 pupils. It is projected that two children will not make ARE in the year group and these are both Pupil Premium children.</p> <p>5.37 Concern was raised about Maths in Year 1. LB explained that in EYFS in Writing the children are expected to hold a pencil with a firm grip, but this is very different in KS1. Boys show a dip because two boys were at a good level of development in EYFS. These boys are now making ARE as the school has put a lot of work in to support them.</p> <p>5.38 <u>Non-Pupil Premium Data:</u> SC noted that Year 1 is lower across the board, especially in Writing with 7 children not yet at ARE. Governors were assured that all 7 children are being monitored and are receiving catch up interventions. It was noted that Pupil Premium children out-perform those children that are not Pupil Premium.</p> <p>5.39 Governors were advised that the Year 6 pupils had Mrs Bennett teaching them as well as the class teachers. Mrs Bennett assured Governors that Mrs Wall and Mrs Bennett know all the children and take out children to ensure that they reach ARE.</p> <p>5.40 <u>Health and Safety:</u> Mr Harling visited the school on the 23rd March and a report was written. A condition survey has recently been undertaken and around £2,000 worth of work was highlighted – there were no priority items. The company that undertook the condition survey will be requested to prioritise the work that needs to be addressed.</p>
	<p>6. Action Plan</p> <p>6.1 Mrs Harris advised that Governors were on target with their action plan. Notes of any visits should be recorded and sent to Mrs Harris.</p> <p>6.2 Governors were advised that the next INSET day is on the 11th July when staff and Governors will be looking at strategy, the school's priorities and next steps.</p> <p>6.3 Governors were advised that an analysis of ParentView has been undertaken by Mr Crisp.</p> <p>6.4 It was noted that Governors have an understanding of the curriculum and contribute to the love of learning. Governors can talk about the curriculum and how it is enriched and the activities that take place.</p> <p>6.5 It was suggested that Governors could come into school to talk to the children about their views of the school and their learning. Mr Crisp has included quotes from the children in his reports and it was agreed that this was a good way forward for those regularly visiting the school. It was suggested that Mr Kerr and Mrs Polychronopoulos come in to talk to the children about non-core subjects, e.g. Art and RE.</p>

<p>6.6 It was agreed that further work was needed on Governors getting the views of parents and children. It was suggested that Governors could talk to parents about how they feel about how their children are doing at school. Mrs Polychronopulos considered that there is an issue with parental engagement with curriculum evenings not being well attended. An Open Evening will be held in the Autumn Term.</p> <p>6.7 <i>Mr Crisp questioned how parents knew what their children were being taught</i> and Mrs Bennett confirmed that this information was included on the school website. Information is also included in the newsletters so parents know what their children are learning.</p> <p>6.8 <i>It was further questioned how Governors would know whether the parents were aware of their children's curriculum</i> and a survey of parents was suggested. It was suggested that themed days could be used to encourage parents to visit the school. Mrs Harris suggested that in the next round of monitoring, Governors speak to parents and the children.</p> <p>6.9 It was commented that good progress had been made on the Governors' Action Plan.</p>	
<p>7. Governor Visits (Monitoring and Evaluation)</p> <p>7.1 Mrs Harris confirmed that she had discussed the staff complement with Mrs Bennett. The Appraisal Policy had been reviewed.</p> <p>7.2 Mr Kerr confirmed that he had reviewed policies for SRE and Collective Workshop. Mr Kerr had also been on the Life Style Bus.</p> <p>7.3 Mrs Polychronopulos has reviewed the Anti-Bullying Policy and the Home-School Agreement.</p> <p>7.4 Mr Crisp has reviewed the Schedule of Financial Delegation, the Charges & Remissions Policy and Governor Expenses Policy. No changes are proposed to any of these documents.</p> <p>7.5 For Summer 2 the following Governor activities are due:</p> <ul style="list-style-type: none"> • Mr Kerr – Summary of the work of School Council for the year • A review of the Pay Policy once the document had been received from HR. • Teaching and Learning – Mrs Bennett to produce the end of year data for each year group at the July meeting. 	
<p>8. Any Other Business</p> <p>8.1 <u>Sports Day:</u> Governors were invited to Sports Day on 8th June 2016 at 9:30am.</p> <p>8.2 <u>Governor Training:</u> A Governor training session on Ofsted is to be held on the 16th June 2016 at 6:30pm to 8:30pm at the Bournemouth Learning Centre. Governors were encouraged to attend this.</p>	

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
5.12	To upload the latest version of the SEF to the website	Mrs Bennett	May 2016
5.13	To check the number of responses on ParentView	Mrs Bennett	May 2016
5.15	To provide Governors with an anonymised school report	Mrs Bennett	May 2016
5.31	To send link to the Prevent training	Mrs Bennett	May 2016
5.31	To undertake the Prevent training	All Governors	June 2016
5.32	To produce data showing trends in bullying data over a three year period	Mrs Bennett	June 2016