

The Governing Board of
Bearwood Primary & Nursery School

Minutes of Full Governing Board Meeting
Held on Monday, 11th July 2016 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Mr Rick Kerr

Mrs Laura Bennett (Headteacher)

Mrs Kathy Lockyer

Mr Steve Crisp

Mrs Dionne Polychronopoulos

Mr Tony Harling

In Attendance:

Mrs Sally Wall (Deputy Headteacher)

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 and Mr Michael Sussman.</p> <p>1.3 It was agreed that Mrs Bennett would contact Mr Edmonds to discuss his attendance at meetings. Action: Mrs Bennett.</p> <p>1.4 Governors were advised that meeting dates for next year had not yet been set. It was agreed that Mrs Bennett would contact the Hamwic Trust to ascertain dates of Board meetings so that we can dovetail our meetings with the Board meetings. Action: Mrs Bennett.</p>	<p style="text-align: center;">Mrs Bennett</p> <p style="text-align: center;">Mrs Bennett</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 12th May 2016 were an accurate record of that meeting.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Termly Reports to Parents (minute 5.14):</u> <i>Mrs Harris advised that she had noted the gap between children's predicted results and their actual results and questioned how this was being handled.</i> Mrs Bennett advised that the school will be focusing on what the children can do rather than age related expectations (ARE).</p> <p>4.2 <i>Mrs Polychronopoulos questioned whether the focus on what children can do could cause difficulties for parents in knowing what they can do to help their children.</i> Parents would still be given advice on next steps for their child.</p> <p>4.3 <u>Maths Across the Curriculum (minute 5.28):</u> <i>Mrs Harris raised a question about</i></p>	

maths across the curriculum. Mrs Bennett advised that the school has maths mastery in place and it is now the school's intention to focus on maths across the curriculum. The children will still have maths lessons but Maths will also be included in science lessons, e.g. data analysis.

4.4 *It was further questioned whether this would take time from basic skills* and Mrs Bennett assured Governors that basic skills will still be addressed.

4.5 Support in Year 6 (minute 5.39): *Mrs Harris noted that Mrs Bennett and Mrs Wall have provided support in Year 6 and questioned the extent and regularity of the teaching commitment.* Mrs Bennett advised that she has mostly been supporting in Year 6 and Mrs Wall was mainly supporting EYFS and KS1. Mrs Bennett has mostly been working on ARE writing, a maths target group and reading; the maths target group were the borderline group.

4.6 Prevent Training (minute 5.31): Mrs Wall advised that Mrs Gwynne would look to see why Governors were having difficulty accessing this training.

4.7 It was noted that all actions arising from the last meeting had been completed.

5. Headteacher's Report

5.1 Mrs Bennett's report was taken as read and Governors invited to raise questions.

5.2 Leadership and Management: It was considered that the Hamwic report did not fully reflect the school, but felt that it was reflective of the school's results. Mrs Bennett advised that a look had been taken at the areas for development and it was noted that many of the comments related to only one class and that it was not representative of the whole school. It was felt that the overall summary gives a positive, strong view of the school.

5.3 Mrs Bennett advised that the team from Hamwic Trust also looked at the books and the learning environment and had noted the breadth and depth of the curriculum. They were especially impressed with the writing in the books. It was felt that the due diligence report was a good report.

5.4 Mrs Bennett advised that three teachers were being interviewed next week for Specialist Leaders in Education roles with the Wimborne Teaching Alliance. If they are successful then the school will need to think very carefully about how, when and if they will be deployed.

5.5 Staffing: Mrs Bennett advised that the report includes information about staff roles and responsibilities. Mrs Bennett reported that a TLA is considering training as a teacher, but at present is unsure whether he wants to do this next year for personal reasons.

5.6 Mrs Bennett advised that Turlin Moor Community School has requested that Mrs Wall supports them for one day per week in EYFS. Governors were advised that Turlin Moor School have been delighted with the work undertaken by Mrs Wall and the impact that she has had. Mrs Wall has focused on EYFS and KS1 here for three days per week and another member of staff has picked up on Mrs Wall's teaching commitment.

5.7 *It was questioned whether the school needs to look at the outreach work that is being undertaken given the need to improve results.* Mr Crisp advised that the

outreach work was originally done to build up our portfolio whilst considering academy status. Mrs Bennett suggested that the school employ someone to provide 1.5 days support in Year 6 using the money that has been saved on Mrs Wall's salary.

- 5.8 Governors expressed their confidence that the extra support will benefit Year 6. Mrs Bennett confirmed that she will also continue working in Year 6. Mrs Bennett advised that she wants to focus on Bearwood and not undertake further outreach work at this time unless staff are able to bring something back that will have a positive impact on Bearwood.
- 5.9 Mrs Bennett drew attention to the overview of student teachers that have been working in the school. *It was questioned as to how much of a drain student teachers had on the school.* Mrs Wall advised that in the Autumn Term student teachers tend to work with groups and do some whole class teaching, whilst in the Summer Term they usually do 80% whole class teaching.
- 5.10 *It was questioned whether the pupil data had been analysed to see if having a student teacher impacted on the learning.* Mrs Wall advised that it has been a difficult year with the new curriculum but the data looks acceptable.
- 5.11 *It was questioned what impact the student teacher has on the class teacher.* Mrs Bennett advised that this depends on the student, but can give the opportunity for the class teacher to take out groups of children to work with them.
- 5.12 *It was questioned what would happen if a student requires lots of support* and Governors were advised that the tutor would be requested to come into school. Mrs Bennett advised that students are very motivated as it costs them £9,000 to train.
- 5.13 *It was questioned whether the pupils' learning could be affected if the student's pace was too slow.* Governors were advised that this could impact negatively on the children's learning, but this would be monitored by the class teacher.
- 5.14 Quality of Teaching: Mrs Bennett advised that Curriculum Leaders have produced Impact Reports. The curriculum has been revamped. Some children are still disengaged and not fully getting what they need from the school. Mrs Bennett advised that the children have a good understanding of how to be successful and the language used by the children is very sophisticated. It was considered that the children want to be outdoors and directing their own learning.
- 5.15 Mrs Bennett advised that staff have been looking at the curriculum and decided what should be covered and seeking creative ways to deliver the curriculum.
- 5.16 *It was questioned as to what processes the school goes through to change the curriculum.* Mrs Bennett advised that staff look at the data and see how they can move things forward creatively, staff look at what children like and what will make them better learners. Lots of gap analysis is undertaken and the starting point is what the children already know and understand.
- 5.17 Mrs Bennett advised that the Round House has been completed and a community event was held. An over 50's tea party was also held and Year 6

were given an opportunity to ask them questions.

- 5.18 Mrs Bennett reported that the school has been holding open mornings for parents with a focus on English.
- 5.19 Personal Development, Behaviour and Welfare: Mrs Bennett reported that the RNLI visited the school to do a beach safety talk. The Year 6 children also worked with Oakmead Secondary School to aid transition.
- 5.20 Governors discussed the school's involvement with the Global Youth Ambassador (GYAP). This will involve some of our children visiting Talbot Heath School and learning Mandarin and other skills related to the Chinese culture. Mrs Bennett and Mrs Wall are investigating visiting China in October to attend a summit on creative thinking and teaching in international classrooms.
- 5.21 Mrs Bennett reported that the school has received an Awards for All Grant of £10,000 towards a physical challenge and climbing area.
- 5.22 Mrs Bennett advised that the school will be trialling an after school club in September. The school is also running a summer camp every Monday during the school holidays in partnership with a sports company and is looking to run a summer school to target pupil premium children in all aspects of the curriculum.
- 5.23 Mrs Bennett advised that between 50% and 90% of children now enjoy participating in lunchtime activities. Staff are being upskilled and are now more confident in running activities at lunchtime. The children were asked what activities they wanted to do. Mrs Polychronopulos commented that this has made a real difference to the start of the afternoons in class.
- 5.24 Thanks were extended to Mr Kerr and Mrs Polychronopulos for their work in the building of the Round House.
- 5.25 Attendance: Mrs Bennett advised that attendance for the year to date is 95.41%. The school has had a significant amount of chicken pox this year which has had an impact on the attendance figures.
- 5.26 Governors were advised that the trend in external exclusions is down; at the start of Mrs Bennett's headship at Bearwood the school's external exclusions were higher than national.
- 5.27 Outcomes: Mrs Bennett advised that whilst the data shows a three year trend it is not possible to compare this year with previous years.
- 5.28 Mrs Bennett advised that the percentage of children achieving a good level of development in EYFS has increased to 93%, hence showing a good upwards trend. Progress was 38.8 last year compared to 38.0 this year against a higher national than in the previous year. Last year there was a slightly higher number of children at 'exceeding' than this year, but this was one or two children in reading or maths. This is down to a different cohort of children.
- 5.29 *It was questioned why more children had a good level of development this year.* Mrs Bennett advised that the school had put more resources into ensuring that children made a good level of development.
- 5.30 In the phonics test it was predicted that 93% of children would meet the

standards required. The school achieved 83% meaning that five children did not meet the phonics standard; this is lower than last year. Governors were advised that all five of these children are dyslexic. **It was questioned how the school would increase the % meeting the targets next year.** Governors were assured that phonics will be a real push in the coming year.

5.31 Mrs Bennett advised that she was pleased with the KS1 results. Governors were informed that the targets were higher than actuals due to the late assessment information being made available. Results were:

- Reading – 87% (greater depth 30%)
- Writing – 80% (greater depth 27%)
- Maths – 97% (greater depth 43%).

5.32 At KS2, Mrs Bennett advised that there was a mismatch between predictions and the results of the tests. Some papers will be sent to be reviewed – in the Reading test 19 out of the 30 papers had errors in the marking, although the school have only sent four away to appeal since they have to fit a rigid criteria for the result to be challenged.

5.33 ***It was questioned as to why so many children had not met age related expectations in the tests*** and Mrs Bennett advised that test technique came out as an issue as the children had not learnt the strategies required to tackle the test papers and their answers were lacking the quality expected.

5.34 Mrs Bennett advised that she was disappointed with the Maths result as the school is a pilot school for Maths mastery. Governors were advised that more able children did well.

5.35 **Asked how the school would increase results in the coming year** Mrs Bennett advised that next steps are to:

- Look to address issues in the RAP
- Look at the issues in an INSET Day
- Undertake visits to three high achieving schools which will be arranged by Hamwic
- Undertake a question analysis of the papers in September, although this piece of work is now mostly complete
- Link the SDP to the results.

5.36 Mrs Bennett advised that she and Mrs Harris will be meeting with LA Officers to discuss the results. It was noted that the LA had visited the school and seen the quality of the school's work. It was recognised that Governors need to establish what needs to be done to drive forward.

5.37 Governors were advised that the gap between Pupil Premium and non-Pupil Premium children in school has closed at both KS1 and KS2, partly due to lower achievement of non- pupil premium.

5.38 Governors were advised that the school has a new Year 6 teacher for September.

5.39 Governors were advised of a confidential staffing matter.

<p>5.40 Governors were advised that the Borough of Poole have plans to build new houses in Poole, one area could be on the Canford Park arena.</p>	
<p>6. Academy Status</p> <p>6.1 Governors were advised that the Academy Order had been accepted by the DfE and the Common Transfer Agreement had been received. Meetings had been held with trade unions, staff and parents. The plan remains that we convert on 1st October 2016. Hamworthy Junior and Twin Sails Infant Schools will convert on 1st September 2016.</p>	
<p>7. Policies and Documents</p> <p>7.1 Governors agreed to ratify the following policies:</p> <ul style="list-style-type: none"> • Recruitment and Selection Procedure • Work Experience Policy • Code of Conduct for School Employees • Managing Allegations Manager Guidance • Social Media Guidance • Social Networking Policy. <p>7.2 Governors acknowledged that they had read these policies.</p>	
<p>8. Governor Monitoring</p> <p>8.1 Mrs Polychronopulos advised that she had undertaken a learning walk to look at Class Charters and to speak to children to see if they knew their Class Charter. It was noted that all year groups, except Years 5 and 6, had a Class Charter and all year groups, except Year 6, knew their Class Charter. A look was also taken at the traffic light system in use for promoting appropriate behaviours. It was noted that Years 5 and 6 did not have the system in place despite being a whole school system. These issues have been raised with Mrs Bennett who has followed this up with the classes concerned.</p> <p>8.2 Mr Kerr confirmed that he would write up his reports for the visits that he had recently undertaken before the end of the academic year. Action: Mr Kerr.</p> <p>8.3 Mr Harling advised that he had undertaken a health and safety visit. It was noted that due to the absence of a school caretaker that not all priority 1 actions on the audit had been completed. Mr Harling confirmed that he would write up his report for this visit. Action: Mr Harling. Mrs Bennett requested that Mr Harling let her know what actions had not been completed as a work analysis of the caretaker role had been undertaken and all jobs reallocated. Action: Mr Harling. Mrs Bennett advised that Mrs Van der Zee now had responsibility for the cleaning contractors. A book had been introduced for staff to record any issues that arise.</p> <p>8.4 Mr Crisp advised that he had visited Glenfield School with Mrs Harris which is part of the Hamwic Group. Mr Crisp confirmed that he continued to maintain a log of finance related visits.</p> <p>8.5 Mrs Harris advised that she had met with Mrs Bennett and also with Luana</p>	<p style="text-align: center;">Mr Kerr</p> <p style="text-align: center;">Mr Harling</p> <p style="text-align: center;">Mr Harling</p>

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<p>Girling to undertake a governance review – the report on the governance review was very positive. Mrs Harris reported that she had been accredited as a National Leader of Governance.</p>	
<p>9. Any Other Business</p> <p>9.1 Mr Crisp recommended that consideration of the Pay Policy is deferred until September. This was agreed by Governors. Action: Mr Crisp.</p> <p>9.2 Mr Harling advised that he would be stepping down as a Governor at the end of this year. Mr Harling was thanked for this work as a Governor.</p> <p>9.3 It was agreed that the next meeting would be held on the 22nd September at 6:30pm.</p>	<p>Mr Crisp</p>

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
1.3	To contact Mr Edmonds re attendance	Mrs Bennett	Sept 2016
1.4	To contact the Hamwic Trust to ascertain Board meeting dates	Mrs Bennett	July 2016
8.2	To write up Governor Visit Report Forms for recent visits	Mr Kerr	Sept 2016
8.3	To write up report for recent health and safety visit	Mr Harling	Sept 2016
8.3	To inform Mrs Bennett of the priority 1 actions that had not yet been completed	Mr Harling	Sept 2016

