

The Governing Board of
Bearwood Primary & Nursery School

**Minutes of Full Governing Board Meeting
Held on Thursday, 22nd September 2016 at 6:30 p.m.**

Present:

Mrs Ann Harris (Chair)	Mr Steve Crisp
Mrs Laura Bennett (Headteacher)	Mr Rick Kerr
Mrs Nicola Best	Mrs Dionne Polychronopulos
Miss Trudie Cole	

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 and especially our new Governors Mrs Best and Miss Cole.</p> <p>1.2 It was confirmed that due notice of the meeting had been given and that a quorum was present. It was reported that apologies had been received and accepted from Mrs Kathy Lockyer.</p> <p>1.3 It was noted that no apologies had been received from Mr Sussman and it was agreed that Mrs Rushton would contact him. Action: Mrs Rushton.</p>	Mrs Rushton
<p>2. Declarations of Interest</p> <p>2.1 Each Governor present declared the nature and extent of his interest in the business to be transacted at the meeting or confirmed he had no such interest which he was required to disclose.</p> <p>2.2 The interests declared were as follows:</p> <ul style="list-style-type: none"> • Miss Cole declared that she was an employee of Poole Museum Service. The school has been heavily involved in projects with Poole Museum Service. • Mrs Polychronopulos declared that she was also an employee of Poole Museum Service. 	
<p>3. Election of Chair and Vice-Chair</p> <p>3.1 It was proposed by Mrs Polychronopulos that Mrs Harris is elected as Chair of the Governing Body. Seconded by Mrs Bennett and unanimously agreed by Governors.</p> <p>3.2 It was also proposed by Mrs Polychronopulos that Mr Crisp is elected as Vice-Chair of the Governing Body. Seconded by Mrs Bennett and unanimously agreed by Governors.</p>	

<p>4. Minutes of the Last Meeting</p> <p>4.1 The Governors considered the minutes of the previous meeting dated 11th July 2016 and IT WAS RESOLVED that the Chair sign the minutes as a true record of such proceedings.</p>	
<p>5. Matters Arising</p> <p>5.1 <u>Governor Visit Reports:</u> It was confirmed that Mr Harling had completed his Governor Visit reports. Mr Kerr confirmed that he would complete visit forms where possible. Action: Mr Kerr.</p> <p>5.2 <u>Pay Policy:</u> Mrs Bennett advised that the Pay Policy is being looked at with Hamwic so it has been decided to defer the ratification of this policy.</p> <p>5.3 <u>Governor Attendance:</u> Mrs Bennett advised that she had contacted Mr Edmonds who has decided to resign as a Governor.</p>	<p>Mr Kerr</p>
<p>6. Governor Roles</p> <p>6.1 Mrs Harris explained, for the benefit of new Governors, that the Governing Body's Monitoring and Evaluation Schedule represented the Governors' schedule of activities.</p> <p>6.2 It was agreed that Miss Cole would take on the role of Teaching and Learning Governor and Mrs Best the role of Pupil Premium Governor. Both Governors would be supported by Mrs Harris.</p> <p>6.3 It was noted that we currently had no Environment Governor and it was agreed that Mr Kerr would take on this role temporarily.</p> <p>6.4 It was agreed that Mrs Harris would take on the role of Children's Governor and People's Governor. These roles would also be temporary.</p> <p>6.5 It was recognised that the Monitoring and Evaluation Schedule may need amending in the light of our change to academy status.</p> <p>6.6 Mrs Rushton agreed to resend a copy of the Autumn 1 Timeline to Mrs Harris. Action: Mrs Rushton.</p> <p>6.7 Mrs Rushton also agreed to send a link to the Governors Information Pack to new Governors. Action: Mrs Rushton.</p>	<p>Mrs Rushton</p> <p>Mrs Rushton</p>
<p>7. Headteacher's Update</p> <p>7.1 Mrs Bennett guided Governors through the data within her written report that was made available to Governors prior to the meeting. Mrs Bennett advised that she had worked with the Hamwic Trust to review and analyse the data.</p> <p>7.2 <i>Mrs Harris noted the detailed analysis that had been undertaken and questioned what strategies are being used.</i> Mrs Bennett advised that the school had undertaken an in depth analysis of the test papers and this led to several papers being sent off for remarking. This resulted in some papers being changed, e.g. 2 out of 4 papers in Reading, 1 out of 2 papers in Spelling, Punctuation and Grammar and 1 out of 1 paper in Maths.</p>	

- 7.3 Governors were advised that 19 out of 30 papers had been marked incorrectly. Concern was raised at the level of inaccuracy and Mrs Harris assured Governors that all papers had been remarked where the marking errors made a potential difference to the result of the test.
- 7.4 Mrs Bennett advised that many of the children wrote insufficient to achieve good marks in the test. *Miss Cole questioned how the school was going to teach test technique to the children without losing the creativity evident in the school and the children's love of learning.* Mrs Bennett advised that the children will be taught through the test rather than to the test. A look will be taken at the skills that the children need to learn. The current Year 6 children have taken a past test so the school has a baseline.
- 7.5 *It was questioned whether the children are given examples so they know what is expected or not allowed in the test.* Mrs Bennett advised that this is done and the most common issue is the lack of precision in their answers. A look is also being taken at strategies that could make the children more comfortable in taking the tests, e.g. having a science test on the Friday before taking the tests properly on the Monday.
- 7.6 *Miss Cole noted that girls out performed boys in Reading and Writing and questioned what the school was doing to support the boys.* Mrs Bennett advised that boys are being supported through the use of texts and learning experiences that appeal to boys and the targeting of specific groups. *It was further questioned whether there was any possibility of using Maths in English, providing male role models, etc.* Governors were advised that all the ways of supporting the children will be included in the Single Plan. The Single Plan will enable the school to track its progress across the year. It is expected that the Single Plan will be sent to Governors as soon as possible.
- 7.7 *Mrs Bennett was requested to give some background information on the current Year 6.* Governors were advised that teachers were asked to give the numbers of those children at age related expectations (ARE). Moderation had been undertaken but there was still an issue with Year 6 Maths. The year group had three teachers and the 44% is reflective of what had been covered as the new teacher in the year group had not seen evidence of all aspects of the curriculum.
- 7.8 Mrs Bennett advised that Year 6 have Maths in the morning and part of the afternoon with the afternoon being dedicated to catch up. Extra support is being given in Maths and the children are being closely monitored. The targets for next year are 82% in Maths, Reading 85% and Writing 85%. It is anticipated that the children will reach the 82% target in Maths without difficulty.
- 7.9 *A question was asked about the targets for each child.* Mrs Bennett advised that all children are expected to make at least 3 tracking points progress over the year. The children are tracked every six weeks and each child's progress is closely scrutinised.
- 7.10 *The usefulness of data was questioned* and Mrs Bennett advised that moderation is used to ensure accuracy and also to identify areas of good practice and areas for development. A look is also taken at the books. Where the data appears to differ from expected there is a reason behind it and the

school will be monitoring the children.

- 7.11 *It was noted that the current Year 5 children appeared to be doing well* and Mrs Bennett advised that this was expected as approximately 50% of this cohort achieved Level 3 at KS1.
- 7.12 Looking at attendance, Governors were advised that this is currently at 96.2% so in line with the target. Persistent absence (PA) is currently at 8% but the Government has changed the criteria as PA was 85% and is now 90%; this has improved despite the changes. Exclusions have dropped significantly from 5% to less than 1%. Governors were advised that the curriculum is now more exciting and more engaging and this would have helped in reducing the level of exclusion. There is also an emphasis on the skills that are not necessarily academic.
- 7.13 Mrs Bennett reported that everyone had contributed to the Single Plan. It is hoped that this document will be available shortly. A copy will also go to the Hamwic Trust. *It was questioned how this document would be disseminated to staff.* Governors were advised that this will be done through staff meetings.
- 7.14 Governors were advised that the school is also looking at the pupil premium gap and sub-groups, phonics, baseline, moderation, maths mastery and concrete learning. Learning walks are also undertaken and feedback given to teachers to tweak their practice.
- 7.15 Governors were advised that the school is ensuring rapid progress in Year 3 so as to enable good outcomes to be achieved in the later years.
- 7.16 Mrs Bennett reported that the work Mrs Wall had been undertaking at Turlin Moor School has had a good impact as outlined in the Impact Report. Mrs Wall advised that she had enjoyed working with the school and had learned a lot which she was able to bring back to Bearwood. Mrs Wall will continue to work with Turlin Moor for one day a week during the Autumn Term with work focusing on EYFS and KS1 and accountability. As an example of learning from Turlin Moor, Mrs Wall advised that she and the Pastoral Care Worker now minute their meetings and these are emailed to all staff.
- 7.17 Governors were advised that PASS has been used with the current Year 6 pupils doing their survey in July last year. The other year groups will be doing their PASS surveys in September/October.
- 7.18 Governors were informed that the school undertook a bespoke mindset programme. Whilst this was an effective programme it will likely not to be used again from the same company as the school put in the provision for staff to work alongside the project to disseminate future projects in-house.
- 7.19 Governors were advised that the school will be participating in a project with Soundstorm and Poole Museum with a focus on Maths across the curriculum. The school will also be involved with Bournemouth University and other Hillary Trust Schools. *It was questioned when the Maths would be in place.* Mrs Bennett advised that the school is applying for funding now. The project leader in school is driving the project forward and it is expected that the project will be in place by the spring term. The school will need to ensure that the project is sustainable whilst ensuring that it is effective. Mrs Bennett advised that whilst it is an exciting project, Years 2 and 6 will not be involved until the school

<p>is sure of the impact in order to safeguard end of key stage assessments.</p> <p>7.20 Governors were advised that the school intends to begin the building of the trim trail in October and undertaking work on the gates.</p> <p>7.21 Mrs Bennett advised that the school is working with other agencies on a Chinese Exchange project. This is being done through Opportunity Education and the Cultural Hub.</p> <p>7.22 Governors' attention was drawn to the Safeguarding Policy and requested Governors watch the PowerPoint presentation that was shared with staff at the start of term.</p>	
<p>8. Link Governor Roles</p> <p>8.1 Mrs Harris advised that she and Mrs Bennett would work together to draw up a list of Link Governors. Action: Mrs Bennett and Mrs Harris.</p>	<p>Mrs Bennett & Mrs Harris</p>
<p>9. Governor Panel</p> <p>9.1 Mrs Bennett advised that a Governor panel was required and it was agreed that Mrs Bennett and Mr Crisp would serve on the panel. Mrs Harris would hear any appeal. Mrs Bennett agreed to investigate options for using Governors from other Hillary Trust Schools should the need arise. Action: Mrs Bennett.</p>	<p>Mrs Bennett</p>
<p>10. Link Reports</p> <p>10.1 Mr Crisp reported that the school's finances are good with an £18,000 underspend this year. It was suggested that consideration is given to employing a further TA in Year 2. The Headteacher shared that it would be necessary to look at the budget again once conversion to academy had been completed since academy finances run in line with the academic year.</p> <p>10.2 Mrs Harris advised that she had undertaken three visits since the last meeting: the Headteacher's appraisal, agenda setting and a meeting.</p> <p>10.3 In response to a question, Governors were advised that Link Governor visits should be undertaken at least once a year, although more frequently, e.g. once a term, is very good.</p> <p>10.4 Governors were requested to complete Governor visit forms.</p>	
<p>11. Academy Conversion</p> <p>11.1 It was noted that on 11th July 2016 the Governing Body had resolved to undertake the work necessary to convert Bearwood Primary and Nursery School (the "school") to academy status so that it could join the Hillary Trust (the "MAT"). The proposed date of conversion is 1st October 2016 ("the Conversion Date").</p> <p>11.2 The purpose of this meeting was specifically to consider, and if thought fit, to approve the following:</p>	

- 11.2.1 the conversion of the School to academy status and joining the MAT;
and
- 11.2.2 approval of the documentation relating to the School's conversion.
- 11.3 Due Diligence: A report was presented to the Governors at their meeting of 11th July 2016. Having regard to the information which had been provided, the Governors concluded that conversion to academy status and joining the MAT appeared to be in the best interests of the school.
- 11.4 Consultation: It was noted that a consultation with stakeholders regarding the School's conversion to academy status had been carried out. This consultation was undertaken through school newsletters, two meetings with parents and meetings with staff and unions. Three parents and all staff responded to the consultation. There were no issues raised by parents. Trade unions questioned why the school was moving from Poole HR to Hamwic Trust HR and staff and unions were advised that this was due to Hamwic having overall responsibility for HR matters.
- 11.5 Impact Assessment: The Governors acknowledged their legal obligation to have due regard to the need to:
- 11.5.1 eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- 11.5.2 advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it - this includes having due regard to the need to:
- i. remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - ii. take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of those who do not share it;
 - iii. encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low; and
 - iv. foster good relations between people who share a relevant protected characteristic and persons who do not share it - this includes having due regard to the need to tackle prejudice;
- 11.5.3 promote understanding with regard to the relevant protected characteristics of age; disability; gender reassignment: pregnancy and maternity; race; religion or belief; sex and sexual orientation.
- 11.6 The Governors considered the likely impact of the conversion to academy status and joining the MAT on equality issues in general, and the matters which they were required to have due regard to, in particular, and concluded that the proposal was unlikely to have any equality impacts.
- 11.7 Resolution to proceed with conversion to academy status and joining the MAT: Having considered all relevant factors and their duties generally, **IT WAS RESOLVED** by the Governors to proceed with the conversion of the School to academy status and to join the MAT with effect from the Conversion Date.
- 11.8 Conversion documents for the School: It was noted that with effect from the

Conversion Date the MAT would take responsibility for running the School and accordingly it was proposed that:

11.8.1 the contracts and assets (and liabilities) used (or incurred) in the running of the School are transferred to the MAT under a commercial transfer agreement to be entered into between the MAT, the Council of the Borough and County of the Town of Poole and the Governing Body (the "Commercial Transfer Agreement"), a draft of which was produced to the meeting and which had been agreed by the parties; and

11.8.2 all employees employed at the School immediately before the conversion will transfer to the MAT on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate letters had been circulated to trade union representatives and staff.

11.9 It was further noted that the MAT would enter into the following documents relating to the School's conversion:

11.9.1 a funding agreement with the Secretary of State for Education setting out the terms of the funding of the School going forward;

11.9.2 a lease in respect of the premises occupied by the School between the MAT and the Council;

11.10 The Governors considered the terms of the Commercial Transfer Agreement and **IT WAS RESOLVED** that:

11.10.1 the conversion be approved;

11.10.2 the terms of the Commercial Transfer Agreement be approved;

11.10.3 any Governor of the School be authorised to approve any amendments to the Commercial Transfer Agreement;

11.10.4 any Governor be authorised to sign the Commercial Transfer Agreement on behalf of the School; and

11.10.5 any Governor be authorised to execute any other ancillary documentation in connection with the conversion on behalf of the School.

12. Any Other business

12.1 After discussion, dates for future meetings were agreed as:

- 6th December 2016
- 22nd February 2017
- 17th May 2017
- 17th July 2017

13. Close

13.1 There being no further business the meeting then closed.

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
1.3	To contact Mr Sussman re attendance	Pat Rushton	Oct 16
5.1	To complete Governor Visit Forms where possible	Rick Kerr	Nov 16
6.7	To resend a copy of the Autumn 1 timeline to Mrs Harris	Pat Rushton	Oct 16
6.8	To send a link to the Governors Information Pack to new Governors	Pat Rushton	Oct 16
8.1	To work together to draw up a list of Link Governors	Ann Harris & Laura Bennett	Nov 16
9.1	To contact other Hillary Trust Schools re Governor panel	Laura Bennett	Oct 16