

The Governing Board of
Bearwood Primary & Nursery School

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

Present:

Mrs Ann Harris (Chair)

Mr Rick Kerr

Mrs Laura Bennett (Headteacher)

Mrs Kathy Lockyer

Mrs Nicola Best

Mrs Dionne Polychronopoulos

Dr Trudie Cole

Mr Michael Sussman

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 Steve Crisp and Mrs Sally Wall.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made.</p>	
<p>3. Minutes of the Last Meeting</p> <p>3.1 It was agreed that the minutes of the meeting held on 22nd September 2016 were an accurate record of that meeting.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Governor Visits (minute 5.1)</u>: Mr Kerr confirmed that he would write up his report following his SEND visit. Action: Mr Kerr.</p> <p>4.2 <u>Link Governor Roles (minute 8.1)</u>: It was confirmed that Mrs Bennett and Mrs Harris had agreed on the Link Governor roles for this year.</p> <p>4.3 <u>Governor Panel (minute 9)</u>: Mrs Harris advised that the Governor Panel had been formed but had not been used.</p>	<p>Mr Kerr</p>
<p>5. Headteacher's Report</p> <p>5.1 Mrs Bennett drew attention to the Single Plan advising Governors that this was the School Development Plan and the Self-Evaluation Form in a single document. This plan is annotated with a column which shows the latest data or actions. Mrs Bennett explained that the data currently in the data column relates to October as staff have until the end of December to collate their class data. Governors were advised that the areas for development priorities are summarised on page 10 of the Single Plan whilst the strengths are summarised on page 41.</p> <p>5.2 Dr Cole advised that she would send her governor visit reports following the accountability meetings that she attended. Action: Dr Cole.</p>	<p>Dr Cole</p>

progress can be seen in the books.

- 5.13 KL advised that she recently undertaken some pupil conferencing and the children were very enthusiastic about receiving real-life feedback.
- 5.14 *Mr Sussman questioned whether the children come into school more positively in the mornings because of the change in the way feedback is given.* Mrs Bennett advised that a change has not really been seen as the children were not really feeling stressed before. Governors were advised that the learning is now faster paced
- 5.15 Mrs Lockyer advised that staff are not spending lots of time marking as the focus is now on the planning. *It was questioned whether workload had increased.* It was confirmed that it is a different way of working as it is now more about the depth of learning. Mrs Bennett advised that staff may have 10 different learning tasks so that the task is pitched to the learning needs of individuals. This was being trialled in maths led by the maths lead.
- 5.16 *Dr Cole commented that teachers, in her observation, appeared to be marking more efficiently. Dr Cole advised that it was interesting to see the change in attitudes to learning from the PASS survey.* Mrs Harris advised that it may be possible to see more evidence of reasoning in the Maths books and would arrange with Mrs Bennett for a book scrutiny in Spring Term. **Action: Mrs Harris**
- 5.17 Mrs Bennett advised that she has booked four days CPD with the Hamwic Trust. This will be used for leaders to account for their results. Governors were advised that the Single Plan shows that Year 6 were at 26% ARE in Autumn 2 in tests against a target of around 80%; each child is worth around 4%.
- 5.18 *Mrs Harris questioned whether Year 6 had the support they needed.* Mrs Bennett confirmed that the year 6 teacher was well supported and was working closely with other schools. Mrs Bennett advised that lots of moderation is taking place. The children's learning journals are by far the best in the group that Bearwood joined as part of a writing moderation (3 schools). Boosters are taking place after school and an able reading group is in place. It was recognised that there are issues around the tests which were being addressed.
- 5.19 *Mrs Best questioned whether there was an issue with the media and the way in which they portray the tests.* Mrs Bennett advised that the school is doing everything it can to decrease anxiety in children and parents. The school is rehearsing the tests with the children. An information evening for parents has been held and only two parents attended. Governors were advised their can be a difference between books and the results of the tests. Governors were informed that the children's progress as seen in the books is phenomenal.
- 5.20 *Dr Cole questioned whether the 26% ARE was due to a lack of curriculum coverage.* Mrs Bennett advised that she would expect greater curriculum coverage by the Spring tests and for this percentage to increase.
- 5.21 Mrs Harris drew attention to the Inspection Dashboard. It was reported that Hamwic were of the view that our Inspection Dashboard looked very positive despite the KS2 outcomes. *Dr Cole commented that being one form entry means that every child counts and confirmed this was a focus at accountability*

Mrs Harris

meetings.

- 5.22 Mrs Harris reminded governors that in a one-form entry school the story behind the results needed to be considered.
- 5.23 Mrs Bennett advised that the validated data would improve as some KS2 SATs appeals had been successful: two reading, one maths paper and one GPS which meant that those children reached ARE (age related expectations).
- 5.24 *Referring to the Hillary Trust report, it was questioned where the numbers for the self-evaluation on page 4 had come from.* Mrs Bennett advised that these were the school's judgements with a two equalling good.
- 5.25 *Dr Cole questioned why EYFS was down from 93% to 83%* and Mrs Bennett advised that completely different cohorts were involved and this year the baseline for EYFS is a lot lower. *Dr Cole asked whether this would impact as the children go through the school* and Mrs Bennett advised that this should not affect progress.
- 5.26 Mrs Bennett advised that phonics had dipped in the last two years so this is a priority. The school is also looking at reading assessment in EYFS.
- 5.27 Mrs Lockyer explained that in the past the baseline was undertaken quite late at Bearwood and after further consultation with the LA we were advised that baseline from the beginning of the year was best practice. This year EYFS staff have spent the first four weeks observing and agreeing where the children are and the baseline has come out much lower due to the cohort.
- 5.28 *Mrs Harris questioned how staff felt morally about not teaching in those first few weeks.* Mrs Lockyer advised that she had found this difficult but 60% of the children were from the nursery so had already been baselined. It was considered that if the baseline was undertaken late then the outcomes are being skewed. Mr Sussman commented that it should be possible to tell if this strategy has been effective at the end of the year or whether the lost teaching time had a negative impact.
- 5.29 *Dr Cole considered that during that initial four-week period the staff would be building relationships with the children and ensuring that they were ready to learn and be confident and secure in their new surroundings.*
- 5.30 *Mrs Harris advised that she felt slightly uncomfortable about not starting teaching straightaway. Mr Kerr questioned whether the children were not being taught in the first four weeks to make the school statistics better.* Governors were advised that this strategy allowed the school to get a firm baseline without any interventions having been put in place. During this time staff are facilitating child initiated learning, social skills, movement, etc. This has enabled a personalised learning experience for the children.
- 5.31 *Mrs Polychronopulos advised that the children are not losing time as they do not have a staggered start to school. It was questioned why the change from a staggered start had been made.* Mrs Bennett advised that parents had made it clear that they did not want staggered starts. The baseline change is a Poole LA initiative not a national one. The changes have enabled the school to get an accurate baseline and the school knows each child's starting points. Mrs Bennett continued to explain that in order to ensure that we have an accurate picture of the skills and knowledge in the first three weeks in reception are

used to baseline pupils. The direct teaching of phonics, number etc is not undertaken until assessments in this area have been completed. As we already have a clear picture of our nursery children the assessments are focused on any new pupils enabling rapid assessments and focus on teaching as soon as possible. If number assessments are carried out during the first week, the teaching of number will commence from that point. Mrs Bennett will ask the EYFS leader to explain this further in the next FGB.

6. Academy Update

- 6.1 Governors were advised that it was felt that the move to the Hamwic Trust had been a good choice. The review had been a positive experience and the Hillary Trust has been a good partnership. The DfE consider that umbrella trusts are not a good model. This could mean the different smaller trusts becoming one larger trust. Bearwood would continue to work with other local schools, but would improve the accountability from the Trust to the schools at a local level and improve the directness of the lines of responsibility.
- 6.2 Mrs Bennett advised that a Site Manager has been recruited from the Hamwic Trust on a temporary basis. *It was noted that he was travelling between Bearwood and another school and it was questioned whether there are cost implications in respect of travelling costs.* Governors were informed that it costs the school £21 per day which compares well bearing in mind the work was previously being carried out by Mrs Bennett.
- 6.3 The Site Manager is currently working four days per week but after Christmas this will reduce down to possibly two days per week for three hours a day; this cost has not been allocated in the budget. *Dr Cole commented that the budget looks healthy* and it was acknowledged that whilst the budget was in a good position, the school would need to be cautious about spending in other areas.
- 6.4 Governors were informed that a Year 5 teacher left so there is now a job share (Mrs Mitson and Miss Pickersgill) in that class. This makes it challenging for Mrs Mitson to drive the numeracy work but leadership time is made available each week.
- 6.5 Mrs Bennett advised that the school is trying to recruit a temporary TLA to cover the long-term absence of a TLA.
- 6.6 Mrs Bennett advised that Mrs Lockyer is due to go on maternity leave at the end of this term. Ms Morling has been appointed to undertake her maternity cover. Ms Morling will take on the main lead in EYFS. Mrs Wall will also be teaching for two days in EYFS and will discontinue supporting Turlin Moor School.
- 6.7 Governors were advised that the staffing structure will include KS1 and KS2 leaders; these posts will be advertised internally. These posts should allow greater accountability. *The role of these people was questioned.* Mrs Bennett advised that this was about raising the accountability bar. *It was questioned whether the school had staff that could successfully fulfil these roles* and Mrs Bennett advised that any member of the teaching staff can apply for these roles.
- 6.8 *Dr Cole questioned when Mrs Bennett expected to have these roles in place.*

Mrs Bennett advised that she expected to have the roles in place in January. Governors agreed to this restructure and the key stage leader roles.

- 6.9 *Mr Sussman questioned what would happen if there were no suitable applicants.* Mrs Bennett advised that the school would have to wait until next year as there were no staff vacancies to offer the roles externally.
- 6.10 Mrs Bennett advised that the school now had four Specialist Leaders in Education (SLE): Mrs Lockyer for EYFS, Mrs Mitson for Maths, Mrs Guarguaglini for English and Ms Martin for Pupil Premium. The school gets paid for the time the SLE is out of school and the teaching school gets paid 3%.
- 6.11 Exclusions: Mrs Bennett advised that there have been no exclusions over the Autumn Term.
- 6.12 Safeguarding: Governors were advised that the annual safeguarding report is nearly complete.
- 6.13 Complaints: Mrs Bennett advised that the school has received one informal complaint.
- 6.14 Pupil Premium: Governors were advised that Mrs Bennett and Mrs Best met to discuss the upcoming Pupil Premium review. The school was recognised as delivering best practice in the previous PP review by the LA.
- 6.15 Other Business: Mrs Bennett advised:
- The ParentView questionnaire would be going out in January.
 - A SATs evening was held, although the turnout was poor.
 - Parents are still accessing SPTO.
 - School Direct and SCITT students are in place.

7. Named Governor Reports

- 7.1 Teaching & Learning Governor: Dr Cole confirmed that she had undertaken two visits – one to attend accountability meetings and the other to look at teaching and learning. Additionally, a book scrutiny and learning walk will be undertaken with Mrs Bennett next week. Dr Cole advised that she is currently doing the RAISEonline training and will write up her learning.
- 7.2 Pupil Premium Governor: Mrs Best confirmed that she had visited the school on two occasions since the last meeting.
- 7.3 Children's Governor: Mr Kerr advised that he had made two visits to the school. The first was to monitor the quality of teaching and learning and resources and the second to focus on health and safety. Mr Kerr advised that he had met with the new Site Manager today.
- 7.4 Parents and the Wider Community Governor: Mrs Polychronopulos advised that she comes into school one/two times a week and has arranged to meet with Mrs Van der Zee.
- 7.5 Environment Governor: Mr Sussman confirmed that he had been unable to visit the school during the Autumn Term.
- 7.6 People's Governor: Mrs Harris advised that she had visited the school on seven occasions with a focus on mostly HR and budgets.

<p>8. Policy Review</p> <p>8.1 <u>Admissions Policy:</u> Mrs Bennett advised that a meeting was held with Mrs Hill at the Borough of Poole regarding admissions policies and consultations for 2017/18 and 2018/19.</p> <p>8.2 Governors were advised that possible changes to our current policy could include admitting Pupil Premium children ahead of other children, including those within the Bearwood catchment area. The view was expressed that whilst we should be empathetic and supportive where we can, the school would not want a lot of children from outside the catchment area. It was felt that as Bearwood was a community school that it should have admissions criteria to reflect this.</p> <p>8.3 It was also suggested by the Borough of Poole that Governors may want to conduct a survey of parents about catchment areas. A decision as to our admissions policy must be made by May.</p> <p>8.4 Mrs Bennett advised that she would resend the catchment area information to Mrs Rushton for sending to all Governors. Mr Sussman agreed to draft a survey of parents. Action: Mr Sussman.</p> <p>8.5 <u>Assessment Policy:</u> This policy has been amended to reflect the use of real-life feedback. This policy was agreed by Governors.</p> <p>8.6 <u>Budget/Risk Register:</u> This document includes a list of all risk assessments. Governors agreed by the Risk Register.</p>	<p>Mr Sussman</p>
<p>9. Budget</p> <p>9.1 Governors were advised that the priorities in the budget were unchanged, but was now spread across 11 months. The budget is more or less in line with expectations.</p>	
<p>10. Expansion</p> <p>10.1 Mrs Bennett reported that she had been informed that Dorset County Council and Poole plan to build 14,200 homes by 2023. 9,000 of these homes are planned for Hamworthy and the rest in the Bearwood area. This is currently at the planning stage. 250 homes are planned for the field behind the school. The Council have allocated 12/15 children in each year group over time. It is also planned to have 2,500 homes built around Canford Arena with 1,000 children allocated, but the Council could build another school to accommodate these children.</p> <p>10.2 Governors were advised that Bearwood was previously two form entry, but would not now be able to move easily to a two form entry school. Consideration could be given to becoming a three form entry school. The architect that visited the school considered the outside areas to be suitable for the children currently at the school and if the school became three form entry a modular build would be required and this would look out of place.</p>	

<p>10.3 Dr Cole commented that there have been issues in some areas where families have been moved into cheaper rental areas and these families bringing their own complex needs. Dr Cole suggested that consideration is given as to how we influence the decision to get the best for the school. It was proposed that the school forms a working group to put together a strong case.</p>	
<p>11. School Vision</p> <p>11.1 Mrs Bennett advised that the school vision came from a working party of children and has also been worked on by staff and with Governor involvement. Views were expressed that whilst the feel of the vision was liked it also felt too wordy. It was suggested that the vision comprise four words and the rest of the statement forms the school's mission/values.</p> <p>11.2 It was suggested that a child's potential was their potential and could not be exceeded, although a child could exceed expectations. It was agreed that the word 'exceed' should be replaced with 'fulfil'.</p> <p>11.3 It was questioned whether it should read 'real-world curriculum' or perhaps 'realistic curriculum'. It was agreed that 'real-world' should be replaced by 'relevant'.</p>	
<p>12. Governor Links</p> <p>12.1 The following Link Governor roles were agreed:</p> <ul style="list-style-type: none">• Early Years Governor – Mrs Best• Holly 1 – Mrs Polychronopulos• Holly 2 – Dr Cole• Willow 1 – Dr Cole• Willow 2 – Mrs Harris• Maple 1 – Mrs Harris• Maple 2 – Mr Kerr. <p>12.2 Mrs Harris reminded Governors that they should always ask before coming for a visit and that they were not inspectors. It was suggested that Governors come into school to get a feel for the classroom – it is working? Talk to the children and if there are any issues these should be discussed with the Headteacher or Chair of Governors.</p> <p>12.3 Dr Cole advised that she would be visit the school next week supported by Mrs Bennett. A visit report will be written.</p>	
<p>13. Meeting Dates</p> <p>13.1 Meeting dates for the rest of this year are:</p> <ul style="list-style-type: none">• Wednesday, 22nd February 2017 at 6:30 pm• Wednesday, 17th May 2017 at 6:30 pm• Monday, 17th July 2017 at 6:30 pm.	

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
4.1	To write up governor visit report following SEND visit	Mr Kerr	Jan 2017
5.2	To send governor visit report following accountability meetings	Dr Cole	Dec 2016
5.7	To undertake a SWOT analysis using the Single Plan	Mr Sussman	Jan 2017
8.4	To draft a survey of parents regarding catchment areas	Mr Sussman	Jan 2017