

The Governing Board of  
**Bearwood Primary & Nursery School**

**Minutes of Local Governing Board Meeting  
Held on Tuesday, 19<sup>th</sup> September 2017 at 6:30 p.m.**

---

**Present:**

Mrs Ann Harris (Chair)

Dr Trudie Cole

Mrs Laura Bennett (Headteacher)

Mr Rick Kerr

Mrs Nicola Best

**In Attendance:**

Mrs Patricia Rushton (Clerk)

Mrs Sally Wall (Deputy Headteacher)

<p><b>1. Welcome and Apologies</b></p> <p>1.1 Apologies were received and accepted from Mrs Kathy Lockyer and Mrs Dionne Polychronopoulos.</p>	
<p><b>2. Declarations of Interest and Register of Business Interest Forms</b></p> <p>2.1 Governors completed Register of Business Interest Forms for the 2017/18 year.</p> <p>2.2 No declarations of interest were made.</p>	
<p><b>3. Election of Chair and Vice-Chair</b></p> <p>3.1 Mrs Harris was elected as Chair of Governors and Mrs Best was elected as Vice-Chair of Governors.</p>	
<p><b>4. Outcome of recent Hamwic Visit</b></p> <p>4.1 Mrs Bennett advised Governors that she had received a report written by Hamwic standards initial planning which recognises the strength of the governance of the school. The report states that Governors have a clear sense of their roles and are well informed by the school leaders.</p>	
<p><b>5. Minutes of the Last Meeting (17<sup>th</sup> July 2017)</b></p> <p>5.1 Governors agreed that the minutes of the meeting held on 17<sup>th</sup> July 2017 were an accurate record of that meeting.</p>	
<p><b>6. Matters Arising</b></p> <p>6.1 <u>Catchment Area Questionnaire (minute 4.3)</u>: The outcomes of the questionnaire have been included on the school website. Since the questionnaire had been completed, the Council have approved plans for 300 houses close to the school. Governors were informed that the respondents to the questionnaire had wanted the catchment area to remain in place.</p> <p>6.2 <i>It was questioned as to what impact this may have on the school.</i> Mrs Bennett advised that this level of housing was not sufficient to create the need for a two</p>	

form entry school however the school may be pushed to expanding and going through the process of 1 and a half form entry to 2 form entry, so any additional places would be financially challenging. A planning application has also been submitted for 3,500 homes but other parties have an interest in the use of this land.

- 6.3 *It was noted that only 20 responses have been received to the questionnaire and Dr Cole questioned how this stood as a piece of evidence.* Mrs Bennett advised that the school possibly needed to be more proactive in obtaining responses to this questionnaire if we were to seek a fair representation of parental views.
- 6.4 *It was questioned whether the questionnaire outcomes were useful at this time and whether anything further needed to be done.* It was agreed that there was no need to take this matter further as Governors were happy for the current catchment area to remain unchanged and for Mrs Bennett to advise the LA of Governors' decision. **Action: Mrs Bennett.** Governors were assured that there was no impact on the school's PAN at this time.
- 6.5 Crib Sheet for Governors (minute 4.5): Mr Kerr advised that he had sent round a document for Governors to create a crib sheet in respect of their individual role on the Governing Board. It was agreed that Governors could aim to complete a crib sheet for their own role.
- 6.6 Strengths and Weaknesses: This document was circulated at the meeting and gives information about the school's performance. It was suggested that a two-year trend for progress is included. **Action: Mrs Bennett.**
- 6.7 Governors were advised that the school achieved 74% combined ARE and were second in Poole in last year's KS2 SATs.
- 6.8 Governors were informed by Ann Harris that the visitors from Hamwic were impressed with Mrs Bennett and Mrs Wall as a team.
- 6.9 Mrs Bennett advised that the visitors were pleased with the teaching in Year 6 and were looking to see this across the school.
- 6.10 Mrs Wall explained a new resource called IRIS that has recently been purchased by the school and how this can be used to support improvements in teaching and learning.
- 6.11 *It was questioned whether the school intended to establish a baseline so that it can assess the impact of IRIS.* Governors were advised that a baseline had been completed. Staff were currently at different points in their careers, with some staff requiring mentoring, some coaching and others ready to train to coach.
- 6.12 *It was questioned whether it was likely that some staff were worried about the use of IRIS and what strategies the school was going to use to overcome this issue.* Mrs Wall advised that the introduction of this resource was about the expectation that staff would 'raise their game' for the benefit of the children. SLT will model and share their practice initially before expecting other staff to participate. It was anticipated that IRIS would highlight effective questioning and encourage staff to be self-reflective.
- 6.13 Governors were advised that training on IRIS would take place on 11<sup>th</sup> October at 3:45 to 4:45.
- 6.14 It was requested that Governors are given an opportunity to see IRIS being used

Mrs Bennett

Mrs Bennett

<p>by being shown a recorded lesson later in the year.</p>	
<p><b>7. Headteacher's Report</b></p> <p>7.1 <u>Data:</u> Mrs Bennett reported that the school achieved 74% combined ARE at the end of KS2, against a national of 61%. Boys are out-performing girls as the school has been targeting boys; nationally girls out-perform boys.</p> <p>7.2 <i>Mrs Harris questioned what strategies the school was using that were successful and whether they would transfer to the girls.</i> Mrs Bennett advised that the school chose reading texts carefully so that the boys would be engaged. Governors were assured that the girls were already engaged.</p> <p>7.3 <i>Dr Cole questioned whether some girls were switched off by this.</i> Mrs Bennett advised that those girls that did not get expected were not likely to get expected. Mrs Harris advised that she would review this data and requested Mrs Bennett present a report which delved further into the data. <b>Action: Mrs Bennett.</b></p> <p>7.4 Mrs Bennett advised that teacher assessment is higher than national in all subjects. In reading, the teacher assessment is 96% with the test result being much lower. This discrepancy is due to changed thresholds, the children lacking the pace to enable them to access the third text and providing an insufficient response to three mark questions.</p> <p>7.5 Mrs Bennett advised that last year the school had an issue with the more-able children not accessing the longer questions, but this year the middle ability pupils had this issue. To address this Mrs Bennett is taking children out from PE on a Friday for reading boosters.</p> <p>7.6 Mrs Bennett reported that the school currently has two pupils at greater depth in reading with 30% of pupils having been baselined at ARE (this time last year 19% of pupils were at ARE). 38% of pupils are within 12 marks of greater depth and they have not yet been taught the Year 6 curriculum. This presents a better picture than last year.</p> <p>7.7 Mrs Bennett advised that at baseline 50% of this cohort were a greater depth for reading and 40% for writing and maths. The results for this year are potentially looking good.</p> <p>7.8 <i>It was asked what the school was doing with the less able pupils.</i> Mrs Bennett advised that with 50% of the children at greater depth the teaching is at this level which does present a challenge. The Year 6 teacher will be tackling this through her questioning and the effective use of strategies. Equipment is being used to support the least able pupils.</p> <p>7.9 Mrs Bennett advised that it will be difficult for the school to show progress with this cohort as their attainment was very high at baseline.</p> <p>7.10 <i>A question was asked about value added for this year.</i> Mrs Bennett advised that writing was +1.2, reading -2.2 and maths -1.0. The school is trying to get to a minimum of zero for progress next academic year.</p> <p>7.11 Mrs Bennett advised that the Year 1 reading outcomes are due to the effective teaching in Year 1. 93% of pupils are at ARE in writing, reading and maths combined.</p>	<p style="text-align: center;">Mrs Bennett</p>

- 7.12 In Year 2, 100% are targeted to get ARE in writing, reading and maths combined.
- 7.13 *Mrs Harris invited Mrs Bennett to talk to Governors about the Year 5 cohort.* Mrs Bennett explained that the writing was low due to the lack of precision for ARE so this needs to be tightened up. There is also an issue with some children not yet getting their Year 3 and 4 spellings so this needs to be worked on. It was recognised that the school needed to bring reading up to the same level as writing and maths.
- 7.14 Governors were advised that writing has changed so it is now more about writing composition than has been the case in the last couple of years.
- 7.15 It was noted that the targets for Year 2 and Year 6 were high due to starting points.
- 7.16 Mrs Bennett advised that EYFS is currently being baselined.
- 7.17 Governors were advised that Year 1 phonics is targeted at 90% (86% EYFS).
- 7.18 Governors were advised that all teachers have been given data sheets with the children highlighted that have the potential to make rapid progress. *Dr Cole asked whether this was correlated to the gaps work.* Mrs Bennett assured Governors that staff have been informed of the gaps and are looking at what is preventing individuals from getting ARE. Targets will be discussed with individual teachers.
- 7.19 Mrs Bennett reported that two appeals for SATs marking were successful so this is up by 4% for combined RWM and reading as well as GPS.
- 7.20 Single Plan: Mrs Bennett advised that the school's key priorities are included within the Single Plan. A look will be taken at the EYFS indoor area. The school would want to get more children to greater depth and early interventions are being done by Katie Bray. It was considered that EYFS has some good practice.
- 7.21 There will also be a focus on middle ability reading, growth mind-set, coaching, attendance of pupil premium children and reducing the level of persistent absence. *Mrs Harris asked for the reasons behind the persistent absence of the 22 children.* Mrs Bennett advised that this involves 15 families, with three children being especially challenging. The Family Support Worker will be working with families on attendance issues.
- 7.22 Mrs Bennett advised that the school will also be prioritising spelling, the wider curriculum and moving the middle ability children to the higher levels.
- 7.23 *It was considered that the school had avoided identifying its weaknesses and it was suggested that this needs to be clearer so that Governors know what needs to improve.* Mrs Harris advised of the need to weave the Governor role into the single plan and to look at some elements that are just for Governors. It was agreed that Mrs Bennett and Mrs Harris work on these points. **Action: Mrs Bennett and Mrs Harris.**
- 7.24 Admissions: Governors were advised that the number on roll is currently 221 with 15 in nursery. 29 pupils have been admitted to Year R and two new children have joined the school (one in Year 1 and one in Year 3).
- 7.25 Attendance: The school's attendance level for last year was broadly in line at 96% against a national of 96.1%.

Mrs Bennett &  
Mrs Harris

<p>7.26 <u>SEND</u>: The school currently has one pupil with an EHCP and 16 at SEND Support.</p> <p>7.27 <u>Pupil Premium</u>: Governors were advised that Mrs Best had met with Ms Gunstone and looked at the Pupil Premium strategy for last year and had completed one for this year.</p> <p>7.28 <u>Sports Premium</u>: Mrs Bennett advised that she would share the evaluation and plan at the next meeting. <b>Action: Mrs Bennett.</b></p> <p>7.29 <u>CPD</u>: This is a summary of the CPD undertaken last year. Some staff will be doing Prevent training at another local school. Mrs Bennett' report highlights what has been covered at recent INSET.</p> <p>7.30 <u>Safeguarding</u>: Mrs Bennett advised that Hamwic will be undertaking a safeguarding review on 4<sup>th</sup> December. <i>Dr Cole asked when the main gate was going to be replaced by green metal fencing</i> and Mrs Bennett advised that this had been placed on hold due to budget constraints.</p> <p>7.31 <u>Vision</u>: Governors were clear that the vision of 'learning, enjoying, succeeding together' is well embedded and understood by all. Governors discussed how the vision will be taught through 'confident communicator', 'global citizen' and 'independent learner' and considered that these were skills rather than values. The core value is respect which would be replaced with the global citizen. It was suggested that 'global citizen' could encompass respect. After a lengthy discussion, it was decided:</p> <p>'We teach the children to be:</p> <ul style="list-style-type: none"><li>• confident communicators</li><li>• global citizen</li><li>• Independent learner.'</li></ul> <p>7.32 <u>UNICEF</u>: Mrs Bennett reported that the school is going for Level 1 this year and is currently looking at its policies. This ties in with the school's vision.</p> <p>7.33 <u>Year 6 PASS</u>: Governors were advised that overall there has been an improvement. An exit survey will be done for Year 6 in July and the whole school will do a survey in October. It has been decided to change the timing of the Year 6 exit PASS survey so that it is done before they receive their SATs results; last year it was undertaken after the SATs results were known and may have influenced the outcome of the survey.</p> <p>7.34 It was noted that a Governors' survey of parents was to be undertaken and it was agreed that this would be done after Christmas. <b>Action: Mrs Harris.</b></p> <p>7.35 <u>Pupil Premium</u>: Mrs Bennett advised that Ms Gunstone, the Pupil Premium lead, would be mentoring the Pupil Premium children.</p> <p>7.36 <u>Marvellous Me</u>: Mrs Bennett advised that this was a new app which enables communication from teachers to parents. This app is liked by parents. <i>It was questioned how the school would be monitoring the ease with which the teachers can send messages to parents.</i> Mrs Bennett advised that a weekly email is received which informs the leadership team of the messages sent. There is a 79% take up amongst parents so far. The app is intended to encourage dialogue between parents and their children. The children can also be proactive and can</p>	<p style="text-align: center;">Mrs Bennett</p> <p style="text-align: center;">Mrs Harris</p>
--	--

<p>send selfies.</p> <p>7.37 <u>Staffing:</u> Mrs Bennett advised that the school had appointed a new caretaker. Mrs Harris requested that Governors have an up to date list of staff. <b>Action: Mrs Bennett.</b></p>	<p><b>Mrs Bennett</b></p>
<p><b>8. Meeting Dates</b></p> <p>8.1 It was agreed that the summer 2 meeting would be re-arranged for Monday, 9<sup>th</sup> July at 6:30 so that the meeting is held after the KS2 SATs results are known. All other dates have been aligned to data drops.</p>	
<p><b>9. Schedule of Delegation</b></p> <p>9.1 Governors were advised that no changes had been made to the Schedule of Delegation. This document has been approved by Mr Sussman.</p>	
<p><b>10. Governor Roles</b></p> <p>10.1 Governors were advised that the accountability schedule is unchanged. There is a need to unpick Mr Kerr's role as there is lots of work to do with the SEND Code of Practice. For the time being it was considered that Mrs Wall would support Mr Kerr in undertaking the SEN Governor role. Mrs Harris requested that Governors email any questions about their roles to her.</p>	
<p><b>11. Policies</b></p> <p>11.1 <u>Anti-Bullying Policy:</u> Governors were advised that there have been minor changes to this document and that the safeguarding governor had suggested a few amendments or clarifications.</p> <p>11.2 <u>Relationships Policy:</u> Governors were advised that there had been no changes made to this document.</p> <p>11.3 <u>Safeguarding Policy:</u> Governors were advised that minor amendments had been made to this policy. Since the government had not issued KCSIE 2017, it was noted that no changes had been made to the Keeping Children Safe in Education document.</p> <p>11.4 <u>Pupil Premium Policy:</u> It was felt that a policy was not a statutory requirement and that the requirement related to the Pupil Premium Strategy. Mrs Harris agreed to check this on The Key and produce another policy list alongside if necessary. <b>Action: Mrs Harris.</b></p>	

**END OF MINUTES**

**Actions**

<b>Minute No.</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
6.4	To advise the LA of the Governors' decision in respect of retaining the school's catchment area	Mrs Bennett	Nov 2017
6.6	To revise the strength and weaknesses document to include a two year trend for progress.	Mrs Bennett	Nov 2017
7.3	To review the reading data for gender issues.	Mrs Harris	Nov 2017
7.23	To work on weaving the Governor role into the Single Plan.	Mrs Bennett & Mrs Harris	Nov 2017
7.28	To share the evaluation and plan for Sports Premium.	Mrs Bennett	Nov 2017
7.34	To carry out a survey of parents.	Mrs Harris	Jan 2018
7.37	To produce an up to date staff list.	Mrs Bennett	Nov 2017
11.4	To check whether a Pupil Premium Policy is required on The Key.	Mrs Harris	Nov 2017