**Present:**

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Carolyn Bennett

Mrs Nicola Best

Mr Rick Kerr

Mrs Kathy Lockyer

Mr Mike Sussman

**In Attendance:**

Mrs Patricia Rushton (Clerk)

Mrs Sally Wall (Deputy Headteacher)

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| 1. Welcome and Apologies 2. Apologies were received and accepted from Mrs Dionne Polychronopulos. |  |
| 1. Declarations of Interest 2. No declarations of interest were made. |  |
| 1. Minutes of the Last Meeting 2. It was agreed that the minutes of the meeting held on 3rd May 2018 were an accurate record. |  |
| 1. Matters Arising 2. Pen Portraits (minutes 4.3 and 8.2): Mrs Harris requested that all outstanding pen portraits are completed by the end of August. **Action: All Governors**. 3. Bold Beginnings Document (minute 4.6): It was confirmed that the Bold Beginnings document was circulated to Governors. Mrs Lockyer confirmed that it was mostly agreed that it is the right way forward and will ensure that EYFS staff get the children ready for Year 1. 4. Parental Questionnaire (minute 4.8): Mrs Harris advised that the questionnaire had been completed and the results had been analysed. Mrs Harris confirmed that a letter had been written and will be sent to parents before the end of the term. Governors feedback on a shared letter was sought. **Action: All Governors**. 5. Data Maps (minute 5.25): Mrs Wall confirmed that she had not yet shared the data maps with Mr Sussman. **Action: Mrs Wall and Mr Sussman**. 6. Sharing Practice Wider than Hamwic (minute 5.31): Mrs Bennett advised that David Carter was saying that Academy Trusts are too insular. Mrs Bennett has tried to raise this at Hillary Trust meetings. 7. Anomoly Screen (minute 7.3): It was unclear whether Mrs Polychronopulos had had the opportunity to visit the school to see the impact of the Anomaly Screen and this action will be carried forward to the next meeting. **Action: Mrs Polychronopulos**. 8. Governor Assembly (minute 8.4): Governors confirmed their availability to participate in a Governors’ assembly. Mrs Bennett agreed to identify possible dates towards the end of September/beginning of October. **Action: Mrs Bennett**. 9. Governor Attendance at Parents’ Evening (minute 8.4): Mrs Best advised that she had attended Parents’ Evening. She requested that for next year a PowerPoint presentation is made available on the work of the Governors. **Action: Mrs Harris and Mrs Best.** Mrs Best confirmed that the meeting was well attended. 10. SATs Monitoring (minute 10.1): It was noted that SATs were well supported by Governors. Mrs Bennett advised that the school had been moderated for phonics. Mrs Best confirmed that she had checked on the security of SATs papers. Mrs Bennett confirmed that she had sent the SATs guidance to Governors. 11. Next INSET Day (minute 10.3): Mrs Bennett advised that the next INSET day would be held on the 3rd September and cover vision, literacy and numeracy and the new curriculum in the morning and safeguarding in the afternoon. | All Governors  All Governors  Mrs Wall & Mr Sussman  Mrs Polychronopulos  Mrs Bennett  Mrs Harris & Mrs Best |
| 1. Headteacher’s Report 2. Reception Outcomes: Mrs Bennett advised that the Maths outcomes for Reception was now 96.5%. GLD for this year is 80% compared to only 53.5% last year. The school has ensured the baseline is accurate. 3. *Mrs Harris questioned whether there were any surprises around this cohorts’ achievement.* Mrs Bennett advised that the children have been very carefully tracked with regular accountability meetings and analysis of groups. The focus is now on Nursery. There will be a new EYFS team in place next year and it is expected that the new team will be dynamic. 4. *Mrs Harris further questioned as to how confident the school are in the new team.* Mrs Bennett advised that the team will be led by Mrs Wall. Lots of research has been undertaken by the new staff and Bold Beginnings will be used in the Action Plan for EYFS. Governors were assured that EYFS will be driven by Mrs Wall so will continue their journey. Mrs Lockyer and Mrs Wall have reflected on what has been working well in the current EYFS team and it will be ensured that good practice is retained next year. 5. *A question was raised about attendance levels in Oak.* Mrs Bennett advised that attendance levels in Oak 1 and Oak 2 are bringing down the school’s overall attendance. It was considered that there was a tendency for parents to take their children out of school. Attendance has been targeted in Oak and carefully tracked in Oak 2. 6. *Mr Sussman asked whether any correlation between attendance and attainment was evident.* Mrs Bennett advised that there is a massive link between attendance and attainment, especially if attendance drops below 90%. It was suggested that this message needs to be communicated to parents. Mrs Best advised that the noting of absence in books means that the missing work is very visible to parents. 7. Mrs Bennett advised that she is pleased with the outcomes in Oaks and that next year the school will be targeting Reading. 8. Mrs Bennett advised that previously the staff have gone through the phonics phases at pace. This has changed and it is being ensured that children are given time to consolidate their phonics learning and early reading is encouraged. It is hoped that this will address the issues with fluency. Governors were reminded that this was recognised last year but further time is needed to address fluency. 9. *Mr Sussman questioned whether children read daily.* Mrs Bennett confirmed that parents are encouraged to read daily with their children but there are some parents who do not hear their children read. 10. *It was further questioned whether the school receives parental support with reading.* Mrs Bennett advised that the school has parents come into school to help but it is about the quality of provision. Mrs Lockyer advised that in EYFS the importance of reading to children as well as hearing them read has been made clear. Mrs Bennett advised that the children at Bearwood have a love of reading and this is evident from pupil conferencing and in tests. 11. Mrs Bennett advised that the school has been selected to be an NFER pilot for the Year R Baseline starting in September. It was considered good to have an insight into this process. 12. Phonics: Mrs Bennett advised that 93% of Year 1 children passed their phonics test against a target of 91%, with children scoring an average of 35.5 points. Governors were advised that Hamwic want to see an average score of 37 points to ensure that phonics are secure. 13. Governors were advised that Mrs Lockyer and Mrs Wall have devised a grid to ensure that those children who only just achieve GLD are not missed. 14. *Mrs Harris questioned what strategies were being used.* Mrs Bennett advised that children had been identified as only just getting Reading and the school then looked at what provision was in place and the interventions available. A meeting was held with all the teachers at the beginning of the term and those children on the cusp were identified and will form the focus for the first data drop. This will start from September for accountability meetings. Transition meetings have been done and a look taken at the books and the data. It is expected that high standards will be maintained and that accountability meetings will become much tighter. 15. *Mr Sussman questioned whether the school was doing sufficient in the way of interventions if 10 children were not achieving.* Mrs Bennett advised that it is intended that the teachers will do half an hour each day with children rather than a block of time once a fortnight. It was considered this would improve the effectiveness of interventions. 16. *Mrs Harris questioned whether accountability meetings focus on both attainment and progress.* Mrs Bennett confirmed that accountability meetings look at attainment and progress with the focus currently on the middle attainers who could get greater depth. 17. *Mrs Harris questioned which subjects were being focused on.* Mrs Bennett advised that in line with the School Development Plan the school is working on getting children to greater depth in Maths. 18. *Mrs Harris further questioned whether this was reflected in the KS2 SATs.* Mrs Bennett advised that two out of the five children did not get greater depth at KS2. 50% of children achieved Level 3 but when this was reviewed against national data we were very similar nationally due to the change in the curriculum. 19. *It was questioned whether the half hour intervention time after lunch or the pupil conferencing was also for those pupils working at greater depth.* Mrs Bennett advised that this time is used for children working at greater depth and at expected as there is a need to expose children to opportunities of working at greater depth. 20. *Mrs Bennett questioned whether anyone was monitoring the quality of provision when TAs were covering the classes.* Mrs Bennett advised that the class teacher is just outside the classroom and the work is planned by the teacher. Mrs Bennett and Mrs Wall also monitor what is going on at this time. 21. Governors were advised that previously when working 1:1 with pupils there was a need to also revisit learning in the class. Mrs Lockyer advised that when working 1:1 with children, the class teacher retains responsibility for the class. 22. Governors were advised that before the SATs tests there were pupils that were only one or two marks off greater depth but with a bit of extra work they could be a secure greater depth. 23. Mrs Bennett advised that the change in pupil conferencing and interventions should help with the progress that pupils make from year to year. 24. KS1: Mrs Bennett advised that the results looked good and the school is above national for greater depth and expected. These children left EYFS with 97% achieving GLD. 25. *Mrs Harris questioned why the percentage of pupils achieving expected and greater depth was lower than the percentage achieving GLD. It was further questioned whether the* *97% at GLD at the end of EYFS was inaccurate, despite the year group being moderated by the LA or whether the teaching in KS1 was not as good as expected*. Mrs Bennett advised that it was neither of these options due to the ‘windscreen wiper’ effect. Many of the children were on the cusp of GLD and had not been tracked sufficiently carefully. This year the school is ensuring that the children are securely ARE. 26. *Mrs Best asked if those children who are only just at ARE will be tracked*. Governors were assured that these children would be tracked and that in future children will only be recorded as GLD if they are securely so. 27. Mrs Bennett advised that progress at KS1 is not as good as the school would have wanted. 28. *Mrs C Bennett asked how the school would fare if it were moderated again.* Mrs Bennett advised that Poole LAs role is to quality assure and moderate. It is likely that the school would contact Hamwic if there were any issues. Mrs Lockyer advised that a professional dialogue is important for EYFS so that the reasons why a pupil is GLD or not can be discussed. 29. Governors were advised that Mrs Ramsay had undertaken an analysis of Reading and Writing and strategies are in place for those pupils of concern. The data shows that two children that achieved greater depth were no longer working at that level and that four other children are now working at greater depth. 30. KS2: Mrs Bennett advised that she was pleased with the results given that the team was not fully complete. The Year 6 teachers have honed in on skills. Targets were set based on 17.6 APS so it was known that it would be hard. Combined is 76% compared to 74% last year. Two papers have been appealed which could take the Reading results to 89%. 31. Governors were advised that the Regional Schools Commissioner is looking at the accuracy of test data against teacher assessment. 32. Mrs Bennett advised that the school was just under the national average for greater depth, although combined is just above national for greater depth. Five children achieved greater depth across all subjects. 33. With regard to progress scores, Mrs Bennett advised that the school achieved -3.7 for Maths which is below the national average, Reading was -1.4 which was broadly average and Writing -0.8. This was due to the starting points of the children. 34. *Mr Kerr questioned whether next year’s Year 6 cohort would be better than the current Year 5 as there is less catch up to do in respect of the new curriculum.* Mrs Bennett agreed and advised that the school would also be introducing interventions earlier. 35. *Mr Kerr asked whether the school felt able to bring standards up each year with the new teaching staff.* Mrs Bennett advised that the children were very responsive to their teachers. The school has undertaken an induction programme for new staff and lots of coaching and mentoring will be in place for new staff. It was expected that the school would get the right teacher for each year group. The school has been careful in appointing new staff to ensure that it gets staff that are eager to learn. 36. Mrs Bennett advised that at KS2, results are above national in all subjects. Writing, in particular, has come out strong. A breakdown of the groups has been completed and this shows that Pupil Premium children do less well than other children. Governors were informed that there have been attendance issues in KS2. 37. *It was questioned whether there were similar attendance issues in Year 5.* Mrs Bennett advised that there were a couple of children in Year 5 with poor attendance and this is being targeted. 38. Mrs Bennett advised that girls outperform boys in Reading and Writing, but only by two children. 39. Governors were informed that the school is still analysing the SATs papers to ensure that the children are awarded all the available marks. Mrs Bennett advised that the ARE Reading Booster group is working effectively and the school has identified strategies that are working and those that have been less effective. 40. Mrs Bennett informed Governors that Bearwood was the highest achieving school for combined greater depth in Hamwic. 41. Mrs Bennett advised that the school was pleased with the performance of KS1 Pupil Premium children. 100% of the KS1 Pupil Premium children achieved at least expected in Maths and 5 out of 6 children achieved at least expected in Reading and Writing. Progress scores are not yet known. 42. *It was questioned as to the school’s key priorities next year.* Mrs Bennett advised Governors that the key priorities relate to:  * KS2 Pupil Premium children for progress and attainment. * Progress from EYFS to the end of KS1. * Phonics – increasing the average from 35.5 to 37. * Spelling for KS2 – 12.4% last year up to 14.7% this year. Mrs Bennett confirmed that she was pleased with this as it is being seen in the books.  1. *It was questioned whether Maths was included in the SDP.* Mrs Bennett confirmed that Maths was not being included in the SDP. 2. Governors wished to congratulate the staff on the results and for identifying those children that can achieve more. 3. Single Plan: Mrs Bennett advised that last year the format of the Single Plan was drawn up by Chris Bulmer at Hamwic. However, the school can decide on its own format for this document. *It was questioned whether the format of the Single Plan worked last year.* Mrs Bennett advised that last year’s plan was sharp but was not referred to regularly. 4. Mrs Bennett informed Governors as to the key areas for development included within the Single Plan. 5. *A question was asked about Years 3 and 4 and how they would be measured.* Mrs Bennett advised that tests may be done, explaining that Hamwic had picked up on moderation in KS2. 6. *It was further questioned whether it was possible to complete the actions within the Single Plan by the end of the term* and Mrs Bennett confirmed that it would be possible. Mr Sussman offered to summarise the Single Plan on to a single A4 page. **Action: Mr Sussman**. 7. Admissions: Mrs Bennett advised that 19 pupils had joined the school and 17 pupils had left. *It was questioned whether an exit form was completed when children left the school* and Mrs Bennett advised that an exit form was in place and this showed the majority of leavers are for ‘natural’ reasons, e.g. house moves. 8. Attendance: Governors were advised that Mrs Best and Mrs Gunstone had met to discuss KS1 attendance, where attendance was being frustrated by chicken pox, scarlet fever, etc. It was noted that absence had reduced significantly, although there are two children in Year 5 who are persistently absent. 9. SEND: Governors were advised that one pupil has an EHCP which is about to be stopped, but another EHCP pupil is joining in September. 10. Pupil Premium: Governors were advised that Mrs Best had met with Mrs Gunstone. The focus next year will be on KS2. 11. Sports Premium: Governors were advised that the school had achieved the School Games Silver Mark Award this year and had participated in Walk to School week. 50% of KS2 pupils are engaged in sports. *It was questioned how the School Games Award linked to extra-curricular activities* and Mrs Bennett advised that it had become part of the curriculum. It is likely that the school will continue with some of the activities, but no firm decisions have been made as yet. 12. Anomaly Screen: Mrs Bennett advised that all staff are now trained, but the school does not yet have the capacity to fully utilise the screen. The school is taking part in the daily mile. The use of the Anomaly Screen will be part of someone’s performance management next year. *Mr Sussman suggested that the school make a note of the number of hours that the Anomaly Screen is not being used so that a discount can be negotiated.* 13. *Mrs Harris asked how long the contract for the Anomaly Screen was for* and Mrs Bennett advised that the contract was for three years. It was considered that the school needed to see an impact by the end of this year. 14. *Mr Sussman questioned whether it was possible to give early notice.* This was not known. 15. Mrs Bennett advised that the use of the screen had been down for the last couple of weeks and this was thought to be temperature related as it had been particularly hot during this period. 16. CPD: Mrs Bennett drew attention to the list of CPD activities in her report. *It was asked whether the CPD listed included only teachers or whether it also included TAs.* Mrs Bennett advised that the CPD was undertaken only by teachers and this was then disseminated to TAs. 17. Safeguarding: Mrs Bennett advised that the safeguarding audit had been cancelled and postponed until September. 18. Exclusion: Governors were advised that a pupil had been permanently excluded and was now attending Longspee. 19. Behaviour: Governors were advised that there is an increase in sexual related comments and the school needs to tackle homophobia. This is being addressed through the teaching of PHSE. 20. Ethos and Vision: Mrs Bennett advised that Ofsted’s new inspection framework will have a clear focus on the curriculum and will reward schools for being ‘bold and courageous’. The school will continue to build on what is already being done. The curriculum will be project based and inquiry led. Staff will be encouraged to include opportunities in their planning. Mrs C. Bennett shared how she had previously used topic-based learning to ensure skills were being covered. 21. Children’s University: Governors were advised that Mrs Polychronopulos and Mr Kerr had attended Children’s University sessions. This has been a very successful initiative which the children have really enjoyed. 22. Maths Through Music: Mrs Bennett advised that this project is being evaluated. The work has focused on learning fractions through the use of drums. 23. Hilary Trust Update: Mrs Bennett advised that the Hilary Trust is likely to be joined by Lytchett Matravers, Upton Infant and Upton Junior Schools. | **Mr Sussman** |
| 1. Reports from Named Governors 2. Pupil Premium and Safeguarding Governor: Mrs Best advised that she had undertaken a number of visits including: checking the security of the SATs papers, meeting with Mrs Ramsay, reviewing Maths greater depth, and attending parkour sessions. Mrs Best advised that she has also had an email conversation with Mrs Gunstone about Pupil Premium and attendance. Mrs Best advised that she was pleased to see how confident the children were in parkour. 3. Teaching and Learning Governor: Mrs C. Bennett advised that she had met with Mrs Bennett last week to review the school’s transition arrangements and ensure they were effective. Mrs C. Bennett and Mrs Bennett also discussed the tracking of children towards a Good Level of Development in EYFS and the move to Year 1. The Family Support Worker is working with children that require support in transition. 4. Mrs C. Bennett advised that the school had undertaken the mandatory assessment returns on time. Phonics were inspected by the LA and it was confirmed that the procedure was being followed correctly. 5. Mrs C. Bennett advised that she will possibly have a discussion with the children about the wider curriculum. Wider curriculum related visits include: a staff meeting led by Soundstorm and Wave, teaching drama within another subject with all year groups producing a performance, external dance clubs. Governors were advised that the teaching of Art was mentioned in the recent Hamwic review. 6. Mrs C. Bennett advised that she has ensured that the teaching time offered by the school is appropriate. Mrs Bennett advised that next year the school will not be following the National Curriculum completely as it will follow an inquiry and skills based curriculum and this should open up more opportunities for creative activities. Governors were informed that the INSET day arranged for October will focus on RE, Science, History and Geography. Mrs C. Bennett advised that she will follow this up in the Autumn Term. 7. Finance Governor: Mr Sussman advised that income is down £1,200 for the year and expenditure is £23,000 over. The surplus for the year is £10/12,000. 8. Governors were advised that the five-year budget has been reviewed. This takes account of the cost of the restructure and the new structure. The budget for next year is very tight, although this is not of concern at this stage. Hamwic have thanked Mrs Bennett and Mrs Gwynne for making efforts to reduce costs. Governors agreed the five year budget plan. 9. Governors expressed their thanks to Mrs Gwynne for all the work that she has done and Mr Sussman agreed to write an email to her to thank her. **Action: Mr Sussman.** Mr Sussman considered that the new team working in the office will be good. 10. Health and Safety Governor: Mr Kerr advised that the all the red areas on the health and safety audit have been completed and all amber areas are being effectively handled and are ongoing. Mr Kerr advised that a fire audit has been undertaken and a lockdown practice has taken place. 11. Mr Kerr advised that he has also participated in the Children’s University and helped with trips to Corfe Castle and Hengistbury Head. 12. Chair of Governors: Mrs Harris advised that she has reviewed the SATs results for this year. | Mr Sussman |
| 1. Governors’ Action Plan 2. Mrs Harris suggested that the Governors’ Action Plan is deferred until the next meeting. **Action: Agenda item next meeting**. | Mrs Harris & Mrs Rushton |
| 1. Governor Training 2. Mrs Best advised that she had attended the Governors’ Self-Evaluation training run by Hamwic. This had identified some areas for future Governing Board development. Mrs Best advised that Hamwic are able to support Governing Boards if required. 3. Mrs Bennett thanked all Governors for the time and skills they offered and advised that this was really valued. Mrs Bennett considered that Governors were supportive but challenging. |  |
| 1. Any Other Business 2. Mrs Bennett advised that Mrs Ramsay will be moving into EYFS in September and would like to reduce her hours to 0.9. As this matches the hours currently worked in EYFS by Mrs Wall, this request has been agreed. 3. It was suggested that Governors could have a section in the school newsletter. |  |
| 1. Meeting Dates for Next Year 2. The following dates have been set for next year’s meetings:  * Wednesday, 19th September 2018 * Monday, 12th November 2018 * Tuesday, 22nd January 2019 * Thursday, 14th March 2019 * Wednesday, 8th May 2019 * Monday, 16th July 2019. |  |

**END OF MINUTES**

**Actions**

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| **Minute No.** | **Action** | **By Whom** | **By When** |
| 4.1 | To provide a pen portrait to Mrs Harris as soon as possible | All Governors | August 2018 |
| 4.3 | To feedback on letter to accompany the parental questionnaire | All Governors | July 2018 |
| 4.4 | To review the data maps produced for GDPR | Mrs Wall  Mr Sussman | September 2018 |
| 4.6 | To come in to school to see the Anomaly screen and the impact that it is having. Also visit to talk to the children. | Mrs Polychronopulos | September 2018 |
| 4.7 | To provide dates for a possible Governor assembly in late September/Early October | Mrs Bennett | July 2018 |
| 4.8 | To prepare a PowerPoint presentation for future Parents’ Evening held in June | Mrs Harris & Mrs Best | May 2019 |
| 5.47 | To summarise the Single Plan on a single A4 page. | Mr Sussman | September 2018 |
| 6.8 | To write an email to Mrs Gwynne to thank her for all the work she has done. | Mr Sussman | July 2018 |
| 7.1 | To include the Governors’ Action Plan on the agenda for the next meeting. | Ann Harris & Pat Rushton | September 2018 |