

The Governing Board of
Bearwood Primary & Nursery School

Minutes of Local Governance Board Meeting
Held on Wednesday, 22nd February 2017 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Dr Trudie Cole

Mrs Laura Bennett (Headteacher)

Mr Rick Kerr

Mrs Nicola Best

Mrs Dionne Polychronopulos

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 Mike Sussman.</p> <p>1.3 Governors were advised that Mr Crisp had resigned due to a promotion at work which would give him insufficient time to focus on his role as a Governor. Mrs Harris advised that Mr Crisp would be hugely missed as he was a very effective Governor and acted as a sounding board to Mrs Harris.</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 6th December 2016 were an accurate record of that meeting.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Governor Visits (minute 4.1)</u>: Mr Kerr confirmed that his report had been written and a hard copy available for the Governance File.</p> <p>4.2 Mrs Harris advised that she will be meeting with Nigel Ash of Hamwic to discuss the Trust's relationship with Governors. It has been noted that Governor involvement was requested for the Pupil Premium review but not for other reviews. It was felt that Governors should be involved in all reviews of the school. Mrs Bennett advised that all the Trusts within Hamwic do something different around Governor involvement in reviews.</p> <p>4.3 Mrs Harris advised that the structure of Hamwic could possibly change but it is unsure how this will look. Mrs Harris and Mrs Bennett are both directors so will have some involvement in the decisions made by Hamwic within guidelines.</p> <p>4.4 Mrs Bennett advised that Dr Cole and Mrs Best, in their roles of Teaching and Learning Governor and Pupil Premium Governor respectively, have visited the school and looked at the Maths books today.</p>	

5. Headteacher's Report

- 5.1 It was noted that Mrs Coleman had produced an update on baseline assessment following concerns raised at the last meeting. This clarified matters for Governors and Mrs Coleman was thanked for producing this document.
- 5.2 Mrs Bennett advised that the school had received visits from Hamwic focusing on Year 2 and Year 6 and Pupil Premium. Reports have been received and the actions identified are being addressed.
- 5.3 Mrs Bennett advised that during the Pupil Premium review the website had been checked to ensure the Pupil Premium Report was compliant. The main focus for Bearwood will be on provision for the more-able Pupil Premium children.
- 5.4 *It was questioned what was meant in the report by 'refreshed approaches'.* Mrs Bennett explained that if an intervention or strategy was not working then it would be stopped and an alternative tried. For example, the phonics monitoring picked up that a child was stuck so the school started to put Sound Linkage in place. The term 'refreshed approaches' means the school is constantly assessing the effectiveness of its work.
- 5.5 *Mrs Harris noted that the pupil premium report stated that Governors' assessment of the impact of the strategies was in the early stages of development.* Mrs Best advised that she has been able to challenge Mrs Bennett as she had seen the data below prior to the meeting. Mrs Best advised Governors that there was evidence that the impact of interventions was assessed, however impact wasn't always clear across the school. Mrs Harris advised that it would be expected that Governors would check if the interventions were in place and that they were showing impact. This has been arranged for the 24.03.2017.
- 5.6 Dr Cole advised that Governors can also scrutinise resources and assess their cost effectiveness. Mrs Wall advised that the school has a resource from another school that will enable the school to measure whether an intervention is cost effective and the impact that it has had on our children.
- 5.7 *It was noted from the pupil premium report that recent checks have not focused on the impact of strategies being used by the school.* Mrs Bennett advised that Governors are able to see the folder for each class. It was felt that strategies were not always clear on expected outcome and were not always happening especially if there were staffing issues within the class. Mrs Bennett explained that training was in place for ALL staff to ensure that the outcomes showed impact and where it didn't then the intervention was reconsidered.
- 5.8 *It was questioned what the school was doing for more-able pupils.* Mrs Bennett advised that more able pupils are clearly identified and tracked through the school. In class teaching opportunities are created to provide greater depth and evidence their deeper understanding. The more able targeted groups also have opportunities to work in KUCU with greater depth activities. The Keep Up Catch Up folder is brought to the next meeting for all Governors to see the trail of evidence for the more able children. **Action: Mrs Bennett.**
- 5.9 Mrs Bennett advised that attendance issues are being addressed with

Mrs Bennett

- individual families being supported to get their children into school. Mrs Bennett advised that of those pupils deemed to be persistently absent, i.e. below 90% attendance, three are medical.
- 5.10 *Dr Cole commented that each child has a big impact on the statistics for Bearwood as it is a one form entry school.* Mrs Harris advised that Governors can go to a website <https://www.compare-school-performance.service.gov.uk/> to compare school performance.
- 5.11 *Mrs Harris expressed concern that the Hamwic report on Year 2 stated for Writing that 'some progress can be seen since September'. This was especially for higher attaining writers.* Mrs Bennett explained that there was not as much evidence as there could have been due to the lack of extended writing. *Mrs Harris noted that the report also stated that writing was weighted towards non-fiction.* Mrs Bennett advised that this was to try and get boys on board but more work is now being done on fiction. This situation is particular to this cohort. Governors were assured by Mrs Bennett that the children are doing better than last year.
- 5.12 *Mrs Harris noted that report stated that it was not always easy to recognise reading tasks amongst the writing and it was suggested that reading tasks are labelled as such.* Mrs Bennett advised that currently reading is being taught separately from writing. Dr Cole questioned whether there was another way of showing evidence without labelling the tasks. Governors were advised that miscue analysis is being undertaken and opportunities are given for professional dialogue. In the future the school will consider and monitor whether reading is made more explicit.
- 5.13 *Mr Kerr questioned who decided which books were purchased for the library and reading.* Mrs wall explained that potential suppliers visit the school and the children choose. Also book fayres are run and the children select the books to go in the library. Sometimes teachers make the selections where a genre might be in short supply in the school, for example, there was recently a lack of classical novels so these were purchased as this develops a rich language.
- 5.14 Governors were advised that a useful conversation took place with Chris Bulmer on Year 6. The scores and analysis were shared. A look was taken at maths and arithmetic and strategies discussed. Many children are struggling with reasoning. It was considered that the books are robust and show the whole learning process. Other ways of working were shared and Chris Bulmer has suggested ways to improve the children's learning experiences. Mrs Bennett advised that Ms Manson is very receptive and wants what is best for the children. During an accountability meeting it was noted that the children are not sufficiently breaking down mathematical problems.
- 5.15 It was noted from the report that currently only 31% of children are achieving a scaled score of 100 against a year-end target of 88%.
- 5.16 Mock SATs are being done next week and the school has set a target of 67% to achieve ARE. The data suggests that the school is on track to achieve this.
- 5.17 *Dr Cole asked whether progress and greater depth training was being done.* Governors were advised that training had been done on greater depth in Maths, Reading and Writing so staff now know what the outcome should look

- like. It was considered that greater depth in Maths was easier to identify than in Reading and Writing.
- 5.18 Mrs Bennett advised that Beechwood Junior School had trained our middle leaders in recognising greater depth so they now know what they are looking for, e.g. ARE would be labelling and drawing a character's feelings and ARE+ would be comparing and evaluating the feelings of characters. When looking at the planning staff are using Blooms Taxonomy and this can be seen in the books.
- 5.19 *Mrs Harris questioned whether there was an issue with greater depth and pace* and Mrs Bennett confirmed that she did not think this was an issue. Mrs Bennett advised that real time assessment means that children should move on and hence achieve greater pace; it is important that the pitch is correct at the beginning. Staff need to constantly reflect on what the children can do.
- 5.20 Dr Cole advised that she had attended RAISEonline training. Chris Bulmer had intended to send through the notes used during the training session but this had not yet been received. It was noted from the ROL document that SEND children do well. Governors were advised that last year everyone was trying to get the children to ARE so fewer achieved greater depth – this is changing now that we understand and recognise greater depth.
- 5.21 *Mrs Harris asked when the school expected the Year 6 children to reach their target.* Mrs Bennett advised that she expected the majority of children to reach their target by April. Governors were advised that Maths has the least number of pupils that have hit their predictions, but this is because not all of the curriculum has been covered as yet.
- 5.22 Governors were advised that 67% of children had achieved ARE in writing in January against a target of 88%. Booster groups are being arranged and carefully monitored.
- 5.23 *Mrs Best noted that now 100% of Pupil Premium children had reached ARE compared to 29% previously and questioned how this had been achieved.* Mrs Bennett advised that each Pupil Premium child is worth 14.5% and the remaining five children had just reached ARE, hence 100%. The school is now working to secure this.
- 5.24 *It was noted that 93% of pupils achieved expected in Reading in EYFS.* Mrs Bennett advised that the teachers in Year 1 are ensuring that all these children are keeping up. This year group has a student teacher and the class teachers are using additional adults in the classroom well. Interventions are well planned and the school considers the assessments to be accurate.
- 5.25 Governors discussed individual staff and the support they are receiving and the impact this was having on their performance. Governors questioned how the school would know that improved performance was being sustained and Mrs Bennett advised that this would be shown in the data. Governors were assured that the support provided to staff would be time limited.
- 5.26 Mrs Bennett advised that the transition from EYFS had been smooth and the children are on track. Joint moderation is being undertaken.
- 5.27 It was noted that 67% of pupils were working at a level to pass the phonics test against a target of 93%. Mrs Bennett advised that all pupils in the group,

- except one, were scoring in the 20s so should achieve the pass mark of 32.
- 5.28 Mrs Bennett guided Governors through the safeguarding data. *It was questioned whether the two children internally excluded in the spring term were amongst those internally excluded in the autumn term.* Mrs Bennett confirmed that one child was the same. *It was asked what support was in place for this child.* Mrs Bennett advised that support was being received from an external agency and the Pastoral Care Worker. It was noted that there were no external exclusions.
- 5.29 *It was questioned whether the 2 judgement was that of the school or Hamwic* and Mrs Bennett advised that this was the judgement of the school which was backed by Hamwic.
- 5.30 Governors were advised that attendance stands at 95.47%. Support is being given by the Family Support Worker and the School Attendance Worker is doing late on the gate. Meetings are being held with parents and fines imposed where appropriate.
- 5.31 *Mrs Harris questioned what positive rewards were in place for attendance.* Mrs Bennett advised that the school does a weekly celebration assembly, certificates for 100% attendance, badges for a term's attendance and vouchers for family effort. Pupil Premium children get a house point when they register and get a house point at the door if they are in school on time. Newsletters and the website have reminders about the impact of not attending school. The school has four or five children that are persistently late and one child has an attendance of only 35%.
- 5.32 *Dr Cole questioned whether there were any rewards that were particularly appealing to those children that are persistently late.* It was suggested that flowers could be given to mum and the children have little milestones to work towards. This puts pressure on parents to ensure good attendance.
- 5.33 *Mrs Bennett was questioned about how teaching is judged.* Mrs Bennett advised that the assessment of teaching includes a look at lessons, the children's books, data and discussions with the children. It would be expected that the school would be able to see evidence of progress in the books.
- 5.34 *Mrs Best questioned how the school would be getting those teachers judged as requires improvement and inadequate up to good.* Mrs Bennett advised that one of the one inadequate teachers was already good. *Dr Cole questioned whether this was consistently good* and Mrs Bennett advised that it was too early to say as yet, but there is evidence that things continue to move in the right direction and if there are issues these will be dealt with quickly.
- 5.35 *Mrs Harris questioned whether any of the staff judged as good could become outstanding.* Mrs Bennett advised that they possibly have the ability to become outstanding but now need to give the children opportunities to work at greater depth and there is still a lot of work to be done.
- 5.36 *Mrs Harris referred to page 11 of the Single Plan and questioned the progress made towards subject leaders monitoring standards termly.* Mrs Bennett advised that subject leaders only completed the training this week so will produce reports at Easter.
- 5.37 It was noted that recruitment and retention of staff is an issue in teaching.

	<p>Governors were advised that the school is struggling to recruit a Year 2 teacher. Two strong applications have been received, one teacher is in Cyprus and the other is currently working in another local school. Governors were advised that Skype might be used to interview the teacher living in Cyprus.</p>	
5.38	<p>Governors were advised that the school is conscious that in past years it has lost teachers in the middle of the year rather than at the end. It was considered that teacher stress levels are high and an emotional and well-being questionnaire has been completed. This questionnaire showed that many staff feel the SLT lack capacity to do some things and that there are issues around communication. The recruitment and retention of staff will be discussed by the Hillary Trust.</p>	
5.39	<p>Governors were advised that a Planning Application has been submitted for housing close to the school site. Bob Farmer has been contacted and he has suggested that we drive any expansion of the school and arrange to meet with Dorset County Council to outline what we would want for a two form entry school. <i>It was questioned whether anyone responded to the consultation on the Planning Application.</i> Mrs Bennett advised that a local Councillor has suggested that we respond to the Planning Application citing safeguarding concerns as the Planning Officer feels there are no real objections.</p>	
5.40	<p><i>Dr Cole asked whether being two form entry would be beneficial.</i> It was felt that the school would lose facilities and reduce the community feel that is liked by parents. It was considered that the school could ask for a new nursery block or boundary wall.</p>	
5.41	<p><i>Mrs Polychronopulos asked whether the school was happy with the Treehouse.</i> Governors were informed of the opportunity to offer 30 hours of childcare. Mrs Bennett advised that pupil numbers in nursery is down to 11 pupils so the nursery does not represent value for money. September numbers are currently 14 children. The school has 57 applications for the 30 places in Year R. The school will continue to work with the pre-school to supplement the nursery's hours. A questionnaire is going out to parents.</p>	
5.42	<p><i>Mrs Harris asked what Mrs Bennett saw as the way forward regarding the possible expansion.</i> Mrs Bennett advised that the school would consider all stakeholders and suggested that we meet with Merley First School to discuss their approach as they have also considered further expansion.</p>	
5.43	<p><i>Dr Cole asked about the lack of a fence.</i> Mrs Bennett advised that the school would need to put a fence around the site.</p>	
5.44	<p>It was thought useful to have a working party to look at the implications of the Planning Application and Mrs Bennett agreed to circulate working party dates.</p>	
5.45	<p>Mrs Bennett advised that Mrs Wall had passed her NPQH.</p>	
6.	SWOT Analysis	
6.1	<p>Governors were advised that Mr Sussman had looked at the school as it is now. The information was drawn from a range of sources including external reviews and the Headteacher's Reports. It was felt that Governors needed to focus on the weaknesses and threats and to understand how the school was addressing</p>	

<p>these issues. <i>Mrs Harris questioned whether Governors needed to be aware of the SWOT Analysis</i> and Mrs Bennett suggested that it is reviewed at the working group meeting. It was suggested that all Governors should look at the weaknesses and threats within the SWOT analysis and to ask themselves what the school is doing about it.</p>	
<p>7. Catchment Questionnaire</p> <p>7.1 Governors were advised that they need to decide whether the school's catchment area should remain as it is now. It was agreed that Mrs Rushton would re-circulate the documents on this topic. Governors were requested to feedback to Mrs Bennett on the questionnaire which will be circulated to Governors. Actions: Mrs Rushton</p>	<p>Mrs Rushton</p>
<p>8. Skills Audit</p> <p>8.1 It was agreed that all Governors would complete their audits and send to Mrs Rushton. The skills audit will be an agenda item for the next meeting. Action: Agenda item next meeting.</p>	<p>Agenda item next meeting</p>
<p>9. Scheme of Delegation for Hamwic</p> <p>9.1 Mrs Harris advised that she considered the scheme of delegation for Hamwic which is unclear in some areas and will seek further clarification with HAMWIC.</p> <p>9.2 Mrs Harris recommended the Governance Handbook to all Governors.</p> <p>9.3 Mrs Harris advised that she had produced a rationale which looked at the expectation for Governors to be thinking strategically. Key documentation had been reviewed and a paper considering the three core functions of governance boards and the six key features of effective governance was distributed.</p> <p>9.4 Mrs Harris proposed that governance board tasks are linked to Pupil Progress meetings so that the data being reviewed is fresh data. Meeting dates will be reviewed so that they have a clear purpose. Mrs Harris shared her proposals for Headteacher's Reports in future meetings.</p>	
<p>10. Governor Visits</p> <p>10.1 Mr Kerr advised that he had undertaken an SEN visit and had contacted Mrs Van der Zee regarding health and safety. Governors were advised that the role of the Environment Governor could change significantly given the change in responsibilities now that we are part of a MAT. Mrs Harris advised that Governors should ensure that we have a Health and Safety Policy in place. Mr Kerr agreed to review the Health and Safety Policy and highlight anything that relates to Governors as this will inform the development of the role description for the Environment Governor. Action: Mr Kerr.</p> <p>10.2 Mrs Best advised that she visited the school to see Mrs Bennett about Pupil Premium and also to meet representatives from Hamwic who undertook the Pupil Premium Review. Mrs Best had also met with the Family Support Worker to discuss the strategies and intervention programmes in place for Pupil</p>	<p>Mr Kerr</p>

<p>Premium children. Attendance has also been discussed.</p> <p>10.3 <i>Dr Cole questioned why Hamwic were engaging with Governors around Pupil Premium but not in other reviews.</i> Mrs Bennett advised that in the case of the Hillary Trust Review there were a number of Headteachers from other schools.</p> <p>10.4 Dr Cole advised that she was in school today and would produce her report in due course.</p> <p>10.5 Mrs Polychronopulos advised that she had undertaken lots of visits, including the Chinese festival. Mrs Polychronopulos is also due to undertake a visit regarding hot school meals. Action: Mrs Polychronopulos.</p> <p>10.6 It was noted that Mrs Polychronopulos undertakes a significant number of visits and she finds writing up reports on each occasion a challenge. Mrs Harris agreed to email the document she uses for her meetings with Mrs Bennett as this may be more manageable. Action: Mrs Harris. Mrs Bennett suggested that Governor Visit forms are used for those items on the Monitoring and Evaluation Schedule.</p>	<p style="text-align: center;">Mrs Polychronopulos</p> <p style="text-align: center;">Mrs Harris</p>
<p>11. Any Other Business</p> <p>11.1 Dr Cole advised that she and Mrs Bennett are working on a grant application for a Maths mastery project. An abstract has been put to a conference in Glasgow and has been accepted for a conference paper. Dr Cole requested that Mrs Bennett have time out of school for this. Mrs Harris requested that a cost analysis is undertaken in respect of the time out of school. Action: Mrs Bennett and Dr Cole.</p>	<p style="text-align: center;">Mrs Bennett & Dr Cole</p>
<p>12. Meeting Dates</p> <p>12.1 Meeting dates for the rest of this year are:</p> <ul style="list-style-type: none"> • 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
5.8	To bring examples of Keep Up Catch Up folders to the next meeting	Mrs Bennett	May 2017
7.1	To recirculate the documents on catchment areas to all Governors	Mrs Rushton	Feb 2017
8.1	To include skills audits as an agenda item for the next meeting	Mrs Harris Mrs Rushton	May 2017
10.1	To identify Governor responsibilities in the Health and Safety Policy	Mr Kerr	May 2017
10.5	To visit school to review hot school meals	Mrs Polychronopoulos	Mar 2017
10.6	To email a copy of the document used to record governor visits	Mrs Harris	Mar 2017
11.1	To produce a cost analysis in respect of time out of school	Mrs Bennett Dr Cole	Mar 2017