

The Governing Board of
Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 16th November 2017 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Nicola Best

Mr Rick Kerr

Mrs Kathy Lockyer

Mrs Dionne Polychronopoulos

Mr Michael Sussman

In Attendance:

Mrs Patricia Rushton (Clerk)

Mrs Sally Wall (Deputy Headteacher)

<p>1. Welcome and Apologies</p> <p>1.1 Apologies were received and accepted from Dr Trudie Cole.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made.</p>	
<p>3. Minutes of the Last Meeting (19th September 2017)</p> <p>3.1 It was requested that minute 6.9 is removed.</p> <p>3.2 Subject to the above amendment it was agreed that the minutes of the meeting held on 19th September were an accurate record.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Admissions and Catchment Area (minute 6.4):</u> Mrs Bennett advised that the Governing Board has to ratify the school's Admissions Policy. It was proposed that neither the catchment area or the admissions policy is changed. Mrs Bennett drew governors' attention to the fact that the Admissions Policy had not been changed for two years. After some discussion governors unanimously agreed to retain the catchment area and the Admissions Policy.</p> <p>4.2 <u>Strengths and Weaknesses Document (minute 6.6):</u> Mrs Bennett confirmed that she had provided a two-year data trend for Governors to support the Strengths and areas for development document. Mrs Harris advised Governors that the Strengths and Weaknesses document provides a useful summary for governors.</p> <p>4.3 <u>Review of Gender Data (minute 7.3):</u> Mrs Bennett advised that the school's KS2 results buck the national trend in that the boys outperform the girls based on the results for reading, writing and maths combined. It was noted that five girls achieved ARE in writing but not in reading. <i>A Governor expressed surprise that the writing was achieved but not the reading and questioned what the school was doing to address this issue.</i> Mrs Bennett advised that the Dashboard was</p>	

<p>published today which further supported the actions already taken after the question analysis earlier in the year. It was noted that for the higher attainers it was the three mark questions that caused them the most difficulty, together with insufficient pace and the accuracy of answering questions. Mrs Bennett advised that she is now taking an ARE target reading group and also a greater depth group. The evidence of this work can already be seen in the children's books. Mock SATs are being taken during the week commencing the 25th November and results will be shared at the next meeting of governors.</p> <p>4.4 <i>It was questioned whether the question analysis had allowed the school to see where there were issues</i> and Mrs Bennett confirmed that was the case. Mrs Bennett advised that had the five girls achieved ARE in reading then the girls would have outperformed the boys and if only 3 had achieved ARE then girls and boys would be broadly in line.</p> <p>4.5 <u>Single Plan (minute 7.23)</u>: It was confirmed that the Governor role had been woven into the Single Plan and the Single Plan had been made available to Governors.</p> <p>4.6 <u>Sports Premium (minute 7.28)</u>: Mrs Bennett advised that information about the Sports Premium had been included as an appendix in her Headteacher's Report.</p> <p>4.7 <u>Parent Survey (minute 7.34)</u>: Mrs Bennett advised that the school is currently undertaking a survey of parents and the initial outcomes of this look positive. It was agreed that Mrs Harris and Mrs Best would look to undertake a Governors' Parents' Survey in the first half of the Spring Term. This survey would focus on the issues arising from the school's survey and act as a follow up. Action: Mrs Harris and Mrs Best.</p> <p>4.8 <u>Governor Role</u>: Mr Kerr advised that he had talked to some parents about the role of Parent Governor when attending recent parents' meetings. Mr Kerr noted that there were only one or two issues and these could be dealt with by the school. Mr Kerr stressed to parents the need to raise any issues with the school. Governors agreed that it is useful to attend parents' meetings where possible and that they should aim for a presence at each one.</p> <p>4.9 <u>Staff List (minute 7.37)</u>: It was confirmed that the staff list had been distributed to Governors along with their roles and responsibilities.</p> <p>4.10 <u>Pupil Premium Policy (minute 11.4)</u>: Mrs Harris advised that she found a document on The Key that would be helpful, especially when talking to parents about Pupil Premium. It was noted that a Pupil Premium Policy was not a statutorily required document. Mrs Bennett advised that she would re-circulate the list of statutory policies to Governors. Action: Mrs Bennett.</p>	<p>Mrs Bennet</p> <p>Mrs Harris & Mrs Best</p> <p>Mrs Harris/ Mrs Best</p> <p>Mrs Bennett</p>
<p>5. Headteacher's Report</p> <p>5.1 <u>Outcomes</u>: Mrs Bennett advised that appendix one of her report shows the latest data drop, the progress made in the Autumn, Term 1, against the Baseline and the end of year target. It was noted that 52% had made a good level of development at baseline against an end of year target of 82% by the end of</p>	

<p>Reception.</p> <p>5.2 Mrs Bennett explained the data to Governors so they could see how the children were moving forward, advising that they should be able to see the ARE and greater depth figures being added to during the course of the year.</p> <p>5.3 <i>It was considered that the data drop gives rise to questions about Years 4, 5 and 6.</i> Mrs Bennett explained that the data is based on a judgement from tests and work in the books for Year 6. Governors were advised that in Year 6 the baseline was higher than last year although some of these children were not on track at present. To address this booster groups are being run in the morning. Maths is of particular concern with this class due to the lack of natural mathematical ability. Mrs Bennett is also teaching some maths, including one-to-one for a child. Governors were advised that it is expected that the next data drop will show a different picture as much of the issues are thought to be due to test technique. Governors were assured that the work in the books is positive. <i>Governors requested sight of a sample of books at the next meeting.</i></p> <p>5.4 Mrs Bennett advised that one teacher had come from an International School and had not previously taught the most recent National Curriculum. In order to bring her up to speed Mrs Bennett has been team-teaching alongside her and this has had a positive impact. Mrs Bennett advised that she has been able to be a role model in both the teaching and learning and the learning environment. Governors were assured that this teacher was able to pick up as she has a passion and an ability to do so. Governors were further advised that CPD is being put in place to ensure that this teacher's assessment is accurate.</p> <p>5.5 Mrs Bennett's confirmed her view that the monitoring of teaching and learning, which involves tracking targeted children, is having a positive impact on progress.</p> <p>5.6 Mrs Bennett advised that she is not only 'preaching' what needs to be done but is modelling effective teaching so that teachers can see the outcomes of her work, in the children's books.</p> <p>5.7 <i>A Governor questioned whether IRIS was being used.</i> Mrs Bennett advised that the school was 'holding fire' at present. Staff have been introduced to IRIS but the school has decided to delay the coaching element since it is very important that the time is right for such an initiative.</p> <p>5.8 <i>A Governor questioned how everyone was coping with the pressure of work at present.</i> Mrs Lockyer advised that staff are now getting used to the pressure. It was considered that staff have been given time to implement and embed new initiatives and the school is responsive to the feedback it receives from staff.</p> <p>5.9 <u>Analysing School Performance:</u> Mrs Bennett advised that RAISEonline has been replaced by Analysing School Performance (ASP). The KS2 data is now available and the data shows that it was reading and the middle ability children that were issues in last year's Year 6. Governors were advised that the data in ASP has not yet been adjusted to take account of the successful appeal; this appeal affected the attainment data but not the progress.</p> <p>5.10 Mrs Bennett showed Governors the scatterplots generated by ASP and had split</p>	<p>Mrs Bennet</p>
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<p>it into four quadrants so that Governors could see where pupils had made exceptional progress. The scatterplots tell us that the higher attainers did not make sufficient progress; this information was already known to the school through previous data scrutiny.</p>	
<p>5.11 <u>Single Plan</u>: It was suggested that the lead member of staff for each element of the plan is included within the Single Plan. Mrs Harris advised that Governors' role is to triangulate and to question 'so what' in response to the actions of the school. The intention was to involve all Governors in looking at teaching and learning. Not all activities require Governors to visit the school as some could be done electronically. It was agreed that Mrs Harris and Mrs Bennett would review the document to ensure that it is clear what Governors need to do. Action: Mrs Harris and Mrs Bennett. Governors were advised that it was also important for them to continue to fulfil their statutory responsibilities.</p>	<p>Mrs Harris & Mrs Bennett</p>
<p>5.12 It was suggested that the Single Plan is reviewed at Governing Board meetings in sections, e.g. three sections per meeting. Concern was expressed that there is an overlap between what is in the Single Plan and what is in the Governors' Accountability Schedule and it was agreed that areas of possible overlap would be identified by Mrs Bennett and Mrs Harris and the Accountability Schedule would be referenced in the Single Plan where appropriate. Action: Mrs Harris and Mrs Bennett.</p>	<p>Mrs Harris & Mrs Bennett</p>
<p>5.13 <u>Admissions</u>: Mrs Bennett reported that the school was nearly at full capacity.</p>	
<p>5.14 <u>Attendance</u>: Mrs Bennett reported that the school is implementing a variety of strategies to improve attendance but this has not quite been sufficient to ensure the improvement required. Mrs Gunstone is now leading on attendance and attendance is being tracked on a weekly basis. The school has a new Attendance Policy, which has started to have an impact, for example the attendance of Pupil Premium children has increased from 91.58% to 93.84% since 25th September. Attendance overall is currently 96.4%</p>	<p>Mrs Best</p>
<p>5.15 Mrs Best advised that she is the Governor with responsibility for attendance and that she will be checking progress regularly.</p>	
<p>5.16 Governors were advised that the school needs to reduce the level of persistent absence and improve attendance for those children with attendance below 95%. Pupil Premium children are a focus group.</p>	
<p>5.17 <i>A Governor noted that postcards are being used to inform parents of their child's attendance and it was suggested that these could be colour coded, e.g. unacceptable red, poor amber, etc.</i></p>	
<p>5.18 Mrs Bennett advised that the Family Support Worker's job description has been changed so she now picks up an element of attendance.</p>	
<p>5.19 <u>Pupil Premium</u>: Mrs Bennett advised that the progress of Pupil Premium children was very good last year at KS2. An FFT analysis shows the trends across two years and this shows a positive picture. The analysis shows that pupils on free school meals outperform those that are not on free school meals for progress across all year groups. This is due to the school drilling down and looking at each individual child and implementing appropriate strategies.</p>	

- 5.20 Mrs Lockyer advised that it has been made clear to all staff that they must know their children very well and be ready to identify who is PP or more able and what their starting points are.
- 5.21 *Noting the progress made by Pupil Premium children, Mrs Harris questioned if this can be done for Pupil Premium children then can the strategies used be carried across to the rest of the school.*
- 5.22 Mrs Bennett advised that some of the Pupil Premium children are very vulnerable children. In school they receive very good pastoral support and the school sees a massive impact on those children that are not usually nurtured. Governors were advised that there are issues around time and funding that restrict the school's ability to provide the same level of intervention for all children.
- 5.23 Mrs Lockyer advised that the strategies used in EYFS need to be replicated across all year groups, e.g. readiness to learn and children feeling confident and happy.
- 5.24 Governors were advised that Mrs Gunstone leads Pupil Premium two days per week and is responsible for tracking these children and ensuring appropriate provision is put in place. Quality First teaching is essential. The children are cocooned and make progress with a partnership between the Pupil Premium Lead, the class teacher and the Family Support Worker.
- 5.25 Governors were advised that MarvellousMe is being used with Pupil Premium children to develop parental engagement. 96% of parents have taken up MarvellousMe.
- 5.26 Parent Governors confirmed that value of MarvellousMe for reminders and receiving photographs. It was felt that it was good for initiating a discussion between the children and parents about the children's learning and parents felt included in school activities, e.g. the recent visit to Osmington Bay. It was felt that there was the nurture element for the children.
- 5.27 Sports Funding: Mrs Bennett reported that the PE and Sports Grant has doubled giving the school an additional £8,000. One TLA has undertaken a swimming qualification. The school would want all children to be able to swim so are now picking up on those children in Years 5 and 6 that cannot swim to try and ensure that they can swim before leaving Bearwood.
- 5.28 Governors were advised that the children are given an opportunity to take part in paddle boarding and surf boarding and the school will soon be offering cheer leading to capture those pupils that want to do lunchtime activities. The school will also offer Tag Rugby as an alternative to football at lunchtime.
- 5.29 Mrs Bennett advised that the school has received a demonstration of a product called 'Life Channel'. This continuously shows messages and can be used to push the safeguarding message and encourage audience participation. The PE and Sports funding can be used to purchase this. The cost of Life Channel is £4,594 and the school will be tied in for three years (this includes a 25% discount). This product includes a pod which ensures the investment can be maximised.
- 5.30 *It was questioned whether any other local schools were using Life Channel.* Governors were advised that Bethany Primary School use it. It was suggested

Mrs Bennett

<p>that the school should try and negotiate a further discount and also check whether the equipment is owned by the school after the initial three-year deal. Action: Mrs Bennett.</p> <p>5.31 <i>A Governor commented that the school would need to ensure that Life Channel is used for physical exercise to justify the use of the PE money.</i> Mrs Bennett advised that it can be used for ‘wake up shake up’. The screen is 49” and is set in a 6ft unit.</p> <p>5.32 <i>It was questioned as to how the school could ensure that the screen was not damaged in a PE lesson.</i> Mrs Bennett confirmed that the product is robust.</p> <p>5.33 <i>It was further suggested that the school seek a three-month trial and could sell our take up of the product on the basis that we were the first school in Poole to use it.</i> Action: Mrs Bennett. Governors were advised that the product could also be used to promote clubs.</p> <p>5.34 Mrs Bennett advised that she is due to run a marathon and this is encouraging the children to be more active.</p>	<p>Mrs Bennett</p>
<p>6. Finance Update</p> <p>6.1 Governors were advised that Mrs Harris and Mrs Bennett had looked at the LA proposals for school funding for next year. The LA have offered two options. It was noted that the new formula offers significant additional funding for EAL pupils and Governors were advised that the school will be chasing parents to ensure that it captures all EAL pupils.</p> <p>6.2 Mrs Bennett advised that the LA is holding a consultation and under option 1 Bearwood would lose a little funding and under option 2 funding levels would remain as now. It was noted that Bearwood is doing less well from the new formula than other Poole schools. Governors agreed to submit our response to the consultation indicating that we favour option 2.</p> <p>6.3 Mr Sussman advised that he has not received monthly accounts for the final audited accounts from the Hamwic Trust. Mr Sussman agreed to chase the monthly accounts. Action: Mr Sussman.</p> <p>6.4 Mrs Bennett advised that the first set of monthly accounts showed a carry forward of £42,000 and the second set showed a carry forward of only £37,000. Mrs Bennett advised that she would query this with Hamwic. Action: Mrs Bennett.</p>	<p>Mr Sussman</p> <p>Mrs Bennett</p>
<p>7. Governance Matters</p> <p>7.1 <u>Feedback from Headteacher/Chair of Governors’ Meetings:</u> Mrs Harris advised that there have been nine meetings between herself and Mrs Bennett which focused on a range of issues:</p> <ul style="list-style-type: none"> • Parents’ Forum. It was decided that this group was not representative of the parent body and a look was taken at the opportunities made available for parents to give their views and it was felt that parents were offered 	

<p>many opportunities. Governors, including Parent Governors, agreed that the Parents' Forum was unproductive.</p> <p>It was agreed that Governors would provide an update through the regular newsletters on a termly basis. This would include a piece on how parents can contact the school and what Governors have decided around the future of the Parents' Forum.</p> <ul style="list-style-type: none"> • Strengths and weaknesses of the school- an update to be circulated. • The Single Plan and how governors' work could be evidenced through it. • School data. • A review of the last set of minutes. • Appraisal and how this is working in school and an update on progress. • Mrs Bennet's appraisal, also attended by Mrs Best. • Parental issues and concerns. 	<p>Mrs Harris/Mrs Best</p>
<p><u>Chair and Vice Chair meeting</u></p> <p>Mrs Harris and Mrs Best had met to review the criteria for Ofsted and had drawn up a list of actions for the Governing Board. Governors were requested to take the Governing Board Action Plan away and to consider its relevance and feedback any thoughts to Mrs Harris.</p>	<p>Mrs Rushton</p>
<p>7.2 <u>Governing Board Standing Orders:</u> Mrs Harris advised that these had been written by Mrs Rushton and it was agreed that these should be circulated to Governors. Action: Mrs Rushton.</p>	
<p>7.3 <u>Governor Courses:</u> Mrs Best advised that she had attended two Hamwic courses: Human Resources and Performance management and a Borough of Poole course giving an overview of safeguarding. Mrs Harris advised that she had also attended the Hamwic Human Resources course and both had found them useful.</p>	
<p>7.4 <u>Report back from the Communication with Parents and the Wider Community Governor:</u> Mrs Polychronopulos confirmed that she had reviewed the curriculum newsletters and noted that these were positive and talked about the creative curriculum. It was noted that some were not yet on the school website.</p>	<p>Mrs Bennett</p>
<p>7.5 Mrs Polychronopulos confirmed that the communications from the school to parents met statutory requirements and goes beyond what is required. It was agreed that the school would check the frequency of what is required around parental consultations. Action: Mrs Bennett.</p>	
<p>7.6 <u>Report back from the Pupil Premium and Safeguarding Governor:</u> Mrs Best confirmed that she had met with Mrs Gunstone, the school's Pupil Premium Lead. Governors were informed that most Pupil Premium children are attending breakfast club free of charge. Mrs Best has attended a School Council meeting and the children were very confident in meetings and were giving their views. Mrs Best has checked the Single Central Record and has seen Mrs Bennett to check the Safeguarding and Child Protection Policy, ensuring that it is in place</p>	

<p>and being implemented.</p> <p>7.7 It was noted that Mrs Best had seen the School Council in her role and this is also included in Mrs Polychronopulos' role. It was considered that the focus for each role was slightly different.</p> <p>7.8 <u>Report back from the SEN and Health and Safety Governor:</u> Mr Kerr advised that Mrs Wall had sent him a copy of the Equalities Policy and a walk round is planned to look at equalities issues. Mr Kerr also visited the school to observe some of the SEN intervention programmes that are in place.</p> <p>7.9 Mrs Harris advised that she would review the Governor Visits pro forma so that we have one for statutory responsibilities and another for the Single Plan. Action: Mrs Harris.</p> <p>7.10 <u>Report back from the Personnel Governor:</u> Mrs Harris confirmed that she had reviewed the appraisal arrangements in school and also reviewed staff pay as part of the Pay Committee. These activities form part of Mrs Harris' running record.</p> <p>7.11 <u>Report back from the Teaching and Learning Governor:</u> As Dr Cole has sent her apologies, it was agreed that the notes of her visit would be circulated to all Governors. Action: Mrs Rushton.</p> <p>7.12 <u>Governor Recruitment:</u> Mrs Harris recalled that previously Governors have discussed recruiting another Governor. Mrs Harris has written an advert to send to go to the secondary schools to recruit a Governor for Teaching and Learning. It was agreed that the Governing Board would also seek to recruit a second Governor, possibly from outside of the school. After discussion, it was suggested that the Governing Board could recruit two Governors both responsible for Teaching and Learning with one focusing on the curriculum and the second on assessment. It was suggested that the school's vision is included within the advert for a Governor.</p> <p>7.13 <u>Governors' Action Plan:</u> Mrs Harris advised that she had reviewed this document to identify the key points that relate to outstanding governance. Governors were requested to review this document and let Mrs Harris know if other items should be included. Action: All Governors.</p> <p>7.14 <u>Pen Portraits:</u> Governors were reminded to complete their pen portraits. Action: All Governors.</p> <p>7.15 <u>School Vision:</u> It was agreed that all school documents should include the school vision, including the agenda for Governing Board meetings.</p>	<p></p> <p>Mrs Harris</p> <p></p> <p>Mrs Rushton</p> <p></p> <p>All Governors</p> <p>All Governors</p> <p></p> <p>Mrs Bennet and Mrs Harris</p>
<p>8. Policies</p> <p>8.1 <u>Pay Policy:</u> This document was noted by Governors.</p>	<p></p>
<p>9. Any Other Business</p> <p>9.1 There were no items of any other business.</p>	<p></p>

Learning, Enjoying & Succeeding Together

The Governing Board of
Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 16th November 2017 at 6:30 p.m.

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
4.3	To present the Mock SATs results	Mrs Bennet	Jan 2018
4.7	To compile a survey to go to parents with follow up questions to the school's survey	Mrs Harris & Mrs Best	Feb 2018
4.8	To organise to have governor representation at every open evening this term.	Mrs Harris and Mrs Best	Feb 2018
4.10	To circulate the list of statutory policies	Mrs Bennett	Nov 2017
5.3	Governors to have the opportunity to look at a sample of Year 6 books.	Mrs Benner	Feb 2018
5.11	To review the Single Plan to ensure that it is clear what Governors are expected to do	Mrs Harris & Mrs Bennett	Dec 2017
5.12	To identify areas of possible overlap between the Single Plan and the Accountability Schedule and to reference the Accountability Schedule in the Single Plan where appropriate.	Mrs Harris	Dec 2017
5.15	To draw up a programme of attendance checks.	Mrs Best	Feb 2018
5.30 and 5.33	To makes checks re ownership of the Life Channel equipment, to negotiate a further discount and obtain a three month trial.	Mrs Bennett	Nov 2017
6.3	To chase monthly accounts	Mr Sussman	Nov 2017
6.4	To query the carry forward figure in the accounts with Hamwic	Mrs Bennett	Nov 2017
7.1	To write a regular update for the Parents' newsletter	Mrs Harris and Mrs Best	Feb 2018
7.2	To circulate the standing orders for the Governing Board	Mrs Rushton	Nov 2017
7.5	To check the statutory frequency of parental consultations	Mrs Bennett	Nov 2017
7.9	To review the Governor Visits pro forma to have one for statutory responsibilities and another for the Single Plan.	Mrs Harris	Dec 2017
7.11	To circulate Dr Cole's notes of visit	Mrs Rushton	Nov 2017
7.13	To review the Governors' Action Plan and inform Mrs Harris of any other items that should be included	All Governors	Jan 2018
7.14	To complete pen portrait	All Governors	Jan 2018