

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Tuesday, 22nd January 2019 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Carolyn Bennett

Mrs Nicola Best

Mrs Kate Gunstone

Mr Rick Kerr

Mrs Dionne Polychronopoulos

Mr Mike Sussman

In Attendance:

Mrs Patricia Rushton (Clerk)

Mrs Sally Wall (Deputy Headteacher)

<p>1. Welcome and Apologies</p> <p>1.1 It was noted that all Governors were present.</p>	
<p>2. Declarations of Interest</p> <p>2.1 Mrs C. Bennett advised that her husband was employed by the Borough of Poole Planning Department.</p>	
<p>3. Minutes of the Last Meeting (26th November 2018)</p> <p>3.1 The minutes of the meeting held on 26th November 2018 were agreed to be an accurate record of that meeting.</p>	
<p>4. Governor Appointments</p> <p>4.1 <u>Appointment of Early Years Governor:</u> At the start of the meeting it was agreed that Mrs Best would take on the role of Link Governor for Early Years.</p> <p>4.2 <u>Appointment of Parent Governors:</u> It was unanimously agreed that Mr Kerr and Mrs Polychronopoulos would be appointed as Parent Governors.</p>	
<p>5. Matters Arising</p> <p>5.1 <u>Pen Portraits (minute 4.1):</u> It was confirmed that all pen portraits had been received and were now on the school website.</p> <p>5.2 <u>Parental Questionnaire (minute 4.3):</u> Governors were advised that Mrs Bennett and Mrs C. Bennett had met to discuss the creative and physical curriculum. Mrs C. Bennett had written a report to cover this visit to school. Mrs Harris advised that she will be meeting with the School Council next week. Mrs Best advised that she had written her report in respect of actions arising from the parental questionnaire. Action: Mrs Harris to pull the reports together and compile a response to the parental questionnaire.</p>	<p>Mrs Harris</p>

assured Governors that it was about ensuring that the provision was engaging and right for the children. Governors were advised that in this year group there will need to be clear consequences as the boys can be boisterous. Governors were assured that the school was matching its provision to the cohort.

- 6.7 Mrs Bennett reported that in Year 1, phonics is being tracked. There are currently 11 children causing concern and whilst most are making progress there are three children of special concern. Some of these children are making good progress when working with a TA. Mrs Wall is also doing interventions in Year 1. Governors were advised that the school needs to ensure that all staff are investing in the progress of the children.
- 6.8 Mrs Wall advised that she has identified the key difficulties being experienced by each child and staff are addressing these directly. Mrs Wall gave the example of some children not being able to apply split digraphs when reading. Governors were advised that the middle band of children in Year 1 are fairly static.
- 6.9 *A Governor questioned what the school was doing to address the issues in Year 1.* Mrs Wall advised that having identified the key difficulties for each child she was checking to ensure that steps were being taken to ensure that these gaps were being addressed. *It was further questioned whether the school was confident of achieving a good result by the end of the year* and Governors were assured that a good result was expected. Governors were advised that six Year 1 children were emerging at EYFS. Governors were also advised that Hamwic are expecting an average score of 37 in phonics and this target has been included in the Single Plan.
- 6.10 *A Governor questioned whether the school was expecting to see results in four weeks.* Mrs Wall advised that she expected to see children making progress especially with the focus on phonics. Strategies have been put in place to ensure that children make progress. Mrs Wall is continuing to monitor phonics each half term.
- 6.11 Mrs Bennett reported that Year 2 is looking good for phonics this year. Three children did not pass the phonics test last year and the two children that had been with Bearwood since EYFS are expected to pass in Year 2. One of these has doubled their score since October. There is the possibility of the school achieving a 100% pass rate for phonics in Year 2.
- 6.12 Mrs Bennett reported that the Year 2 accountability meeting had been held. The teacher had met with the KS1 moderator who had taken a look at the books. Governors were advised that the school was confident that it will achieve the results needed.
- 6.13 Mrs Bennett reported that Year 6 have undertaken mock SATS. A new pupil has joined Year 6 but they will be disapplied as they are new to English. Mrs Bennett advised that in Reading 68% (19/28 children) are at ARE with 11% at greater depth. Mrs Bennett advised that she was taking those children on the cusp. It is expected that 2 out of 9 children will not achieve ARE.
- 6.14 Mrs Bennett advised that in GPS 68% of children are at ARE with 21% at greater depth. Governors were advised that progress may be an issue as these children need to be secure ARE or GD.

- 6.15 Mrs Bennett reported that in Maths 36% of children are at ARE. The children on the cusp will take the school to 61% (these children are only two/three marks away from ARE).
- 6.16 Mrs Bennett advised Governors that the school should see 70% ARE across the board very shortly in Year 6. Governors were informed that the work done in Years 3, 4 and 5 has paid off. Mrs Bennett advised that pupil conferencing is taking place and this is personalised to the child.
- 6.17 *A Governor questioned whether Pupil Premium children were making progress in all year groups.* Mrs Bennett advised that she is supporting two Pupil Premium children in Year 4 with Writing and that Mrs Wall and Mrs Gunstone also take out groups of Pupil Premium children.
- 6.18 Mrs Bennett advised that she is happy with where the school is at the moment and the six weekly targets are looking good.
- 6.19 *A Governor asked about increasing phonics for Year 1.* Mrs Bennett advised that the school is looking at what is working and what is not working. A look is being taken at different programmes, grouping of children and software to personalise it for the individual child. Mrs Wall advised that children receive specific targets and she identifies the specific skills that children do not have.
- 6.20 Single Plan: Mrs Bennett advised that the Single Plan has been evaluated
- 6.21 Attendance: Mrs Bennett advised that attendance stands at 97% which is the highest it has ever been. Mrs Gunstone advised that there is still an issue with Pupil Premium children but overall there is an upward trend.
- 6.22 New Ofsted Framework: Mrs Bennett advised that a new draft Ofsted Framework has been released. If the school does not receive a visit before September, then it will be subject to the new framework. This will mean that the SLT will receive a phone call by 10:30 and inspectors will be in school for that afternoon to have a meeting with SLT and then in school for the next two days. The focus will be on outcomes but it may still be possible to be graded as outstanding if pupils are making good progress and have a good curriculum.
- 6.23 Mrs Bennett advised that the new draft framework has four sections which includes the curriculum. Ofsted will be looking at how the school is developing subjects and they will expect to see the school on a journey of curriculum development. Mrs Bennett explained that the school has produced a rationale for its curriculum which looks at the school's context, e.g. a community school, boy heavy in EYFS and Year 5, pupils with average starting points. The school is currently focusing on history and science and curriculum development is being done at a steady pace. A revised Curriculum Policy will come to Governors soon.
- 6.24 Mrs Bennett advised that the school website is compliant. Curriculum documents have been checked. There is a need to ensure that the curriculum is having an impact – Intent/Implementation/Impact – and that the curriculum develops children's skills and knowledge.
- 6.25 Mrs Bennett advised that Ofsted will look at the school's Inspection Dashboard as a starting point. This identifies areas for development and the school needs to

ensure that it is ready to answer questions about the areas identified in the Inspection Dashboard.

- 6.26 Governors were advised that Years 5 and 6 are coming out strong when looking at learning behaviours, starting points and pitching of lessons. It was considered that EYFS is also strong. Year 2 is good but there are some low level behaviour issues. Maths is good. Literacy lessons in Years 3 and 4 is good but Maths is less good and the school will be looking at how Maths is being delivered, although staff are already implementing changes.
- 6.27 Governors were advised that Ofsted will look at learning behaviours.
- 6.28 Mrs Bennett advised that she and Mrs Wall look at classes. In Year 5 some children have high needs but there are no issues with learning behaviours. There are a high number of boys in Year 5 and the year group has the highest number of Pupil Premium children but have an amazing teacher.
- 6.29 Mrs Bennett advised that the Behaviour Policy is being looked at, but the school needs a policy that the children will buy in to. Governors were advised that each cohort is different so the strategies used need to be different.
- 6.30 *A Governor questioned whether this document had been moderated and checked* and Mrs Bennett advised that it had not been moderated as yet but that SLT would be looking to see it in practice in the classroom.
- 6.31 Governors were advised that when Ofsted inspect a school there are sometimes issues around governance as inspectors talk to Trust members rather than to local governors. It was considered that Trust members are likely to know less about the school than local governors.
- 6.32 Audits: Mrs Bennett advised that several audits have been undertaken. The school had a successful Health and Safety Audit with only one concern being raised around legionella assessments. *A Governor asked whether this concern had now been addressed* and Mrs Bennett confirmed that a company had visited the school and undertaken a legionella risk assessment.
- 6.33 Mrs Bennett advised that the HR audit had been re-arranged and the Hamwic safeguarding audit is to be done with the school and the Local Authority on the 19th March. Governors were advised that the Business Manager post would be re-advertised at Easter. A finance audit will be undertaken in February.
- 6.34 Behaviour: Mrs Wall advised that since September the school has been producing tighter stories about behaviour that is referred to the SLT. It was considered that some behaviour is being escalated to SLT too quickly. If an incident is referred to SLT then this is being logged.
- 6.35 Governors were advised that parents are now informed if a pupil is given a formal internal exclusion. The school has seen a reduction in internal exclusions. The school is working on learning behaviours. The school is trying to prevent getting to the point of externally excluding pupils and is looking at the provision of those children at risk of exclusion. The school is sending a strong message to children that they are here to learn. Mrs Bennett advised that a more challenging issue is around those children with mental health issues in ensuring that they receive the help and support that they require.

- 6.36 *A Governor questioned whether those children with mental health issues affected other pupils.* Governors were advised that the team are supportive and debriefs are done with the children. Staff have supervision and staff know that they can talk to people either within school or within Hamwic.
- 6.37 Questionnaires: Mrs Bennett advised that the school had used the Ofsted style questionnaire in undertaking a survey of pupils. Mrs Wall advised that at first it had not appeared as positive as expected. Governors were advised that Mrs Wall initially focused on the questions about feeling safe and being bullied and had spoken to children about their responses to this question. Some children had felt that their concerns had not been dealt with and often this was due to children reporting incidents on one occasion but not reporting subsequent incidents. For some there were historic issues that had been resolved but they had hung on to. There were others that had justifiable claims and these children were being supported. There were others that did not understand what constituted bullying. Governors were advised that teachers were working with their classes where there are particular issues raised in the questionnaires.
- 6.38 Governors were advised that a questionnaire focusing on homophobia was undertaken and a general staff questionnaire was done. Governors were assured that children felt able to talk to staff about their sexuality.
- 6.39 The staff questionnaire was very pleasing. 25 out of 34 staff responded.
- 6.40 Funding: Governors were advised that the school had received £17,000 to have an outdoor gym area.
- 6.41 CPD: Governors were advised that feedback from a recent CPD session showed that 100% of staff felt that recent CPD had met their expectations and 75% felt that it had exceeded their expectations.
- 6.42 Mrs Bennett advised that emotional wellbeing will continue to be a high priority for the school.
- 6.43 Budget: Mrs Bennett advised that as at the end of December the budget was showing a surplus of £6,283, which is in line with projections. The census showed that 89 children were taking an infant free school meal on the relevant day and parents were given the opportunity to opt out of meals that day.
- 6.44 Mrs Bennett advised that Hamwic have queried the school's income generation for services such as breakfast and after school clubs, music tuition and sports clubs.
- 6.45 Mrs Bennett reported that the school has spent £3,000 on supply costs to cover a teacher's absence. One member of staff has also been overpaid and in response to a question Mrs Bennett confirmed that this overpayment will need to be repaid. The budget had originally showed a teacher at M6 but this should have been UPS3. The school will need to ensure that claims are made for SLE time when the school's staff are supporting others. If a teacher is not working on the day when SLE work is being undertaken this is paid as extra hours which has the effect of increasing staff costs.
- 6.46 Mrs Bennett reported that Premises Staff are over budget and this relates to the school's Caretaker and Cleaners. The new administration structure is costing

<p>£96,000 but as the school is currently without a business manager this area of the budget will be bought in line.</p> <p>6.47 Mrs Bennett reported that mandatory training needs to be done, e.g. first aid and safeguarding.</p> <p>6.48 Governors were advised that the Education Supplies budget was £3,000 over spent due to the permanent exclusion of a pupil.</p> <p>6.49 Governors were advised that the spending on catering was over but the school should receive additional income as pupil numbers taking an Infant Free School Meal has increased.</p> <p>6.50 Mrs Bennett advised that the new wireless network has been placed on hold as it is not affordable at this time.</p> <p>6.51 Mrs Bennett advised that the school will need to ensure that it is invoicing for lettings and for School Direct.</p> <p>6.52 Governors were advised that it was aiming to achieve a surplus for this year to place the school in a good position for next year.</p> <p>6.53 Governors were advised that £1,000 had been donated by Barrett Homes.</p> <p>6.54 Governors were advised that the PFA buy items for the school, e.g. a set of tablets. These are agreed in consultation with the children.</p>	
<p>7. Schedule of Accountability</p> <p>7.1 <u>Report from Teaching and Learning Governor:</u> Mrs C. Bennett reported that she came into school last week. The focus of the visit was reading with targeted children at the lower end of ARE. Mrs C. Bennett advised that she read with three children in Years 1 and 2. Two of these children said that they enjoyed reading. The children demonstrated good phonic knowledge, but their sight knowledge slowed down their fluency. In talking to the children it was considered that they did not know how they learned to read.</p> <p>7.2 Mrs C. Bennett advised that she had also reviewed the learning environment in EYFS and had spoken to two staff. They discussed the structure of the day and how they use sound buttons to hear the challenges if they cannot read the challenges. It was felt that the children's routines were well established. Governors were advised that the challenges were explained to the children during carpet time. Mrs C. Bennett advised that she would be following up on EYFS as two staff were absent on the day of her visit so the challenges were not available for her to see. Action: Mrs C. Bennett. Mrs C. Bennett reported that the more able children were not able to say how they were being challenged.</p> <p>7.3 Mrs C. Bennett advised that she had also looked at the interventions in place, with a focus on the organisation, assessment, impact and how often they were happening. Mrs C. Bennett had spoken to Mrs Bennett about the accountability meetings. Feedback had been received from a TA and she had also spoken to a TA about the FFT Wave 3 intervention. Mrs C. Bennett asked about the impact of the interventions in class. The TA advised that she set the spellings for the group of children she was working with and put these in the front of the children's books</p>	<p>Mrs C. Bennett</p>

Actions

Minute No.	Action	By Whom	By When
5.2	To pull together the reports in respect of the parental questionnaire and report back to parents.	Ann Harris	Feb 19
5.3	To place GDPR on the agenda for the next meeting. To bring PowerPoint presentation on GDPR to the next meeting.	Ann Harris Mrs Rushton Mrs Wall	Feb 19 Mar 19
5.6	To check that all Governors had confirmed that they had read Keeping children Safe in Education 2018.	Mrs Wall	Mar 19
7.2	To follow up on her visit to EYFS to see the challenges in action.	Mrs C. Bennett	Mar 2019
7.3	To revisit the school to look at the intervention programmes in place.	Mrs C. Bennett	Mar 2019
7.8	To ensure that all activities for Spring 1 in the Accountability Schedule are completed.	All Governors	Mar 2019