

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 14th March 2019 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Mr Rick Kerr

Mrs Laura Bennett (Headteacher)

Mrs Dionne Polychronopulos

Mrs Nicola Best

Mr Mike Sussman

In Attendance:

Mrs Patricia Rushton (Clerk)

EYFS Presentation

Prior to the start of the meeting, Governors were shown the changes made to the Reception classroom and given a tour by Mrs Judith Ramsay.

Mrs Ramsay explained that the year group is very boy heavy with 21 boys and 9 girls and so changes were needed to ensure the engagement of boys and to find ways to make them work harder during their planning time.

Mrs Ramsay explained that in the reading corner the children only have sounds available that have been taught and other areas of the classroom reflect the guided reading focus; the same can be seen outside. Writing is also interspersed throughout the inside and outside areas. This has been successful as all the children in Reception are at least beginning to write and draw their own maps.

Mrs Ramsay advised that most of the boys want to run around so lots of activities are outside. This allows boys to do the same learning but thinking about accessing with gross motor skills.

Mrs Ramsay showed Governors the deconstructed role play area explaining that this set up allows the children to be very independent and to use their imagination. Challenge cards are no longer used as this restricts what the children can do; the challenge now comes from the questioning of staff.

Mrs Ramsay advised that some activities are available all of the time as they form part of the continual provision. This can be seen in the classroom but is for adults to use and for the staff to model the vocabulary. This also helps with evidencing what the children know.

Moving round to the construction area, Mrs Ramsay advised that there are lots of visuals in the construction area and that similar things can be seen outside but much bigger.

Mrs Ramsay advised that when the children started in Reception none of them knew their sounds and the majority had poor motor skills. Assistance is given with sounding out by using text notation. *It was questioned whether children would find things confusing by having words spelt using sounds rather than correctly spelt* and Mrs Ramsay advised that the correct spelling is made clear to the children when explaining the activity to them and that by writing using sounds is allows the children to read the activity independently. It could be seen that the children were being given opportunities to write everywhere within the classroom.

It was questioned how the school encouraged all abilities of children. Mrs Ramsay advised that this is achieved through targeting. The teachers go to the children when targeting their learning.

Mrs Ramsay advised that the snack area has been changed so that it is now totally independent with the children doing their own cutting, tidying and washing up.

Governors were advised that the recent Hamwic moderation had noted that the children's learning journey can be seen and this is not always the case in an EYFS setting.

Governors were advised that everything that is taught is risk assessed and it is made clear where the limitations of what children can do lies.

Mrs Ramsay advised that all the children are very engaged and activities are only placed in the continual provision once it has been taught. Governors were advised that the children are amazingly independent.

It was questioned as to the impact the changes had had on the children's behaviour. Mrs Ramsay advised that it has had a massive impact as the children are very engaged and the staff can see lots of progression in the children's learning. The children are now coming in and working at tables. Small tables are now being used as this encourages the appropriate behaviours staff are looking for and encourages the boys to write; the girls also like it. Mrs Ramsay explained that the trickiest time is when the children are sitting on the carpet but this was improving daily.

It was questioned whether it was likely for the current set up to be retained. Governors were advised that the classroom was set up as now for the current children in the class but was likely to be retained as it was proving very effective.

Governors were advised that the children are being given first hand experiences, e.g. a visit to the farm. Mrs Ramsay advised that the outside area works really well.

Mrs Harris advised that Hamwic recognise the changes in the provision in EYFS and understand those changes. Hamwic have shared lots of ideas from Bearwood with other schools, for example a Lytchett Matravers reception teacher visited the setting to see the approach in action.

Governors were advised that in developing the curriculum, Mrs Ramsay looked at the Year 1 curriculum and worked backwards from this. It was hoped that this would help reduce the drop-off from EYFS to Year 2.

Mrs Ramsay advised that the physical development of some children is still an issue.

Governors were informed that no children came into the setting at exceeding but now there is a big group of children that were exceeding in reading and writing and all the children have made progress.

Mrs Ramsay was thanked for giving up her time this evening.

It was questioned as to how things would change from EYFS to Year 1. Mrs Bennett advised that the school would need to ensure that the transition is fluid as the children move to a more formal curriculum. An order has been placed for outdoor resources and the pedagogy would move with the children and the children would retain the continual provision with purpose.

<p>Books</p> <p>Books were made available for Governors to review at the start of the meeting. Governors' attention was drawn to the use of first thoughts and knowledge organisers which can be seen in the later books.</p> <p><i>It was questioned whether the children were being taught or whether the work seen was self-motivated.</i> Mrs Bennett advised that the work is both taught and independent, but the understanding was there is a tendency for the learning to be led by the children. Governors were informed that the staff forming an inquiry question which often linked to history, geography, RE, science and DT for the children to reflect on. Mrs Bennett advised that she would bring the planning and outcomes to the next meeting. Action: Mrs Bennett. Mrs Bennett advised that the intent can be seen in the planning, the implementation is seen in the books and the impact is seen in the outcomes.</p> <p>Governors were advised that the books show the children's thought processes. The work must be engaging for the children. It was considered that the school needed to work on the wow factor and outcomes.</p> <p><i>It was questioned whether there was any differentiation within the learning journals</i> and Governors were advised that all the children have the same question but the lessons will be differentiated.</p>	<p>Mrs Bennett</p>
<p>1. Apologies</p> <p>1.1 Apologies were received and accepted from Mrs Carolyn Bennett, Mrs Kate Gunstone and Mrs Sally Wall.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made.</p>	
<p>3. Minutes of the Last Meeting (22nd January 2019)</p> <p>3.1 The minutes of the meeting held on 22nd January 2019 were agreed to be an accurate record of that meeting.</p>	
<p>4. Governor Appointment</p> <p>4.1 <u>Appointment of Co-opted Governor:</u> It was unanimously agreed that Mr Sussman would be appointed as a Co-opted Governor.</p>	
<p>5. Matters Arising</p> <p>5.1 <u>Parental Questionnaire (minute 5.2):</u> It was considered that the curriculum newsletters were not easy to find and after discussion it was agreed that these would be added to the website under the curriculum and letters pages. Action: Mrs Bennett.</p> <p>5.2 Governors discussed the content of the letter to parents in response to the parental questionnaire and it was agreed that it should include a section on</p>	<p>Mrs Bennett</p>

<p>homework with the school's expectations being made explicit. With regard to feeling safe, parents would be advised that the school had revisited its Relationships Policy which includes a clear procedure to be followed. It was agreed that Mrs Harris would circulate the letter to parents to Governors for comments. Action: Mrs Harris.</p> <p>5.3 <u>GDPR (minute 5.3):</u> It was agreed that the PowerPoint would be sent to Governors. Action: Mrs Bennett.</p> <p>5.4 <u>Safeguarding (minute 5.6):</u> It was noted that all Governors had confirmed that they had read Keeping Children Safe in Education 2018.</p> <p>5.5 <u>Follow up on EYFS Visit (minute 7.2):</u> It was agreed that Mrs C. Bennett would be asked to report on her follow up visit to EYFS. Action: Mrs C. Bennett.</p> <p>5.6 <u>Follow up on Intervention Programmes (minute 7.3):</u> It was agreed that Mrs C. Bennett would be asked to report on her follow up visit to look at the intervention programmes that were in place in school. Action: Mrs C. Bennett.</p> <p>5.7 <u>Activities in Spring 1 Accountability Schedule (minute 7.8):</u> Governors would be invited to report back on their activities in the Accountability Schedule later in the meeting.</p>	<p style="text-align: right;">Mrs Harris</p> <p style="text-align: right;">Mrs Bennett</p> <p style="text-align: right;">Mrs C. Bennett</p> <p style="text-align: right;">Mrs C. Bennett</p>
<p>6. Headteacher's Report</p> <p>6.1 <u>Outcomes for Pupils:</u> Mrs Bennett reported that recent guidance suggests that formal meetings with teachers around data and progress should only be held three times a year so as to reduce teachers' workload. Governors were advised that the accountability meetings are being completed at least three times a year but that the school is using other evidence to ensure progress such as looking at books and learning walks. <i>It was questioned whether this was as good as accountability meetings</i> and Mrs Bennett advised that the TLA targets will still be done on a six-weekly basis which will now be done by the teachers and not SLT. Governors were advised that whilst it was only guidance the school would need to have a good reason for exceeding the three times a year recommendation.</p> <p>6.2 <i>Concern was raised about the workload of staff and it was recalled that on joining Hamwic the understanding was that Hamwic would make resources available if needed by a school.</i> Mrs Bennett advised that Hamwic are currently dealing with the school's finances and the HR services provided have been good. <i>It was noted that Bearwood had provided support to other schools, e.g. Mrs Wall supporting another local school and questioned whether Bearwood should now receive support from other schools.</i></p> <p>6.3 Mrs Bennett advised that with the reduction in accountability meetings she needs to be able to pick up on what is happening in classes, e.g. by sitting outside classes whilst working. Governors were advised that this would allow the monitoring previously provided in the accountability meetings in other ways. Mrs Bennett advised that she has evidence of quality of teaching and learning which is evidenced in a folder with a triangulation of data, observations and work scrutiny.</p> <p>6.4 <i>A question was asked about the support received by NQTs</i> and Mrs Bennett assured Governors that NQTs are supported and mentored by other staff. Mrs</p>	

Harris advised that she had spoken to the NQTs who say they are feeling very supported by the school and enjoy working at Bearwood.

6.5 *A Governor questioned whether there was anything Governors could do* and Mrs Bennett advised that a morale boost is always helpful and thanked the Governors for all they do to support and challenge the running of the school.

6.6 Curriculum: Mrs Bennett advised that the school had developed the curriculum. Hamwic are impressed by the curriculum offered at Bearwood. The school is in the process of developing different parts of the curriculum provision.

6.7 Hamwic is undertaking a website compliance check in the Summer term.

6.8 Mrs Bennett advised that the school will have a two-year action plan for the curriculum which will involve a review and reflection of the school's curriculum offer.

6.9 *It was questioned whether the curriculum would be included in the Single Plan* and Mrs Bennett confirmed that the school will continue with including curriculum in the Single Plan.

6.10 Governors were advised that the school can see a transference of skills, e.g. reasoning in Maths can be seen in other areas of the curriculum.

6.11 *It was questioned how the curriculum was being communicated to parents.* Mrs Bennett advised that the newsletter contains information about how the curriculum is developing and the school has developed a guide for parents setting out the school's expectations.

6.12 It was suggested that a RAG column is added to the action plan so that Governors can see whether the plan is on track. It was also suggested that the plan should be changed to a two year plan as it is anticipated that it should be complete within that timescale. It was also suggested that it include the development of staff and Mrs Bennett advised that this would form part of the schedule for staff meetings. It was suggested that a skills matrix is developed to enable the school to identify any gaps in teachers' knowledge or skills. **Action: Mr Sussman to create a skills matrix.**

Mr Sussman

6.13 Data Dashboard: Governors' attention was drawn to this document which was sent to Governors as part of the paperwork for this meeting.

6.14 HR Audit: Mrs Bennett reported that Bearwood was considered to be one of the best schools in Hamwic in respect of its HR processes under the circumstances of having no school business manager.

6.15 Behaviour: Mrs Bennett advised that one Year 3 pupil is being considered for a managed move, however the parents have requested a change of schools through admissions. Mrs Bennett does not see any reason why the pupil should not follow the usual route to transferring skills and is in talks with Bournemouth admissions.

6.16 Admissions: Mrs Bennett reported that pupils have been admitted in Year R, Year 2 and Year 5. Admissions for September 2019 look strong.

<p>6.17 <u>Attendance</u>: Mrs Bennett advised that attendance levels are high at 96.98%. The school currently has two families on fast track and one family is engaging with the Family Support Worker.</p> <p>6.18 <u>Chinese Exchange</u>: Mrs Bennett reported that the school's Year 4 NQT is undertaking a visit to China as part of an exchange programme.</p> <p>6.19 <u>Gym Bid</u>: Mrs Bennett reported that the school was successful in its bid for an outside gym area and this will be up and running by the end of the Easter holidays.</p> <p>6.20 <u>Summary Final Review</u>: Mrs Bennett advised that the Hillary Trust Review was as expected. Mrs Bennett assured Governors that development points were being addressed and were in line with already identified points in the Single Plan.</p> <p>6.21 Mrs Best advised that she had emailed Mrs Bennett regarding the Pupil Premium data and confirmed that the school is on track for the KS2 pupil premium children to ensure that there is evidence of funding in KS2 and the impact of governance for PPG progress.</p> <p>6.22 <i>It was questioned whether the pupils' learning in Maths is less focused than it is in English from the Peer to Peer Review</i> and Mrs Bennett advised that this relates to only one year group and this is being addressed.</p>	
<p>7. Policies</p> <p>7.1 <u>Relationships Policy</u>: Mrs Bennett advised that the policy had been revised and included raised expectations. Staff and children were involved. The policy was implemented on Monday and is already having an impact. It was considered that the school needed to improve ParentView to increase the number of positive responses to the percentage of parents who would recommend the school to others. Governors approved the Relationships Policy.</p> <p>7.2 <u>Mental Health Policy</u>: Governors approved the Mental Health Policy.</p>	
<p>8. Budget</p> <p>8.1 It was confirmed that all Governors had responded positively to Mrs Bennett's request to ratify the school budget.</p> <p>8.2 Governors were advised that the school will receive an additional £13,000 from September which relates to a change in the school's demographic and additional Pupil Premium children.</p> <p>8.3 <i>It was questioned whether the school gets pressure from parents as to how Pupil Premium should be spent for their child. Governors were informed that the LA is encouraging parents to ask how the money is being spent.</i> Mrs Bennett advised that the school can say where the money is being spent.</p>	
<p>9. Curriculum Leadership Presentation</p> <p>9.1 Mrs Bennett showed Governors a PowerPoint presentation which was used in recent staff training for Hamwic school leaders. Governors were advised that the school needs to know why curriculum areas have been chosen and how each</p>	

<p>curriculum area builds children’s skills and knowledge. The school needs to be able to identify the transferrable skills and how these are being progressed throughout the children’s time at the school.</p> <p>9.2 Mrs Bennett advised that teachers need to know where the children are in their learning and where they need to be in each area of the curriculum. Staff need to be able to account for the children’s progression and the outcomes that are achieved.</p> <p>9.3 Mrs Bennett advised that the new Ofsted Framework has four categories with the curriculum as a driver for all of these categories. The four Ofsted categories are: Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management.</p> <p>9.4 Governors were advised that further work on the curriculum will be undertaken at the June INSET day.</p> <p>9.5 Governors were informed that schools needed to think carefully about how their curriculum offer is specific to their pupils. As school is close to the beach it is paramount that we teach the children how to swim and how to be safe at the coast. It is surprising how many children don’t access the school’s local context. The school has a slightly higher number of Pupil Premium children than national and needs to show how it is engaging these children and meeting their needs. The pupil premium strategy shows clearly how this is met. The curriculum is led by the children through enquiry learning.</p> <p>9.6 Governors were advised that curriculum leaders need to know about the quality of learning in their subject.</p>	
<p>10. Report Back from Named Governors</p> <p>10.1 Mrs Best reported that she had visited to check the Single Central Record. Random people had been chosen and checked.</p> <p>10.2 Mr Kerr reported that he had been experiencing issues with Office 365.</p> <p>10.3 Mrs Harris advised that if Ofsted visit then the school need to ensure that the Schedule of Accountability visits are up to date.</p> <p>10.4 Mrs Harris reported that she had completed a running record for when she visited Mrs Bennett. Mrs Harris advised that she had spoken to the school’s NQTs and checked that the school was following the NQT guidance. The Staff Handbook had also been looked at.</p> <p>10.5 Mrs Harris advised that she had composed a letter to parents in response to the outcomes of the parental questionnaire.</p> <p>10.6 Mrs Harris also visited School Council and talked about how they feel safe in school.</p> <p>10.7 Mr Sussman advised that he would contact Hamwic to obtain a monitoring report for the budget. Action: Mr Sussman.</p>	<p>Mr Sussman</p>

11. Governors' Action Plan	
11.1 Mrs Harris confirmed that the majority of points on the Governors' Action Plan were complete. It was noted that incomplete areas were not due until the Summer Term.	
12. GDPR	
12.1 Mrs Bennett confirmed that she would email the GDPR presentation to Governors given Mrs Wall's absence. Action: Mrs Bennett.	Mrs Bennett
13. Any Other Business	
13.1 Governors were advised that Mr Sussman and Mrs Bennett would be attending the Governors' Evidence and Challenge course being run by Hamwic next week.	
14. Date of Next Meeting	
14.1 The next meeting will be held on Wednesday, 8 th May 2019 at 6:30 p.m.	

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
Books	To bring the planning and outcomes for enquiry learning to the next meeting	Mrs Bennett	May 2019
5.1	To arrange for the curriculum newsletters to be included on the website under Curriculum and under Letters	Mrs Bennett	May 2019
5.2	To circulate the letter to parents giving Governors' response to the parental questionnaire to Governors prior to going to parents	Ann Harris	May 2019
5.3 and 12.1	To send the GDPR PowerPoint to Governors	Mrs Bennett	May 2019
5.5	To report on a follow up visit to EYFS	Mrs C. Bennett	May 2019
5.6	To report on a follow up visit looking at intervention programmes	Mrs C. Bennett	May 2019
6.12	To create a skills matrix in line with the curriculum action plan	Mr Sussman	May 2019
10.7	To contact Hamwic to obtain a budget monitoring report	Mr Sussman	May 2019