

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

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

Present:

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Carolyn Bennett

Mrs Kate Gunstone

Mr Rick Kerr

Mr Mike Sussman

In Attendance:

Mrs Sally Wall (Deputy Headteacher)

Mrs Patricia Rushton (Clerk)

Absent:

Mrs Dionne Polychronopulos

<p>1. Apologies</p> <p>1.1 Apologies were received and accepted from Mrs Nicola Best.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made.</p>	
<p>3. Minutes of the Last Meeting (14th March 2019)</p> <p>3.1 The minutes of the meeting held on 14th March 2019 were agreed to be an accurate record of that meeting.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Curriculum Web Pages (minute 5.1)</u>: Mrs Bennett confirmed that this action had been completed.</p> <p>4.2 <u>GDPR (minutes 5.3 and 12.1)</u>: It was confirmed that the GDPR PowerPoint presentation had been sent to Governors.</p> <p>4.3 <u>Follow up to EYFS and Intervention Programmes Visits (minutes 5.5 and 5.6)</u>: Mrs C. Bennett confirmed that she would undertake follow up visits in due course. Action: Mrs C. Bennett.</p> <p>4.4 <u>Action Plan Skills Matrix (minute 6.12)</u>: Mrs Bennett confirmed that this was included in the Headteacher's Report.</p> <p>4.5 <u>Financial Monitoring Reports (minute 10.7)</u>: Mr Sussman confirmed that he had received the latest financial monitoring report from Hamwic.</p>	<p>Mrs C. Bennett</p>
<p>5. Headteacher's Report</p> <p>5.1 <u>Outcomes</u>: Mrs Bennett drew attention to the spring 2 data, advising that mock SATs were completed two weeks ago. One pupil, who only entered the country three months ago, has been disapplied as they are unable to access to the SATs. This pupil will be counted in our SATs results and will represent 4%.</p>	

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- 5.2 Mrs Bennett advised that she was pleased with the mock SATs in Maths and Reading but less so with GPS, with six children missing the expected standard by one mark. However, she is hopeful that this will increase for the actual SATs.
- 5.3 Mrs Bennett advised that this Year 6 group of children have been the most emotional that she has known. The school is putting I strategies for these children.
- 5.4 Mrs Bennett reported that accountability meetings had been undertaken with KS1 and EYFS and the school is on track for KS1 and EYFS projections. Mrs Bennett advised that Mrs Wall has worked phenomenally well with Year 1 to ensure that these children make progress in all aspects.
- 5.5 Mrs Bennett advised that in Year 1 more Maths is being targeted with a focus on number to ensure that these skills are fully in place as the children move into Year 2. If children are not achieving the expected standard, then work is focused towards them to ensure that they do not “drop off”. It is anticipated that by the end of Year 1 the children will be in line for progress made from EYFS starting point. Quality assurance work is being undertaken by a member of staff who is also an LA moderator.
- 5.6 Mrs Bennett reported that Bearwood is being moderated for EYFS. Previously all schools would be moderated, but this year only 25% of schools will be moderated and Bearwood is one of the schools that has been selected.
- 5.7 Spring Single Plan: Mrs Bennett reported that currently the school is achieving 61% in phonics with two further children receiving additional support to get above 32 marks. Five children are not likely to get 32 marks. The school achieved 80% in Reading at EYFS so was aiming to achieve 83% in the Year 1 phonics test.
- 5.8 Mrs Bennett advised that Hamwic have suggested that the phonics test is completed with another adult in the room. Governors were advised that the progress that can be seen in the Year 1 books is impressive. The staff know what they need to do for the children to ensure progress is made.
- 5.9 Mrs Bennett advised that Mrs Gunstone is looking at PP children in Years 4 and 5, with a special focus on those who were being targeted. *It was commented that the work completed sounds positive* and Mrs Gunstone advised that Year 5 have the largest number of pupil premium children in the school and there are some pupil premium children that need a little more support to make expected levels of progress. Governors were advised that Mrs Gunstone and Mrs Bennett are tracking pupil premium children who have been with the school since EYFS. At EYFS there were 11 children and now only six of these are at Bearwood in Year 6.
- 5.10 Mrs Bennett reported that the NQTs are doing really well and triangulation has taken place. Two NQTs are on track to pass their NQT year at the end of this year, the other is only part-time so has a two-year NQT period.
- 5.11 Mrs Bennett advised that the school is looking at History and Geography skills and knowledge. The skills in Art have also been reviewed. Subject Leader time is being given when needed.
- 5.12 Mrs Bennett reported that no staff changes are expected.
- 5.13 *It was asked whether there was a need to upskill teachers’ knowledge.* Mrs Bennett advised that she would expect teachers to undertake the necessary

research to build up their knowledge of specific topics in a subject as part of their professional responsibilities, however, the broader skills and progression in a subject is being worked on.

- 5.14 Mrs Bennett advised that coding has come up as an area of the curriculum with which teachers need support. All staff will have bespoke training with the school's ICT Technician to undertake the work needed for their year group.
- 5.15 Mrs Bennett reported that the development work on the school curriculum will be completed gradually over a two year period.
- 5.16 Mrs Bennett advised that 53% of children in Year 1 are on track in Reading and this is a real focus. *It was questioned as to who was hearing the children read in Year 1* and Mrs Bennett advised that volunteers and staff are hearing children read.
- 5.17 Mrs Bennett reported that the school has worked with Hamwic to look at the pedagogy behind the provision in EYFS. The children are learning phonics in depth and are working through phases 1 and 4.
- 5.18 Mrs Bennett advised that the school is ensuring that those that were at greater depth at the end of KS1 are still at greater depth at the end of Year 6. 41% of children are at greater depth in Reading and this was looking positive when the children took their mock SATs. Mrs Bennett is working with Year 6 booster and greater depth children in Reading.
- 5.19 Mrs Bennett advised that in Maths it is harder to get greater depth as the children often make silly mistakes. Two children achieved greater depth in the mock SATs and it was considered that possibly three children will get greater depth at the SATs tests.
- 5.20 Mrs Bennett informed Governors that in Writing, the school is expecting to have five pupils achieving greater depth.
- 5.21 Mrs Bennett advised that in staff briefing, she read a list of children whose attendance was below 90%. Staff are having a good dialogue regarding attendance. Attendance is currently around 97%. The attendance of pupil premium children is up. All children regarded as persistently absence are above 88% so some of these could tip across to being above 90% by the end of the year. The school now only has eight persistently absent children compared to 21 last year.
- 5.22 *It was questioned as to what is making the difference.* Governors were advised that Mrs Gunstone knows the children well and the school has focused on attendance. It is also about the school being clear about expectations. Mrs Bennett advised that the school does fine parents when holidays are taken in term time. Governors were advised that the current Year 6 children have the lowest attendance of any year group in the school.
- 5.23 Quality of Teaching, Learning and Assessment: Mrs Bennett advised that crib sheets have been written which have been shared with staff. Governors need to know the information contained in these crib sheets.
- 5.24 Mrs Bennett advised that outcomes for learners over time has been completed as the children are often not the same due to changes in the cohort. This document tracks the children from EYFS to Year 6. Current strengths have been taken from

the School Development Plan. Governors need to know the school strengths and the current areas for development.

- 5.25 *It was noted that the school curriculum is being developed.* Mrs Bennett advised that the school has outlined the skills and progression for each subject of the curriculum.
- 5.26 Ofsted Actions: Mrs Bennett reported that all actions from the last Ofsted inspection have been completed. Middle ability pupils are sustaining their progress and the school is trying to push them on. There is more of an issue with greater depth.
- 5.27 Behaviour Log: Mrs Bennett reported that the school is maintaining a zero tolerance policy in respect of pupil behaviour. A look is being taken at 'Your Time'. Governors were advised that the children are enjoying 'Your Time' and are motivated to work so as to keep their 'Your time'.
- 5.28 Mrs Bennett advised that lunchtimes have been changed slightly to improve low level behaviour and raise expectations. Tables have been changed and the children are coming in once the first sitting has finished. Expectations have been raised at lunchtime and lunchtime staff are joining in activities. The children are being expected to consistently walk around the school.
- 5.29 Mrs Bennett advised that 'Your Time' lasts for 30 minutes and there are 10/12 clubs for the children to join. The school now maintains a list of those children that are losing more than 20 minutes of 'Your Time' on three occasions, after which time contact is made with parents. The school needs to ensure that all children experience 'Your Time' so they know what they are losing.
- 5.30 *It was asked how the school resourced 'Your Time'.* Mrs Bennett advised that there was no issue with resourcing 'your Time' and encourages the children to mix. The school will need to ensure that teachers are engaged with the children. It was suggested that Governors could ask the children about 'Your time' when undertaking a visit.
- 5.31 Mrs Bennett reported that there have been a reduced number of incidents. Consideration may be given to sending out a MarvellousMe message when a child gets 100% of their 'Your Time'.
- 5.32 *It was questioned whether the children would know what to do in the event of a fire during 'Your Time'* and Mrs Bennett advised that the school could possibly do a fire drill during this time to check this.
- 5.33 Parent Questionnaire: Mrs Bennett advised that 27 parents had responded to the recent questionnaire. It was suggested that a paper version of this questionnaire is done. Any negative responses to the survey have been discussed with parents and often relate to an event that occurred a long time ago.
- 5.34 Finance and Skills Audit: It was considered that the timing of this audit was important and it could be completed just before performance management. Mrs Bennett and Mr Sussman will work on this in July/September. **Action: Mr Sussman.** It was agreed that Mr Sussman would email the audit to Mrs Rushton for sending out to Governors. **Action: Mr Sussman/Mrs Rushton.**

Mr Sussman
Mr Sussman &
Mrs Rushton

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<p>5.35 <u>Outdoor Gym</u>: Governors were advised that the children are really loving the new outdoor gym.</p> <p>5.36 <u>Risk Register</u>: Governors were sent copies of the school's risk register and this was reviewed at this meeting. It was agreed that this would be included on the agenda of the local Governing Board once a term.</p>	
<p>6. Policies</p> <p>6.1 <u>Physical Restraint Policy</u>: Governors were advised that safeguarding audits had been undertaken by Hamwic and the LA. Only two points came out of the Hamwic audit: the Physical Intervention Policy was not available on the school website and there was open access to the first aid files. Two minor points also came out of the LA safeguarding audit. All points have now been addressed.</p> <p>6.2 <u>Website Compliance</u>: Mrs Bennett reported that a website compliance check shows that there were a few minor points to address.</p>	
<p>7. Reports from Named Governors</p> <p>7.1 <u>SEN and Equalities Governor</u>: Mr Kerr advised that he has undertaken visits in respect of SEN and equalities and has also spoken to the EYFS teacher. Governors were advised that Mrs Best had also visited EYFS. Mr Kerr has also been in to observe the SATs testing process.</p> <p>7.2 <u>Finance Governor</u>: Mr Sussman reported that he had attended the Finance forum.</p> <p>7.3 <u>Chair of Governors</u>: Mrs Harris advised that she had visited the school to observe the SATs testing process. Mrs Harris confirmed that the SATs tests were handled very sensitively.</p> <p>7.4 Mrs Harris advised that the Governor accountability schedule was very light for this term so requested that Governors undertake all the activities that have been included for this term. Action: All Governors.</p>	<p>All Governors</p>
<p>8. Governor Training</p> <p>8.1 Mr Sussman confirmed that he had attended a course on Evidencing Challenge and Support and would be attending the next Finance Forum.</p> <p>8.2 Mrs Rushton reported that she and Mrs Best had attended the Exclusions training.</p> <p>8.3 Mrs Bennett advised that she would contact Hamwic to see if they had a record of Governor training. Action: Mrs Bennett.</p>	<p>Mrs Bennett</p>
<p>9. Date of Next Meeting</p> <p>9.1 The next meeting will be held on Monday, 15th July 2019 at 6:30pm.</p>	

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
4.3	To undertake follow up visits to EYFS and to review the intervention programmes in place.	Mrs C. Bennett	July 2019
5.35	To discuss the finance and skills audit with a view to completion just prior to performance management.	Mr Sussman	July/Sept 2019
5.35	To email the finance and skills audit document to Mrs Rushton for forwarding to Governors.	Mr Sussman Mrs Rushton	July 2019
7.4	To ensure all activities within the accountability schedule are undertaken this term.	All Governors	July 2019
8.3	To contact Hamwic to see if they have a record of Governor training.	Mrs Bennett	May 2019