

**Learning, Enjoying & Succeeding Together**  
**The Local Governing Board of**  
**Bearwood Primary & Nursery School**  
**Minutes of Local Governing Board Meeting**  
**Held on Tuesday, 24<sup>th</sup> September 2019 at 6:30 p.m.**

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**Present:**

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Nicola Best

Mrs Carolyn Bennett

Mrs Kate Gunstone

Mr Mike Sussman

**In Attendance:**

Mr Matt Hillman (Finance Manager, Hamwic)

Mrs Sally Wall (Deputy Headteacher)

Mrs Patricia Rushton (Clerk)

**Absent:**

Mr Rick Kerr

Mrs Dionne Polychronopulos

**1. Apologies**

- 1.1 It was noted that Mr Kerr and Mrs Polychronopulos were not present and had not sent apologies for their absence.

**2. Budget**

- 2.1 Mr Hillman reminded Governors that the budget had been set in the summer term and had been approved by email. He explained that the budget covers a five-year period and that the figures in years 3 to 5 look challenging. He explained that year 3 of the budget onwards is an indicator of the direction of travel, although it will not come to pass. It was considered difficult to know what to include in the budget for years 4 and 5 given the level of uncertainty at the present time.
- 2.2 Mr Hillman reported that the budget included assumptions: ½% growth in income per annum and a 2% increase in pay.
- 2.3 Mr Hillman advised that the budget will be monitored on a month by month basis.
- 2.4 Governors were advised that the school had a carry forward of £30,000 at the end of last year although this level of reserve is not considered high bearing in mind the size of the annual school budget.
- 2.5 Mr Hillman advised that 2020/21 shows a negative carry forward. This is based on key assumptions around staffing and nursery pupil numbers. Governors were advised that pupil numbers in nursery had dropped significantly as there were 21 children last year and that there is currently 10 in nursery, rising to 11 in January. Mrs Gunstone advised that a leaflet drop was being undertaken, but that pupil numbers across the Borough had dropped.
- 2.6 Mr Hillman advised that the school had budgeted for a school business manager role that had not been filled as yet, but this will need to be revisited before the end of the year. It was thought that the school could look at alternatives to ensure

all the work required in the office was being undertaken, including upskilling existing office staff.

- 2.7 *It was questioned whether the shortage of staff in the school office put Mr Hillman under pressure.* Mr Hillman advised that he was not concerned at this stage at the additional workload in the short term.
- 2.8 *It was questioned whether there was concern at the increase in Teachers' Pension Contributions and Government funding levels.* Mr Hillman advised that there are many areas within education that would not survive if the Teachers' Pensions were not being funded by Government.
- 2.9 Governors were advised that it would be difficult to factor in key aspects of funding in the long term given the current political uncertainty.
- 2.10 Mrs Bennett advised that pupil numbers are difficult as the school is not full in any year group. It was felt that additional promotion of the school would be beneficial and Mrs Gunstone advised that she had spoken to the site staff in the new build area to promote the school and to get them to visit the school and then promote us.
- 2.11 Mrs Bennett reported that the school has two NQTs and two recently qualified teachers, but there is a need to have a balance of experienced and newly/recently qualified staff.
- 2.12 Mr Hillman advised that the school is generating income from lettings and the Chinese visits. All discretionary expenditure items had been stripped back.
- 2.13 Mrs Bennett advised that the school has benchmarked itself against other schools and Mr Hillman confirmed that work had been done on this but areas of expenditure that were comparatively high were due to it being a small school. It was considered that there was little scope to reduce costs.

### **3. Report on Recent Ofsted Visit**

- 3.1 Mrs Bennett reported that the Ofsted report is due to be published 25 days following the visit. The school have no development points that will be included within the report.
- 3.2 Mrs Bennett advised that it was a two day inspection visit, with a 90 minute phone call with the lead inspector the day before.
- 3.3 Mrs Bennett advised that inspectors did four deep dives, looking at early reading, maths and two curriculum areas. The curriculum areas focused on history which is a strength of the school and music which is still at the development stage.
- 3.4 Governors were advised that the inspector had only recently undertaken her training in the new framework and she was being monitored by the Deputy Lead of Ofsted.
- 3.5 Mrs Bennett advised that the inspectors heard children read from Years 1 and 2 and noted there was an issue with books not matching the phonics that were being taught. Lesson observations were undertaken and inspectors spoke to the subject leader for the lessons observed and spoke to the children and to the teachers. The

<p>inspectors did not want to see internal data, but did look for progress in the children’s books and triangulated the evidence available to them.</p> <p>3.6 Mrs Bennett advised that in Maths the Year 6 books were seen and it was questioned why the progress was not better. Inspectors spoke to the teachers to see if this triangulated.</p> <p>3.7 Governors were advised that the inspectors saw some low level behaviour on the first day and this was largely due to teachers not wanting to address this behaviour whilst the inspectors were around.</p> <p>3.8 Mrs Bennett advised that she was able to demonstrate how teachers were supported where areas were not quite right. Inspectors wanted to see monitoring records.</p> <p>3.9 Governors were advised that an area for development is early reading and in particular ensuring that books supported the phonics being taught.</p> <p>3.10 On the second day, inspectors heard more children read and the school were able to select a range of pupils. Inspectors were impressed at the school’s provision and its knowledge of each child. Ofsted recognised that the school had a first class provision and knows its children.</p> <p>3.11 Mrs Bennett reported that 82% of parents would recommend the school and 18% would not recommend the school. There were 46 responses on ParentView. It was considered that the school needed to work on parental perception of the school. When inspectors spoke to the children about the school the children counteracted the parental view around behaviour issues and the children confirmed that when there are problems these are dealt with swiftly.</p> <p>3.12 Mrs Bennett reported that 23 out of 51 children felt that there were behavioural issues, especially in Years 5 and 6 and this fitted with what the school knows about the children.</p> <p>3.13 Mrs Bennett advised that during the two day inspection, the children did the school proud.</p> <p>3.14 Governors were advised that there were 40 responses from staff and all of these were positive.</p> <p>3.15 Mrs Bennett reported that Ofsted were of the view that Mrs Wall and Mrs Bennett do too much work. Inspectors considered that there was really good challenge from Governors but challenge could be enhanced by the use of follow up questions. It was reported that leadership was really clear and triangulated.</p> <p>3.16 Mrs Harris congratulated the school team on their efforts.</p>	
<p><b>4. Register of Business Interests and Declaration of Interest</b></p> <p>4.1 It was noted that some Governors had yet to complete their declarations of Business Interests on Governor Hub.</p> <p>4.2 No declarations of interest were made for this meeting.</p>	

<p><b>5. Appointment of Co-opted Governor</b></p> <p>5.1 Governors unanimously agreed that Mrs Harris is appointed as a Co-opted Governor for a further term. Proposed by Mrs Bennett and seconded by Mr Sussman.</p>	
<p><b>6. Election of Chair and Vice-Chair</b></p> <p>6.1 Mrs Harris advised that she had looked at the possibility of sharing the role of Chair of Governors, but at this time this did not look feasible. It was agreed that Mrs Harris would continue in the role of Chair.</p> <p>6.2 It was agreed that the Governing Board would have two Vice-Chairs and proposed that Mrs Best and Mrs C. Bennett share this role. This was agreed by Governors.</p>	
<p><b>7. Governing Board Membership</b></p> <p>7.1 Governors discussed increasing the number of Parent Governors on the Board, particularly where they have the ability to champion early reading. This was considered prudent given the findings of the recent Ofsted inspection. The names of two parents were put forward for consideration and it was agreed that Mrs Bennett could contact them. <b>Action: Mrs Bennett.</b></p> <p>7.2 Governors also considered that it would be helpful to have a further Staff Governor member and it was agreed that Mrs Bennett could approach a member of staff. <b>Action: Mrs Bennett.</b></p>	<p style="text-align: right;">Mrs Bennett</p> <p style="text-align: right;">Mrs Bennett</p>
<p><b>8. Minutes of the Last Meeting (17<sup>th</sup> July 2019)</b></p> <p>8.1 It was agreed that the minutes of the meeting held on 17<sup>th</sup> July 2019 were an accurate record of that meeting.</p>	
<p><b>9. Matters Arising</b></p> <p>9.1 <u>Agenda Item – Finance (minute 1.2)</u>: It was noted that this was on the agenda for this meeting.</p> <p>9.2 <u>Finance and Skills Audit (minute 4.4)</u>: It was agreed that Mr Sussman would send this to Mrs Bennett to review. <b>Action: Mr Sussman and Mrs Bennett.</b> Mr Sussman also agreed to produce a skills audit for Governors and send to them. <b>Action: Mrs Sussman.</b></p> <p>9.3 <u>Accountability Schedule (minute 4.5)</u>: Mrs Bennett reported that she had emailed Governors to ascertain the activities undertaken since the last meeting.</p> <p>9.4 <u>Newsletter (minute 5.36)</u>: It was confirmed that Governors are now receiving the newsletter. It was suggested that newsletters could go on Governor Hub and it was agreed that PR would upload the newsletters to Governor Hub once received. <b>Action: Pat Rushton.</b></p> <p>9.5 <u>School Website (minute 5.40)</u>: It was noted that Ofsted had thoroughly review the curriculum area of the school website.</p>	<p style="text-align: right;">Mr Sussman &amp; Mrs Bennett</p> <p style="text-align: right;">Mr Sussman</p> <p style="text-align: right;">Mrs Rushton</p>

<p>9.6 <u>School Car Park (minute 6.1)</u>: It was noted that this was an agenda item for this meeting.</p> <p>9.7 <u>Safeguarding Report (minute 7.1)</u>: It was noted that the Safeguarding Report had been sent to Governors.</p> <p>9.8 <u>Review of Single Central Record (minute 7.1)</u>: Mrs Best confirmed that she had undertaken a check of the Single Central Record.</p> <p>9.9 <u>Evaluation of the Governors’ Action Plan (minute 9.1)</u>: It was agreed that this item would be deferred until the next meeting. <b>Action: Mrs Rushton.</b></p>	<p><b>Mrs Rushton</b></p>
<p><b>10. Headteacher’s Report</b></p> <p>10.1 Mrs Bennett drew attention to the progress scores for Maths advising that the school was aiming for zero, although last year this was -3.0. Governors were informed that there was evidence of greater depth in the books and it was questioned by Ofsted why the children were not getting greater depth in the SATs. Ofsted spoke to the children about taking their SATs. It was considered that the reason for the apparent lack of progress was due to the individual needs of the children in last year’s Year 6. Mrs Bennett advised that the current Year 6 cohort seem more resilient, although some are a little immature.</p> <p>10.2 Mrs Bennett advised that the reading progress was on a par with that shown in the mock SATs which have just been undertaken. Many children are just below ARE at this stage.</p> <p>10.3 <i>It was questioned how the new teacher are doing in Year 6.</i> Mrs Bennett advised that she is working with the teacher and has spent time in the classroom. A student teacher is also in Year 6 and she is being mentored by Mrs Bennett. Mrs Bennett advised that constant feedback is being given to the new teacher.</p> <p>10.4 Mrs Bennett reported that Maths is an issue and the lack of progress was flagged up as an issue when Ofsted undertook a risk assessment.</p> <p>10.5 Mrs Bennett advised that progress in reading is -2.0. The children’s pace was an issue, but there was no obvious trend. Three papers had been sent for re-marking and these had all been accepted. This has led to the combined score increasing to 77% from 69%.</p> <p>10.6 Mrs Bennett reported that Ofsted were really pleased with the EYFS provision, but there is a need to ensure the focus is on early reading. Phonics are being tracked closely.</p> <p>10.7 Governors were advised that typically Ofsted look at the lowest 20% of pupils. When visiting they looked at around six children in each class and closely analysed them. All classes have a cusp of children at around ARE which are the school’s target children. Some children are working towards ARE so the school tries to ensure that they are making expected progress from their starting point and provision is put in place for them to make accelerated progress to ensure they achieve ARE. Focus was also on greater depth children and those that are on the cusp of greater depth.</p>	

<p>10.8 Mrs Bennett reported that all teachers will have a link to the results in arithmetic as one of their performance management targets. It was considered that the children need lots of test practice; currently one test or part test is done each half term. The children on the cusp will be monitored as part of the teachers' performance management.</p> <p>10.9 <i>It was questioned whether we have targeted children throughout the school in the past.</i> Mrs Bennett advised that previously children were targeted throughout the school but this has now been tightened up. The focus will move to the bottom 20% of children and ensuring that there is evidence in the books, but will continue to target all children to ensure that the learning is right for them.</p> <p>10.10 Mrs Bennett advised that the school is changing its management information system and will move from Integris to Bromcom. Bromcom will be used to record safeguarding information and assessment, reducing the need for other school systems.</p>	
<p><b>11. Admissions/Catchment Area</b></p> <p>11.1 Governors were advised that new homes were being built close to the school and it was considered that the school needs to review its admissions criteria in respect of whether it maintains a catchment area. It was agreed that Mrs Bennett would take advice from Hamwic. <b>Action: Mrs Bennett.</b></p> <p>11.2 <i>It was questioned whether all the data currently held in Integris would be transferred across to Bromcom</i> and Mrs Bennett confirmed that this data would be transferred. In response to a further question, Mrs Bennett advised that she thought Bromcom would be sufficient for the school's needs.</p>	<p><b>Mrs Bennett</b></p>
<p><b>12. Car Parking</b></p> <p>12.1 Mrs Bennett sought Governors' opinion on whether the car park should be closed as she was concerned that there would be an accident in the car park if it were to remain open.</p> <p>12.2 Governors were concerned about the knock on effect this would have on the surrounding roads, particularly as the 20mph zone did not extend into King John Avenue. Concern was also raised about those children that tend to run from their parents and those parents that have several children to look after. A question was also raised about the playgroup.</p> <p>12.3 It was suggested that before closing the car park, the school should advise its neighbours of this intention should a decision go ahead to close the gates.</p> <p>12.4 It was suggested that the next newsletter should express the school's and Governors' concerns about the dangers that exist in the car park and that this will be monitored for a short period as consideration is being given to closing the car park. It was agreed that Mrs Bennett would draft a letter for Mrs Harris' signature. <b>Action: Mrs Bennett.</b></p> <p>12.5 It was further suggested that drop off only is allowed in the drop off zone with no parental parking allowed in the car park. This could possibly be trialled in Walk to</p>	<p><b>Mrs Bennett</b></p>

<p>School Week. It was agreed that a consultation survey would be drawn up to ascertain parental views. <b>Action: Mrs Bennett.</b></p>	<p><b>Mrs Bennett</b></p>
<p><b>13. Governance</b></p> <p>13.1 Governors agreed to continue their current roles as set out in the Schedule of Accountability.</p> <p>13.2 It was agreed that an evaluation of the Governors’ Action Plan would be deferred until the next meeting. <b>Action: Mrs Harris and Mrs Rushton.</b></p> <p>13.3 It was agreed that Mrs Harris would amend the Schedule of Accountability to include links to the School Improvement Plan monitoring document. <b>Action: Mrs Harris.</b></p> <p>13.4 It was agreed that Mrs Rushton would upload the Schedule of Accountability to Governor Hub once it has been amended. <b>Action: Mrs Rushton.</b></p>	<p style="text-align: center;"><b>Mrs Harris Mrs Rushton</b></p> <p style="text-align: center;"><b>Mrs Harris</b></p> <p style="text-align: center;"><b>Mrs Rushton</b></p>
<p><b>14. Policies</b></p> <p>14.1 <u>SEN Policy</u>: Governors approved the SEN Policy.</p> <p>14.2 <u>Child Protection Policy</u>: Mrs Bennett advised that the policy had been amended to include the new elements within Keeping Children Safe in Education. Mrs Bennett also shared a PowerPoint presentation with Governors and requested that they look at this. <b>Action: All Governors.</b></p>	<p><b>All Governors</b></p>

**END OF MINUTES**

**Actions**

<b>Minute No.</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
7.1	To approach two parents with a view to becoming Parent Governors on the Governing Board.	Mrs Bennett	Oct 2019
7.2	To approach a member of staff who may be interested in becoming a Staff Governor.	Mrs Bennett	Oct 2019
9.2	To resend the Finance and Skills Audit to Mrs Bennett to review.	Mr Sussman Mrs Bennett	Nov 2019
9.2	To produce a skills audit for Governors.	Mr Sussman	Nov 2019
9.4	To upload future school newsletters to Governor Hub.	Mrs Rushton	Ongoing
9.9 and 13.2	To include an Evaluation of the Governors' Action Plan on the agenda for the next meeting	Mrs Harris & Mrs Rushton	Nov 2019
11.1	To seek advice from Hamwic on whether the school should remove its catchment area from its admissions criteria.	Mrs Bennett	Nov 2019
12.4	To draft a letter for Mrs Harris' signature regarding the car park.	Mrs Bennett	Oct 2019
12.5	To produce a consultation survey for parents in respect of closing the car park.	Mrs Bennett	Oct 2019
13.3	To amend the Schedule of Accountability to include links to the School Improvement Plan monitoring document.	Mrs Harris	Nov 2019
13.4	To upload the amended Schedule of Accountability to Governor Hub.	Mrs Rushton	Nov 2019
14.2	To view the PowerPoint presentation on child protection sent to them with the paperwork for this meeting.	All Governors	Oct 2019