

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Tuesday, 4th February 2020 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Mrs Rebecca Bridger

Mrs Laura Bennett (Headteacher)

Mr Mike Sussman

Mrs Carolyn Bennett

Mrs Helen Todd

Mrs Nicola Best

In Attendance:

Mrs Sally Wall (Deputy Headteacher)

Mrs Patricia Rushton (Clerk)

1. Review of Maths Books

- 1.1 Mrs Bennett informed Governors that the Maths Leader had taken a thread of Maths and taken Governors through the expectations for each year group from Reception through to Year 6. Maths books were also available for Governors to view and Mrs Bennett suggested that Governors look for challenge, arithmetic, evidence of teachers picking up on misconceptions and for children's responses to teacher comments. Governors were advised that they should only see evidence of test questions in the all of the books across the year groups.
- 1.2 Mrs Bennett advised that the Year 6 children would be sitting their mock SATs tests over the next two weeks and the school expects to see progress.
- 1.3 *It was questioned whether each strand of Maths had a similar breakdown of expectations for each year group* and Mrs Bennett confirmed that this information was available.
- 1.4 *It was questioned whether there was a clear understanding of what each calculation should look like* and Mrs Bennett advised that the school has a Calculations Policy which includes this information.
- 1.5 On reviewing the Maths books it was commented that progress was easily seen and that on the whole children had responded to the feedback from teachers and there is evidence of comments moving the children's learning on. It was noted that all the work was marked. There are explanations from the children about the work they have done. There is evidence of reasoning.

2. Welcome and Apologies

- 2.1 Governors were welcomed to the meeting.
- 2.2 No apologies had been received and the meeting is quorate.

3. Declarations of Interest

- 3.1 There were no declarations of interest in items on the agenda for this meeting.

<p>4. Minutes of the Last Meeting</p> <p>4.1 The minutes of the meeting held on 14th November 2019 were agreed to be an accurate record of that meeting.</p>	
<p>5. Matters Arising</p> <p>5.1 <u>Staff Governor (minute 4.2)</u>: Mrs Bennett advised that she had spoken to Mrs Fido who is interested in taking on the role of Staff Governor in September once her working hours had been reduced.</p> <p>5.2 <u>Skills Audit for Governors (minute 4.4)</u>: It was confirmed that the skills audit would be provided for Governors to complete. Action: Mrs Harris and Mrs Rushton.</p> <p>5.3 <u>Child Protection PowerPoint Presentation (minute 4.10)</u>: It was agreed that Mrs Rushton would chase any outstanding confirmations that the PowerPoint Presentation had been read. Action: Mrs Rushton.</p> <p>5.4 <u>Tracking against the Accountability Schedule (minute 5.14)</u>: Mrs Harris advised that a new Schedule of Accountability had been written and this will be reviewed later in the meeting.</p> <p>5.5 <u>Maths Books (minute 5.22)</u>: It was noted that the Maths Books had been bought to this meeting for Governors to review.</p> <p>5.6 <u>Spelling Learning Walk (minute 5.23)</u>: It was noted that this was to be placed on the agenda for the next meeting. Action: Mrs Rushton.</p> <p>5.7 <u>Car Park (minute 7.5)</u>: This is an agenda item for this meeting.</p> <p>5.8 <u>Parents' Evening (minute 8.3)</u>: It was confirmed that Governors had been notified of the date of the next Parents' Evening. Governor attendance was agreed.</p> <p>5.9 <u>Pen Portraits for School Website (minute 8.4)</u>: It was confirmed that pen portraits had been written for the school website.</p> <p>5.10 <u>Induction Meeting (minute 8.7)</u>: Mrs Best confirmed that she had met with new Governors.</p>	<p>Mrs Harris & Mrs Rushton</p> <p>Mrs Rushton</p> <p>Mrs Rushton</p>
<p>6. Headteacher's Report</p> <p>6.1 Mrs Bennett drew attention to the data, advising that the school now uses Bromcom to record data drops.</p> <p>6.2 Mrs Bennett advised that Ofsted, whilst acknowledging the Single Plan was a school document, felt that the Single Plan had insufficient milestones. Additional milestones have been added and it was considered that this should also support Governors in their monitoring role.</p> <p>6.3 Mrs Bennett advised that the latest data is shown together with the predictions that were made at the beginning of the year. Governors were assured that the children are carefully tracked and if children drop away from expectations then interventions are put in place and if, having tried an intervention it is unsuccessful, then alternative interventions are tried.</p>	

- 6.4 Mrs Bennett advised that in EYFS 87% of children are projected to reach the Early Learning Goals and this could rise to as high as 90%.
- 6.5 Mrs Bennett advised that for phonics in Year 1, baseline data has been collected and tracking is being undertaken half termly. Currently 44% of children are working at a level to pass the phonics test compared to only 27% last year. 83% of children are expected to pass the phonics test at the end of the year. A target of 90% has been set.
- 6.6 Mrs Bennett advised that in Year 2 the accountability meetings have been held and the school has identified that too many children may not reach the expected standard by the end of the year. Staff have analysed where children may have gaps in their learning and lots of additional work has been undertaken to address this.
- 6.7 Mrs Bennett advised that in Year 6, Chris Bulmer from Hamwic, has been working with the teacher.
- 6.8 Governors were advised that the school is likely to be moderated in Years 2 and 6 this year, but the school would want the same level of accuracy even if it were not moderated.
- 6.9 *It was noted that the school were really focusing on the children and were promptly identifying what is missing in their learning and then identifying appropriate strategies to address this.* Mrs Bennett advised that interventions need to be right for the children. Mrs Wall advised that children within the same intervention group can have very different needs and gave examples of the needs within a phonics group.
- 6.10 *It was noted that whilst Mrs Bennett and Mrs Wall are good at focused work with children, it was questioned whether other staff are also as good.* Mrs Bennett advised that staff see the benefit of meeting the learning needs of individual children and staff are being coached and mentored to improve their practice. Governors were assured that there is good evidence that quality first teaching is taking place in the classrooms. Time is being allowed in staff meetings for staff to improve their practice. It was noted by Governors that the staff are being upskilled.
- 6.11 Governors were advised that Mrs Bennett and Mrs Wall have overviews of each class and are challenging and supporting staff where things are not quite as they would expect. Mrs Bennett considered that the school currently has a strong staff team with evidence of a great attitude towards their work. Staff want the best for the children. Parent Governors were in agreement that the focus on the children is evident.
- 6.12 *It was noted that Maths in Year 6 currently stands at 57% which is on track for predictions.* Mrs Bennett advised that the results for Year 6 relate to the test result only but the children have not yet covered all aspects of the test. Governors were assured that this percentage would increase as the year progresses. It was expected that the teaching of fractions and 'weird ways' would show in the next set of results.

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- 6.13 Governors were advised that at the last data drop for year 6 in December, results were: Reading 60%, Writing 60% and Maths 35%.
- 6.14 Governors were advised that the school also has booster and greater depth groups running alongside quality first teaching.
- 6.15 Governors were advised that there has been a massive push on progress. Two out of 26 children have made expected progress, although this is conservative as the Government have not yet issued guidance as to the measure of progress from KS1 to KS2. A score of 100 is equal to expected progress. If looking at value added and those children that have moved from expected to expected, then 15 out of 25 children have made expected progress.
- 6.16 Mrs Bennett advised that the school is now looking at applying for extra time and making applications for scribes.
- 6.17 Governors were advised that the ISDR was now available and the school is 9th out of 50 in the league tables.
- 6.18 *A Governor commented that progress can be seen and that the school is ambitious. It can be seen that the school is targeting children who need further work and there is a full range of intervention strategies being used.*
- 6.19 Mrs Wall reported that the school has a growing number of dyslexic children. The school is testing earlier so that children with difficulties can be identified earlier. The school undertakes formal tests around Year 3 or Year 4, although an early indicator is available at the end of Year R but as this may only be a developmental issue, outside agencies are used once the child gets to Year 3.
- 6.20 Mrs Wall advised that the school is using a program called Lexia to support children with dyslexia. This costs £300 per annum for 50 licenses. This program adjusts to the needs of the child and can identify a child that is struggling and sends a notification to the teacher. Other resources are also available, e.g. coloured overlays, dyslexic dictionaries. The school sometimes photocopies onto coloured paper rather than use a coloured overlay.
- 6.21 *It was asked whether any children use keyboards for SATs.* Mrs Wall advised that no children are using keyboards for SATs although some are learning to type.
- 6.22 Turning to the Single Plan, Mrs Bennett advised that it included a breakdown of the workshops that have been made available to parents; the workshops have received positive feedback.
- 6.23 It was agreed that learning journals would be bought to the next Governors' meeting. **Action: Mrs Bennett.**
- 6.24 *It was commented that the school had a very honest evidence base within the Single Plan.* Governors were advised that Mrs Wall is coaching staff in EYFS with a focus on bubble ups. Governors were assured that the observation of children is happening. Governors were advised that if the teacher is providing opportunities for challenge then the children's response to this needs to be recorded. The criteria for observation needs to be clear. Books are monitored to ensure that the coaching is being taken on board.

Mrs Bennett

- 6.25 Governors were advised that lots of work has gone into Years 1 and 2. Ofsted have said that reading books do not match the phonics teaching and Governors were assured that this has been swiftly addressed. Research has been undertaken to ensure that good quality books are used and the books are banded linked to phonics. Checks have been done to ensure that the children are reading the correct books. The children are currently on track.
- 6.26 Governors were advised that the school is monitoring, evaluating and checking on the progress that teachers are making following the feedback they have received during observations.
- 6.27 Governors were advised that Mrs Wall is working with Pupil Premium children and these children are doing very well.
- 6.28 Mrs Bennett advised that the school has NQT and NQT+1 programmes in place. Support is in place for the new Year 6 teacher and she has really run with the teaching of Maths. Middle Leaders are monitoring and evaluating and receive leadership time. The Middle Leaders are self-managing.
- 6.29 Mrs Bennett advised that the school is developing project books. These are quite similar in Years 3 and 4 and show links to prior learning. Growth mindset is being developed. This lets all children analyse and, through the provision of scaffolding and support, builds on the enquiry of learning.
- 6.30 Mrs Bennett advised that she and Mrs Wall went to Sheffield to see how things are done and saw new ways of scaffolding children's learning using enquiry questions. The school will now be looking to develop children's independence.
- 6.31 Mrs Bennett advised that a STEAM day has been done. Ofsted suggested that the school needed to develop French and Music. French is being led by Rachel Mitson who is working with Lytchett. Staff are developing their own areas and receive Leadership time to support them in this.
- 6.32 *It was asked how the school gather evidence for each subject leader without making too many demands on the class teachers.* Mrs Bennett advised that the school was already well on the way to developing its curriculum and already had a broad curriculum in place. CPD has focused on developing skills and knowledge and requests for evidence of this has been done gradually so that teachers are not being overwhelmed. Subject leaders are given time to develop their areas and the onus is on subject leaders to ask for the time that they need. Governors were assured that the school was moving slowly on this and were not undertaking a deep dive into every subject.
- 6.33 Mrs Bennett advised that she had discussed greater depth Maths with Chris Bulmer and the school is exposing children to the pace of tests.
- 6.34 *It was questioned whether the tension of SATs week affected the children.* Mrs Bennett advised that the reasons behind the children's performance last year was unclear. It was considered that the school had been relaxed around SATs but it could be there were pressures at home. The school could survey parents to find out what they think. Mrs Bennett advised that it was difficult to know what the school could do to make SATs week less daunting. Governors were assured that most children only just missed out on ARE.

<p>6.35 Mrs Bennett advised that the school is doing lots of work on Spelling and a Spelling Bee assembly is being held.</p> <p>6.36 Mrs Bennett advised that arithmetic is done in each year group with milestones being set. Tracking is in place.</p> <p>6.37 Mrs Bennett shared the action plan for Year 6.</p> <p>6.38 Governors were advised that attendance is good. Mrs Bennett advised that 14 holidays in term time have been taken so far and fines have been issued for these if appropriate.</p> <p>6.39 Mrs Bennett advised that internal exclusion is being formalised and the school is tackling racist and bullying incidents. It has been noted that often children do not know what constitutes bullying.</p> <p>6.40 Mrs Wall advised that she tracks Your Time and if the children lose 10 minutes or more on three occasions then parents are invited to discuss their children's behaviour as this is having an impact on their learning.</p> <p>6.41 <i>It was questioned whether any children go to four or five times the 10 minutes of lost Your Time.</i> Mrs Wall confirmed that there are a small number of children and the school is looking at alternative strategies to address the behaviour of these children. The school would consider the involvement of the Educational Psychologist or Longspee if this was thought appropriate.</p> <p>6.42 Governors were advised that the traffic light system had been changed to: Ready to learn (green), Reflect (orange) and Consequence (red).</p> <p>6.43 Governors were advised that the children can also lose Your Time when in the playground.</p>	
<p>7. School Budget</p> <p>7.1 Mrs Bennett advised that a new wireless system is being installed in February half term. The PFA will raise money for the school to purchase laptops; these will cost £5,100 for 20 laptops.</p> <p>7.2 Mrs Bennett advised that it is difficult to predict pupil numbers because of the new housing in the locality.</p> <p>7.3 Governors unanimously agreed to sign off the revised five-year budget plan.</p>	
<p>8. School Car Park</p> <p>8.1 Governors were advised that a letter had been drafted to go out to parents giving the results of the survey that had been done. It was considered that whilst 98 parents had viewed dangerous parking in the car park it would be difficult to close the car park on these results.</p> <p>8.2 It was suggested that a box is placed in the entrance and parents could be asked to put a note in the box if they see dangerous parking or driving and for them to describe what they have seen. This should enable the Governors to have quantifiable data.</p>	

- 8.3 It was considered by some Governors that the car park is calmer at the moment.
- 8.4 It was agreed that parents would be given the results of the survey and be requested to use the box at the entrance to the school. The letter would also include something about the safety of the children and informing parents that these steps are being taken to enable Governors to monitor the frequency of incidents and to inform decision making.

9. Governance

- 9.1 Mrs Harris advised that she met with Mrs Bennett and discussed the budget and the car park. In a previous meeting the curriculum was discussed.
- 9.2 Mrs Harris advised that Hamwic had produced a new Schedule of Delegation and there have been some changes that are challenging for Governors in respect of the quality of teaching and ensuring appropriate levels of support and challenge to enable the delivery of outcomes.
- 9.3 Governors were advised that Mrs Harris and Mrs Best will attend training tomorrow and will adjust the Schedule of Accountability to reflect the changed expectations within the Schedule of Delegation.
- 9.4 Mrs Harris advised that she had reviewed the SIP before the Ofsted inspection and identified ways that Governors could monitor the SIP. A tracker had been developed to enable this to happen. Mrs Harris suggested that Governors start with Spring 2. It was explained that eight monitoring points had been identified and the work needs to be shared to ensure all points are covered.
- 9.5 The following tasks within the tracker were agreed:

Area identified for School Improvement	Name of Governor
Area 1: EYFS	Helen Todd
Area 2: Progress EYFS to KS1	Nicola Best
Area 3: Pupil Premium funding impact	Nicola Best
Area 4: Quality of Teaching	Rebecca Bridger
Area 5: Enquiry of Learning	Ann Harris
Area 6: Curriculum Implementation	Carolyn Bennett
Area 7: Reading	Nicola Best
Area 9: Spelling	Nicola Best

- 9.6 Mrs Harris advised that it is a new Ofsted requirement for Governors to monitor each subject of the curriculum. Governors were given a subject leader questionnaire that could be used when visiting the school. The following Governors were allocated to specific subjects:

Curriculum Area	Name of Governor
Science	Mike Sussman
Design and Technology	Mike Sussman
Art and Design	Mike Sussman
Computing	Mike Sussman
History and Geography	Carolyn Bennett
Music	Nicola Best

PE	Nicola Best	
Languages	Ann Harris	
English	Rebecca Bridger	
Maths	Helen Todd	
9.7	Governors were advised that Ofsted identified French and Music as priority subjects. It was also considered that PE should be a priority as it is funded through the Sports Grant.	
9.8	It was agreed that Mrs Harris would focus on curriculum leadership with Mrs Bennett.	
9.9	Mrs Best advised that she had visited the school to look at the Safeguarding and Child Protection Policy and to check on its implementation. Mrs Best had also looked at exclusions. A further visit was also undertaken focusing on Pupil Premium.	
10.	Admissions Policy	
10.1	Mrs Bennett reminded Governors that the school had gone to consultation as it had decided to remove the catchment area for the school. It was confirmed that no feedback had been received on this proposal.	
10.2	Governors unanimously agreed to determine the Admissions Policy for 2021/22.	
11.	Any Other Business	
11.1	Mr Sussman asked who was looking at Data Protection and it was agreed that this would be added to the agenda for the next meeting. Action: Mrs Rushton.	Mrs Rushton
12.	Date of Next Meeting	
12.1	Governors were advised that the next meeting would be held on Thursday, 12 th March 2020 at 6:30 p.m.	

END OF MINUTES

Actions

Minute No.	Action	By Whom	By When
5.2	To send the skills audit for Governors to complete	Mrs Rushton Mrs Harris	Mar 2020
5.3	To collate confirmations that the Child Protection PowerPoint presentation had been viewed.	Mrs Rushton	Mar 2020
5.6	To include a spelling learning walk on the agenda for the next meeting	Mrs Rushton	Mar 2020
6.23	To bring learning journals to the next meeting.	Mrs Bennett	Mar 2020
11.1	To add Data Protection to the agenda for the next meeting	Mrs Rushton	Mar 2020