

Learning, Enjoying & Succeeding Together

The Local Governing Board of

# Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting  
Held on Thursday, 14<sup>th</sup> November 2019 at 6:30 p.m.

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**Present:**

Mrs Ann Harris (Chair)

Mrs Rebecca Bridger

Mrs Laura Bennett (Headteacher)

Mrs Helen Todd

Mrs Nicola Best

**In Attendance:**

Mrs Sally Wall (Deputy Headteacher)

Mrs Patricia Rushton (Clerk)

**Absent:**

Mrs Carolyn Bennett

Mr Mike Sussman

<p><b>1. Welcome and Apologies</b></p> <p>1.1 A welcome was extended to new Governors, Mrs Rebecca Bridger and Mrs Helen Todd. Mrs Bridger and Mrs Todd introduced themselves to other Governing Board members.</p> <p>1.2 It was agreed that Mrs Bridger would focus on the impact of PE and Sports funding and the wider community and that Mrs Todd would focus on phonics and early reading.</p> <p>1.3 It was noted that no apologies had been received for this meeting.</p> <p>1.4 It was also noted that Mr Kerr and Mrs Polychronopulos had not attended meetings for some months and it was agreed that their membership of the Local Governing Board would cease. Mr Kerr has expressed an interest in re-joining from January and it was agreed that he would be reappointed at that time should he be in a position to give the required commitment.</p>	
<p><b>2. Declarations of Interest</b></p> <p>2.1 No declarations of interest were made for this meeting.</p>	
<p><b>3. Minutes of the Last Meeting</b></p> <p>3.1 The minutes of the meeting held on 24<sup>th</sup> September 2019 were agreed to be an accurate record of that meeting.</p>	
<p><b>4. Matters Arising</b></p> <p>4.1 <u>New Governors (minute 7.1)</u>: Mrs Bennett confirmed that she had approached two parents who may be interested in becoming Governors and had successfully recruited Mrs Bridger and Mrs Todd.</p>	



all 100 texts. The school is focusing on doing things to enhance the children's reading experience.

5.4 *It was questioned whether teachers were reading a book to the children every day.*

Governors were advised that teachers are reading to the class through the Power of Reading and each teacher is doing reading time. Governors were informed that teachers are recording responses to Love of Reading through the use of bubble ups.

5.5 Mrs Bennett advised that the school is focusing on Dialogic talk with new members of staff so will be recording what is being said in the classroom and analysing it. The school is also looking at developing vocabulary and is really pushing vocabulary in the foundation subjects.

5.6 Governors were advised that when teaching phonics in Year 1, the starting points from EYFS are considered and the focus is on those children that have not moved forward in their phonics learning or who are finding learning phonics challenging.

5.7 Mrs Bennett advised that she is aware that the targets for Year 2 are high, especially given the teacher changes the children experienced last year. There are some issues with coverage, especially in Maths and support is, therefore, being put in place to accelerate progress.

5.8 Governors were advised that in KS2 children are being tracked closely to ensure progress is being made so that targets are reached, especially at greater depth.

5.9 Mrs Bennett advised that Chris Bulmer from Hamwic, will be undertaking a Maths audit who will be looking at why the work being done in books is not translated to outcomes in the tests.

5.10 *It was noted that there was a comment in the Ofsted report to say that KS2 did not make enough progress* and Mrs Bennett confirmed that this was due to the test. Progress scores are -2.9 for Maths and -2.2 for English. When looking at the test papers it can often be seen that the children are making silly mistakes.

5.11 Mrs Bennett advised that the Ofsted report had now been published and the school had done very well to be judged as good. Governors were informed that the new framework was very different and the process was very thorough. Since the inspection, many schools had visited Bearwood and the school had shared its experience of Ofsted.

5.12 Governors were advised that a letter had been received from the Regional Schools Commissioners office congratulating the school on the outcome of its Ofsted inspection.

5.13 Mrs Bennett reported that the Single Plan had been revised to allow the development of milestones as suggested by the Ofsted inspector. Subject leaders for English and Maths have developed action plans that feed into the Single Plan.

5.14 Referring to the Governor Tracker at the back of the Single Plan, Mrs Harris suggested that she and Mrs Best meet to look at the measurement of progress within the Governor Tracker against the milestones and then link to the Accountability Schedule. **Action: Mrs Harris and Mrs Best.**

**Mrs Harris &  
Mrs Best**

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<p>5.15 Mrs Bennett advised that baseline SATs tests had been done and currently 14% of pupils are at ARE and 3% at greater depth. It is expected that in December this will be around 35% ARE and 12% greater depth. Governors were assured that the children are getting quality first teaching and booster groups are being run to target specific children. Pupil Premium children are also being supported by Mrs Gunstone. There is one child who is working towards expected and it is unclear whether he will achieve ARE. The test scripts are analysed after children have taken the tests.</p> <p>5.16 <i>It was questioned as to what steps the school would take if the 35% ARE and 12% GD was not achieved in December.</i> Mrs Bennett advised that a close look would be taken at why it was not achieved.</p> <p>5.17 Mrs Bennett advised of the complex needs of two children in Year 1, explaining that in the rest of the class there are some low level behaviours but the teacher has high expectations for them. Strategies are in place for dealing with low level behaviour with the focus on positive behaviour.</p> <p>5.18 Mrs Bennett advised that there are two children with complex needs in Year 6. Staff are doing mental health training on 6<sup>th</sup> January 2020 and this will focus on identifying and capturing those children with mental health issues.</p> <p>5.19 Governors were advised that where an incident has occurred in class, that the rest of the class are debriefed about what has happened and reassured that the school is ensuring that all the children are safe.</p> <p>5.20 <i>Returning to the targets set for December in Year 6, it was questioned as to what actions the school would take if this milestone was not reached.</i> Mrs Bennett advised that it will be about the individual children and the school drilling down to ascertain the reasons for these children not hitting the milestone.</p> <p>5.21 Mrs Bennett advised that arithmetic was a focus for the last INSET day and a number of actions have been identified by the Maths Leader for the school to work on over the coming months. In arithmetic, it is expected that by Year 6 children are getting 30 out of 40 marks to achieve ARE and 36 out of 40 to achieve greater depth. These expectations are now being pushed down the school to ensure that each year group is making at least the expected progress. The Maths Leader is ensuring that Testbase questions are being used regularly so that children learn how to handle such questions in readiness for tests.</p> <p>5.22 It was suggested that Governors could see some Maths books before the start of the next Governors' meeting. <b>Action: Mrs Bennett to bring Maths books to the next Governors' meeting (Spring 1).</b></p> <p>5.23 It was further suggested that a spelling learning walk could take place at the Spring 2 meeting. <b>Action: Mrs Rushton to include as an agenda item for the Spring 2 meeting.</b> Governors were advised that the school is now looking at the discrete teaching of spelling.</p> <p>5.24 Mrs Wall advised that behaviour that is referred to SLT is recorded by the class teachers. This is analysed each half term to try and get a clear picture of the behaviour in school and identify trends and potential flash points.</p>	<p>Mrs Bennett</p> <p>Mrs Rushton</p>
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- 5.25 Mrs Wall advised that she has attended training and has tracking tools to give some quantifiable data. This enables staff to identify strategies for managing behaviour and for the school to ensure that all steps have been taken in supporting children. The school looks at the time when children's anxieties are heightened and has a built in restorative phase. The impact of this has been amazing. Some children have key adults so that the child can build relationships with an adult. This removes the potential for conflict as staff know when they should step back.
- 5.26 Governors were advised that the children respond well to 'Your Time'. Mrs Wall advised that she is talking to parents where children have missed more than 15 minutes of 'Your Time'. This term Mrs Wall will start to contact parents where children have missed more than 10 minutes of 'Your Time'. Feedback will also be given to parents when children receive 100% of their 'Your Time'; some staff are doing this already and this will now be done across the school.
- 5.27 *It was questioned whether parents understood what was being done in school with 'Your Time'.* Governors were advised that parents do understand as the children talk about it and parents have also asked questions.
- 5.28 Governors were advised that staff are consistent with giving warnings, which is why 'Your Time' works across the school.
- 5.29 Mrs Gunstone confirmed that children talk to the School Council and give ideas about the activities they want for 'Your Time'. The children across the school know that their voices are heard.
- 5.30 Mrs Bennett advised that the children in Early Years are not yet participating in 'Your Time' as a week is too long for them to understand.
- 5.31 Mrs Bennett advised that SEND did well during the Ofsted inspection as the provision is in place.
- 5.32 Mrs Bennett advised that attendance as at the end of last year was 96.66%. Governors were advised that Ingrid has now taken on the work related to attendance. The school's attendance is above the national average overall and the attendance of Pupil Premium children is also up.
- 5.33 *The number of unauthorised absences were questioned as 147 sessions was thought to be high.* Mrs Bennett advised that some of these will relate to lateness. *It was further questioned what the cut off time was for children to be regarded as an unauthorised late.* Mrs Bennett advised that the cut off time is now 9:05, although previously it was 9:20. Governors were advised that one parent is persistently late.
- 5.34 Governors were advised that there have been some exclusions this term and the school is trying to turn round these children and so far this appears successful. One pupil who has received exclusions has a behaviour plan in place.
- 5.35 Mrs Bennett advised that two families are on a section 47 so there is the potential for the school to have two children at child protection.
- 5.36 Governors were advised that lots of work is being done with Relate and this has been successful. The CAMHS waiting list is 18 months and the paediatrician waiting list is 14 months.

<p>5.37 Governors were informed that the information relating to Pupil Premium and Sports Premium is on the website. KS1 Pupil Premium has dipped slightly so this has a profile at the moment.</p>	
<p><b>6. Admissions</b></p> <p>6.1 Mrs Bennett advised that currently the school has a catchment area and this results in situations where a child is within catchment on one side of a road but not on the other. Mrs Bennett has spoken to Hamwic and they would be agreeable to the school not having a catchment area.</p> <p>6.2 Governors agreed that the catchment area should be removed and that the oversubscription admission criteria would be: LAC, Pupil Premium, sibling in school followed by distance from school. The school will need to go to consultation on this change in Admissions Policy. The Local Authority will undertake this consultation on our behalf when they do their own consultations.</p> <p>6.3 It was proposed that the admissions criteria for nursery is also changed so that Pupil Premium children are in a higher category. Governors agreed this as it would ensure that more vulnerable children get the provision that they need.</p>	
<p><b>7. School Car Park</b></p> <p>7.1 Mrs Bennett advised that a questionnaire had been sent to parents and to date 131 responses had been received. Parents have two weeks to respond and Mrs Bennett advised that the findings of the questionnaire will be shared with Governors once the deadline had passed.</p> <p>7.2 Initial findings to date show that of the respondents 110 use the car park whilst 20 do not. Respondents also indicated how often they used the car park. When parents were asked to rate how safe they considered the car park on a scale of 1 to 10 (1=safe and 10=not safe) the average score was 6.53. Parents were asked whether they had seen a dangerous or inconsiderate behaviour previously in the car park and 92 said they did whilst 38 did not. Lastly, parents were asked if they had seen any incident that could have resulted in an accident and 37 said they had whilst 93 said no.</p> <p>7.3 Governors discussed the implication of closing the car park as it would move the problem on to the local roads. Concern was raised that this also could be dangerous.</p> <p>7.4 It was suggested that a drop off zone could be established and used only for dropping off children and thus would be suitable mainly for KS2 children.</p> <p>7.5 <b>Action: Governors to think about alternatives to the issue of closing the car park.</b></p>	<p style="text-align: right;">All Governors</p>
<p><b>8. Governance</b></p> <p>8.1 Mrs Harris advised that the Governors' Action Plan was mostly complete, although the Schedule of Accountability will need to be reviewed again in light of changes</p>	

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<p>to Hamwic's Schedule of Delegation, which is likely to increase the responsibilities of Governors.</p> <p>8.2 It was noted that the 360 review of the Chair of Governors had not been undertaken.</p> <p>8.3 It was noted that no Governors attended the last Parents' Evening and it was agreed that Mrs Bennett would send a reminder to Governors close to the next Parents Evening. <b>Action: Mrs Bennett.</b></p> <p>8.4 Mrs Harris requested that Mrs Bridger and Mrs Todd write their pen portraits for inclusion on the school website. <b>Action: Mrs Bridger and Mrs Todd.</b></p> <p>8.5 Mrs Best advised that she had checked the Single Central Record and it was noted that one teacher did not have a DBS number recorded; this has been rectified.</p> <p>8.6 Mrs Best advised that she had visited Oak Base 1 and talked to the children and joined in their learning. The children were able to show Mrs Best how they were accessing the provision.</p> <p>8.7 It was agreed that Mrs Best would undertake the induction for new Governors. <b>Action: Mrs Best to meet with Mrs Bridger and Mrs Todd.</b></p>	<p><b>Mrs Bennett</b></p> <p><b>Mrs Bridger &amp; Mrs Todd</b></p>   <p><b>Mrs Best</b></p>
<p><b>9. Date of Next Meeting</b></p> <p>9.1 Governors were advised that the next meeting would be held on 29<sup>th</sup> January 2020 at 6:30 p.m.</p>	

**END OF MINUTES**

**Actions**

Minute No.	Action	By Whom	By When
4.2	To follow up on her approach to a member of staff who may be interested in becoming a Staff Governor.	Mrs Bennett	Jan 2020
4.4	To send the skills audit for Governors to Mrs Harris for review and possible sending to Governors.	Mrs Rushton Mrs Harris	Jan 2020
4.10	To collate confirmations that the Child Protection PowerPoint presentation had been viewed.	Mrs Rushton	Jan 2020
5.14	To meet to discuss tracking Governor progress against the milestones and link to the Accountability Schedule.	Mrs Harris & Mrs Best	Jan 2020
5.22	To bring Maths books to the Spring 1 Governors' meeting	Mrs Bennett	Jan 2020
5.23	To include a spelling learning walk on the agenda for the Spring 2 Governors' meeting	Mrs Rushton	Mar 2020
7.5	To think about alternatives to the issue of closing the car park.	All Governors	Jan 2020
8.3	To inform Governors of the date of the next Parents' Evening.	Mrs Bennett	Prior to next Parents' Evening

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8.4	To write pen portraits for inclusion on the website.	Mrs Bridger & Mrs Todd	Jan 2020
8.7	To meet with Mrs Bridger and Mrs Todd to undertake Governor induction.	Mrs Best	Jan 2020