

Learning, Enjoying & Succeeding Together

The Local Governing Board of

# Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting  
Held on Thursday, 24<sup>th</sup> September 2020 at 6:30 p.m. via Zoom

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**Present:**

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Carolyn Bennett

Mrs Nicola Best

Mrs Rebecca Bridger

Mr Michael Sussman

Mrs Helen Todd

**In Attendance:**

Mrs Patricia Rushton (Clerk)

<p><b>1. Welcome and Apologies</b></p> <p>1.1 Mrs Harris welcomed Governors to the meeting.</p> <p>1.2 Apologies were received and accepted from Mrs Kate Gunstone and Mrs Sally Wall.</p>	
<p><b>2. Declarations of Interest and Register of Business Interests</b></p> <p>2.1 No declarations of interest were made for this meeting.</p> <p>2.2 The Clerk reminded Governors to complete their Register of Business Interests on Governor Hub. <b>Action: All Governors.</b></p>	<b>All Governors</b>
<p><b>3. Appointment of Co-opted Governors</b></p> <p>3.1 Governors unanimously agreed to Co-opt Mrs Best as a Governor for a further term.</p> <p>3.2 Mrs Bennett proposed that Ingrid Fido is appointed as a Co-opted Governor. Mrs Fido is currently a Governor at Wimborne First School and has been working as a member of the office staff, but will be leaving the school tomorrow to take up an admin post at another local school. <i>It was questioned whether it was felt that Mrs Fido would be committed to the Governing Board.</i> Mrs Bennett advised that Mrs Fido gives a lot to the school and felt that she would be committed to a Governor role with us. Governors unanimously agreed that Mrs Fido would be appointed as a Co-opted Governor. <b>Actions: Mrs Bennett to advise Mrs Fido of the appointment and Mrs Rushton to add Mrs Fido to the distribution list and add to Governor Hub.</b></p>	<b>Mrs Bennett &amp; Mrs Rushton</b>
<p><b>4. Election of Chair and Vice-Chair</b></p> <p>4.1 Governors unanimously agreed to elect Mrs Harris as Chair of the Governing Board.</p>	

<p>4.2 Mrs Harris suggested that the Vice-Chair could be someone who was willing to be trained as the Chair of the Governing Board. It was agreed that Mrs Best would continue as Vice-Chair. Mrs Best suggested that she shadow Mrs Harris during the year. Mrs Harris advised that she would like to develop a succession plan and that she could possibly mentor someone from the side once they had taken on the role of Chair.</p>	
<p><b>5. Minutes of the Last Meeting</b></p> <p>5.1 It was agreed that the minutes of the meeting held on the 25<sup>th</sup> June 2020 were an accurate record of that meeting.</p>	
<p><b>6. Headteacher's Report</b></p> <p>6.1 Looking first at the end of year predictions, Mrs Bennett advised that the school does not yet have a baseline for Early Years but confirmed that the children had settled well. The school has been selected for the EYFS pilot. This will only give the levels of 'emerging' and 'expected' and no longer 'exceeding'.</p> <p>6.2 <i>It was questioned whether if the Government were not using 'exceeding' whether this meant that schools were not being required to develop the more-able children.</i> Mrs Bennett considered that schools will be expected to develop the mastery aspect of the curriculum area. Mrs Bennett reported that Hamwic have been training staff in schools. Mrs Bennett advised that she would do a presentation at the next Governing Board meeting. <b>Action: Mrs Bennett.</b></p> <p>6.3 Mrs Bennett advised that the current predictions for EYFS for the end of this year is 87% GLD.</p> <p>6.4 With regard to phonics, Mrs Bennett advised that she had to give a score for how many children were on track in March to pass the phonics screen. Mrs Bennett explained that she submitted a score of 77% as she felt that there were some children in the year group that would not retain their phonetic ability over the lockdown period.</p> <p>6.5 Mrs Bennett advised that the current Year 2 children have to be tested at Christmas and it would be expected that 90% of children would pass the test at that time. Mrs Bennett explained that the school can see where the parents have worked hard with their children and as a result some children have made significant progress. This success has been celebrated with parents as it has made a real difference.</p> <p>6.6 Mrs Bennett advised that she predicts that 83% of Year 1 children would pass the phonics screen and by the end of Year 2, 93% of children would pass the phonics screen. Mrs Bennett assured Governors that she was looking at how phonics was being tracked in the school.</p> <p>6.7 Governors were advised that Year 2 teachers are looking at the children's starting points from EYFS and the predictions for the end of Year 2 are looking good.</p>	<p><b>Mrs Bennett</b></p>

- 6.8 Mrs Bennett advised that performance management was more challenging as the school did not have the evidence for the end of year but did know where they were as at the end of March.
- 6.9 Referring to KS2, Mrs Bennett advised that attainment remains good for the end of KS2, although progress remains a challenge. Mrs Bennett reported that last year there was a lack of evidence of greater depth in the books as the children were not in school from March. The need to focus on progress was stressed. Mrs Bennett expressed her concern that the school also experienced difficulty last year with showing greater depth; this will need to be a development priority.
- 6.10 *A Governor noted that the predictions looked positive, especially in EYFS and KS1.*
- 6.11 Mrs Bennett advised that the school is looking at interventions and impact. It was anticipated that by Christmas the children would largely be working at 'expected'. Governors were advised that the goal posts had been changed as the school had been trying to develop subject areas as distinct subjects, whereas schools are now being guided to teach the subject areas through core subjects and yet not to overload the children.
- 6.12 Mrs Bennett advised that at a recent staff meeting, the staff reflected on the past two weeks and some staff felt that the children were being overloaded and Mrs Bennett suggested that they use their professional judgement to decide whether they should ease back.
- 6.13 Mrs Bennett advised that overall the children were brilliant with the school having a few vulnerable children. Governors acknowledged how difficult the current situation is for staff, recognising that this was causing an underlying stress.
- 6.14 *It was questioned whether the school had any NQTs this year.* Mrs Bennett confirmed that it had no NQTs this year, but it had an NQT+1 who passed her NQT year but had not done a full year of training. The school will continue supporting this member of staff this year.
- 6.15 Mrs Bennett advised that there is a lack of flexibility in the classrooms and in how children can be grouped due to the layout of a Covid classroom. Mrs Bennett advised that she will be questioning why children are being taken out of the classroom as it felt more beneficial for those children requiring catch up to have opportunities to work with the teacher and with their peers.
- 6.16 Mrs Bennett reported that HMI will be focusing on well-being although may well be looking at how staff are scaffolding the learning of children that need to catch up. HMI will also be looking at the support offered to children who are feeling anxious.
- 6.17 *It was questioned what the catch up curriculum looked like.* Mrs Bennett advised that Hamwic are expecting all its schools to run tests two weeks into the term. Governors were informed that the school had run these tests in a light hearted way so that they seemed like a quiz to the children. Governors were advised that the staff are being encouraged to use a tiered approach.
- 6.18 Mrs Bennett advised that the priorities within the School Development Plan are:
- Bridging the gap and to run catch up programmes.

- Focus on greater depth and ensure that progress is made, especially in English and Maths.
- KS1 Pupil Premium.
- Current Year 3 cohort (these were a class that had two teachers in Year 1 and were hampered by Covid in Year 2).

- 6.19 *It was questioned as to how the Year 3 children were being supported.* Mrs Bennett advised that she has two teachers in Year 3. One of the teachers, an NQT+1, is sometimes working in the classroom and sometimes out of the classroom focusing on small groups. Mrs Bennett advised that phonics lessons were done over Zoom during lockdown and this had a big impact on this year group. It was recognised that SLT need to keep questioning teachers if progress is not being made.
- 6.20 Mrs Bennett advised that she has researched what works to ensure progress is made and has looked at the Education Endowment Foundation review and real-time feedback. SLT are starting to do book looks and the test outcomes. Mrs Bennett and Mrs Wall will be visiting classes to see how things are working.
- 6.21 *It was questioned how staff were getting on with teaching a recovery curriculum and the national curriculum at the same time.* Mrs Bennett advised that this was dependent on the class. Some teachers are feeling pressured and others are more relaxed. The classes further down the school are phenomenal.
- 6.22 Governors were advised that there are 32 children in Year 3. *It was questioned whether there was any reason why this class had more than 30 children.* Mrs Bennett advised that the limit of 30 children per class is applicable only to KS1.
- 6.23 Mrs Bennett advised that social workers and early help have recommended that parents send their children to Bearwood. The school had recently admitted new children and had given them fresh starts. It was considered that Bearwood was a very different setting to the last schools attended by these children. Mrs Harris commented that Mrs Bennett did very well to get additional children during Covid.
- 6.24 Mrs Bennett advised that having the children back in school before we broke up for summer is making a massive difference. 75% of children came back for the last four weeks of the school year so it was less of a big deal for the children of Bearwood than it was in many other schools. Governors were assured that the school was in a good position.
- 6.25 Mrs Bennett advised that 96% of children are now back in school. No pupils are absent due to having to isolate because of Covid, although one child has been tested. Reminders are regularly given to staff to encourage them to socially distance and to avoid having too many adults in the same place. A close watch is being kept on all the children. The school has amended the Attendance Policy to safeguard the school against parents pushing for their children to attend when this goes against the guidance.
- 6.26 Mrs Bennett advised that attendance currently stands at 96%, although there are some issues with Pupil Premium children. One child is not in school because the parents feel he should be shielding due to a medical condition. Confirmation is being sought from the child's GP.

- 6.27 Mrs Bennett advised that there is no discernible pattern in the attendance data. Last year there were many families that received support with attendance. The children who were late for school last year are also those that continue to be late this year. The school no longer has an attendance worker as this was part of the Local Government cuts. This work now falls upon the school.
- 6.28 Mrs Bennett advised that she has recruited a teacher to do tutoring and catch up. This teacher will be working with Year 2 teaching phonics and with the Year 5 and 6 children. She will be working for eight hours per week.
- 6.29 *It was questioned how this would work with the member of staff crossing bubbles.* Mrs Bennett advised that staff can cross bubbles and the protocol for doing so requires staff to remain two metres apart from the children. Staff can wear a visor and must wipe down between groups of children. The classrooms have a box marked out for the teacher to stand in and the children should not enter the box.
- 6.30 Mrs Bennett advised that the school is looking to ensure that all children have access to a laptop in case there is a need to go into another lockdown or children need to isolate. On-line learning is being used for homework so children also need ICT access for this.
- 6.31 Mrs Bennett advised that for Pupil Premium children, she is looking at quality first teaching and intervention programmes. There is a need to focus on those children who have fallen behind in the first instance. *Mrs Harris commented that if using intervention programmes it is essential that they move children forward otherwise it is a waste of time and effort.*
- 6.32 *It was noted that the Pupil Premium document states that parent workshops will be available and questioned how this would work.* Mrs Bennett advised that parents are able to come into school and gave an example of the protocol that was used by the school during a recent stay and plan session, e.g. take temperature on entry to the school, asked to wear a face mask and for hand sanitiser to be used. There is also the possibility of working outside if the weather permits.
- 6.33 Mrs Bennett advised that Sports Premium has been difficult as the school has not been able to access sporting competitions or sports provision. There is a need to look at how things can be done differently.
- 6.34 Mrs Bennett advised that Chris Bulmer from Hamwic is visiting next week to look at the School Development Plan and the priorities that have been identified and how this can be moved forward.
- 6.35 With regard to admissions, Mrs Bennett advised that the school is beginning to receive enquiries from people who have moved to Canford Paddock.
- 6.36 Governors were advised that the school is looking to do parents evenings via Zoom. *Governors suggested that care is taken to ensure that staff do not become over-tired as back-to-back Zoom meetings can be challenging. It was suggested that parents' evening may need to be held over several days.*
- 6.37 *It was questioned whether it would help if parents knew what the school looked like.* It was recognised that parents may not have a full picture of what the school looked like but considered that a mixed response may be received from parents. *A Governor suggested that the school do a Meet the Teacher video/PowerPoint*

<p><i>and another Governor felt that the school had already done enough to show parents what was happening in school.</i></p> <p>6.38 Governors were advised that they have access to the Single Plan. It was noted that the Governors' Plan remains relevant and would be reviewed so that Governors can undertake one or two tasks in the next few weeks.</p> <p>6.39 Mrs Bennett reported that the school has had a fire drill and that the risk assessment for Covid has been checked. A health and safety audit has been carried out.</p> <p>6.40 Mrs Bennett advised that Hamwic have produced a revised Finance Handbook and this will be passed to Mr Sussman to review. <b>Action: Mrs Bennett and Mr Sussman.</b></p> <p>6.41 Mrs Bennett advised that the school was due to have a financial audit tomorrow but auditors will not be visiting the school so this will be undertaken remotely.</p> <p>6.42 Mrs Harris advised that Governors usually do a skills audit annually to look at the Governing Boards strengths and weaknesses. Mrs Harris advised that she would look on The Key for a suitable audit. <b>Action: Mrs Harris.</b></p>	<p><b>Mrs Bennett &amp; Mr Sussman</b></p> <p><b>Mrs Harris</b></p>
<p><b>7. Policies and Documents</b></p> <p>7.1 <u>Behaviour Policy:</u> Mrs Bennett advised that the Behaviour Policy has been amended to reflect Covid as there is a need for a consequence to be implemented if a pupil does not follow Covid procedures. An assembly has been done so that the process is clear to children and the parents have been made aware.</p> <p>7.2 <u>Safeguarding:</u> Governors were advised that the policy has been changed in line with the new KCSIE 2020 requirements. Mrs Bennett advised that Hamwic have produced a PowerPoint for training purposes and this will be sent to Governors. Mrs Bennett advised that she would send this to Mrs Rushton for sending to Governors. <b>Action: Mrs Bennett and Mrs Rushton.</b> Governors were advised that they should read the full KCSIE document and then confirm that they have read this document on Governor Hub. <b>Action: All Governors.</b></p> <p>7.3 <u>Hamwic Policies:</u> Governors were advised that a number of new policies have been released by Hamwic. These are available on Governor Hub. Mrs Harris suggested that if a policy matches a Governor's responsibilities then they should look through it.</p> <p>7.4 <u>Challenging Questions:</u> Governors were requested to attend the next meeting and bring with them at least one challenging question to ask. <b>Action: All Governors.</b> Mrs Rushton advised that she previously had a list of challenging questions and will forward this to Governors if it can be located. <b>Action: Mrs Rushton.</b></p>	<p><b>Mrs Rushton</b></p> <p><b>All Governors</b></p> <p><b>All Governors</b></p> <p><b>Mrs Rushton</b></p>
<p><b>8. Date of Next Meeting</b></p> <p>8.1 The next meeting is due to be held on Wednesday, 11<sup>th</sup> November 2020 at 6:30pm.</p>	

**END OF MINUTES**

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**Action List**

<b>Minute No.</b>	<b>Action</b>	<b>Governor</b>	<b>Date</b>
2.2	To confirm declarations of interest on Governor Hub.	All Governors	Oct 20
3.2	To inform Mrs Fido of Governors' decision regarding appointment as a Co-Opted Governor.	Mrs Bennett	Sep 20
3.2	To add Mrs Fido to the distribution list and add to Governor Hub.	Mrs Rushton	Sep 20
6.2	To do a presentation on the baseline pilot at the next meeting.	Mrs Bennett	Nov 20
6.48	To pass the Finance Handbook to Mr Sussman. To review the Finance Handbook.	Mrs Bennett Mr Sussman	Oct 20 Oct 20
6.50	To investigate if The Key has a suitable Skills Audit for Governors.	Mrs Harris	Nov 20
7.2	To send the Hamwic Safeguarding PowerPoint presentation to Mrs Rushton. To send the PowerPoint presentation to all Governors. To confirm that KCSIE 2020 has been read.	Mrs Bennett Mrs Rushton All Governors	Oct 20 Oct 20 Nov 20
7.4	To bring at least one challenging question to the next meeting. To send the list of challenging questions to Governors if still available.	All Governors Mrs Rushton	Nov 20 Nov 20