

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 11th March 2021 at 6:30 p.m. via Zoom

Present:

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Nicola Best

Mrs Rebecca Bridger

Mrs Carolyn Bennett

Mrs Ingrid Fido

Mrs Kate Gunstone

In Attendance:

Mrs Patricia Rushton (Clerk)

<p>1. Welcome and Apologies</p> <p>1.1 Mrs Harris welcomed Governors to the meeting.</p> <p>1.2 Mrs Harris advised that Mrs Helen Todd has recently resigned.</p> <p>1.3 Apologies were received and accepted from Mr Michael Sussman.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made that had not previously been declared within the Governing Body's Register of Business Interests.</p>	
<p>3. Minutes of the Last Meeting</p> <p>3.1 Governors agreed that the minutes of the meeting held on 25th January 2021 were an accurate record.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Skills Audit (minute 4.2)</u>: Mrs Rushton advised that she was awaiting responses from some Governors. Governors were requested to return their audit forms as soon as possible. Action: All Governors and Mrs Rushton. Given that Mrs Todd had left it was felt that this was important so that this information can inform future Governor recruitment.</p> <p>4.2 <u>Remote Learning Offer (minute 5.22)</u>: Mrs Bennett confirmed that the link to the school's remote learning offer had been sent to Governors.</p> <p>4.3 <u>Review of Hamwic Plan (minute 6.2)</u>: It was confirmed that Mrs Harris and Mrs Best had reviewed the Hamwic year plan.</p>	<p>All Governors Mrs Rushton</p>
<p>5. Headteacher's Report</p> <p>5.1 The Headteacher's Report had been sent to Governors prior to the meeting. Governors were invited to raise questions.</p> <p>5.2 <i>It was noted the report mentions admissions applications increasing due to the</i></p>	

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new housing development and questioned whether this was going to cause an issue for admissions in the local community in the long term if this school and other local settings cannot accommodate the growing numbers in the future. It was further questioned whether there are long-term plans to grow. Mrs Bennett advised that any decisions are those of Dorset LA and that due to Covid this has not moved forward. Mrs Bennett explained that her last contact with them related to closing the nursery and the school was advised that when the housing was built it was in the knowledge that there would be nursery provision available. Governors were advised that a planning application has recently been received for further house building on the field next to the school and reminded governors of older plans where there is the potential for a new school to be built on the golf course.

- 5.3 Governors were advised that the school's waiting list is small and the school has only a few spaces in Years 2 and 5, although it may be necessary to soon start a waiting list for nursery. Mrs Bennett advised that the school may possibly need to add a class to year groups lower down the school and build on this in the future as these children move through the school. Governors were advised that the school had received 36 applications for admission in Reception for September 2021 and 21 applications for nursery. The school continues to receive applications for nursery which can accommodate up to 22 children.
- 5.4 Mrs Bennett advised that consideration needs to be given to the pre-school. Currently, the school is looking at them coming on site and using the Acorn provision with the next step being for them to be taken into the school, dependent upon pupil numbers and financial viability. Governors were advised that it would be sensible for any increase in numbers to start with Reception and Nursery. It was considered that should the school seek to increase numbers it should move to become two form entry, as 1.5 form entry create challenges. This will be discussed further with Hamwic and the LA.
- 5.5 *It was noted from the SEND figures that there are three children with EHCPs and 30 receiving SEN support. It was questioned whether the 30 included those with EHCPs and whether there are any SEND children not receiving support?* Governors were advised that the SEND register included the three children with EHCPs. Mrs Bennett explained that the school has been successful in getting EHCPs for some of the older children and recent EHCPs have been gained for children in Years 5 and 6. These are all children that have joined Bearwood part way through primary school. Governors were assured that this would mean these children having EHCPs in place for when they started secondary education.
- 5.6 Mrs Bennett advised that the school's SEND offer meets the needs of all children and this is recognised by Hamwic. It was reported that during lockdown the school were tracking EHCP and Pupil Premium children; these groups of children were attending school. In addition, the school had identified other SEND children who they felt would benefit from being in school.
- 5.7 *It was questioned how the numbers of SEND children compared to those nationally.* Mrs Wall reported that the school has around 12% of children with SEND which is broadly in line with the national average.
- 5.8 *It was noted that the majority of children on the SEND register are identified as*

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having challenges with communication. It was questioned whether this is still the case with the five children in Year 5 and the 7 children in Year 6. Mrs Wall advised that there are two children in Year 6 with communication difficulties and a further child in Year 6 whose SEND has a communications aspect to it. Mrs Wall advised that there are also two children in Year 5. The school is doing early intervention work and this results in many children coming off the SEND register.

- 5.9 Mrs Wall advised that a TA is doing NELLI to support children with communication difficulties. It was explained that it was intended that this work would start after Christmas but has had to be delayed due to lockdown. The school has identified those children that will benefit from the programme and the work will start in a couple of weeks. Governors were advised that vocabulary is also an issue for some children.
- 5.10 *It was further questioned whether the school could have done more to overcome the communication difficulties of these children.* Mrs Wall explained that it would not have been possible to do more to support these children. These children are on the ASD spectrum and have specific learning difficulties. Some of the children joined the school in the later primary years. If these children are caught early they will tend to come off the SEND register.
- 5.11 *It was noted from the data update how the bottom 20% of Pupil Premium children are focused on to improve progress. It was questioned as to what happens to those who may be mid-level or even high achievers, whose progress rather than attainment, has dropped.* Governors were advised that the school has a Pupil Premium register and each half term the teachers will add the interventions that have been tried to the register. In discussions with teachers, they look at each child to see what support they have received above and beyond and are always the first children to be discussed in accountability meetings. It is expected in Hamwic schools that if a child is at ARE then they should be aiming to get greater depth. Governors were advised that for those children 'on the cusp' booster packs have been sent home.
- 5.12 Governors were advised that the school always tries to capture those children who should be in receipt of Pupil Premium but whose parents have not applied for FSM and those children that do not quite qualify for Pupil Premium because their income is marginally above the thresholds.
- 5.13 *It was further questioned whether there was a danger that these children could slip through the net.* Mrs Bennett confirmed that there was no danger of children slipping through the net as they are so closely monitored.
- 5.14 *It was asked whether the bottom 20% were identified in each class or across the school.* Mrs Bennett confirmed that when determining the children to be monitored staff look at each of the classes and each subject and then decide which children should be included as being the bottom 20% - this could be between four and seven children in each group/class. It was explained that the children are included if they are not where they should be. A look is especially taken where the gap is widening. This means that in some year groups the bottom group is greater than 20%. The identified children are then flagged so that it is clear to teachers that they are expected to focus on these children.

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<p>5.15 <i>It was questioned how the school would deal with this when looking at the bottom 20% with Ofsted.</i> Mrs Bennett advised that the school will be able to choose different groups of children for Ofsted to talk to and for Ofsted to see the evidence in the books. Governors were assured that the school is able to provide the evidence of progress. PUMA and PIRA will help with this as it uses a scaled score.</p> <p>5.16 <i>It was questioned how the wraparound care being provided after Easter by an outside provider, Fit for Sport, complied with Covid safety measures and the school's risk assessment. It was further questioned whether the class bubbles would be broken should they still be in place at that time.</i> Mrs Bennett assured Governors that the providers have had a copy of the school's risk assessment and have met with the School Business Manager. The provision will make use of outdoor spaces. Fit for Sport will also need their own Covid secure risk assessment. Mrs Bennett advised that she was happy that Fit for Sport will comply with the school's requirements. Bubbles will be kept separate through the spacing of tables. Fit for Sport will also do breakfast club and the TAs will be redeployed to take groups in the morning.</p> <p>5.17 Mrs Bennett advised that she was unable to complete the data section given that the school had only just returned following a period of lockdown. A full update will be given at the next meeting to show how the children have progressed.</p>	
<p>6. Risk Assessment</p> <p>6.1 <i>It was asked when most pupils return to school on the 8th March whether the school will still have any clinically extremely vulnerable children shielding and whether these children would have their education provided for.</i> Mrs Bennett advised that the same question would apply to any pupils that have to self-isolate after a positive test. Mrs Bennett advised that the return to school has gone well and the children were 'buzzing'. Governors were advised that the staff had done an amazing job during lockdown.</p> <p>6.2 Mrs Bennett advised that currently the school has one child who is shielding and the parents are also keeping the sibling at home. Work has been provided for both children although the school is unable to authorise the absence of the sibling. Governors were advised that the children have fallen significantly behind and so are having bespoke learning rather than joining the live lessons. The school will support the parents to get the sibling back into school.</p> <p>6.3 <i>It was questioned whether there were any children on a phased return</i> and Mrs Bennett advised that some SEND children came into school mornings only before the lockdown ended, but otherwise all the children returned at the same time.</p>	
<p>7. Remote Learning</p> <p>7.1 <i>It was noted that the well-being afternoons had been very successful during lockdown and it was questioned how the transition back into a full school day was being managed.</i> Mrs Bennett advised that there has been a real focus on well-being, for example, assemblies have focused on well-being, on feeling different, feeling anxious. Governors were advised that only a little work was done in the</p>	

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<p>first couple of days and the children were allowed to talk to each other and were given lots of time outside for sensory breaks.</p> <p>7.2 Governors were advised that the School Council say they enjoyed the well-being afternoons. The school may, therefore, possibly do another one at Easter. The parental response to the well-being afternoons has been positive and the children enjoyed them. The well-being afternoons may be continued although on a less frequent basis, i.e. possibly monthly. In addition, teachers were also going home early so it supported their well-being too.</p> <p>7.3 Governors were advised that the school needed to adopt a graduated response as there is some lost learning. Staff need to first identify lost learning and then look at key coverage and identify the priorities. The staff will identify where catch up is needed. It was recognised that this will be challenging as the children would have done different things during lockdown. The school will need to undertake a clear assessment and identify where there may be gaps in the learning.</p>	
<p>8. SEF</p> <p>8.1 <i>A question was asked about the potential of Rosenshine's principles to raise the attainment of more-able pupils.</i> Mrs Bennett advised that Rosenshine's principles work for the core group of learners, but the school will be using other approaches alongside this. Governors were advised that another school was visited to look at Bloom's Taxonomies. The school was in a good place just before lockdown with QR codes and scaffolding in place. The school has always used Rosenshine's principles but we are now focusing further on ensuring that we are using the approaches which have the most impact on learning.</p> <p>8.2 Governors were advised that a member of staff is doing a coaching and mentoring course and will be working with all staff on Rosenshine's. Governors were assured that the school has lots in place to ensure that all children are challenged and the school will continue to use more than one approach.</p> <p>8.3 <i>It was further questioned whether Rosenshine's was more suitable for SEND children.</i> Mrs Bennett advised that Rosenshine uses strategies such as talk partners and the breaking down of learning which can be supportive for SEND children.</p> <p>8.4 <i>It was noted that increasing teachers' subject knowledge is a target and questioned what opportunities teachers have had so far.</i> Mrs Bennett advised that the school is still doing some CPD, e.g. the subject leader for science has attended a CPD session, the NQT is doing a Recently Qualified Teachers course with Hamwic, and the Maths leader has attended the Jurassic Maths Hub training. Some subject leader training was started with Hamwic but was not continued as it did not fully meet the needs of the school.</p> <p>8.5 Governors were advised that the school had not run staff meetings during lockdown as it wanted to prioritise staff well-being and recognised the high quality remote learning offer that teachers had planned and delivered.</p> <p>8.6 <i>It was further questioned which subjects were the strongest and which required greater development.</i> Mrs Bennett advised that the school's strongest subjects</p>	

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<p>continue to be History and Geography and its weakest subjects French and Music. Work is being done on Music and work will be started on French.</p> <p>8.7 <i>It was asked what percentage of the EYFS children do not demonstrate skills typical for their age and how the school was addressing this.</i> Mrs Wall advised that she, Mrs Gunstone and Mrs Ramsey meet every two weeks to see which children are not on track and whether there are children who have moved on or off the tracking sheet. A look is taken across the strands to see where children might not achieve a good level of development because they were missing some strands. Governors were advised that there are nine children in the current cohort that were not working at a typical level across all strands.</p> <p>8.8 Mrs Bennett advised that Mrs Wall was asked to talk to all Heads in Hamwic about EYFS and assessment tracking. Mrs Gunstone explained that the new EYFS curriculum has encouraged staff to focus on all areas of the curriculum earlier. It was considered that this should make the children stronger. Mrs Gunstone advised that the staff are always reflecting on where the children are and the impact of the precise interventions that are being used, explaining that this had led to a different way of thinking, with the staff spending more time talking and working with the children and addressing their needs.</p> <p>8.9 Governors were advised that on the tracking grid, two children are outstanding. It was felt that the school's EYFS provision could be outstanding so Hamwic are coming in to do an audit later in the year. Governors were advised that the children have very bespoke learning. Governors were advised that in reading 70% of EYFS children are on track although only 20% of Pupil Premium children are on track so this is an area that the EYFS team are addressing promptly.</p>	
<p>9. Governance</p> <p>9.1 Mrs Fido advised that she had spoken to Mrs Wall regarding well-being in school. Mrs Fido and Mrs Wall looked at the staff questionnaires and discussed how to respond to these. It was noted that most staff were happy and knew who to approach if they had issues with their mental health. Staff felt that communication was good and staff felt supported by leaders. Mrs Fido advised that questions had been raised about long term mental health provision and it was noted that Hamwic have a plan in place.</p> <p>9.2 Mrs Fido explained that she introduced herself to staff as the mental health governor. Staff have been made aware that they have responsibility for their own mental health, but that Governors and SLT are here to support them. It was noted that it was not possible to have a single solution which will suit all staff. Governors were advised that feedback has been requested from staff by email.</p> <p>9.3 It has been suggested that the school could have a well-being champion to provide support to staff and preferable for this person not to be SLT. Mrs Bennett advised that the school may have identified someone willing to take on this role. Governors were advised that well-being information is being placed around the school for staff to see.</p> <p>9.4 Mrs Wall advised that the school is looking at setting up a triage system so that staff are able to identify who they want to see. Governors were assured that the</p>	

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<p>school was moving slowly on this initiative so that it can get it right.</p> <p>9.5 Mrs Bennett advised that she thought the school were being supportive of staff with no staff meetings being held, extra PPA time given and three well-being afternoons when staff could leave work early.</p> <p>9.6 Governors were advised that a recent staff survey was done which was anonymous but staff needed to input their email address to access the survey so staff were perhaps less forthcoming in their responses because they were concerned about being identified. The school was able to identify some staff and honest conversations were held where appropriate. It was considered that the school can only support what is happening in school, but that it needed staff to be in a good place to enable them to support the children. The school is constantly revisiting its well-being strategies.</p> <p>9.7 Governors were advised that Chris Bulmer from Hamwic did a webinar on well-being, which was really useful and takes around an hour to listen to. Governors were informed that when Ofsted look at staff well-being they are not looking for treats but how well staff are supported to do their job. Some staff were missing their colleagues as they are not having the same social contact as they had pre-Covid.</p> <p>9.8 It was noted that Hamwic have produced many resources for well-being so it might be helpful to have a single place for all resources. It was suggested that the information could be uploaded to a shared area on the school network.</p> <p>9.9 Mrs Harris advised that following Mrs Todd's resignation the school needs a Governor to focus on communication with parents. Mrs Bridger agreed to take on this role. Mrs C. Bennett agreed to look at SEND and Mrs Best agreed to also look at Pupil Premium. It was noted that Mrs Bridger will look at Health and Safety.</p> <p>9.10 Mrs Harris requested that Governors review the planner and to undertake actions that are past their due date as soon as possible and for all other actions to be completed when due. Governors were requested to complete Notes of Visits forms for each activity. Action: Mrs Rushton to send visit form to Governors.</p> <p>9.11 Mrs Harris advised that Mrs Bridger has expressed an interest in mental health and the prioritisation of relationships education outlined in the Headteacher's Report following completion of an MSc in Applied Psychology last year and aspirations to train as an EMHP in the future. This would be great as mental health is a big issue at the moment. The school will be putting together a Mental Health Policy.</p> <p>9.12 Governors were advised that the skills audit can be completed once all Governors have completed their forms.</p>	<p>All Governors Mrs Rushton</p>
<p>10. Policies</p> <p>10.1 It was noted that Hamwic had the following policies available should Governors wish to access them:</p> <ul style="list-style-type: none"> • Anti-Fraud and Corruption Policy • Conflicts of Interest Policy 	

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<ul style="list-style-type: none">• Director/Local Governor Expenses Policy• Financial Handbook• Gifts and Hospitality Policy• Procurement Policy• Risk Assessment Policy.	
11. Any Other Business 11.1 It was recommended that Governors view Chris Bulmer's presentation on Ofsted.	
12. Next Meeting 12.1 It was noted that the next meeting is due to be held on Thursday, 6 th May 2021 at 6:30 p.m.	

END OF MINUTES

Action List

Minute No.	Action	Governor	Date
4.1	To complete the Governors Skills Audit.	All Governors	Mar 21
4.1	To analyse the Governors Skills Audit	Mrs Rushton	Mar 21
9.10	To send the visit form to Governors	Mrs Rushton	Mar 21
9.10	To complete notes of visit forms when undertaking an activity within the Governor planner.	All Governors	May 21