

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Wednesday, 14th July 2021 at 6:30 p.m. via Zoom

Present:

Mrs Ann Harris (Chair)	Mrs Rebecca Bridger
Mrs Sally Wall (Acting Headteacher)	Mrs Kate Webster
Mrs Carolyn Bennett	Mr Michael Sussman
Mrs Nicola Best	

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 Apologies were received and accepted from Mrs Ingrid Fido.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made in respect of items on the agenda for this meeting.</p>	
<p>3. Minutes of the Last Meeting</p> <p>3.1 Governors agreed that the minutes of the meeting held on 6th May 2021 were an accurate record.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>Accountability Schedule (minute 5.1)</u>: Governors were advised that most of the actions within the Accountability Schedule had been completed.</p> <p>4.2 <u>Single Central Record (minute 5.8)</u>: Governors were advised that a check of the Single Central Record has not yet been done due to Governors not yet being able to visit schools. Mrs Wall confirmed that she had checked the Single Central Record.</p> <p>4.3 <u>Governor Training (minute 5.17)</u>: Mrs Harris advised that we will be looking at providing training in being a strategic governor and also training for new Governors. The training will be shared next term. Action: Mrs Harris.</p> <p>4.4 <u>Zoom Meetings with Governors (minute 5.18)</u>: Mrs Harris confirmed she would be contacting Governors to discuss the support they need and to review their role over the year. Mrs Harris advised that she will email Governors to agree a suitable time. Action: Mrs Harris.</p> <p>4.5 <u>Disability and Equality Policy (minute 6.2)</u>: Mrs Wall advised that the Disability and Equality Policy had been reviewed and the document will be sent to Governors. Action: Mrs Wall.</p>	<p>Mrs Harris</p> <p>Mrs Harris</p> <p>Mrs Wall</p>

5. Headteacher's Report

- 5.1 Mrs Wall's Headteacher's Report had been sent to Governors prior to the meeting and Governors were invited to raise questions.
- 5.2 *It was noted that two siblings were not offered a place in Reception and it was questioned whether this was because the applications were late or because the year group was oversubscribed.* Mrs Wall advised that both applications were late as the families moved into the area after the January deadline.
- 5.3 *It was further questioned whether parents with siblings get reminded that they need to apply before the deadline.* Mrs Wall advised that reminders are sent through newsletters and the applications from nursery parents are especially monitored and parents reminded to apply if needed.
- 5.4 *It was also asked if any children have left Bearwood in order to attend a different school because a sibling has not been offered a place.* Governors were informed that no siblings have left in the last two years and the case two years ago was due to a parent applying late and being out of catchment. One sibling that left previously came back to the school after a short period.
- 5.5 *It was noted that Year 3 has six children with EAL and in Reception that are five children with EAL. It was asked whether these children needed more help and support and, if so, what does this support look like.* Mrs Wall advised that three of the six Year 3 children have been with the school since Reception. Often the advice for supporting children with EAL is that they should receive quality first teaching and this approach really supports these children. Some children may require the support provided through intervention programmes but this would not be outside the school's usual tracking processes. In Reception, there is only one of the five children who are not working at age related expectations and he is having a language intervention and this will continue into Year 1.
- 5.6 *Referring to the data on the Year 4 Times Tables Test, it was questioned whether the ICT equipment was a contributing factor to the children getting potentially lower scores than their actual ability and what was being done to change this in the future.* Governors were advised that when observing the children, it was noted that they could not find the numbers quickly enough. Mrs Wall advised that staff will be aware of this next year and ensure that the children use the same equipment for practice and when doing the actual test. Governors were advised that being part of a pilot can be beneficial as the challenges can become evident. Mrs Wall explained that the children have only six seconds to answer a question and the children may have been quicker if they were completing the test on a tablet.
- 5.7 *It was questioned, given it was a pilot, whether there would be an opportunity to feedback on this issue as this could potentially be a problem for many children.* Mrs Wall agreed to find out.
- 5.8 *It was asked how many children achieved 25 marks.* Mrs Wall advised that seven out of 25 children achieved 25 marks. *It was further questioned how the school felt about this result.* Mrs Wall advised that many of the children scored in the 20s and one child was not in school and the test had to be completed within a particular timeframe. *It was asked whether in normal times it would be expected for more children to get 25 marks.* Mrs Wall advised that teachers have been pushing tables

recently and this test focused on multiplication whereas the school does a lot on reverse operations. Governors were advised that there is not a pass mark on this test. *It was asked whether these scores were submitted* and Mrs Wall advised that as the test is done on the computer the scores are submitted electronically. Governors were advised that the average score for Bearwood children was higher than two other schools that the school compared itself with.

- 5.9 *Looking at the information on phonics in the Headteacher's Report, it was questioned what change was made in the intervention approach that helped two children improve and what can be done to help the other nine children.* Mrs Wall advised individual assessments were undertaken to ensure that the pupils are grouped appropriately, explaining that initially the 11 children were working together despite having very different needs. Mrs Wall advised that five pupils benefited from pre-teach and then a rehearsal task. The TA worked with six children during the phonics lesson and this was supported with 1:1 daily intervention during the afternoon based on specific need.
- 5.10 *A Governor questioned the impact of the NELI initiative.* Mrs Wall advised that NELI is a good programme but is hugely time consuming. The school has focused on Pupil Premium children. NELI has had a significant impact on children's understanding of language and, in one case, articulation. Listening skills have also improved. The children are highly motivated by the sessions and engage well. The children are only half way through the programme as they started at Easter so the school will need to look at continuing this in to the autumn term. Governors were assured that the early signs are looking good, although there is no measurable data as yet.
- 5.11 *It was noted that there are 24 children with SEND needing support with communication and interaction and it was felt that this seemed quite high. It was questioned what support these children are receiving and whether level of incidence was high compared to other schools.* Mrs Wall advised that the latest national SEND data released in June 2021 indicated that nationally speech and language and communication are the highest needs. Governors were assured that at Bearwood the younger children will move on to the SEND Register and then be taken off once any issues have been addressed. Governors were assured that the first response is quality first teaching as this is important for all pupils. Mrs Wall advised that speech and language therapy has continued in school through Attend Anywhere and therapists coming in school. Mrs Wall advised that the school continues to target the younger children.
- 5.12 *It was further questioned whether outside agencies are able to come into school, i.e. Speech and Language Therapy, given the Covid restrictions in place.* Mrs Wall advised that support from outside agencies has continued despite Covid, although where this has been done remotely it has been less successful for some of the younger children.
- 5.13 Governors were advised that NELI are running 'Welcome' for the Nursery children as a first opportunity for language support. NELI will also be running in Reception so the school will be in a position to address speech and language over time.

- 5.14 Mrs Harris advised that there is concern that many of the language issues are due to lockdown and the children lacking an exposure to vocabulary whilst at home. It was recognised that it was important for children to talk and to listen.
- 5.15 *A Governor asked whether Mrs Wall was able to explain why ARE attainment at the end of KS1 has decreased, whilst those working at greater depth have increased in all areas (reading, writing and maths).* Mrs Wall advised that the children are tracked and those at the lower end of ARE have been struggling with online learning and engagement which had an impact, especially the younger children. There are some pupils who are at the upper end of ARE who are making good progress. Governors were advised that home learning has had a big impact on some children's learning.
- 5.16 *It was questioned whether there was a gender issue in KS1.* Mrs Wall advised that she does not think this is an issue but that it would be worth the school tracking this. Mrs Wall explained that in Reception the boys were only just at ARE and this may be one of the issues. Mrs Harris considered that if an Ofsted inspector were looking at this data that it was likely to raise questions.
- 5.17 *It was noted that attainment at KS2 for Reading has improved for both ARE and greater depth and questioned what strategies had been used that possibly contributed to this positive outcome.* Governors were advised that during the autumn term, knowing the children had been out of school for long periods, the school focused on the core curriculum, ensuring that the children had access to high quality resources when teaching reading this year, such as deepening understanding and Literacy Shed plus PowerPoints and texts, which have allowed for clear differentiation for ARE and GDS. This has been a huge effort by the staff, driven by Mrs Guarguaglini. Governors were advised that there were some minor questions around correlation between the NTS tests and SATs as there does seem to be an issue with the results. However, teacher assessment was positive and the school was comfortable with the 40% for greater depth.
- 5.18 *It was noted that KS2 Reading is a success and questioned how concerned the school was about Maths and Writing at greater depth and how this will be improved.* Mrs Wall advised that the school was aware that during lockdown it was more challenging to write extended pieces of writing, this had an impact on stamina as writers.
- 5.19 Governors were advised that work is being done in Maths with an adviser from Hamwic looking at understanding vocabulary and problem solving, with a focus on planning. During the last term the school has been working with Hamwic on small steps: I do, we do and you do, to build fluency and then use the apply will continue next year. The school is looking at ensuring that high quality modelling is taking place. An audit has been done and this has been shared with staff. A learning walk has been undertaken and the impact of the changes can be seen.
- 5.20 Governors were advised that there has been a focus on arithmetic and the staff are ensuring the children get lots of opportunities each day for the four operations. This has had a positive impact on scores.
- 5.21 Mrs Wall advised that in writing the children have been doing extended pieces of work during lockdown, so work is now being done on stamina. During lockdown

the focus was mostly on grammar. Governors were assured that the school has no concerns around teacher knowledge in respect of the teaching of writing.

- 5.22 *It was questioned what the school would do with the £4,000 Catch Up funding if it arrives.* Governors were advised that Mrs Bennett had investigated an IT package called Century which provides intervention and home learning for pupils which is based on their individual assessments in KS2. The school was keen to purchase this package back in January but will now do the training in September and implement early next year. Governors were advised that the package is made very bespoke to the children.
- 5.23 *It was questioned whether the work on Century was completed at home or at school.* Governors were advised that the work can be done at home but often the children are keen to do things but they do not get appropriate encouragement at home.
- 5.24 *A Governor asked how Mrs Wall felt the transition day went for the children and whether there are any concerns from the children, staff or parents arising from the fact that the Year 6 and Year R children have missed out due to the Covid restrictions.* Mrs Wall advised that in Reception Mrs Ramsay and Mrs Gunstone worked with the children and held Zoom sessions so that the children will be familiar with their teachers. The children will have a staggered start in September to give them good quality induction time. In Year 6, the children had a variety of opportunities. BCP changed the transition day and the children were at Osmington on that day. Some of the children had visited their new schools previously and other schools sent staff in to meet the children or had Zoom sessions with the children. Some schools were only inviting Year 7 pupils in for a couple of days at the start of the school year to enable them to have a transition. This year the school has undertaken work with all the Year 6 children about transition. Governors were advised that BCP have completed a piece of work with a small group who would benefit from a more supported transition.
- 5.25 For the internal transition day for this year's Reception to Year 5, it was decided that the children would remain in their classes and their new teacher would visit them. Staff felt that was really supportive and reduced the children's anxiety about moving classes so have decided that it might be beneficial to have two sessions in the future: one in their existing classroom with their new teacher and the second in their new classroom. This year the teachers walked the children through their new classrooms so they had an opportunity to see the classroom they will be working in next year.
- 5.26 *It was questioned whether any anxiety had been seen in the children.* Mrs Wall advised that she had not seen anxiety in those children staying with us but there has been some in those children moving schools. There are many children that are going into a new school by themselves. Governors were advised that the school has 30 children in Year 6 and they will be going to 14/15 different schools.
- 5.27 Mrs Webster advised that Zoom has worked well for the Reception children and the children were able to see their classrooms virtually. It was felt that there were possibly some elements of Zoom that could be retained.
- 5.28 *Mrs Wall was asked to explain further about the rationale behind the decision to keep the staggered start in September, even if restrictions are lifted, other than*

easing traffic congestion outside the school. It was asked how this will affect children and staff, for example, how will staff manage this for an indefinite period considering factors such as the earlier arrival of siblings that need to be supervised. It was further asked if the end of the day will still be staggered too. Mrs Wall explained that the children will be coming into school at 8:30. From 8:30, staff will meet and greet the children and this will hopefully prevent parents from arriving early. It was hoped that parents will drop their children off and for the children to go on to the playground. The school will monitor these arrangements. Children in Reception and Year 1 will be allowed to go in their classroom instead of lining up. The school day will resume at 8:50 with the doors opening for all pupils at that time, with the school day starting at 9:00 for all children. Mrs Wall explained that the word staggered was to indicate that parents could drop off from 8:30 if they wished so as to reduce the pressure on the surrounding roads.

- 5.29 *It was seen during lockdown 2019 that the car park was much calmer without parent cars. It was questioned whether a member of staff will still be on the main gates in the morning and, if they were, whether this was sustainable.* Mrs Wall advised that staff will continue to be on the gate and the car park will not be open. Governors were advised that the main gates will be shut and staff will be on the gate just before the playground. Parents will have to park their cars on the street and walk to the school. Governors were advised that there has been a Police presence at times and it is nice to see parents walking for the last bit of their journey. A zebra crossing is now in place.
- 5.30 It was suggested that it may possibly be quicker if the staff are at the main gates as this will give the parents less distance to walk.
- 5.31 Mrs Wall advised that the school believed that the start to the children's day is far more positive as a result of being greeted each day and therefore wish to continue this. The staggered starts will not be continuing in September.
- 5.32 *It was questioned whether parents are parking responsibly on the surrounding roads as it has had an impact on the neighbours having their driveways blocked.* Governors were advised that it is recognised that parking has been an issue for a number of years with there being some awful situations in the car park when parents are letting their children out of the car. It was recognised that this is an issue for many schools.
- 5.33 Governors were advised that the school continues to remind parents about responsible parking and that the school had parking issues when the car park was open. Parents are now parking further away and are walking the last part now. It also has the benefit that the school does not have cars with their engines running next to the children whilst they are waiting for their children to come out of the gates.
- 5.34 *It was questioned whether any comments had been made about the zebra crossing that is now in place on King John Avenue and whether there was a crossing patrol during drop off and pick up times.* Governors were advised that the crossing patrol has gone now that the school has a zebra crossing. Governors were assured that the children have been trained to use the zebra crossing. Mrs Wall advised that the school did experience concerns during the installation of the zebra crossing which

<p>took longer than anticipated and the contractors were blocking the road with vehicles, etc.</p>	
<p>6. Governance Matters</p> <p>6.1 Mrs Harris advised that she has had one face-to-face meeting with Mrs Wall and has had regular phone contact with her. It was considered that Mrs Wall had done a wonderful job as Acting Headteacher and has worked really hard and followed what she believes is best for the school. Mrs Harris advised that there are no issues that need to be reported to Governors. Mrs Wall was congratulated on the work that she has done recently.</p> <p>6.2 Mrs Harris advised that the work on the Accountability Schedule will be done at the same time as the Governor training.</p>	
<p>7. Policies</p> <p>7.1 Governors unanimously approved the CCTV Policy.</p> <p>7.2 Governors’ attention was drawn to the following policies which are available on Governor Hub:</p> <ul style="list-style-type: none"> • Homeworking (Covid) Policy • CPD Policy • Probation (Support Staff) Policy • Employee Handbook • Stress Management Policy • Acceptable Use of IT Policy • Social Media Policy. 	
<p>8. Any Other Business</p> <p>8.1 Mrs C. Bennett advised that she is expecting a baby but is keen to stay on as Governor. It was agreed that we would accommodate her as required.</p> <p>8.2 Governors were advised that this is Mr Sussman’s last meeting. It was noted that he joined the Governing Board in 2012 and had been a great help to the Board. In the past, Mr Sussman has done lots of work on the school’s finances and assisted us when we became an academy, supporting the school in thinking through some of the issues. Mrs Harris advised that Mr Sussman’s support has always been appreciated as he is a very sensible person, a very clear thinker who was not afraid to voice his views.</p> <p>8.3 Mr Sussman advised that he has enjoyed his time as a Governor and that it has been great to see the school grow, but given his current work commitments it is no longer sustainable for him to continue in his Governor role. Mr Sussman advised that he may possibly return to the role once he retires. He advised that he is available should the Board wish to bounce ideas off him in the future.</p>	

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<p>9. Date of Next Meeting</p> <p>9.1 Governors were advised that the next meeting is due to be held on Thursday, 23rd September 2021 at 6:30 p.m.</p> <p>9.2 It was requested that the meeting that was due to be held on the 24th January 2022 be changed. Mrs Rushton was requested to suggest an alternative date and distribute dates to Governors. Action: Mrs Rushton.</p> <p>9.3 It was agreed that Mrs Bennett, Mrs Wall, Mrs Harris and Mrs Rushton would discuss whether the next meeting is done via Zoom or face-to-face. Action: Mrs Bennett, Mrs Wall, Mrs Harris and Mrs Rushton.</p>	<p>Mrs Rushton</p> <p>Mrs Bennett, Mrs Wall, Mrs Harris & Mrs Rushton</p>
Meeting closed 19:50 p.m.	

END OF MINUTES

Action List

Minute No.	Action	Governor	Date
4.3	To provide training for new Governors and for all Governors in being a strategic governor	Mrs Harris	Sept 21
4.4	To email Governors to agree a suitable time for a Zoom meeting to discuss Governor support and to review their role over the year	Mrs Harris	July 21
4.5	To send the Disability and Equality Policy to Governors.	Mrs Wall	July 21
9.2	To suggest an alternative date to the 24 th January and distribute the list of dates to Governors	Mrs Rushton	July 21
9.3	To discuss whether the next meeting should be held via Zoom or face-to-face.	Mrs Bennett, Mrs Wall, Mrs Harris & Mrs Rushton	Sept 21