

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 23rd September 2021 at 6:30 p.m. via Zoom

Present:

Mrs Ann Harris (Chair)	Mrs Rebecca Bridger
Mrs Laura Bennett (Headteacher)	Mrs Ingrid Fido
Mrs Carolyn Bennett	Mrs Sally Wall
Mrs Nicola Best	Mrs Kate Webster

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 Fido informed the Clerk prior to the meeting that she would be joining the meeting late.</p>	
<p>2. Declarations of Interest and Register of Business Interests</p> <p>2.1 No declarations of interest were made for this meeting.</p> <p>2.2 It was noted that all Governors had updated their Register of Business Interests on Governor Hub and had confirmed they had read KCSIE.</p>	
<p>3. Election of Chair and Vice-Chair</p> <p>3.1 Governors unanimously agreed to elect Mrs Harris as Chair of the Governing Board. Mrs Harris advised that she would like to step down in the next year or so and will produce an advert seeking Parent Governors who may be looking for the opportunity to take on the role of Chair. It was felt that the role of Chair may be a more interesting opportunity for the right person. Action: Mrs Harris.</p> <p>3.2 Governors unanimously agreed to elect Mrs Best as Vice-Chair of the Governing Board.</p>	Mrs Harris
<p>4. Minutes of the Last Meeting</p> <p>4.1 It was agreed that the minutes of the meeting held on the 14th July 2021 were an accurate record of that meeting.</p>	
<p>5. Matters Arising</p> <p>5.1 <u>Governor Training (Minute 4.3):</u> Mrs Harris advised that she will put a training programme together before the end of the term. Action: Mrs Harris.</p> <p>5.2 <u>Governor Zoom Meetings (Minute 4.4):</u> Mrs Harris advised that she had spoken to some Governors</p>	Mrs Harris

<p>5.3 <u>Disability and Equality Policy (Minute 4.5):</u> It was confirmed that this policy had been sent to Governors.</p> <p>5.4 <u>Meeting Dates (Minute 9.2):</u> It was confirmed that meeting dates had been amended and the list distributed to Governors.</p> <p>5.5 <u>Future Meetings (Minute 9.3):</u> Governors were advised that it was agreed that this meeting would be held over Zoom, but that it would be good to have some face to face meetings over the course of the year.</p>	
<p>6. Headteacher's Report</p> <p>6.1 <i>It was noted that the percentage of children in KS1 achieving greater depth was down and questioned whether this was due to lockdown or whether it is cohort related. It was further questioned how many of these children were in school during the lockdowns.</i> Mrs Bennett advised that the predictions are based on baseline figures from EYFS and children should be expected to achieve at least in line with this at the end of the year. Governors were assured that 100% of the greater depth children have made progress based on their starting points.</p> <p>6.2 Mrs Bennett advised that Writing is lower than the predictions of Maths and Reading for greater depth, at only 13%, although in line with baseline EYFS outcome. Hamwic have identified that there is a need for a Trrust focus loiking at greater depth writers.</p> <p>6.3 Mrs Bennett advised that at Year 2 and Year 6 all greater depth writers were moderated and confirmed as accurate in the summer term. Governors were advised that Bearwood was put forward by Hamwic as a school whose writing was of a very high standard. Mrs Bennett advised that she was pleased with the results, but would continue to push to achieve even better results.</p> <p>6.4 <i>It was considered that the patterns in the KS2 results were interesting and Mrs Bennett was requested to explain these.</i> Mrs Bennett advised that the school has the 2020 results and have used NTS. NTS is being used by all Hamwic schools so Bearwood has a benchmark. Mrs Bennett advised that she shared some concerns with Hamwic about the NTS results as these showed Bearwood as achieving 50% greater depth compared to the school's own teacher assessment of 38%. It was considered from the school's perspective that the results were not accurate as an outcome. Governors were assured that the children are making progress against their starting points.</p> <p>6.5 Mrs Bennett advised that the school is predicting 84% ARE. Governors were advised that those not achieving ARE have specific needs, i.e. two children have SEND, with one working at pre-key stage and another having an EHCP.</p> <p>6.6 Mrs Bennett explained that the differences are due to the different assessment strategies being used as the formal assessments had been cancelled by the DfE due to covid.</p> <p>6.7 <i>It was questioned how the school was helping children experiencing challenges with communication and interaction.</i> Mrs Wall advised that the school is focusing on quality first teaching and looking at strategies to support all children. Teachers are using visuals and step by step amongst their strategies and it is expected that</p>	

with this support, children will become independent once they are confident. Staff are also supporting children to manage their emotions and using now and next boards. Mrs Wall advised that the children respond well to verbal scripts as they internalise these. Staff acknowledge the emotions of the children. Mrs Wall advised that she has been on a comic strip conversation course and would like to develop this as a whole school approach with the children.

6.8 *It was questioned whether the school uses The Write Stuff by Jane Considine* and Mrs Bennett advised that the school had considered this a few years ago but at the time it was felt not to be the right approach.

6.9 *A Governor asked Mrs Wall to explain ASD, how it manifests itself and how the school deals with it.* Mrs Wall advised that ASD relates to those children on the autistic spectrum, although there is a fine line between this and attachment disorder. Governors were advised that ASD is a complex condition which has to be diagnosed by a paediatrician. Governors were assured that the school uses many strategies which work for many children, e.g. visuals, sequencing and providing reassurance, which also work well for those with ASD or attachment disorder.

6.10 *It was noted that despite the challenges of Covid, attendance looks good. It was questioned whether the school has to work hard to maintain these figures, for example, chasing families, etc.* Mrs Bennett advised that the staggered starts have been a challenge for some parents, so the school has started to open the gate earlier to give parents a half hour window to get their children into school. This larger window has really helped. Governors were advised that there are still one or two children who are late arriving for school in the morning, but not as many as previously. Mrs Bennett advised that attendance is a key part of Miss Prince's role and she is working with families. Governors were advised that the attendance gap between Pupil Premium and Non-Pupil Premium children is very small. Mrs Bennett advised that Miss Prince has identified key children that need support with their attendance and this work will keep attendance high. Wraparound also helps with ensuring children are in school on time.

6.11 *It was considered that the School Improvement Plan and the Monitoring Timetable together form a strong driver for improvement. It was felt that it would be interesting for Governors to spend a few minutes talking about the eight essential aspects of teaching and learning.* Mrs Bennett advised that Hamwic produced a teaching and learning handbook which supports schools to develop their practice. This handbook was produced about 18 months ago and Bearwood started using it when it came out. This handbook was formally launched recently. Governors were advised that the eight essentials are:

- Learning environment
- Subject knowledge and the sequences of learning
- Scaffolding, task design and practical equipment
- Modelling
- Engagement
- Vocabulary
- Assessment for learning
- Metacognition.

<p>6.12 Mrs Bennett advised that the school has taken on board all aspects, but the recent INSET day focused on those aspects that were not being applied as this would not have been appropriate during lockdowns. Governors were advised that the school had only touched on metacognition and it was thought this will come through the work that Mrs Wall has been doing on SEND. These eight essentials are being considered in all lessons, not just English and Maths. Mrs Bennett advised that the eight essentials also include SEND, Pupil Premium, behaviour, EYFS and the wider curriculum. Mrs Bennett advised that she would send a copy of the handbook to Mrs Rushton for circulation to Governors. Action: Mrs Bennett.</p> <p>6.13 <i>A Governor asked about the morale and well-being of SLT and staff and how they are coping with the relaxation of Covid rules. It was further questioned whether staff are working under a Covid risk assessment.</i> Mrs Bennett advised that morale is good. A staff questionnaire has been completed recently and staff are pleased that things are back to normal. Some Covid measures are still in place, such as the hygiene measures and one-way systems. Mrs Bennett explained that it was not just about getting the children back to normal but also getting teachers used to how systems were. Staff are trialling different ways of working, but also want to keep some of the practices developed during Covid. Governors were advised that whilst it was good to get some normality there is a need to be sensitive to the needs of the children and staff.</p> <p>6.14 <i>It was noted that Hamwic were looking at mental health for children and questioned how this fitted into the school's plans for the year.</i> Governors were assured that mental health is very much on the agenda. The school has developed a Relationships and Health Education Policy and is trying to get the depth of learning and putting it into the context of Bearwood. Mrs Bennett advised that the school have identified those children with mental health needs and are working on the children taking ownership and responsibility for their own mental health. Staff are there to support the children and a counselling service is available. It was considered that the children need to be encouraged to empower themselves.</p> <p>6.15 It was noted by a Governor that at a recent Hamwic conference, it was stated that staff are responsible for their own well-being, but the school is responsible for ensuring the staff have the right resources for their roles.</p> <p>6.16 <i>It was questioned whether any of the children on the admissions waiting list had siblings already attending the school. It was further asked whether with the number of new houses having been completed, if there was an increase in interest for admissions in September 2022.</i> Mrs Bennett advised that the increase in numbers means the school is full, with a waiting list of 10 children for Reception, two of whom have siblings. One child in Year 5 has not taken up a place as the parent was not able to get a place for a sibling in another year group. Governors were advised that the LA have previously said there are insufficient numbers of children locally as other schools around are not full so they will not allow an increase in numbers at Bearwood for the time being.</p> <p>6.17 <i>It was asked whether tours are being offered to new parents.</i> Governors were advised that tours are being offered to new parents.</p>	<p>Mrs Bennett</p>
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- 6.18 *It was asked whether with the changes from the Government in relation to holidays abroad, if the school had seen an increase in holiday requests.* Mrs Bennett confirmed that the school had not seen an increase in holiday requests.
- 6.19 *It was questioned whether additional training was required for Miss Prince to take on the role of SENCO and Pupil Premium, in addition to the 10 days course to become a trauma informed school.* Mrs Bennett advised that she is receiving support from Hamwic. Mrs Wall and Miss Prince are attending the same courses, with Miss Prince focusing on the social and emotional development of the children and Mrs Wall focusing on children's cognition. With regard to the Pupil Premium aspect of Miss Prince's role, Pupil Premium will continue to be led by Mrs Bennett in terms of the overall role and interventions, with Miss Prince taking on an operational role and making sure that the children are attending school.
- 6.20 *It was noted that in the Sports Premium funding it states that the children were offered swimming booster sessions in the summer holidays and asked how many children took up this offer.* Mrs Bennett advised that these sessions were attended by 18 children. Sixteen out of the eighteen pupils achieved the standard with the two pupils who didn't having further booster session in the summer term.
- 6.21 *It was noted that in the single plan it states that the phonics screen is delayed until Autumn 2 with current school data showing 70% achieved and with cusp pupils could increase to 85%. It was asked what extra interventions were being offered to the cusp children.* Governors were assured that the school has a clear focus on quality first teaching in place and are then looking at small group. Five children have been identified and are having bespoke interventions to ensure that they have the best opportunity to meet their targets thus school achieving 85%. Mrs Bennett advised that the children are on track.
- 6.22 *It was questioned why last year's Pupil Premium attendance had dropped significantly to 89.5%. It was asked how much Covid was a part of those numbers and what has changed in the approach to Pupil Premium attendance this year.* Governors were advised that there are specific families who had poor attendance due to Covid and shielding and there was little more the school could do beyond what it was already in place. Mrs Bennett advised that Miss Prince is now sent a spreadsheet by the office and will be picking up on families of concern.
- 6.23 *It was asked whether there had been any cases of Covid this term and have any families kept their children at home because of a Covid case in a class.* Governors were advised that there had been one case of Covid today and the parents were going to get PCR tests done. There have not been any families with Covid as the majority would have been double vaccinated.
- 6.24 *Looking at exclusions, it was questioned whether these children were SEND and what interventions are in place to help these children and prevent further exclusions.* Governors were advised that the school has also taken a pupil, last year, who was close to permanent exclusion from another local school. Since starting with Bearwood lots has been put in place and he now has an EHCP and is now accessing full time education. The pupil has received no further exclusions. He initially had a part-time timetable and is now full-time and is a very different child.

<p>6.25 Mrs Bennett advised that the school has a child who joined in Reception and is now in Year 1. This is a complex individual who is both SEND and Pupil Premium. The school has sought the advice of Longspee. This pupil was excluded today as this child is finding it difficult in Year 1. Work is being done on relationships and self-regulation, which is being done by balancing time in and out of class. Governors were assured that the school is mindful of the safety of other children in the class.</p> <p>6.26 Mrs Bennett advised that there had been a rise in the number of referrals to social care, partly due to Covid but this is continuing as more families are needing support. One family has been a quick fix. Governors were advised that things have not necessarily changed for many families, although the number of cases open to social care are about where the school would expect to be.</p> <p>6.27 <i>Referring to the trauma informed school training being attended by Miss Prince, it was questioned how this was being relayed to other staff and how this training will change the school's approach.</i> Governors were advised that Miss Prince has not yet completed the trauma informed school training and has two more days' training left. Mrs Bennett advised that this courses utilises Miss Prince's skills. Governors were advised that Miss Prince is very aware of the needs of the children and is able to rationalise things and works well with parents.</p> <p>6.28 <i>A question was raised around the Pupil Premium strategy and the use of mentors. It was asked whether if the pairing between a child and teacher does not work for whatever reason, is this something the teacher knows they can admit and can the pairings be re-arranged. It was further questioned whether the system was flexible and if staff and children are given time to build a rapport.</i> Governors were advised that the school has looked at where the most vulnerable children are. The school wants the teachers to develop their roles in speaking to Pupil Premium children and to develop a rapport with the children. Sometimes cases are referred to the DSL or to Miss Prince.</p>	
<p>7. Governance</p> <p>7.1 Mrs Harris advised that Mrs C. Bennett is currently on the Accountability Schedule to monitor SEND, but given her current circumstances it might be better for her to monitor health and safety and finance as these areas can largely be done from home. Mrs Harris advised that she would be happy to undertake the school visits relating to this role. This was agreed. It was further agreed that Mrs Fido would monitor SEND. Mrs Harris advised that once Mrs C. Bennett is available to return to the school then an alternative role would be found for her. Mrs Bennett advised that she would guide Mrs C. Bennett through the finance role. It was also agreed that Mrs Bridger would continue in her role as Teaching and Learning Governor.</p> <p>7.2 Mrs Harris advised that she had discussed the recruitment of new Governors with Mrs Bennett and Mrs Wall and it was agreed that the Board needed to get existing Governors working well before bringing on board any new Governors.</p> <p>7.3 Mrs Harris drew attention to the Schedule of Accountability explaining that some actions are in bold as these are linked to the School Improvement Plan. Next term the Spring actions will be added to the Accountability Schedule.</p>	

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<p>7.4 Mrs Harris advised that when she next looks at induction she will see what can be done to support Mrs Fido and Mrs Bridger as they both have quite large roles.</p> <p>7.5 Mrs Harris requested that Governors following the Accountability Schedule and write up their notes of visit and send to her so they can be shared at Governing Board meetings. Governors were advised that they can now come into school, although could undertake some tasks remotely.</p> <p>7.6 Mrs Harris advised that she and Mrs Bennett had met and discussed governance and staffing and looked at the papers for today’s meeting. They also reviewed the Hamwic guidance on governance.</p>	
<p>8. Ratification of Policies</p> <p>8.1 <u>Equalities Policy</u>: Governors unanimously agreed to ratify the Equalities Policy.</p> <p>8.2 <u>Safeguarding Policy</u>: Governors were advised that they have the Bearwood Policy but the school have also received the Hamwic Safeguarding Policy today. Both policies are very similar and have been placed on the school website. Governors unanimously agreed to ratify the Bearwood Safeguarding Policy.</p> <p>8.3 <u>SEND policy</u>: Mrs Wall advised that she would send this policy to Mrs Rushton for sending to Governors. Action: Mrs Wall.</p> <p>8.4 <u>Attendance policy</u>: Mrs Bennett advised that this has been updated to include information on self-isolation. The first day absence letters have also been reviewed. Governors were advised that most of the work on attendance will be done in-house. Mrs Bennett advised that she would update Governors at the next meeting on the changes to attendance around Covid. Action: Mrs Bennett.</p>	<p style="text-align: center;">Mrs Wall</p> <p style="text-align: center;">Mrs Bennett</p>
<p>9. Any Other Business</p> <p>9.1 There were no items of Any Other Business.</p>	
<p>10. Date of Next Meeting</p> <p>10.1 The next meeting is due to be held on Tuesday, 9th November 2021 at 6:30 p.m.</p>	

END OF MINUTES

Action List

Minute No.	Action	Governor	Date
Minute 3.1	To advertise for a parent governor who might want to take on the role of Chair of Governors.	Mrs Harris	Oct 21
Minute 5.1	To deliver training to Governors before the end of the term.	Mrs Harris	Dec 21
Minute 6.12	To send a copy of the Teaching and Learning handbook to Mrs Rushton for sending to Governors.	Mrs Bennett	Sept 21
Minute 8.3	To send the SEND Policy to Mrs Rushton for sending to Governors.	Mrs Wall	Sept 21
Minute 8.4	To update Governors at the next meeting on changes to attendance.	Mrs Bennett	Nov 21