

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 3rd February 2022 at 6:30 p.m. via Zoom

Present:

Mrs Ann Harris (Chair)

Mrs Rebecca Bridger

Mrs Laura Bennett (Headteacher)

Mr Simon Hart

Mrs Nicola Best

Miss 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 Governors were advised that Mrs Fido and Mrs C. Bennett have decided to resign as Governors.</p> <p>1.3 Mrs Harris welcomed Simon Hart to his first meeting as a Governor at Bearwood. Introductions were made.</p>	
<p>2. Declarations of Interest</p> <p>2.1 No declarations of interest were made for this meeting.</p>	
<p>3. Minutes of the Last Meeting</p> <p>3.1 It was agreed that the minutes of the meeting held on the 9th November 2021 were an accurate record.</p> <p>3.2 It was confirmed that the confidential minutes were also an accurate record.</p>	
<p>4. Matters Arising</p> <p>4.1 <u>SEND (Minute 5.24)</u>: Governors were advised that the information on SEND had been circulated.</p> <p>4.2 <u>Note of Visit (Minute 6.3)</u>: Mrs Bridger confirmed that she had written a follow up note of visit. Mrs Harris agreed to send a zip file of all the notes of visit for uploading to Governor Hub. Action: Mrs Harris and Mrs Rushton.</p> <p>4.3 <u>Policies and Documents on Paragon (Minute 6.8)</u>: Mrs Best confirmed that this had been done and she had written a note of visit.</p> <p>4.4 Mrs Bennett advised she had undertaken a number of safeguarding visits as part of her wider role within Hamwic and our notes of visits and minutes were exemplary. It was considered that Bearwood has very tight triangulation and accountability in place.</p>	<p>Mrs Harris & Mrs Rushton</p>

5. Headteacher's Report

- 5.1 Mrs Bennett's report was sent to Governors prior to the meeting and Governors were invited to raise questions.
- 5.2 *It was questioned as to why the Trust was populating the exclusion data.* Mrs Bennett advised that the Trust have been doing this over the last 18 months. It is intended to help with provision and enable Hamwic to support schools, e.g. provide support to a pupil that is likely to be excluded. It also enables the Trust to look for patterns, e.g. Bearwood may appear to be a leafy school, but it does have some very complex children. Mrs Bennett explained that the Trust are putting in Secuicare training, which uses de-escalation techniques similar to Team Teach.
- 5.3 *It was questioned whether Hamwic were questioning school's judgements around exclusion* and Mrs Bennett assured Governors that it was being used in a positive way.
- 5.4 *It was questioned whether Mrs Bennett had been trained in using positive handling techniques* and Mrs Bennett advised that she will be attending training early next month.
- 5.5 *It was noted that in the autumn term there were 29 reported safeguarding concerns. It was questioned how this compared to the summer term 2021.* Mrs Bennett advised that there were 11 concerns in the summer term 2021.
- 5.6 *It was questioned whether the number of safeguarding concerns were higher or lower than expected and why.* Mrs Bennett advised that we are seeing a trend of a higher number of concerns in the autumn term which was considered to be due to the children coming back from the summer holidays and the build up to the Christmas holidays. Governors were assured that the level of safeguarding concerns are where Governors can expect them to be at this time of the school year.
- 5.7 *It was questioned whether all staff were confident in using My Concern to report safeguarding concerns.* Mrs Bennett advised that all staff have had training with Miss Prince and new staff will have a 1:1 session. Mrs Bennett reported that she and Miss Prince and Mrs Guarguaglini have received training on My Concern. The office staff have been trained to monitor attendance and raise concerns about this and the Lunchtime Supervisors are trained to raise concerns if a pupil has not eaten their lunch for a couple of days.
- 5.8 *It was further questioned if the school uses follow up actions when concerns are raised.* Mrs Bennett advised that the school uses My Concern in that way, and Mrs Bennett contacts parents and will then close the My Concern as appropriate. Mrs Bennett advised that the actioning concerns tend to stay with the DSL rather than being delegated.
- 5.9 *It was questioned as to how many staff were trained in positive handling techniques.* Mrs Bennett advised that the school currently has three staff trained and has booked training for two further staff.
- 5.10 *It was questioned whether the training was relevant to the child, i.e., the staff work directly with the child.* Mrs Bennett confirmed that this was the case.

- 5.11 *It was further questioned whether the staff and children are debriefed after a positive handling situation.* Mrs Bennett confirmed that a d-brief is held if needed, advised by CAMHS, explaining that the child sometimes requiring positive handling receives 1:1 support. Governors were advised that the school has a zero tolerance of children hurting others and a pupil is taken out of class by Mrs Bennett if needed. Governors were assured that time is taken to ensure all de-escalation strategies are in place.
- 5.12 *It was questioned whether all the relevant paperwork is completed if positive handling is used and are parents informed.* Mrs Bennett confirmed that all the Hamwic forms are completed and the parents are always informed. Mrs Bennett advised that there is only one pupil that requires this type of support.
- 5.13 *It was noted that the Safeguarding Review with BCP raises a number of follow up issues. It was questioned whether the BCP review was helpful?* Mrs Bennett advised that the audit was mostly a tick box exercise. The school had placed both its own Safeguarding Policy and the Hamwic Safeguarding Policy on the website and the school now needs to personalise the Hamwic policy and then ratify again. It was considered that the Hamwic Safeguarding Review is more thorough, although Mrs Bennett advised she would expect Bearwood to pass the Hamwic Safeguarding audit as the school is doing all that is expected by Hamwic.
- 5.14 *It was questioned how staff Covid and other absences have impacted the school, whether agency teachers have been used to cover and if this has had an impact on the classes' learning.* Mrs Bennett advised that the school uses internal cover as much as possible as agency staff are hard to get in the current situation. The school has been lucky as it has only had one or two staff off at any one time. Mrs Bennett assured Governors these absences have not impacted on the children's learning.
- 5.15 *It was further questioned whether TA absences have impacted the interventions or one-to-one support received by two children.* Mrs Bennett advised that it has been possible for people to be moved between classes.
- 5.16 *It was questioned whether staff have missed CPD because of absences and how have staff updated on the information they need to know.* Mrs Bennett advised that staff have had meetings over Zoom or have caught up if they have missed it. Governors were advised that some children have zoomed in if they have been absent from school due to Covid but are not unwell. One child had been excluded but was still able to access the learning via Zoom. This also enables the school to ensure they have eyes on pupils where there are safeguarding concerns.
- 5.17 *It was noted from the Year 2 Autumn data, that the percentage in writing seemed very low and questioned what was being put in place for this year group in order for them to achieve. It was further questioned whether there was any particular reason for the low percentage.* Mrs Bennett advised that the Year 2 children are those most impacted by Covid as they have missed opportunities for early writing. The children have received quality first teaching over the last two years, and are being given lots of opportunities to write. Booster groups are being run to help specific children. Mrs Bennett advised she was confident that the staff will get the children to where they need to be by the end of the year.

- 5.18 *It was questioned how catch up had impacted on KS1.* Mrs Bennett advised that the gap was narrowing and it was considered that the difference will be seen over time. Governors were advised that in KS1 the data had dropped in the autumn term and staff have looked at the books and identified gaps in children's learning. Since then, specific interventions/booster groups have been put in place for specific children. Triangulation shows that mostly gaps have been filled. Governors were assured that whilst the children were not quite there yet, they will be where expected over time. *Mrs Harris commented that this is a national trend rather than a Bearwood issue.*
- 5.19 *It was asked whether Mrs Bennett could talk Governors through the autumn 2 data drop.* Mrs Bennett explained that the autumn 1 figures show the end of year group data drop using teacher assessment and NTS tests to October. The autumn 2 data show the EYFS and KS1 results with starting points to the data drop at the end of autumn 1. Governors were advised that the second data drop is the more important. Mrs Bennett explained that the staff are using two separate sets of data which cannot be too closely compared. Governors were assured that the data is quality assured and is checked for accuracy by subject leads as part of the monitoring programme. The next step is to look for impact, e.g. provision and monitoring.
- 5.20 *It was noted that 20% of a Year 6 class with high SEN, show an improvement on the 2019 data.* Mrs Bennett advised that this is not an improvement as 80% was predicted for 2022 SEN for Year 6. It is expected that four out of 5 children will not achieve EXS, which is in line with their starting points. Mrs Bennett explained that there were various reasons for this, e.g. social and emotional reasons or difficulties with communication and language. Governors were assured that all pupils have made progress and this is reflected in their social and emotional provision, e.g. moving from part-time to full-time and in their books and SATs scores.
- 5.21 *It was questioned as to how many of the five children in Year 6 still have difficulty with communication and interaction. It was further questioned whether the school could have done any more in the circumstances.* Mrs Bennett advised that two pupils have an EHCP, one has an ADHD diagnosis and the other two have ongoing difficulties. One of these pupils is going through the EHCP process now. In this case the parents have submitted the request for an EHCP and the LA is doing an assessment. Governors were advised that this pupil does not receive extra support, but the parents wanted to do it so that he had extra support for when he starts secondary school. One of the children has speech and language concerns and provision has been put in place for them.
- 5.22 *Mrs Harris commented that we had a conversation last year about communication and interaction, the work done by the school and the stage the children had got to. It was noted that at the time one child was on a part-time timetable and receiving exclusions from school and now has a different provision and is in class full-time and not being excluded. It was considered that the children are always moving forward.*
- 5.23 *It was questioned how the school is supporting children with attendance below 90%.* Governors were advised that the school has clear procedures in place with letters and phone calls. Miss Prince is working hard with some families and takes

a lead on attendance. The main reasons for absence include holidays in term time and multiple bouts of Covid.

- 5.24 Governors were advised that BCP no longer have School Attendance Workers and these have been replaced with Navigators. Mrs Bennett advised that Bearwood was in the same demographic group as Livingstone and Talbot, which gives the school 1.5 days of support after Easter. They will also be able to support Olivia with attendance, workshops and families. Governors were advised that the school looks at the attendance of all those pupils below 90% and does all that it can to engage the children and their families and get the children into school.
- 5.25 *It was thought that there was greater pupil mobility than usual and questioned why this was the case.* Mrs Bennett advised that some families have moved house and this was either stalled during Covid or families chose to hold off a move. The children have moved to schools closer to their new homes. Governors were assured that of those children who have left, only one family was moving school for reasons other than a house move.
- 5.26 Mrs Bennett advised that the school received an application for a looked after child to come into Year R. This means that the Year R class has 31 children due to an administrative error. This child has specific issues, but it was felt that the open plan design of the nursery was not appropriate to meet this child's needs along with other factors presented to admissions. Mrs Bennett continues working with Hamwic on this case.
- 5.27 *It was questioned whether all staff, including lunch and office staff, knew how to record incidents on Bromcom?* Mrs Bennett assured Governors that all staff have had training and all staff and children are included on Bromcom.
- 5.28 *It was further questioned whether the data on Bromcom was a true reflection of incidents and how does the school know that staff are recording all incidents.* Mrs Bennett advised that there is a real air of accountability across the school. Staff are aware of the need to provide evidence and any issues should not be new to parents. Governors were advised that at each staff meeting the staff look at those children that are causing concern due to behaviour or safeguarding, so that all staff know those children that need to be focused on and looked out for. Miss Webster agreed with this. Governors were advised that all staff receive the minutes of the staff meeting, which Miss Webster confirmed was helpful for her as a part-time member of staff who works across the school, as this keeps everyone in the loop.
- 5.29 *It was questioned as to how the school adheres to data protection requirements if publishing minutes* and Mrs Bennett advised that only initials are used and the minutes only go through the school's email system.
- 5.30 *It was noted from the Curriculum Overview that nine teachers are judged as good or better and questioned what is stopping there being more green areas in this section.* Mrs Bennett advised that she had looked at the quality of provision across the curriculum. It was explained that recently RE was a focus and a book look was taken at a common thread and how it progressed. Areas for development are identified for staff and CPD provided. Some staff are stronger in some subjects than others. Mrs Bennett advised that she is perhaps harsh when making judgements, but would rather be harsh than lenient. Governors were advised that

when reviewing the curriculum, a look is taken at the children's books to see whether learning is taking place. A look is also taken at the chronology to see what the learning looks like between EYFS and Year 6.

- 5.31 Governors were advised that the school is looking to improve the curriculum and give subject leaders time to do this. Mrs Bennett advised that progression is important. In the Curriculum Overview section, French is red, Music is red as a new person is leading and is working part-time, PE has a new scheme. Governors were advised that some subjects are further ahead than others, with Art being particularly good.
- 5.32 *Referring to the red areas, it was questioned what is being done to support and develop these areas of the curriculum.* Mrs Bennett advised that staff have sent out audits to find gaps in knowledge and subject leadership time has been used to see what the children have done. It was explained that sometimes the children do not always identify the subjects they are being taught, especially if done through a topic, so in future subjects will be taught discretely. Previously, the school has had an enquiry-led curriculum, but this does not support subject learning. The school will look for cross-curriculum links, but will not be squeezing something in.
- 5.33 *It was questioned whether the format will be changed from that currently shown in newsletters.* Mrs Bennett advised that the school will do prior knowledge, sticky knowledge and key words. This will be knowledge organiser based so that parents know what the children are learning. The school is thinking differently about the approach to the curriculum.
- 5.34 Mrs Bennett advised that Governors can expect to see the colours changing in the Curriculum Overview as the curriculum progresses.
- 5.35 *It was commented that the Curriculum Overview was an interesting and very clear summary of how the different subjects are being evaluated. It was questioned what criteria is used to categorise each evaluation.* Mrs Bennett advised that the work is completed as a staff, with the subject leader taking full responsibility. The subject leader undertakes a book look, has a meeting with Mrs Bennett and looks at the programme to ensure impact. Governors were advised that there is accountability in the whole process.
- 5.36 *It was questioned whether the impact of the new phonics programme is noticeable.* Mrs Bennett advised that the impact is evident. Governors were advised that it is prescriptive and all staff are teaching the same programme and using the same language. The programme being used is Wandle. The programme was changed as with Jolly Phonics the children were remembering the actions more than the phonics. Miss Webster confirmed that Wandle is a better phonics scheme, but it can be difficult to not use the hands after teaching Jolly Phonics.
- 5.37 Governors were advised that the children do an intervention if they begin to fall behind. It was explained the Wandle is all about the shape of the mouth, with the adults saying the sound and the children repeating it. A Year 1 phonics screen has been done and already 40% of the children have passed; this compares to 35% last year. Phonics is being kept under regular review, but Mrs Bennett advised that she was confident that it was well underway.

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<p>some children have frequent absences due to Covid. Where parents take term time holidays they are being fined by the Local Authority.</p> <p>6.10 Mrs Best advised that she and Miss Prince discussed the process for those children whose attendance is less than 90%. This includes phone calls and letters home. Mrs Bennett and Miss Prince are on the gate in the morning which is making a difference to the children coming into school.</p> <p>6.11 Mrs Best advised that she has done a note of visit in respect of the email conversation she has had in respect of the Local Authority Safeguarding Audit.</p> <p>6.12 Mrs Best advised that she had contacted Mr Leddin about Parago and it has been confirmed that an outstanding DBS check has been returned.</p> <p>6.13 Governors were advised that some things had not been completed last term due to Covid. It was noted that no budget monitoring was done last term and it will be necessary to look at the budget for next year soon. Mrs Bennett confirmed that the budget was looking healthy and now shows a surplus of £25,000 up from £7,000 due to Mrs Wall's secondment. Mrs Harris agreed to look at the budget if Mrs Bennett would want this.</p> <p>6.14 Mrs Bennett advised that the Risk Register requires a review. Mrs Harris agreed to look at this. Action: Mrs Harris.</p> <p>6.15 Governors were advised that the Health and Safety report had been sent to Mrs C. Bennett before she resigned. There have been no recent Health and Safety audits. Governors were advised that Mr Leddin would produce a report and send to Governors. Mrs Harris agreed to pick up things to ensure that all was covered.</p> <p>6.16 Mrs Harris advised that she would send out a schedule next week for Governors to work on. Action: Mrs Harris. Mrs Harris advised that she would meet Mr Hart over Zoom to support if needed.</p>	<p style="text-align: center;">Mrs Harris</p> <p style="text-align: center;">Mrs Harris</p>
<p>7. Ratification of Policies</p> <p>7.1 Governors unanimously agreed to ratify the Child Protection/Safeguarding Policy.</p>	
<p>8. Any Other Business</p> <p>8.1 Governors were advised that Bishop Aldhelm's had an Ofsted Inspection this week, so it appears, given the number of schools recently inspected, that Hamwic are likely to be inspected as a Trust.</p>	
<p>9. Date of Next Meeting</p> <p>9.1 The next meeting is due to be held on 8th March 2022 at 6:30 p.m. Meeting closed 07:50 p.m.</p>	

END OF MINUTES

Action List

Minute No.	Action	Governor	Date
4.2	To send a zip file of past notes of visit to Mrs Rushton for uploading to Governor Hub.	Mrs Harris & Mrs Rushton	Feb 2022
6.4	To share an email with Governors about the planning for housing close to the school.	Mrs Bennett	Feb 2022
6.8	To review the Governors' programme of activities in light of the SIP and the Single Plan	Mrs Harris	Mar 2022
6.14	To review the Risk Register	Mrs Harris	Mar 2022
6.16	To send out the schedule to Governors	Mrs Harris	Feb 2022