

Learning, Enjoying & Succeeding Together

The Local Governing Board of

Bearwood Primary & Nursery School

Minutes of Local Governing Board Meeting
Held on Thursday, 16th March 2023 at 6:30 p.m.

Present:

Mrs Ann Harris (Chair)

Mrs Laura Bennett (Headteacher)

Mrs Nicola Best

Mrs Harriet Blake

Mrs Rebecca Bridger

Mr Simon Hart

Miss Shauna Mansbridge

In Attendance:

Mrs Patricia Rushton (Clerk)

<p>1. Welcome and Apologies</p> <p>1.1 Mrs Harris welcomed Governors to the meeting. HB introduced herself to Governors.</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 24th November 2022 were an accurate record of that meeting.</p>	
<p>4. Headteacher's Report</p> <p>4.1 <u>Attendance Policy:</u> Mrs Bennett advised that the attendance policy had been amended to clarify that if a pupil arrives between 9:00 and 9:10 then their lateness is recorded as a code L and if they arrive after 9:10 this is coded as a code U.</p> <p>4.2 The attendance policy also now states that medical appointments can be outside of the school day.</p> <p>4.3 <i>It was questioned as to how the attendance policy was being communicated to parents.</i> Mrs Bennett advised that the key points from the attendance policy would be communicated via email and a paper copy sent home.</p> <p>4.4 <u>Attendance:</u> Mrs Bennett advised that she has done three fast track attendance reviews and has met with families to see how the school can support them and to identify the barriers that are preventing good attendance. Governors were advised that the Local Authority will become involved when the school has a concern around attendance rather than a specific level of attendance.</p> <p>4.5 Mrs Bennett advised that the three cases going through fast track are due to families taking holidays with the children have attendance levels of around 70%. The parents of these children have been shown their children's books so they can</p>	

see the impact of their absence from school and to show how the children are falling behind. These children are now only allowed absences if they are unwell.

- 4.6 **Safeguarding:** *It was noted that 156 concerns had been recorded on My Concern and it was asked whether this was higher than this time last year.* Mrs Bennett advised that this was significantly higher as only 29 concerns were raised by this time last year. Governors were advised that the number of complex cases has increased and that many incidents are linked to social media and Whatsapp. There has also been one case of child-on-child abuse and an increase in children experiencing mental health difficulties.
- 4.7 *It was questioned whether the incidents relating to social media were predominantly in KS2.* Mrs Bennett advised that most incidents are in Years 5 and 6. The school is working with an organisation who is supporting the school and the learning of the children. It was noted that often social media is being used as a form of bullying and one Year 6 child has been suspended because of this behaviour. A Governor commented that children are willing to say things using a phone that they would not consider saying face-to-face.
- 4.8 *It was questioned whether the incidents with social media were mostly bullying or inappropriate content.* Mrs Bennett advised that it is both. It was explained that the school is trying to educate parents to let them know that such incidents cannot keep happening. Governors were assured that work will be done in the summer term and will become a real focus. Concern was expressed that the children do not understand the consequences of their actions.
- 4.9 A Governor commented that for children to have a Whatsapp account they should be aged at least 13 years old. Mrs Bennett advised that often social media incidents involve larger groups of children and explained that one recent incident involved eight children and this would be recorded on My Concern as eight incidents.
- 4.10 Governors were advised that the cost of living crisis was causing issues with children refusing to come to school and this means that the school is having to do a lot more work on engaging families.
- 4.11 *It was questioned whether all staff were confident in using My Concern and how does the school know.* Mrs Bennett advised that concerted efforts are made by staff to record concerns. Mrs Bennett confirmed that all staff have had training on My Concern and the school is looking at different groups of staff to see how they are using it.
- 4.12 *It was questioned how lunchtime staff have access to My Concern.* Mrs Bennett advised that a computer is available in the staff room for lunchtime staff and TAs to record incidents on My Concern. Governors were advised that the issue of support staff accessing My Concern has been raised in staff meetings.
- 4.13 *It was asked whether the school looked for patterns to see if staff are over-recording.* Mrs Bennett advised that she would never say staff making a record is wrong. It was explained that once an incident is on My Concern it is categorised. Governors were advised that concerns around poverty or the need for a food

voucher are recorded on My Concern as this can form part of a bigger picture for a child. A concern is also recorded if a child refuses to come into school.

- 4.14 Internal Exclusions: *It was asked whether all seven internal exclusions were the same child and what has been put in place to support the children moving forward.* Mrs Bennett advised that three of the internal exclusions relate to a child in Year 1 who has SEND and developmental needs. The other incidents are in KS2 and are related to one-off incidents where children have not made the right choices.
- 4.15 *It was asked how many internal exclusions had taken place this term* and Mrs Bennett advised that so far there have been two internal exclusions in Year 5 and one in Year 6. All are connected to Whatsapp. Mrs Bennett advised that the school is educating the children and pushing the restorative justice approach.
- 4.16 Staff Training: *It was asked where staff training is recorded.* Mrs Bennett advised that staff training was recorded by the school office and sent to SLT each half term.
- 4.17 *It was questioned how the school ensures that it has a well-rounded approach to training and asked whether some staff were doing lots of training and others doing very little.* Mrs Bennett advised that all courses are booked by the office staff. It was explained that Subject Leader and teacher training is mostly done through Hamwic and the Year 2 and Year 6 staff have attended local moderation events. A lot of training is also undertaken in-house.
- 4.18 Warm Space: *It was asked how many people were taking up the warm space opportunity.* Mrs Bennett advised that there had been no uptake. Governors were advised that the school had taken the wrong approach as often people are unwilling to admit to concerns or that they are needy. It has been decided that this will be re-launched as an opportunity for a cup of tea, cake and a chat.
- 4.19 Workshops: *It was noted that the school had held four workshops and asked whether the uptake from parents had improved.* Mrs Bennett advised that Mrs Guarguaglini had run a reading workshop which was attended by eight parents. However, the parents thought they would be reading with their children so left the workshop after a short period. Mrs Bennett advised that no parents had attended the attendance workshop. The school had also run a Reading Breakfast and this was attended by around 50 parents. An English workshop has also been run. Governors were advised that parents are more likely to attend if their children are involved.
- 4.20 Mrs Bennett advised that the school is also supported by a Navigator from BCP. Governors were advised that there have been issues with TikTok and children with mental health issues. Mrs Bennett advised that the school is trying different provision, e.g. Stormbreak, and is running a buddy system with older children looking after the younger children. Mrs Bennett advised that lots was taking place and the school is making sure that we are getting it right and creating greater involvement with the children.
- 4.21 *It was asked whether the school was engaging the right parents* and Mrs Bennett advised that the school is reaching some of its more vulnerable parents, although uptake could be improved with the provision of refreshments.
- 4.22 Clubs: *It was asked whether the clubs are being run by staff and whether clubs are being well-attended.* Mrs Bennett advised that staff used to run clubs, but she was

aware of staff workload, so the school is now using external providers. Mrs Bennett explained that the school pays for the clubs in the first half term and then parents pay to use clubs for the rest of the year. Governors were advised that Pupil Premium children receive a free club and have the Tuesday club. Of the Pupil Premium children, 11 out of 50 have not taken up a club and when parents were asked about this, the school was advised that these children already have outside clubs. Governors were advised that the school has 11 different clubs running and 159 out of 209 children are attending at least one club. Governors were pleased to see such high levels of uptake.

- 4.23 Predictions and Targets: *It was noted that the targets for writing and maths appeared ambitious and questioned whether Mrs Bennett was confident that the children would reach these targets.* Mrs Bennett advised that she was confident that the children would meet these targets. Governors were advised that in the recent mock SATs the following results were achieved:

Subject	Expected	Greater Depth
Reading	72%	21%
Writing	83%	7%
Maths	66%	23%
GPS	71%	23%

- 4.24 Mrs Bennett advised that Hamwic have confirmed that the school are spot on with their predictions.
- 4.25 Mrs Bennett advised that two or three children did not achieve sufficient marks in maths. It was explained that if the children scored 30 out of 40 marks then they will pass their maths.
- 4.26 Governors were advised that one child will be on holiday during SATs week which will impact on the school's results.
- 4.27 Mrs Bennett advised that she was pleased with the percentage of children achieving greater depth at this time of the year.
- 4.28 *It was asked what 50% FFT meant,* and Mrs Bennett advised that the Fischer Family Trust indicates that at this target level, 50% of schools would achieve below this target and 50% would achieve above.
- 4.29 *It was recognised that targets are encouraged to be higher than predictions to create 'stretch' and questioned how Mrs Bennett ensures teachers are seeing the reality of the prediction whilst also aiming for the right target.* Mrs Bennett advised that in Year 6 there is a clear difference between targets and predictions whilst in Year 2 this is less so. Governors were advised that the 83% prediction for Year 2 relates to those that are on track with the other children being so far back that they cannot stretch any further. In Year 6, this relates to where the children are in their work.
- 4.30 *It was asked whether Hamwic were satisfied with this.* Mrs Bennett advised that Hamwic know and are happy with both the predictions and the targets.

- 4.31 *It was noted that the national figures for 2022 suggest that the school could be well above the 2023 averages and questioned whether this was right.* Mrs Bennett advised that the results for 2023 are expected to be above the results for 2022.
- 4.32 Attendance: It was noted that the Assistant Headteacher had left in February. Mrs Bennett confirmed that this was an agreed arrangement as a one-form entry school had not been right for him. The school is not advertising this post as the work the school wanted him to do had been completed.
- 4.33 *It was questioned as to who would be responsible for attendance and, if so, did she have time for this additional work as well as covering the Pupil Premium Lead.* Mrs Bennett confirmed that she would be taking on responsibility for attendance. Six-weekly trackers are being completed and improvement is evident in that more children are in school more frequently than they were previously. Mrs Bennett assured Governors that the children's education and safety is at the forefront. Governors were assured that the school is always supportive and attendance strategies are about getting the children into school.
- 4.34 Mrs Bennett advised that the next step for attendance is the further use of the six-weekly plans and to take a look at persistent absence. Governors were advised that the absence levels of Pupil Premium children is higher than national so these children are a focus.
- 4.35 *It was asked how the school was getting parents to come to attendance meetings.* Mrs Bennett advised that parents are informed that Mrs Bennett is contacting them as otherwise it would be the local authority. Governors were advised that the next stage would be contact with the local authority and possible prosecution.
- 4.36 A Governor congratulated Mrs Bennett for getting the school in the top 25% for attendance on Fischer Family Trust.
- 4.37 *It was noted that Year 2 have eight children who have English as an additional language and questioned what is in place to support these children.* Mrs Bennett advised that the school have introduced a mix of EAL books to support the children. Governors were advised that whilst all the children speak English, there are possibly concerns around their use of technical language so translators are being used whereby the children speak into a device and it translates for them.
- 4.38 *It was asked how many nationalities the school has on roll.* Mrs Bennett advised that there are 12 different nationalities in school, including children from Ukraine.
- 4.39 Mrs Bennett advised that £9,000 has been allocated in the GAG funding received by the school for EAL children. This year this has been spent on the books and translators. Mrs Bennett advised that both Southampton and Portsmouth Local Authorities have good packages for EAL children which the school could access.
- 4.40 Behaviour: *It was questioned how many Pupil Premium and SEND children had applied for school-based job roles and whether job roles were available to children across the school or only in KS2.* Mrs Bennett advised that the opportunities were available to all year groups, but had been taken up predominantly by KS2. Of those children with school-based job roles, 58% were Pupil Premium and 38% were SEND; this represented 28 of the total number of job roles. Governors were

advised that the children had lanyards and were paid in Bearwood money for their work so they could buy items from the shop.

- 4.41 *It was asked whether those taking on roles were a mix of boys and girls.* Mrs Bennett confirmed that it was a real mix of both genders.
- 4.42 Governors were advised that the school now has eight chicks and these will be kept in the KS1 courtyard which has been cleared to enable the space to be better used by the children. It was confirmed that foxes were not able to access the KS1 courtyard space.
- 4.43 *It was asked what the school would be using the re-landscaped KS1 courtyard for* and Mrs Bennett advised that there was a maths and English shed in the space which gives freedom for the teachers to come and go. The space will also be used as a part of Stormbreak. Governors were advised that the space was only for the use of KS1.
- 4.44 *It was asked whether Mrs Bennett had seen a decrease in incidents following the interventions being used to support children across the school for behaviour and whether the interventions are having a positive impact.* Mrs Bennett advised that the interventions have had a positive impact for individuals but not necessarily overall. Mrs Bennett explained that in line with the Trauma Informed Approach staff were using red and yellow cards. Mrs Bennett further explained that she had spoken to the children, and they did not like getting red and yellow cards. Governors were advised that their dislike of the strategy was indicative that it was working as the children did not like receiving red and yellow cards.
- 4.45 *It was asked how the changes to Your Time were being received by staff and children. It was further asked whether staff and children were making connections and building relationships.* Mrs Bennett advised that the children love Your Time and do not want to miss it. Governors were informed that Your Time is being used for the Trauma Informed Approach by giving an opportunity for staff to engage with the children.
- 4.46 *It was asked whether Friday afternoon was a purposeful time and whether another day would allow for follow up.* Mrs Bennett advised that she was not previously a believer in Golden Time but had seen at Broadstone Middle how the model can run with skills-based purposeful activities and how it allowed interaction with children across year groups. The mix of year groups allowed the older children to look after younger ones in some activities, e.g. Forest School or dodgeball. It was possible when engaging with children to pick up on issues that impact on, for example, a child's attendance.
- 4.47 *It was questioned how staff are supported when working with children who are displaying dysregulated behaviour.* Mrs Bennett advised that lots of work has been done on the use of the Trauma Informed Approach and staff meetings have been held. It was explained that each class has a box of sensory toys for the children and makes use of specific zones of regulation. The school has also bought in sensory circuits this term giving a choice of zones of regulation. The benefits of this will be seen in the classroom as the children will be ready for learning. Miss Mansbridge confirmed that this initiative has totally transformed her class and children can self-regulate if working outside of this.

- 4.48 Governors were advised that the only downside is having so many dysregulated children being together. It was explained that the sensory circuits are done for 15 to 20 minutes before learning starts in the morning. This is continued into the classroom and into the zones of regulation.
- 4.49 *It was noted that Year 4 has a regular teacher in the classroom and it was asked whether this would continue for the rest of the year.* Mrs Bennett advised that having the teacher continue in Year 4 is in the best interests of the children. Governors were advised that this was a complex year group with many children having high needs. A teaching assistant is also in the classroom. Mrs Bennett explained that she is ensuring the adults have a good understanding of the children's needs. Governors were assured that the children are now settled and learning.
- 4.50 Boom Reader: *It was questioned whether the uptake of Boom Reader has improved since the last meeting. It was noted that at that time the uptake was around 83%.* Mrs Bennett advised that Boom Reader uptake has increased to 88%. Teachers have been asked to contact parents directly to see if they need support with Boom Reader. It was explained that children in Years 4 to 6 have their own logins. It was noted that 41% (11 children) were logging in themselves with other children being supported by their parents.
- 4.51 *It was asked how the school was ensuring children were reading if they were not accessing Boom Reader.* Mrs Bennett advised that these children become the focus for reading in school as are those children which are Pupil Premium.
- 4.52 *It was asked whether the target for Boom Reader uptake was 100%* and Mrs Bennett confirmed that the school was aiming for 100% uptake.
- 4.53 *It was asked whether there had been a good response to the SENCO setting up clubs for SEND children and whether the number of pupils taking part had increased.* Mrs Bennett advised that the number of SEND children participating had increased, although many already go to outside clubs.
- 4.54 *It was questioned whether the five questions in Flashback 5 are identified in the short-term planning.* Mrs Bennett advised that INSET would be done in April, although staff are already doing some Flashback 5 work. It was thought likely that the questions would not be included in the planning. Governors were advised that the school will ensure that the children do not miss PHSE, e.g. lessons on bullying. Governors were advised that staff will be looking at sticky knowledge and the sharing of knowledge organisers. Mrs Bennett explained that the school is using the scheme Get Set Go for PE but this is missing some planning elements as it is not in the same format as other subjects. This may also be the case for music.
- 4.55 Complaints: *It was asked whether the complaint referenced in the Headteacher's Report was the same one that Governors heard.* Mrs Bennett confirmed this was the case.
- 4.56 *It was asked whether the SEND pupil in Year 1 with developmental needs had been less disruptive* and Mrs Bennett confirmed that there had been fewer incidents and assured Governors that provision was in place.
- 4.57 Governors were advised that the autumn term survey showed only 70% of parents would recommend the school. This has improved as a further survey undertaken

at a parents' meeting had been completed by 101 families with 100% recommending the school. Mrs Bennett advised that the statistics from the survey would go out to parents tomorrow. The survey also showed that parents agreed that the school deals effectively with bullying. It was considered pleasing that the school is viewed in this way. Mrs Bennett advised that the school had done the work and achieved the necessary results.

5. Governance

5.1 Chair of Governors / Headteacher Meetings: Mrs Harris advised that she had met with Mrs Bennett mainly to discuss her decision around headship. Mrs Harris advised that this decision was supported and provided a good opportunity for her.

5.2 Accountability Schedule: AH advised that she would send the Accountability Schedule to Mr Hart.

5.3 Governors agreed the following revisions to Governor responsibilities:

- Teaching and Learning: Mrs Bridger
- Finance and Health & Safety: Mr Sergeant
- Pupil Premium and Attendance: Mrs Blake
- Parents & the Community: Mr Hart.

5.4 It was agreed that Mrs Best would act as mentor to Mrs Blake.

5.5 Mrs Harris advised that the role of Parents and the Community Governor focuses on communication to parents, links with the local church and the community. It would also include the school website and parent workshops. This Governor role may also look at the Bearwood goals.

5.6 Collective Worship and RE Provision: Mrs Bridger advised that the subject leader had worked hard this year and was focusing mainly on sticky knowledge. Concern has been raised about the work expected of subject leaders but recognised that this is an issue across many schools. Mrs Bennett advised that subject leaders are given a half day each half term to work on their subject and the school was aware of the workload. Mrs Bennett advised that subject leadership can be challenging in a one form entry school.

5.7 Finance: Mrs Harris advised that she had looked at the monthly finances and they reflect the budget as set as far as it can.

5.8 Mrs Harris advised that the risk assessment has been reviewed. Mrs Harris expressed surprise that the risks were not ranked as high, medium and low and it was suggested that this may want to be reviewed.

5.9 Health and Safety: Mrs Harris advised that the Accessibility and Equality Plans are being reviewed. Mrs Bennett advised that the Accessibility Plan is now on the school website and the Equality Plan is due in September.

5.10 History: Mr Hart advised that he met with Mrs Bennett before Christmas to discuss History which was very good. Mrs Bennett had shared the concept map with him and the curriculum statement and showed how this was mapped out and shared with other staff. Mr Hart advised that he and Mrs Bennett also discussed

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<p>progression, historical language, membership of the Historical Association and the attendance at webinars. Mr Hart reported that there were no issues in History. At the next meeting, Mr Hart advised that he would review pupil progress.</p> <p>5.11 <u>Looked After Children:</u> Mrs Best advised that the school has not previously had a LAC child. The meeting with Mrs Bennett focused on the role of the virtual school and Pupil Premium children accessing clubs. Mrs Best advised that she was interested to see how this child developed.</p> <p>5.12 <u>Pupil Premium:</u> Mrs Best advised that she had seen evidence in the children’s books and noted that the children are making at least expected progress. It was reported that the attendance of Pupil Premium children is good and stands at 93% compared to 95% for non-Pupil Premium children. Mrs Best advised that it was possible to see where the children are dipping on FFT. Mrs Best reported that the school provides interventions where pupil attendance dips.</p> <p>5.13 Mrs Best advised that at KS1 and Early Years, speaking and listening has improved following interventions. Phonics sessions are being held and interventions are run by an HLTA.</p> <p>5.14 Mrs Best advised that staff are aware of those children that are Pupil Premium. Staff notice where there are gaps in children’s work and address these, but attendance is a barrier for some children.</p> <p>5.15 Mrs Best advised that the school makes parents aware of Pupil Premium through newsletters.</p> <p>5.16 Governors were advised that the Pupil Premium strategy is a three-year document which is reviewed termly.</p> <p>5.17 Mrs Best advised that she needs to still meet with school leaders on attendance and the Single Central Record this term. Action: Mrs Best.</p> <p>5.18 Mrs Harris advised Governors to look at the Schedule and to cover anything outstanding for this term. Action: All Governors.</p>	<p style="text-align: center;">Mrs Best</p> <p style="text-align: center;">All Governors</p>
<p>6. Policies</p> <p>6.1 Mrs Harris advised that the Anti-Bullying Policy and Attendance Policy were being brought to Governors for approval. Governors were invited to make any comments.</p> <p>6.2 It was noted that changes had been made to the Attendance Policy following comments from Governors.</p> <p>6.3 Governors unanimously approved the Anti-Bullying Policy and the Attendance Policy.</p>	
<p>7. Any Other Business</p> <p>7.1 <u>Meeting Date Change:</u> It was agreed that the date of the summer 2 meeting would be moved to 13th July 2023 at 6:30pm.</p>	

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7.2	<p><u>The Key for Governors:</u> Mrs Bennett asked Governors whether The Key was being used and it was confirmed that it was. After discussion about other options, it was agreed that member of The Key for Governors would be renewed.</p>	
8.	Date of Next Meeting	
8.1	<p>Governors were advised that the next meeting would be held on 11th May 2023 at 6:30 p.m.</p>	
Meeting closed 8:00 p.m.		

END OF MINUTES

Actions:

Minute	Action	Governor	By When
5.17	To meet with school leaders on attendance and the Single Central Record	Mrs Best	April 2023
5.18	To check the Schedule and cover any outstanding actions for this term	All Governors	April 2023