

**Learning, Enjoying & Succeeding Together**  
**The Local Governing Board of**  
**Bearwood Primary & Nursery School**  
**Minutes of Local Governing Board Meeting**  
**Held on Thursday, 13<sup>th</sup> July 2023 at 6:30 p.m.**

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**Present:**

Mrs Ann Harris (Chair)

Mrs Rebecca Bridger

Mrs Laura Bennett (Headteacher)

Mr Simon Hart

Mrs Nicola Best

Mr Ben Sergeaunt

Mrs Harriet Blake

<p><b>1. Welcome and Apologies</b></p> <p>1.1 Mrs Harris welcomed Governors to the meeting. Apologies were received and accepted from Miss Shauna Mansbridge and Mrs Patricia Rushton.</p> <p>1.2 As the Clerk was unable to attend the meeting, it has been audio recorded and will be transcribed by the Clerk.</p>	
<p><b>2. Declarations of Interest</b></p> <p>2.1 There were no declarations of interest made at this meeting.</p>	
<p><b>3. Minutes of the Last Meeting</b></p> <p>3.1 Governors agreed that the minutes of the meeting dated 11<sup>th</sup> May 2023 were an accurate reflection of that meeting.</p>	
<p><b>4. Matters Arising</b></p> <p>4.1 <u>Looked After Children Report (minute 7.16)</u>: Mrs Bennett advised that this item forms part of her safeguarding report.</p> <p>4.2 <u>Finance Report (minute 7.17)</u>: Mrs Bennett confirmed that she had passed on the monthly finance papers and audit report to Mr Sergeaunt.</p> <p>4.3 <u>Website Check (minute 7.19)</u>: Mr Sergeaunt confirmed that he had undertaken a check of the school website. It was considered that this had been done very thoroughly.</p> <p>4.4 <u>Sports Funding (minute 7.20)</u>: It was confirmed that Mrs Bridger had met to discuss the Sports Grant funding.</p> <p>4.5 <u>Pupil Premium Funding (minute 7.21)</u>: Mrs Bennett advised that she was currently completing the impact report on pupil premium for the first year and the next report will cover the next three years. This will be available before Mrs Bennett leaves the school.</p> <p>4.6 <u>Data Breaches (minute 7.22)</u>: It was confirmed that Mr Hart had discussed data breaches with Mr Leddin.</p>	

## 5. Headteacher's Report

- 5.1 Safeguarding Report: Mrs Bennett advised that Governors have the annual safeguarding report. The school has only one LAC child who is in EYFS moving into Year 1. Mrs Bennett reported that the Virtual School Head meetings have been very thorough, and the school has made sure this child makes a Good Level of Development (GLD) by the end of the year.
- 5.2 It was noted that in the spring it looked as though the child might not achieve GLD so additional resourcing was put in place to give her 20 minutes a day with a 1:1. Governors were advised that the nursery teachers come in between 8:30 and 8:50 and work on phonics; this has had the desired impact. Mrs Bennett explained that this support will carry on into Year 1 funded by the LAC funding. The child will then receive speech and language therapy. Mrs Bennett advised that she was really pleased with the results. Governors were advised the child's circumstances are changing socially within the family dynamics, so it is important she is able to speak to key adults.
- 5.3 It was noted that the safeguarding report touches on the main changes in KCSIE that are coming up in September. Mrs Bennett explained that a PowerPoint will be produced, and Mrs Smith will lead the training with all staff in September.
- 5.4 Mrs Bennett reported that the Hamwic safeguarding proforma has to be completed by the 28<sup>th</sup> July and the details from this will be included in the next Headteacher's Report.
- 5.5 Staffing: Mrs Bennett advised that quite a few people are leaving, including herself, Mrs Guarguaglini who will be going on maternity leave, and Miss Pike. It was explained that Miss Pike was offered a job after the 31<sup>st</sup> May and it was agreed that we would release her early dependent upon whether we could recruit to her post. The school has successfully recruited Mr Thomas who will be joining us from St James' in Bournemouth.
- 5.6 Governors were advised that we also have Mrs Ramsay leaving from EYFS. Ms Ladyman will be joining us from Christchurch. Ms Ladyman has already visited the school to support with transition.
- 5.7 Mrs Bennett explained that there was some concern about the number of SLT members leaving the school. However, Mrs Goodfellow, the Year 2 teacher, is now stepping up as Acting Deputy Headteacher for the year even if Mrs Guarguaglini returns at May half term. Mrs Bennett advised that Mrs Smith has been in for the five transition days and has really hit the ground running. She is very excited about starting at Bearwood.
- 5.8 Mrs Bennett advised that the school has a full staff and everyone has their roles and responsibilities. The roles and responsibilities of the Headteacher and Deputy Headteacher have been reviewed, with the Deputy Headteacher primarily looking at teaching and learning.
- 5.9 Governors were advised that Miss Watts will also be joining as an ECT next year. A teacher, who has been with us for supply will be joining us working in Year 3.
- 5.10 *It was asked whether all the new staff are from Hamwic.* Mrs Bennett advised that Miss Watts was a student with us, so will be starting as an ECT. Ms Ladyman has

worked for 10 years in EYFS at Christchurch Infant School, which is an outstanding school. All the new staff will be coming into school next week to start their induction.

- 5.11 Mrs Bennett advised that all the staff in KS1 are new to the school so this will need monitoring. In KS2, a supply teacher who has been with us will be going into Year 3 and the staff in Years 4, 5 and 6 are unchanged.
- 5.12 Hamwic Staff Survey Results: Mrs Bennett explained that the survey shows only one person being less happy than we would like, with the school having one of the lowest total disagrees in the Trust. The survey is anonymised. The Trust has indicated that it will be reflecting on workload as 41% of the whole Trust were concerned about workload with staff not wanting to take on extra responsibility as they already feel they have enough work to do.
- 5.13 Mrs Bennett advised that Hamwic have created curriculums for Music, PHSE and Computing.
- 5.14 Mrs Bennett advised that Hamwic forms reporting, for example, racist comments, showed that a lot of incidents are within KS1 and often these children do not understand what they are saying. Resources have been produced to support teachers in having conversations with the children in KS1. Hamwic will also produce resources for KS2 and KS3. Hamwic will also be supporting schools with resources such as safety assemblies.
- 5.15 Mrs Bennett reported that the same issues arise in Trust schools, including staffing, finance, high numbers of pupils with EHCPs and an increase in behaviour needs linking to mental health issues. It was recognised that much of the pressure comes from Government. Mrs Bennett advise that Bearwood has only two children with EHCPs which is comparatively low.
- 5.16 Curriculum Updates: A Governor commented that the curriculum updates were really thorough. Mrs Bennett advised that a deep dive had been done with all subject leaders and then she also modelled a history report. Governors were advised that subject leaders also looked at assessment, what is being done from unit to unit and what the children will be learning next. This work will support the School Development Plan which has a focus on assessment.
- 5.17 SEND: Mrs Bennett advised that the school is to introduce 'SEND Ways' to ensure children are accessing the curriculum. Teachers will then need to look to ensure that the curriculum does not have content overload. Teachers will also be asking themselves if we are not asking too much of these children and whether the content needs to be presented differently, perhaps more visually.
- 5.18 Mrs Bennett advised that at the Hamwic conference yesterday, Trust Officers discussed those schools that were really embedding the new curriculum and it was noted that these schools have focused on the reasoning behind the curriculum. Mrs Bennett advised that the children have the knowledge they need in a subject and are now making the connections and discussing the reasoning behind it, i.e. this is why, this is because. Teachers are giving the children the strategies and the metacognition.
- 5.19 *It was questioned whether the children can compare and contrast across all lessons and not only in one subject.* Mrs Bennett advised that when the school taught for

mastery, the topics were analysed, explained and reasoned. Governors were advised that at this time, teachers scaffolded the learning for SEND children so that it was accessible to them. Mrs Bennett explained that the children's books are now showing those opportunities to deepen learning and we now have a mechanism to link this to analysing and evaluating. Mrs Bennett advised, however, that now we have new staff we are finding we need to start from the beginning. Mrs Bennett explained that she is finding it difficult to share with staff and Mrs Smith where she would go next if she were still at Bearwood.

- 5.20 Mrs Bennett advised that for Maths and English, she recently did an Ofsted for a Trust that had a really good document where they have looked at the Reading and Writing strands and plotted them out in a similar way to the History and Geography at Bearwood. Mrs Bennett advised that this school had done it for the core subjects which made sense. It was, however, translated slightly differently in the classroom with the strengths and weaknesses. It was considered that this document provided a guide to say what the curriculum would look like in each term for the child and how the subject is built up.
- 5.21 Mrs Bennett advised that the next step for the core subjects would be about the sticky knowledge rather than the broad mass objectives. A Governor explained that at her school the focus was on the end of year tests and the Curriculum Director wanted the children to get 100% on the tests, but this was not the case. It was explained that one of the English questions was to explain what a meter was in a poem. It was considered that Bearwood had the structure to deliver a strand progressively and sequence lessons in the same way.
- 5.22 Mrs Bennett advised that a further next step is to look at the substantive and disciplinary knowledge, ensuring that it does not cause cognitive overload. *Mrs Bennett was asked to define substantive and disciplinary.* Mrs Bennett advised that substantive knowledge is the knowledge base, i.e. the facts, and disciplinary is similar to scientific enquiry, i.e. the skills and how to do it, for example, how to be a historian, so children might look at cause and consequence. In response to a clarification, Mrs Bennett confirmed that it was about the approach to a subject and how the child becomes a historian or scientist.
- 5.23 Mrs Bennett advised that scientific enquiry can be quite difficult as it is made up of different sections, e.g. fair testing, question, prediction and the conclusion which in the past may have been covered in an afternoon, whereas now we might spend time looking at patterns and trends and these would be skills and disciplinary knowledge that would be taught.
- 5.24 Mrs Bennett advised that she visited another school which was teaching science and in the final unit they were using it as an assessment and using post-it notes to say whether children had got it or not and when they came to do it again, they would target these children. It looked good, but when you looked at the books, they were just re-doing the lessons. When you looked at the lesson they were doing the balanced diet and the children were comparing whether crisps can be healthy for you but looking at different crisps, but it was not clear what the sticky knowledge was and what the teacher wanted the children to actually know. Mrs Bennett explained that teachers need to ensure that the task allows this knowledge to show.

- 5.25 Mrs Bennett advised that whilst the concept was clever it had to be questioned as to how you make sure the children have got, for example, patterns and trends. This would allow the TA to work with a group of children and confidently say at the end of it the children have got it. Mrs Bennett explained that whilst it is acceptable to repeat the work, it has to be a slightly different context rather than exactly the same lesson.
- 5.26 Data: Mrs Bennett advised that EYFS was 77% at GLD, explaining that we had expected 80% but one child is struggling with social and emotional issues at the moment.
- 5.27 *It was noted in EYFS, that girls seem, in most areas, to achieve more highly than the boys. It was questioned whether this is down to unique traits or a small cohort. It was further questioned as to how this compared to national data and whether it affected the planning for interventions.* Mrs Bennett advised that the national picture will not be available until September, but compared to last year it looks slightly different. Mrs Bennett explained that the school has accommodated as best it can to meet the needs of the children. Meetings have been held every two weeks to look at the children who are not on track and identify strategies to bring them back on track. Mrs Bennett explained that predominantly it was boys who were not on track and that the school would not necessarily change the interventions being planned, but would look at the baseline of next year's cohort in September and determine their needs.
- 5.28 Mrs Bennett advised that a recent Ofsted webinar focused on communication, language and the learning environment and recognising the importance of the adults working with children and how they are facilitating those conversations. Mrs Bennett advised that at Hillbourne they have a buddy system whereby Reception children have a Year 6 buddy and this demonstrated good communication and language. It was considered that the children excel in that school because they have Year 6 modelling communication and language when sitting with Reception at lunchtime and meeting them first thing in the morning. Mrs Bennett has suggested to Olivia that she tries this next year.
- 5.29 Mrs Bennett advised that in EYFS, Mrs Ramsay has created six weekly intervention plans to give the children a good starting point. Mrs Bennett gave the example of Literacy at 77% with the school aiming for 90%. This is part of Mrs Ramsay's performance management and again shows that consideration is given to the baseline and meeting the needs of the children. The analysis of the data showed that for some children they did not achieve GLD because they were not able to complete an objective independently. Mrs Bennett assured Governors that the children not getting GLD would be targeted in Year 1.
- 5.30 Phonics: Mrs Bennett advised that she requested Hamic review the phonics as the results at 65% was less than the 77% indicated by the trackers. It was noted that some of the children did not have the communication and language skills and there were also some children with slight attendance issues, so that were different reasons for the variance. When Hamwic visited they felt things were possibly different on the day. Mrs Bennett advised that the children have practiced for the phonics test and they were with the same adult and in a familiar room.

- 5.31 *It was asked whether the issue was with certain words, perhaps the alien words or with blending.* Mrs Bennett advised that it has been put down to our use of Little Wandle as this scheme requires absolute fidelity to the scheme. It has been noted that another Hamwic school which uses Little Wandle has fidelity to the scheme and have achieved 90% in their phonics. Mrs Bennett explained that she has noticed that staff at Bearwood will sometimes not fully adhere to the scheme. Mrs Bennett informed Governors that it is likely the school's phonics results will come out in line with national, but questions should be asked about what is missing from the teaching and what are we going to do to counteract this.
- 5.32 *It was asked how this will impact on those children moving into Year 2 and those going into the Reception class in September.* Mrs Bennett advised that next year's Reception should be unaffected, but we do need to ensure fidelity to the scheme. Mrs Bennett has expressed her concern to Hamwic that this was not picked up by them at an earlier point especially as we have seen the potential impact this can have on the children's learning. Mrs Bennett advised that moving forward a clear programme will be put in place for the Year 1 children going into Year 2 to make sure they achieve their phonics. It was acknowledged that whilst attendance has been an issue, the children have made progress, but it was not enough.
- 5.33 Mrs Bennett advised that whilst 32 is the pass score, the children need to be achieving 36 to be considered secure in phonics. Governors were advised that we need to ensure that we have rapid catch up in place by analysing the gaps and targeting those gaps.
- 5.34 Governors were advised that from September, the school will be ensuring that it uses all the Little Wandle resources and to monitor carefully every six weeks to ensure the children are on track. It was acknowledged that something went wrong during the year, and this is being unpicked so as to ensure that it does not happen again next year. It was suggested that Governors may want to follow up on the phonics next year.
- 5.35 *It was questioned whether this is covered in the induction training.* Mrs Bennett advised that the new staff are coming in next week and will be working with Mrs Guarguaglini and also working with Hamwic's Early Reading and Phonics Lead in September. Governors were advised that Hamwic will visit every four to five weeks to monitor and provide support. Additionally, Mrs Goodfellow will be leading on phonics during Mrs Guarguaglini's maternity leave.
- 5.36 *It was asked how phonics will be monitored by Hamwic.* Mrs Bennett advised that they will be regularly checking to ensure that the teaching is going to plan and that it correlates as fidelity to the Little wandle scheme.
- 5.37 KS2 Data: Mrs Bennett confirmed that the data was good and it would be interesting to see the progress that was made once the results are released. Mrs Bennett reported that in Reading 87% of children made expected progress. In Writing, 76% made expected progress with 10% achieving greater depth. In Maths, 83% made expected progress with 24 children making accelerated progress.
- 5.38 *It was questioned as to why the KS2 results indicating that those children achieving greater depth in Reading and Writing were down in KS1.* Mrs Bennett advised that the message from Hamwic was to ensure that children made ARE and expected

	<p>progress as this was one of the three priorities. Mrs Bennett assured Governors that this does not mean that the school ‘dropped the ball’ with them, as the school focuses on all children and they had the opportunity to achieve greater depth. Mrs Bennett explained that she could not specifically say it was due to Covid. Mrs Bennett further explained that the school does not put ceilings on children and much depended on how much content teachers taught and the amount of available time to cover everything. Mrs Bennett advised that teachers wanted the children to understand place value and number, so the marks are not quite as high as we would have wanted. Governors were advised that the Reading results were disappointing. Mrs Bennett advised that the performance data is released in October/November, and the different threads will be analysed.</p>	
5.39	<p>Mrs Bennett advised that next year’s Year 6 is a different cohort and teachers will need to be aware that there are only 23 children, so each child is worth around 4%. At the end of Year 5, this year group is in line for 61% for Writing. Mrs Bennett explained that the school will be aiming for 70% for Maths and Reading. It was explained that progress will be key for this year group and this has already been included on the school development plan. Mrs Bennett advised that she has arranged for someone to come in and look at the writing.</p>	
5.40	<p><u>Performance Management:</u> Mrs Bennett advised that she is just finishing people’s performance management.</p>	
5.41	<p><u>Attendance:</u> Mrs Bennett advised that overall whole school attendance has improved this year, with persistent absence reducing significantly. <i>A question was asked as to the most effective measures in achieving this and whether this will continue. It was also questioned as to whether further improvement is likely.</i> Mrs Bennett advised that she focused on attendance once the Assistant Headteacher had left. Mrs Bennett explained that by 11:00 every morning she receives a list of absent children. Some children are flagged as a priority and if they are absent, she is informed within 10 minutes of 9:00. The list is scanned for the reasons for absence. Mrs Bennett advised that some families are on weekly targeted trackers.</p>	
5.42	<p>Mrs Bennett advised that the attendance of Pupil Premium children is a lot lower than that of non-Pupil Premium children and she is desperate to close that gap. Governors were assured that fines are issued where holidays are taken in term time. Governors were advised that attendance is a national issue. It was recognised that for many families it was a financial decision to take term time holidays. It has been noted that there are certain families that will often go camping on a Friday.</p>	
5.43	<p>Mrs Bennett advised that the welfare checks undertaken by school staff have really helped as some parents have been shocked when staff turn up for a home visit. This can be beneficial in getting the child into school, especially if they are wanting support with anxieties.</p>	
<b>6.</b>	<b>Safeguarding</b>	
6.1	<p>It was noted that this had been covered earlier in the meeting.</p>	

## 7. Governance

- 7.1 Issues arising from Headteacher and Chair of Governors Meeting: Mrs Harris advised that no issues have arisen requiring discussion.
- 7.2 Data Protection: Mr Hart advised that he had spoken with Mr Leddin about the Data Protection Policy and GDPR breaches. Mr Leddin was aware there had been data breaches, e.g. a parent getting information about the wrong child, but this had been dealt with swiftly and both parents accepted apologies and steps put in place to prevent this from happening again. Mr Leddin has offered refresher training to affected staff and all new staff receive training. Mr Leddin advised that he encourages staff to be open about mistakes as often a data breach is seen to be scary. Mr Leddin was confident that the current policy is up to date.
- 7.3 Website Review: Mr Sergeant reported that the website was easy to navigate and he could find all of the information, although some information was a bit more difficult to find. It was suggested that the policies link at the top of the home page should be tweaked a little as this seemed a bit confusing. There were also a couple of policies that did not have signatures and/or dates or which were under review. Mr Sergeant advised that he liked the graphics for school uniform, although it was felt that the website lacked information on the optional uniform, e.g. summer dresses. The audit undertaken by Mr Sergeant has been emailed to Mrs Smith. Mr Sergeant advised that the Sports Premium report was undated and had some funding areas left blank, which perhaps should be completed as N/A. Other than the Sports Premium Report, Mr Sergeant assured Governors that there were no major concerns around the school website. Mrs Harris suggested that Mr Sergeant follow up next term to ensure the areas he has highlighted have been addressed. **Action: Mr Sergeant.** Mrs Bennett advised that the Sports Premium report has been updated and will be on the website by the 31<sup>st</sup> July. **Action: Mrs Bennett.**
- 7.4 Curriculum Provision: Mrs Bridger reported that she had spoken to some children who were really enthusiastic and were able to talk about their sticky knowledge and the enrichment activities that take place.
- 7.5 Sports Premium: Mrs Bridger reported that she had discussed the Sports Premium funding. Mrs Bridger was interested in the initiatives used by the school for sports, e.g. sports ambassadors, and was interested in the sustainability of the initiatives in place and how outside providers, such as AFC Bournemouth, have been supporting the school through developing our staff. Governors were advised that the PE Lead was keen to promote competitive sport.
- 7.6 Collective Worship: Mrs Bridger reported that she had spoken to Mrs Ramsay and was impressed by all the work she had done on developing this subject. Mrs Ramsay has looked at the prayer space available for a Muslim child in the school so that he has the opportunity to pray. Mrs Ramsay is also identifying opportunities to support children's spiritual, cultural and moral development. It was felt this was well covered in assemblies and in links with local churches.
- 7.7 Single Central Record: Mrs Blake reported that she had undertaken a check of the Single Central Record and was happy that it was up to date and being kept securely. The password to the Single Central Record is only known to Mrs Bennett,

Mr Sergeant  
Mrs Bennett



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<p>Mrs Guarguaglini and Mr Leddin. Governors were advised that a recent HR audit raised no concerns around the Single Central Record.</p> <p>7.8 <u>Pupil Progress</u>: Governors were advised that outcomes in EYFS are in line with where the school thought this cohort would be. Results in KS1 have been really positive although it has been noticed that there is a difference between Pupil Premium children and all children. Results in KS2 are a bit of a mixture and there are some big differences in some areas, for example, Pupil Premium children doing pretty well in Maths. It was suggested that as the cohort is small it might be advantageous to include the number of children as well as the percentage.</p> <p>7.9 <u>Accountability Schedule</u>: Mrs Harris advised that this is in place but will need to be tweaked in September.</p> <p>7.10 <u>Election of Chair and Vice-Chair</u>: Mr Sergeaunt was elected as Chair of Governors and Mrs Best as Vice-Chair of Governors. Mrs Harris commented that the LGB would be very supportive of Mr Sergeaunt as our new Chair.</p>	
<p><b>8. Policies</b></p> <p>8.1 <u>Complaints Policy</u>: Governors noted that Hamwic have produced a revised Complaints Policy.</p>	
<p><b>9. Date of Next Meeting</b></p> <p>9.1 Governors were advised that the date of the next meeting would be confirmed shortly.</p>	
<p><b>Meeting closed 7:35 p.m.</b></p>	

**END OF MINUTES**

**Actions:**

Minute	Action	Governor	By When
7.3	To follow up next term to ensure the areas he has highlighted have been addressed. Mrs Bennett advised.	Mr Sergeaunt	Oct 2023
7.3	To ensure that the Sports Premium report has been updated and on the website by the 31 <sup>st</sup> July.	Mrs Bennett	July 2023