

# Bearwood Primary & Nursery School

## Minutes of Local Governing Board Meeting

Held on Tuesday, 26<sup>th</sup> September 2023 at 6:30 p.m.

**Present:**

Mr Ben Sargeaunt (Chair)

Mrs Harriet Blake

Mrs Cheryl Smith (Headteacher)

Mrs Rebecca Bridger

Mrs Nicola Best

Miss Shauna Mansbridge

**In attendance:**

Mrs Patricia Rushton (Clerk)

<p><b>1. Welcome and Apologies</b></p> <p>1.1 Mr Sargeaunt welcomed Governors to the meeting. Apologies were received and accepted from Mr Simon Hart.</p> <p>1.2 Mr Sargeaunt introduced himself and explained that his contact details were available on Governor Hub and Governors were welcome to contact him. He requested that should a Governor not be able to see his contact details on Governor Hub then they were welcome to email him and he would send his full contact details.</p>	
<p><b>2. Declarations of Interest and Register of Business Interests</b></p> <p>2.1 Mrs Best advised that she was now a Governor at Hillbourne Primary School. No other declarations of interest were made.</p>	
<p><b>3. Minutes of the Last Meeting</b></p> <p>3.1 Governors agreed that the minutes of the meeting dated 13<sup>th</sup> July 2023 were an accurate reflection of that meeting.</p>	
<p><b>4. Matters Arising</b></p> <p>4.1 There were no matters arising from the minutes of the last meeting.</p>	
<p><b>5. Headteacher's Report</b></p> <p>5.1 Mrs Smith advised that she appreciated receipt of Governors' questions on her report prior to the meeting and it was agreed that any questions would be sent to Mrs Smith and Mr Sargeaunt, copying in Mrs Rushton. Mrs Smith advised that she would try to get her Leadership report to Governors as early as she can before the meeting date.</p> <p>5.2 <i>It was asked how communications with parents had been streamlined and whether it was reaching all parents.</i> Mrs Smith advised that it had been decided to send communications out to parents twice a week. It has previously been noted that parents had reported they were sometimes overloaded with information and so</p>	

<p>the school has tried to streamline communications; it was hoped that this would be helpful to parents. Mrs Smith explained that bulletins are sent out on Mondays (Marvellous Mondays) and Wednesdays (We need to know Wednesdays). It was explained that where a communication is not urgent then it may be moved to a future date so that parents do not receive too much information at any one time.</p> <p>5.3 Mrs Smith advised that she thought the bulletins were being received by the majority of parents and felt the school was reaching as many parents as it could.</p> <p>5.4 <i>It was questioned whether paper copies were being made available to some parents.</i> Mrs Smith advised that this is being handled by the school office but she would ask the office staff and request they keep a copy of each bulletin in a file so they can be printed if requested by a parent. <b>Action: Mrs Smith.</b></p> <p>5.5 Mrs Smith advised that she and the Deputy Headteacher proof read all bulletins and it has been made clear to office staff that the bulletins should be sent out on Mondays and Wednesdays.</p> <p>5.6 <i>It was questioned as to how many new staff the school had.</i> Mrs Smith advised that the school had a brand new EYFS and KS1 team who had all fitted in well and were now part of the Bearwood family. Mrs Smith outlined their past teaching experiences.</p> <p>5.7 <i>It was further questioned as to whether the new staff needed extra time to complete the induction process and where this information is recorded.</i> Mrs Smith advised that she had been clever in her use of CPD and had used some of the time on a recent INSET day working on action planning with some staff whilst new staff were doing their induction. The Deputy Headteacher was leading on induction and will be undertaking a one month review with all new staff next week and is expecting to sign off their self-study and self-directed tasks. Mrs Smith explained that the induction process included safeguarding, health and safety and covered the various activities and systems in place in school. Mrs Smith advised that the induction information is recorded in an individual record and will be saved in personnel files.</p> <p>5.8 <i>Referring to enabling environments, it was questioned as to the next steps in ensuring all classrooms are enabling.</i> Mrs Smith advised that all staff were given a monitoring task which would provide them with a quick win. It also provided a bit of an induction process as the expectations of what should be seen in each class was made clear. This entailed each class undertaking a self-reflection exercise and this was compared to the thoughts of SLT. Generally, the self-evaluations matched the views of SLT. Where an aspect needed tightening, suggestions were made to the teacher.</p> <p>5.9 <i>It was questioned whether this exercise will be repeated to see if improvements have taken place.</i> Mrs Smith advised that staff have been given until the second week of the next half term, so they have time to get to know their class. SLT will then look to ensure appropriate provision is in place, e.g., left-handed scissors for left-handed children or provision for children with ADHD, ASD or other needs.</p> <p>5.10 <i>It was further questioned whether there was an expectation that all classes will reach a certain standard and asked what time frame was anticipated.</i> Mrs Smith explained that she will be doing some CPD on SEND during the first week back after</p>	<p><b>Mrs Smith</b></p>
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half term and will look again at enabling environments. The next steps will be sharing of some quick wins that staff can implement quickly. Miss Mansbridge advised that she is leading an English CPD session and some things have been adapted in the monitoring.

- 5.11 *It was noted that the school had a pupil who needed medical support and questioned whether the staff needed extra training to support this pupil. It was further questioned whether this had impacted on TAs in class and if this support will be maintained as the pupil moves through the school.* Mrs Smith advised that the staff have required additional training and the need to support this pupil had impacted on TA provision. It was explained that adjustments had been made to the staffing in Oak Base. This has been monitored and Mrs Smith is aware of how hectic it can be at times especially given the school has two children with EHCPs in that base. Governors were informed that changes will be taking place this week to ensure that the school has the right staff in the right places.
- 5.12 Mrs Smith explained that the school has an on call diabetic nurse who is available to support staff with the weighing of food and the calculation of carbohydrate levels. Governors were advised that Mrs Lyster has been instrumental in ensuring that this child's needs are being met. It was explained that the fact this child is accessing food is a real positive.
- 5.13 Mrs Smith advised that she will be looking at training all staff in the base so the onus is not only on a couple of staff. Governors were informed that Mrs Smith was aware staff do not have to perform these tasks so appreciated the work they do.
- 5.14 Mrs Smith outlined the learning needs of this pupil following a question from Governors.
- 5.15 *It was noted that historically pupils often move to a middle school at the end of Year 4. It was asked whether there were any children waiting for a space in Years 5 and 6.* Mrs Smith advised that there were no children waiting to join Years 5 and 6. Mrs Smith explained that one of her main aims is to increase pupil numbers. It was considered that the school had talented staff and had spaces for additional children.
- 5.16 *It was further questioned whether the children that moved to middle school at the end of last year had siblings already attending a middle school.* Mrs Smith confirmed they all had siblings. Governors were assured that the office staff are proactive around admissions.
- 5.17 A Governor advised that she had not appreciated the impact children leaving to attend a middle school had on the school and suggested that the school could work with the local secondary schools to build links, especially before the children reach Year 5 as this may reduce the likelihood of children leaving at the end of Year 4. It was agreed that Mrs Blake would link with Miss Mansbridge to monitor this issue and to see what links could be built, e.g. a link with science or art. **Action: Mrs Blake and Miss Mansbridge.** Governors were advised that the school is a feeder school for many of the local secondaries and this is recognised as an issue for many BCP schools. Mrs Blake advised that working with the local secondaries provides great support for transition from primary to secondary.

Mrs Blake &  
 Miss Mansbridge

- 5.18 *It was questioned whether those staff who needed training in Little Wandle have received this.* Mrs Smith advised that training is ongoing to ensure that it is kept fresh and staff are updated. Governors were informed that three staff are going to an event at a school with Little Wandle champion status, including the Deputy Headteacher. Mrs Smith will be attending an event in November so will know what to monitor when seeing the scheme in the classroom. Mrs Smith explained that training is also ongoing for TAs.
- 5.19 *It was also questioned whether the Reception teacher was confident in using the scheme.* Mrs Smith advised that the EYFS Leader is as confident in Little Wandle as she can be. Mrs Smith advised that the main aim was to ensure that early reading and phonics is further developed given the outcomes from last year.
- 5.20 *Referring to attendance and those pupils at risk of becoming persistently absent or who are already persistently absent, it was questioned whether the attendance policy was being followed and how Mrs Smith knew this was happening.* Mrs Smith advised that on day one of school she did a home visit for a pupil who was previously persistently absent and who was having an additional day's holiday. Governors were assured that Mrs Lyster was prioritising attendance. The office staff help with the monitoring of attendance. It was noted that the school is now getting children with coughs and colds starting to take time off and there is the possibility of increasing absence levels with covid reappearing. Mrs Smith explained that whilst attendance was brilliant for the first few weeks, it has taken a dip this week.
- 5.21 Mrs Smith assured Governors that the attendance policy was being followed and that she is overseeing attendance.
- 5.22 *It was questioned whether the graduated response plan has been sent to parents* and Mrs Smith advised that it had not been shared as yet but will be going out with the bulletin next week. Governors were advised that Mrs Smith is wanting to make the classrooms inviting for the children so they want to be in school. Consideration was being given to holding a sports day early in the year and it was noted that the harvest celebrations were brilliant this morning. It was felt that these little things are being built in where possible to encourage good attendance.
- 5.23 Mrs Smith advised that she meets regularly with the office staff and will be using a six-weekly plan to monitor attendance.
- 5.24 *Referring to the pupil on a behaviour response plan, it was questioned whether there has been an improvement in behaviour and what the next step will be if the existing plan does not work.* Mrs Smith explained that the behaviour response plan is still a work in progress, advising that immediately after the event the classroom was made so attractive that he will want to be in the room. This pupil receives a sticker for each morning and each afternoon he is in class, so potentially could receive two stickers a day. Mrs Smith advised that in the meantime, staff are assessing his behaviour and the triggers for it and also looking to see what causes the anxieties to make him flee.
- 5.25 Mrs Smith advised that Trust behaviour support staff will be doing a site tour in the near future and this enable her to highlight the difficulties the school

experiences when children choose to run. Governors were advised that consistency from all staff is key to a behaviour response plan being successful.

- 5.26 *It was asked whether the school is using the trauma informed approach.* Mrs Smith advised that she is using this approach and is aware that it is working, although more work is still needed. Mrs Smith advised that a Year 5 child is being placed on a behaviour response plan, which will be very specific and focus on the zones of regulation. A meeting is to be held with parents to show them the plan.
- 5.27 *It was questioned whether all staff are aware of the plan and are following it.* Mrs Smith assured Governors that all staff were aware and are following the plan.
- 5.28 *It was considered great to see the compliments from parents regarding the Japanese day.* Mrs Smith advised that the Japanese day was amazing.
- 5.29 *It was asked whether parents are aware of the complaints' procedure and how this has been notified to parents.* Mrs Smith advised that the complaints policy is available on the school website, but will be highlighted to parents in a future bulletin.
- 5.30 *It was asked whether all staff are confident in the use of MyConcern and how this was known. It was also asked whether lunchtime and support staff are able to access MyConcern if needed.* Mrs Smith advised that all staff have access to MyConcern and she will be introducing the ability to task staff back so closing the loop. Mrs Best advised that at her school the safeguarding lead is able to ask staff to complete a task, e.g. confirm they have spoken to parents. Mrs Smith advised that staff will need additional training once this feature has been implemented.
- 5.31 *It was noted that last year the school introduced Boom Reader, rather than having reading diaries. It was asked how this would work in Reception and Year 1 and whether all the new children have signed up for this or if they will have reading diaries.* Mrs Smith advised that early reading is a school priority and she is keen to engage children and parents in a reading culture. Mrs Smith considered Boom Reader not to be working for all parents and as the school wants to reach more parents it has been decided to go back to physical reading diaries. Reading diaries also allows the school to share its expectations with parents, e.g. reading at home at least three times a week and ideally daily, especially in EYFS and KS1. Governors were advised that the cost comparison between reading diaries and Boom Reader showed that reading diaries represented better value.
- 5.32 Governors were advised that a reading workshop is to be held for Holly Base and a workshop will also be held for Oak Base before half term.
- 5.33 *It was questioned whether there was time for reading for pleasure in the curriculum.* Miss Mansbridge advised that she will be leading a staff meeting tomorrow and will include the prioritisation of reading for pleasure, with staff being expected to do a minimum of 15 minutes at the end of each day. The school will also be ensuring that all children are heard reading by the teacher once a fortnight, which was felt to be a manageable level. Mrs Smith considered this to be an exciting development and expressed the wish for the love of reading to be a high focus for the school.
- 5.34 *It was questioned whether the pupil conferencing for those children who are working towards has been helpful in identifying gaps.* Mrs Smith advised that the

<p>school have only just started to identify the gaps, but it was hoped that pupil conferencing will give us some quick wins.</p> <p>5.35 <i>In respect of the 100 day action plan it was asked whether Governors could see the Year 3 knowledge organisers and see the classroom for the Geography wall. It was further questioned whether Year 1 and 5 have knowledge organisers in line with the plan.</i> Mrs Smith advised that the 100 day action plan is monitored at the 30 day, 60 day and 100 day points to see how things are looking. Governors were assured that the 100 day plan would continue to be monitored.</p>	
<p><b>6. School Development Plan/Self Evaluation</b></p> <p>6.1 Mrs Smith advised that the key elements of the SIP are:</p> <ul style="list-style-type: none"> <li>• Early Reading including the use of Little Wandle to support phonics teaching.</li> <li>• Improve the teaching of computing and music. Mrs Smith advised that Hamwic have developed a whole music curriculum which the school will tap into. Hamwic have also developed a computing curriculum with readily available resources with little cost to the school. These new curriculums will require the school to improve its music resources and a check to be done on our computing facilities. Governors were advised that the financial focus will be on reading and Little Wandle.</li> <li>• Include the use of SEND Ways ensuring that all curriculum subjects are adaptive and reaching all learners. The aim of ensuring that all children can access the lesson objectives will be added to the long term plans.</li> <li>• Improving the assessment of writing, so that staff know where children are in respect of age-related expectations. Mrs Smith advised that pupil conferencing is in place to support this.</li> <li>• Enhancing what is on offer in our community and implementing a plan focusing on the Bearwood goals. Governors were advised that the school has a robust behaviour policy in place with a new policy being developed which is in the draft stage. Mrs Smith will shortly be seeking staff feedback and whether there is a need to change any systems. Governors were advised that the school also has Stormbreak in place.</li> </ul> <p>6.2 Governors were advised that whilst the SEF was created by Mrs Bennett, Mrs Smith will still be building on the previous achievements at Bearwood and this will determine the SIP.</p>	
<p><b>7. Safeguarding</b></p> <p>7.1 Mrs Smith advised that she would upload the slides from recent training for Governors to view. <b>Action: Mrs Smith.</b> Mrs Smith advised that during recent staff training she looked at Operation Encompass and how staff can look for the signs of domestic abuse and how to support children experiencing such difficulties. The recent staff training also looked at mental health and child-on-child abuse of a sexualised nature.</p>	<p><b>Mrs Smith</b></p>

<p>7.2 Mrs Smith advised that the school has a Hamwic safeguarding audit next week. It was noted that the school can print off the safeguarding declarations completed by Governors to support the safeguarding audit. Governors were urged to read the policies and documents referred to the declarations.</p>	
<p><b>8. Governance</b></p> <p>8.1 <u>Schedule of Accountability:</u> Mr Sargeaunt advised that he had reviewed the Schedule of Accountability, based on what we had previously. The first sheet shows the roles on Governor Hub and those that have traditionally been in place at Bearwood. Mr Sargeaunt advised that he was particularly interested in the communications role, but this needs to be further refined.</p> <p>8.2 Mr Sargeaunt advised that he also had a look through the Hamwic materials, one of which was a governor handbook, and will be looking to see if this aligns with our delegated responsibilities and produce a similar document for our own use. This document will be bought to Governors once drafted. <b>Action: Mr Sargeaunt.</b></p> <p>8.3 Mrs Best advised that in the past we have included explicit links to the SIP and the SEF so that we ensure the school's priorities are being actively monitored by Governors.</p> <p>8.4 Mr Sargeaunt advised that he would like each Governor to clearly accept responsibility for being the lead contact by signing for it. It was made clear that Governors would not have sole responsibility for an area.</p> <p>8.5 Mrs Smith suggested that the governance boxes on the SDP timeline could be merged and the activities undertaken on a half termly basis. It was felt that we should focus on the core responsibilities and then add other aspects.</p> <p>8.6 Mr Sargeaunt suggested that we could use SharePoint and advised that he has stated to set up a SharePoint site for Bearwood Governors. Mrs Smith was supportive of this suggestion explaining that she could also add SLT members. Mr Sargeaunt agreed to liaise with Mr Leddin over the setting up of SharePoint. <b>Action: Mr Sargeaunt.</b></p> <p>8.7 Mr Sargeaunt suggested that he compile the handbook and bring back to the next meeting. <b>Action: Mr Sargeaunt.</b> Mr Sargeaunt explained that he will make clear where responsibilities are coming direct from our delegated responsibilities and expressed a wish for all to be involved. Mr Sargeaunt suggested that Governors continue with the roles already allocated until this has been done.</p> <p>8.8 <u>Governor Roles:</u> Governors agreed the following roles:</p> <ul style="list-style-type: none"> <li>• Finance and Health and Safety – Mr Sargeaunt</li> <li>• Teaching and Learning –Mrs Bridger</li> <li>• Pupil Premium and Safeguarding – Mrs Blake</li> <li>• SEND – Mr Hart</li> <li>• Communication with parents and the Wider Community and attendance – Mrs Best</li> </ul> <p>8.9 <u>Recruitment:</u> Mr Sargeaunt suggested that we look at recruiting more Governors as we need further parent and co-opted governors. It was suggested that a piece</p>	<p style="text-align: center;"><b>Mr Sargeaunt</b></p> <p style="text-align: center;"><b>Mr Sargeaunt</b></p> <p style="text-align: center;"><b>Mr Sargeaunt</b></p>

<p>could be included on the bottom of the school newsletter by way of introduction. The Clerk advised that Mrs Bridger’s term of office was due to expire later this term, so we would need to go to Parent Governor election at some point.</p> <p>8.10 Governors were advised that the current governance information on the school website was across two pages and feels a bit disjointed. Mrs Smith advised that she was looking at the school website. It was noted that Mrs Blake was not on the website.</p> <p>8.11 <u>Pay Committee:</u> Mrs Smith advised that she needs two Governors to make up the pay committee to sign off pay recommendations. It was agreed that the two Governors would be Mr Sargeaunt and Mrs Blake. The meeting will be held on Friday, 13<sup>th</sup> October starting at 9:00. Mrs Smith agreed to undertake a tour of the school whilst Mr Sargeaunt and Mrs Blake were visiting.</p> <p>8.12 <u>Chairs’ Forum:</u> Mr Sargeaunt reported that at the Chairs’ Forum they discussed monitoring as a group so that Governors did not feel as isolated. These were called monitoring mornings and also allowed teachers a short slot to brief Governors on their areas of responsibility. Mr Sargeaunt advised that he will keep attending the Governors’ Forum and informed Governors that there are future sessions on safeguarding and other areas of interest. The Forum also gave the opportunity for Governors to ask questions of Hamwic and other Governors.</p> <p>8.13 Mrs Best advised that previously Governors would do a meet and greet on Parents’ evenings and be available for any parents that wanted to talk to them. Mrs Smith agreed to send details of parents’ evenings to Governors. <b>Action: Mrs Smith.</b> Mrs Smith suggested that it would be impactful for Governors do a tea and coffee run and to welcome parents when coming into the school as this would free her up to support staff in meetings with parents.</p> <p>8.14 <u>Communication:</u> Mr Sargeaunt advised that he would like to do a Governor spotlight each half term and Mrs Smith explained that this is something the school office could organise.</p> <p>8.15 <u>Headteacher and Chair Meetings:</u> Mr Sargeaunt advised that he and Mrs Smith had met once with two further meetings in the diary this term. Mr Sargeaunt explained that the first meeting was an introductory session and included an opportunity for them to speak to a few children about English.</p> <p>8.16 <u>Governor Hub:</u> It was confirmed that all confirmations are on Governor Hub a for Governors to complete.</p>	<p>Mrs Smith</p>
<p><b>9. School Policies</b></p> <p>9.1 <u>Child Protection and SEND Policies:</u> It was proposed by Mr Sargeant that Governors adopt these policies. This was seconded by Mrs Bridger and agreed by all Governors.</p> <p>9.2 Mrs Smith advised that she was working on a couple of policies each week and personalising these to Bearwood.</p>	



Learning, Enjoying & Succeeding Together  
 Bearwood Primary & Nursery School  
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<b>10. Any Other Business</b>	
10.1 <u>20 Questions</u> : Mr Sargeaunt advised that he would like to start looking at the NGA 20 Questions by reviewing two or three questions at each meeting. This will be started at the next meeting. <b>Action: Agenda item.</b>	<b>Mrs Rushton</b>
10.2 <u>Hamwic Governors' Questionnaire</u> : It was agreed that this would be completed at the next meeting. <b>Action: Agenda item.</b>	<b>Mrs Rushton</b>
<b>11. Date of Next Meeting</b>	
11.1 Governors were advised that the next meeting is due to be held on Thursday, 23 <sup>rd</sup> November 2023 at 6:30 p.m.	
<b>Meeting closed 7:45 p.m.</b>	

**END OF MINUTES**

**Actions**

<b>Minute</b>	<b>Action</b>	<b>Governor</b>	<b>By When</b>
5.4	To request office staff keep a copy of each bulletin in a file available for printing.	Mrs Smith	Oct 2023
5.17	To work together to build links with local secondary schools.	Mrs Blake Miss Mansbridge	Nov 2023
7.1	To upload the safeguarding slides to Governor Hub.	Mrs Smith	Oct 2023
8.2 and 8.7	To draft a revised Governor Handbook and bring to the next meeting	Mr Sargeaunt	Nov 2023
8.6	To liaise with Mr Leddin to set up SharePoint.	Mr Sargeaunt	Oct 2023
8.13	To send details of the Parents' Evenings to Governors.	Mrs Smith	Oct 2023
10.1	To include NGA 20 Questions on the next agenda.	Mrs Rushton	Nov 2023
10.2	To include the Hamwic Questionnaire on the next agenda.	Mrs Rushton	Nov 2023