

# Bearwood Primary & Nursery School

## Minutes of Local Governing Board Meeting

Held on Thursday, 23<sup>rd</sup> November 2023 at 6:30 p.m.

**Present:**

Mr Ben Sargeaunt (Chair)

Mrs Rebecca Bridger

Mrs Cheryl Smith (Headteacher)

Mr Simon Hart

Mrs Nicola Best

**In attendance:**

Mrs Patricia Rushton (Clerk)

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| <p><b>1. Welcome and Apologies</b></p> <p>1.1 Mr Sargeaunt welcomed Governors to the meeting.</p> <p>1.2 Apologies were received and accepted from Mrs Harriet Blake and Miss Shauna Mansbridge.</p> <p>1.3 Governors played the duck game – a fun way to start the meeting and a way of quickly ascertaining how people were feeling.</p>   |  |
| <p><b>2. Declarations of Interest</b></p> <p>2.1 Governors were invited to declare any interests in this meeting. No declarations 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 26<sup>th</sup> September 2023 were an accurate reflection of that meeting.</p>   |  |
| <p><b>4. Matters Arising</b></p> <p>4.1 There were no matters arising.</p>   |  |
| <p><b>5. Headteacher's Report</b></p> <p>5.1 Mrs Smith's report was sent to Governors prior to the meeting. Governors were invited to raise questions.</p> <p>5.2 <i>A question was raised about the new chairs which has been purchased and how this had affected the budget and whether they were an essential buy.</i> Mrs Smith advised that she felt it was an essential buy as many of the chairs were broken and the chairs with metal legs were prone to misuse and not conducive to learning. Mrs Smith showed Governors one of the new chairs explaining that it was reinforced and had a wider base, making it more stable and less prone to children rocking or swinging on them. It was explained that these were already included within the premises element of the budget. Mrs Smith advised that all the school's</p> |  |

chairs had been replaced with new chairs that were age appropriate. Governors were advised that Oak Base had wooden chairs and these were also replaced. The school may be able to sell the Oak Base chairs to another Hamwic school.

- 5.3 *It was noted that Mrs Smith's report talks about repurposing the Oak Base classroom and it was questioned as to what this meant, what has changed and whether it has been as effective as was hoped.* Mrs Smith advised that a day was dedicated to almost gutting the classroom and base. Mrs Smith explained that Mrs Ladyman, the Oak Base teacher, was new to the school in September but was a well-established Early Years Leader. Governors were advised that sometimes new teachers can feel like a supply teacher as they take on the classroom they receive.
- 5.4 Mrs Smith advised that when Michelle Williams from Hamwic had undertaken a monitoring visit she looked at the EYFS teaching and learning toolkit which prompts 'do you have a well organised environment' and it was impossible to get past this point to get to 'for effective EYFS teaching'. Mrs Smith explained that the zones were not working and the classroom was not well organised. It was, therefore, decided that Mrs Ladyman would work with Mrs Smith and Miss Doe to repurpose the main area of Oak Base. During this time the children were being taught in the hall.
- 5.5 Mrs Smith explained that Oak Base now has several areas including a calm down space, a writing area, a reading area, a construction area with display space and a creation station for things such as purposeful junk modelling. The children are now able to self-access materials. Mrs Smith gave an example of children in Oak Base liking play dough, but the table was previously in a carpeted area, so it always landed on the carpet.
- 5.6 Mrs Smith advised that Oak Base has now been reinvigorated. The staff are now working on getting the outside area done, which will be done by Mrs Ladyman and Mrs Smith on the INSET day in January.
- 5.7 Mrs Smith advised that during creative planning time, the children are calmer. Governors were advised that there are photographs of the children showing them how to sit and the activities that they have done. Mrs Smith commented that the area was now so much more interactive. Governors were advised that tidying away is more effective and efficient.
- 5.8 Mrs Smith advised that Mrs Ladyman has made the area her space and has inspired other staff in the base. Another member of Oak Base has cleared a cupboard and put hessian on the boards. The space is now calmer and less distracting for the children.
- 5.9 *It was questioned as to how the school is advertising the nursery spaces.* Mrs Smith advised that the last two spaces have been filled through word of mouth. It was explained that two children come to our nursery in the morning and are walked round to the pre-school for lunchtime onwards. Governors were advised that nursery children can join on the Reception tours so this is used to advertise the nursery. The school has a new leaflet which will be distributed to the St Barnabus toddler group and a visit will be made next week to get to know some of the children.

- 5.10 Mrs Smith advised that we now have eight children in nursery, with a further child joining in January. This is up three children from last year.
- 5.11 *It was questioned whether take up was an issue because parents needed longer hours if they were working.* Mrs Smith advised that it would possibly be ideal for the school if the children could do a full day as it can be hard for parents to do just a half day. It was also felt not to be ideal for parents to have their children attending two settings.
- 5.12 *It was asked as to the future of the Treehouse building.* Mrs Smith advised that it would cost a lot to get the Treehouse removed. It was explained that the building was condemned so is used for storage in the safer areas. Governors were advised that she would like to get it back up and working and to allow pre-school to starting using the building again.
- 5.13 *It was questioned as to how the challenges in Reception are being met.* Mrs Smith advised that the challenges are being met in a variety of ways. Mrs Smith explained that she wants the Reception children to be able to focus. Currently, the nursery are using the music room and the library, although if a child is dysregulated this can be challenging for staff wanting to do a phonics input.
- 5.14 Mrs Smith advised that having identified the need, it was clear from a SEND point of view Reception needed additional support. The school was fortunate to have a volunteer from 9:00 to 3:00 who was also doing a lunchtime role. This person is training to support children in their reading and has asked to do the rest of her time in Reception. Since this additional support has been put in place, one child, who the school hopes will get an EHCP, has progressed significantly.
- 5.15 Mrs Smith advised that the challenges have been addressed through staffing and the handover of children in the morning thus allowing key staff to get on with their duties and give clarity in the provision for the day. Mrs Smith informed Governors about the support Mrs Lyster was providing for a child. Mrs Smith advised that the school have now trained the base TA to support this child. The TA is working an extra hour, thus allowing SLT to be strategic and manage their workload.
- 5.16 *A Governor expressed concern about staff roles.* Mrs Smith advised that Mrs Lyster has started to hand over her work in respect of this child, but will continue to be the main contact for an external agency. Mrs Smith advised Governors of some of the difficulties being experienced.
- 5.17 Governors were advised that Mrs Ladyman is doing an amazing job and the children are making progress with many of the short team goals being met. Mrs Smith informed Governors that there have been some quick wins with some of the children and staff can now focus on those children that need the support.
- 5.18 *It was noted that the safeguarding audit was positive and asked whether there was a time frame for the actions to be completed.* Mrs Smith advised that it was a really good day and the school has been given clear timescales to complete the actions. Mrs Smith has created her own action plan which outlines the aspects highlighted by Hamwic. A further review will be done by Hamwic in February.
- 5.19 *A Governor questioned what the Little Wandle heatmap was.* Mrs Smith explained that Little Wandle has an assessment tool where data is entered. It is a way of RAG rating every grapheme and phoneme that has been taught.

- 5.20 *It was asked whether the number of children reading three times a week has increased.* Mrs Smith explained that the children in Year 2 have plenty of independent reading time and are heard read by adults. Mrs Smith advised that if a teacher is absent she is able to cover as she is a trained Little Wandle reader. Governors were assured that all children in Reception to Year 2 are heard reading three times a week. Mrs Smith advised that the children are purposeful during their reading time.
- 5.21 *It was questioned whether Little Wandle has its own set of books or does the school match the books it already owns.* Mrs Smith advised that the scheme has its own books which are now being sent home. Governors were reminded that the school was previously using Boom Reader but the children were not always engaging with this, so the school is now using paper reading records. A Governor confirmed that the reading records are working well from a parental perspective. It was noted that the reading record allowed for an exchange of comments or a stamp from the teacher so that feedback is received and there is interaction with the reading.
- 5.22 A Governor advised that she could see that the book is correctly matched to her child's reading level and this is something that parents have not had before. It was explained that her child can manage most of the book fluently with only a handful of words that are challenging.
- 5.23 Mrs Smith advised that she visited a Little Wandle champion school yesterday and it was felt that the school is already doing much of what is needed and our ways of working only need to be tweaked. Mrs Smith advised she was really pleased with the views expressed by Parent Governors.
- 5.24 Mrs Smith explained that books are going home which is great, but if after chasing for the return of the book, it is not returned to school then parents are sent an Amazon link so they can see the cost of replacing the book. Mrs Smith advised that the school is going to be strong on this and it will be non-negotiable. Governors were advised that the school had invested a lot of money in making Little Wandle work.
- 5.25 Mrs Smith advised that the school has invested in fluency books for when children get through to phase 5. These books are more like chapter books or more involved non-fiction books. The aim is for Year 2 children to be reading these books and even some children at the end of Year 1. Mrs Smith advised that the school will be removing book bands from Year 2 upwards as the banded books are not hitting the interests of the children. It is hoped the fluency books will make reading more engaging.
- 5.26 *It was asked how classes are covered when the teachers are visiting other schools.* Mrs Smith advised that teachers are covered internally by Mrs Goodfellow, Mrs Smith or an HLTA. This also allows Mrs Smith to get into classes and see how things are working.
- 5.27 *A Governor asked whether Mrs Smith thought the children were developing a love of reading.* Mrs Smith advised that the library is being revamped and the children are excited about this. Shelves have been painted on the walls so that we map out the journey for reading. The school has lots of ideas and is liaising with Taylor Wimpey who are building houses close to the school. Taylor Wimpey have recently bought in some road safety items for the school. Mrs Smith advised that

Mrs Goodfellow is good at public relations and has approached them for various projects, e.g., a reading shed and building walls and seating. The school will then be able to use well-used books for outside reading. Governors were advised that the children have been involved in suggesting ideas.

- 5.28 *It was questioned as to how successful the stormbreaks have been and whether staff are confident in using them.* Mrs Smith advised that stormbreaks are not a focus at this time, but will possibly be pushed in the spring term. Mrs Smith advised that the staff have been trained and one member of staff is trained in using Stormbreak outside. Lunch Clubs have been set up. Mrs Smith advised that behaviour is not an issue at Bearwood, so things like Stormbreak will be looked at next.
- 5.29 *It was questioned whether the teacher and TA absences are long or short term and whether there is a plan in place to cover if it is a long term absence.* Mrs Smith advised that the school has been fortunate in managing to recruit a supply teacher who was doing his teacher training at Bearwood last year and knows the curriculum and the school's expectations. The children respond well to him. Mrs Smith explained that the TA returned to work after a two week absence and was supporting a trainee teacher today by leading some of the learning. Mrs Smith advised that if the teacher absence continued until Christmas we would use supply and possibly provide an overlap if the teacher returns on a phased return. A well-being check will be done for this member of staff this week.
- 5.30 *Referring to Year 1 phonics, a Governor asked why there are six children who are not expected to pass the phonics test and questioned what has been put in place to support these children.* Mrs Smith advised that these children are very behind in their phonics and even with rapid catch up they will struggle to retain and know their phonics sufficiently to a level that enables them to pass their phonics check. These children are getting extra help each day with phonics from Mrs Goodfellow. Mrs Smith advised that staff are covering the phonics they are missing from previous years, so the school is being realistic about what these children can achieve.
- 5.31 Mrs Smith advised that if the children can get to phase 4, know their blends and know their phase 5 sounds then they would have made tremendous progress against their starting point. Mrs Smith explained these children are receiving two phonics lessons each day and are reading three times a week at their level. The children are also given separate inputs to enable them to focus and overlearn. The school will keep using 'keep up to catch up' for these children. Mrs Smith advised that the heat maps show the sounds the children need to learn.
- 5.32 *It was asked whether the Early Reading lead has had an impact in their role.* Mrs Smith confirmed that the Early Reading Lead was Mrs Goodfellow and that she has had an impact.
- 5.33 *It was further questioned as to the use of manipulatives in maths.* Mrs Smith advised that it is using objects and resources to help with maths. Governors were advised that the school has spent some money on ensuring that staff have a full complement of the materials they need. Mrs Smith assured Governors that she has seen manipulatives used in lessons during her learning walks.

- 5.34 *It was noted that the RAG rating of the quality of the curriculum mentions RE and this was queried as it had not previously shown up.* Mrs Smith advised that this is partly because the RE Leader had worked hard to get the spring and summer plans done, but the autumn term plans still lack rigour. Governors were advised that the new RE Lead is on a temporary one year contract. Mrs Smith advised that she is an RE Specialist so has been doing some training with staff to get the planning a bit tighter. It was felt that RE is not to the same standard as other curriculum subjects. Governors were advised that Mrs Goodfellow feels a bit more digging around needs to be done to improve the RE curriculum. *A Governor hoped that we see green for both the spring and summer terms, but noted the potential to get a red for the autumn term when we would want to be getting green.*
- 5.35 Mrs Smith advised that it is hard to get books for Computing and Music. Governors were advised that staff are not expected to assess and record this year as the music curriculum is in the process of being invigorated. Staff will be expected to assess music when the new curriculum is introduced. Governors were informed that the same situation applies to computing in that new plans will be shown to staff during the January INSET Days. With French, the situation is partly due to having insufficient time to monitor the subject.
- 5.36 *It was asked whether the school planned to use schemes for these subjects.* Mrs Smith advised that the school would use a French scheme, whilst RE will use a scheme on an ad hoc basis.
- 5.37 Governors were advised that the school is trialling music lessons created by a team from Hamwic this year. This scheme uses few resources and teachers do not need to be an expert to lead the subject. The same applies to computing. Mrs Smith explained that staff will be given time to plan and the opportunity to join networks. The schemes are driven by Hamwic and have an online hub.
- 5.38 Mrs Smith explained that there has been a one term delay in introducing these curriculum subjects, as the focus this term has been on Little Wandle. The team at Hamwic are working to get the plans and resources on the Hamwic hub. Governors were advised that the children will do the autumn term plans in the spring term as this will give staff time to review the plans and resources.
- 5.39 *It was questioned as to Hamwic's expectation on schools to use their schemes of work or whether it was a school's choice.* Mrs Smith advised that it has been left to schools to decide if they use Hamwic's schemes of work, which come with medium and long term plans. Governors were advised that Hamwic have also produced a scheme for PHSE, but the school has chosen not to follow this as it was considered that our curriculum is already very tight with staff using Jigsaw and an online safety curriculum.
- 5.40 Mrs Smith advised that the staff should be commended for the work they put into the curriculum last year. It was felt that there was still some work to be done to get the best for the children.
- 5.41 *Referring to Section 11 of Mrs Smith's report, the compliments were noted and a Governor commented that it was amazing that things are resolved. It was questioned whether concerns are being logged.* Mrs Smith advised that they are logged on email. Mrs Smith confirmed that the school has received no formal complaints.

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| <p>5.42 Mrs Smith asked whether it was helpful to Governors to have concerns included in her report and the view was expressed that this was helpful for Governors as it gave a parental view. It was also felt good to see trends so that Governors can be more strategic in determining whether niggles are sitting at a reasonable level and have a view of the wider picture. Mrs Smith confirmed that she will start logging concerns, so she has a record of the concern and the actions taken.</p> <p>5.43 <i>It was questioned whether Mrs Smith follows up on things like speaking to parents and doing a check-in.</i> Mrs Smith advised that she will often speak to parents on the gate, giving Governors the example of a friendship issue in a class which the parent reported as having been resolved. Mrs Smith advised that she does follow up and this enables her to know it is a concern and not a complaint.</p> <p>5.44 <i>A Parent Governor felt that dealing with concerns on the school gate provides a good start to the day.</i> Mrs Smith advised that talking to parents on the school gate also works well in the afternoon. It was felt that there was communication on all levels.</p>  |  |
| <p><b>6. Governance</b></p> <p>6.1 Governors reviewed the questions posed in the Hamwic questionnaire which all Boards were asked to complete.</p> <p>6.2 <u>Question:</u> What are the main benefits of being part of a Trust?</p> <ul style="list-style-type: none"> <li>• The safety net of having resources if we need them, often providing a good starting point.</li> <li>• Access to expertise, e.g., the support Governors needed when doing a disciplinary panel meeting last year.</li> <li>• The support for Clerks and Governors from the Trust’s Head of Governance.</li> <li>• The networks which are available for supporting the school, e.g. SEND and safeguarding hubs.</li> <li>• The training available. Governors always come away with more knowledge and the types of questions they should be asking.</li> <li>• Opportunities for Governors to hear what Hamwic does and its expectations and how they can help Governors.</li> <li>• The buddying opportunities.</li> <li>• It feels joined up.</li> </ul> <p>6.3 <u>Question:</u> Has being part of Hamwic Education Trust helped in your role? Yes.</p> <p>6.4 <u>Question:</u> How has the Trust improved the Quality of Education in your school?</p> <ul style="list-style-type: none"> <li>• Governors are hearing about the impact that is being seen in the curriculum, what the children are offered, and the support being given.</li> <li>• Audits regularly done and these are helpful and supportive.</li> <li>• Additional support time is given if required.</li> <li>• Teaching pedagogy, such as the modelling approach – ‘I do, we do’, which helps the children in their knowledge for use in their day to day learning.</li> </ul> |  |

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| <p>6.5 <u>Question: What else would you like from the Trust?</u> Governors felt that real support is received from Hamwic.</p>  |                    |
| <p>6.6 <u>20 Questions:</u> Mr Sargeant advised that as an academy we should be looking at another set of questions, of which they are 16 questions. Mr Sargeant suggested that Governors answer the questions individually and then bring responses to the meeting. <b>Action: Mr Sargeant to obtain the link to the 16 questions.</b></p>   | <p>Mr Sargeant</p> |
| <p>6.7 <u>Issues arising from Chair of Governor's/Headteacher's meetings and discussions:</u> Mr Sargeant advised that a few meetings had been held: Pay Committee meeting with Mrs Blake, a walk round, gate visit and a meeting with Chris Bulmer regarding performance management for Mrs Smith.</p>   |                    |
| <p>6.8 A Governor commented that the parents' evening was very good, and they managed to pick up on conversations around the table. Governors were pleased to hear about the progress being made. Mr Sargeant agreed to write to the staff. <b>Action: Mr Sargeant.</b> It was thought that parents evening encompassed the interactions around the school and everything we have observed during the term. It was noted that there had been lots of change and felt important that this is recognised. Governors were thanked for their support.</p> | <p>Mr Sargeant</p> |
| <p>6.9 It was also commented that parents evening was very calm and a positive experience from a Governor and parental perspective. It was noted that Mrs Smith, Mrs Goodfellow, Mrs Lyster and a Year 5 student were available. It was felt that the evening was successful, streamlined and felt well-oiled despite new staff. One parent commented that it was well organised, that the staff love the children and this is evident in how they talk about the children.</p>   |                    |
| <p>6.10 It was agreed that a parental questionnaire would be done for the March parents evening. Mrs Best advised that parents have previously been requested to complete the Parent View questionnaire for Ofsted on laptops made available in school. Mrs Smith advised that the school was close to the Ofsted window and would want to do something along the lines of wellbeing.</p>   |                    |
| <p>6.11 Governors were advised that the school is due to have a Health and Safety Audit on Monday. This audit will be led by two Hamwic staff. Mr Leddin and Mr Cooper are ensuring that everything is tight, e.g., lockdown procedures, fire drills and double checking training on Click HSE.</p>   |                    |
| <p>6.12 <u>Accountability Schedule – Feedback from Governors on visits and actions taken:</u> Mrs Bridger advised that she met with Mrs Goodfellow to discuss the curriculum which was felt to be thorough. It was noted that there is a bit of improvement needed in some curriculum areas, although much of this has been discussed in this meeting. Governors were assured that there are plans in place to make improvements and there are many strengths to list.</p>  |                    |
| <p>6.13 Mrs Bridger advised that the curriculum has been mapped so you can see what is being taught where and when. It was noted that the evidence in the books correlates. Art and Geography were considered to be strong. Mrs Bridger felt assessment had improved over the last year with the focus being on assessing what should be assessed and not just working on literacy. This has enabled assessment to be more focused.</p>   |                    |



- 6.14 EHCP provision: Governors were advised that this has increased significantly and there are now two children with an ECHP and five who are going through the process. Of these, two are being appealed and one is waiting for the funding to be agreed. This will give us three EHCPs by the end of the term. The school also has a child in nursery for whom the school is waiting to hear as to whether they have a place in specialist provision.
- 6.15 *It was questioned whether Bearwood was the right setting for these children* and Mrs Smith advised that the parent is unsure and there is a need to be mindful of the wider BCP picture as they are battling back a lot of EHCPs. Mrs Smith informed Governors about a particular pupil who was being supported and the concerns around the heavy workload of a member of staff.
- 6.16 It was felt that Mrs Bridger's report had a good balance to it.
- 6.17 Mrs Best advised that she had met to review attendance. It was noted that the autumn term is tricky as the children have only had eight weeks in school. Mrs Best reported that the school is above national for attendance and when she met persistent absence was at 11.7% compared to 23% last year, so the improvement is evident. It was recalled that attendance was part of the SDP last year and the attendance policy was revamped and a flow chart put in place and this has made a huge difference. Governors were advised that attendance is not on the SDP this year and were assured that all aspects from last year are still in place. Governors were informed that the school had done two welfare checks on children this term.
- 6.18 Governors were advised that an audit had taken place, but no paperwork had been received back from BCP. It was explained that BCP used to have attendance workers and then BCP decided not to continue with this role. We then had Covid and persistent absence has become an issue so the role has been reinstated. Attendance workers are now responsible for doing targeted support meetings and to advise schools. Attendance workers will not hold attendance meetings for us, but will offer ideas and suggestions and advise parents in meetings.
- 6.19 Governors were advised that the last meeting with the attendance worker had been positive, and they were pleased with our policies. BCP will flag up any children they have concerns about and advise on timelines for meetings where families are placed on a six week plan to address issues early on. It was noted that many of the families of concern are those that were targeted last year. Governors were advised that we also talked about fast track which is where BCP can offer further support. Mrs Smith advised that she is really pleased as to where the school is and what it can provide.
- 6.20 *It was questioned whether the workload was still proportionate.* Mrs Smith advised that Mrs Pitcher does a tremendous job and that lots of work had been done to bring attendance monitoring up to speed. It was considered that Mrs Pitcher is doing more on attendance than in the past and had found ways to minimise the impact of this additional workload, e.g., first warning letters being sent by email. It was considered that in the spring Mrs Pitcher's workload will be more balanced for her.
- 6.21 Governors were advised that the attendance policy is standing the test of time and the BCP attendance worker commented about the level of support Hamwic provided to its schools.

- 6.22 Governor handbook: It was commented that the Governor Handbook was informative and contained lots of information Governors had not seen before. Mr Sargeant advised that after the last meeting he had met with Louise Newman and the handbook had been created as a draft. The handbook follows the format we would be using from September. Mr Sargeant advised that the first big issue, is that Bearwood has more roles than the Hamwic model. Mr Sargeant asked whether Governors would prefer to use the Hamwic model and go above and beyond in other ways, e.g., SEND and Pupil Premium. Mr Sargeant advised that he had also included details such as meeting and Governor visit dates. Mr Sargeant asked if there were themes Governors wanted to look at when visiting in the next two terms which were not captured in this structure.
- 6.23 Themes for the spring and summer term: Mrs Smith suggested that Governors focus on Little Wandle, writing, computing, music and community use. Mrs Smith explained that the Bearwood goals and the Behaviour Policy are being updated. It was explained that the curriculum would be reviewed in the summer term to look at the impact on computing and music. Governors were advised that Little Wandle reports are done each half term. Governors could visit to see Little Wandle in action.
- 6.24 It was agreed that the spring term would be used to look at writing, behaviour and checking breakout rooms and spaces and the summer term would provide a chance for Governors to observe Little Wandle and see how it is going. It was felt that Governors should ensure that they cover the SDP in their visits. It was also agreed that Governors would look at Computing and Music in the summer term.
- 6.25 It was suggested that Little Wandle is not reviewed this year, although Governors could do a quick check when coming in for another visit, e.g., SEND. Mrs Bridger advised that she would be meeting Mrs Smith late this year so would do a quick check on Little Wandle.
- 6.26 *It was questioned whether the Governor Handbook was replacing the Schedule of Accountability.* Mr Sargeant advised that appendix 2 includes a breakdown for the three additional roles and he has started to list how this will be done.
- 6.27 SDP timeline: it was agreed that this should include the Governor roles.
- 6.28 It was agreed that before the close of term, Governors would look at how and when they could undertake their roles. It was agreed that Mrs Bridger would look at curriculum and SEND, Mrs Best would look at communication and attendance. Governors were advised that it may not be appropriate for Parent Governors to review safeguarding as there may be a conflict of interest. It was agreed that two Governors would review safeguarding. It was agreed that Mr Hart would look at Pupil Premium and PE and Sports.
- 6.29 It was agreed that Governors' focus for the autumn term would be governance and Little Wandle. It was felt that Governance was in a good place.
- 6.30 In response to a question, Mrs Smith confirmed that the Pupil Premium Lead is Mrs Goodfellow and Mr Hart will arrange to contact her. The PE and Sport Lead is Mr Thomas, the Year 1 teacher.
- 6.31 School Website: Mrs Smith advised that many aspects raised in the audit had already been addressed and Mr Leddin and Mrs Tuley have now updated

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| <p>everything, apart from the following areas: school opening and closing times not being clearly displayed, Hamwic branding not being up to date, and the links to safeguarding updates. Mrs Smith advised that more posters have been added but feel there is already a lot of information on the website.</p> <p>6.32 It was suggested that when Hamic do a future website audit, they should have a 'would be great if' criteria.</p> <p>6.33 Governors were advised that curriculum pages were considered to be thorough. Mr Leddin and Mrs Tuley have said that knowledge organisers will be shared half termly and parents will be able to contact the school office.</p> <p>6.34 Governors were advised that the Pupil Premium Strategy would go on the school website.</p> <p>6.35 Governors were advised that the Equalities Objectives Policy is in hand and on Governor Hub.</p> <p>6.36 Governors were advised that the School Uniform Policy is on the website as an infographic but is also included in the handbook.</p> <p>6.37 It was noted that Governors understood the reasons for policies, e.g., the Uniform policy and making sure that it is explicit.</p> <p>6.38 Mrs Smith advised that she is insisting that uniform is up to pride standard and is ensuring this is happening and all children are in uniform. Mrs Smith informed Governors that the school had held three mufti days recently, so information had been sent to parents about appropriate dress. It was noted that there had been no reports of inappropriate dress on the last mufti day.</p> |  |
| <p><b>7. Admissions Policy 2025/2026</b></p> <p>7.1 Mrs Smith explained that she was advising that a change is made as the school would like to have more children coming from the nursery. It was proposed that we add in an oversubscription criterion to cover those that attend our nursery. This change will require the approval of Governors to go to consultation.</p> <p>7.2 <i>It was questioned as to whether it would make a difference as to who is admitted.</i> Governors were advised that last year we had 22 siblings, so this would make a difference in that those wanting to attend the nursery are almost guaranteed a school place.</p> <p>7.3 <i>It was asked whether the Bearwood catchment included the houses across the road.</i> Mrs Smith advised that these would be included in the distance away from the school.</p> <p>7.4 Governors were advised that the oversubscription priorities would be:</p> <ul style="list-style-type: none"><li>• LAC or those that have previously been LAC</li><li>• Siblings on roll at the school</li><li>• Children eligible for EYPP</li><li>• Children attending the nursery class at Bearwood</li><li>• Any other children.</li></ul>   |  |

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| <p>7.5 Governors unanimously agreed to go to consultation. Mr Leddin will be requested to action this.</p> <p><b>Post-meeting Note:</b> Following discussions with Hamwic, Governors are advised that the Admissions policy is now sitting at Trust board level and we are not in a position to put 'all other children who attend Bearwood Nursery' as a point on our admissions criteria.</p> |  |
| <p><b>8. Ratification of School Policies</b></p> <p>8.1 Governors ratified the following school policies:</p> <ul style="list-style-type: none"> <li>• Equalities Policy</li> <li>• Social Media Policy.</li> </ul>   |  |
| <p><b>9. Noting of Hamwic Policies</b></p> <p>9.1 Governors noted the following Hamwic Trust policies:</p> <ul style="list-style-type: none"> <li>• Whistle Blowing Policy</li> <li>• Health and Safety Policy</li> <li>• School Pay Policy (updated to reflect Bearwood and other sections we need to do)</li> <li>• Financial Handbook.</li> </ul>  |  |
| <p><b>10. Any Other Business</b></p> <p>10.1 There were no items of Any Other Business</p>  |  |
| <p><b>11. Date of Next Meeting</b></p> <p>11.1 Governors were advised that the next meeting is due to be held on Thursday, 1<sup>st</sup> February 2024 at 6:30 p.m.</p>  |  |
| <p><b>Meeting closed: 8:45 p.m.</b></p>   |  |

**END OF MINUTES**

**Actions**

| Minute | Action   | Governor     | By When  |
|--------|--|--------------|----------|
| 6.6    | To locate the 16 questions that local academy boards should be asking. | Mr Sargeaunt | Jan 2024 |
| 6.8    | To write to staff to thank them for parents' evening.                  | Mr Sargeaunt | Dec 2023 |