



Bearwood Primary School
Part 1 Minutes of the Meeting of the FGB
Tuesday 26th March 2019. 5.50pm

Present: Nicola Bruce (Chair) Cristina Marinoni; Rachel Bishop-Firth; Sue Jones; Rachelle Shepherd DuBey; Ashok Rajagopalan; Christine Smart; Katrina Stephenson.

In Attendance: Funmi Alder

Apologies: Mike Thompson; Claire Sanderson; Rajan Sharma; Jonathan Olaofe

Clerk: Deborah Savage

Item		Action owner	Timescale
FGB1810	<p>Welcome and Apologies Apologies had been received from Claire, Mike, Rajan and Jonathan and these were accepted. The chair informed the Governing Board that unfortunately Jonathan has been unwell for some time with a serious health problem which has forced him to step away from involvement with the Governing Board for a while.</p>		
FGB1811	<p>Declaration of Conflict of Interest No conflicts of interest were declared.</p>		
FGB1814	<p>Deputy Head Teacher Recruitment – Part 2 minutes This item on the agenda was discussed first as it was of urgency and as it was confidential was recorded under Part 2 minutes.</p>		
FGB1812	<p>Approval of Minutes from 12th February 2019. These minutes were agreed to be a true record of the meeting and were approved and signed by the Chair.</p>		
FGB1813	<p>Matters Arising and update of actions (below)</p> <ul style="list-style-type: none"> • Clerk to email IT support service for help with email attachment problems. – Advice had been sought. IT could not explain why this happened but advised using zip files for large attachments. COMPLETED • E-Learning Module on Safeguarding to be completed by 25/2/19 COMPLETED • Sample Staff Abuse Policy to be looked at FGB 26/3/19 - It was decided that the incoming Head Teacher would look at this with staff once in post. ONGOING • LSA options to be costed for Resources 19/3/19 – This will now be 	<p>FA CSm</p>	<p>Summer Term April</p>

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	<p>looked at in an additional Resources Committee Meeting on 30/4/19 ONGOING</p> <ul style="list-style-type: none"> • Safeguarding Link Governor to meet with Staff Wellbeing Officer. ONGOING – date to be arranged • RC & PPC TORs to be worked on ready for discussion at RC 19/3/19 – This will be looked at by the incoming Head Teacher once in post. ONGOING • Fairthorne Residential Trip Risk Assessments to be checked by Health & Safety Link Governor ASAP – COMPLETED • Page numbers to be added to SIP and compliance statement to be removed. – COMPLETED • Lack of pupils working at GD in PSED & Art & Design at Foundation Stage to be looked at by PPC. – COMPLETED <p>There will be a working session of the Resources Committee on 26th April at 9.30am prior to an additional meeting of the Resources Committee on Tuesday 30th April at 7pm.</p>	<p>RB-F</p> <p>FA</p>	<p>ASAP</p> <p>Summer Term</p>
FGB1815	<p>Head Teacher Report</p> <p>The Acting Head Teacher was thanked for producing the report and governors were asked if they had any questions.</p> <p>Governor Question: Can you tell me what the two safeguarding incidents were? One involved a bread knife that was found in the hall by a member of staff. It had been left there by an Energy Kidz employee after they had prepared snacks for the children attending the after school club. Energy Kidz had a replacement manager on duty that day – not the usual one. Proper procedures had been reinforced with staff and this is not a recurring problem. The second incident could not be recalled by the AHT but she was happy to refer back to the folder and let Governors know.</p> <p>Governor Question: Your subject leaders recently attended some training – how did this go? They attended one of the Cluster schools for this training and found it useful but also they felt confident afterwards as many of the practises were already in place at Bearwood School. There was a second session on the new Ofsted Framework covering the new broader curriculum which they also found of value.</p> <p>Governor Question: The report mentions that for the summer term the Deputy Head will be taking on the additional roles of a phase team leader and SENCO. If we have a new person in post for the summer term this seems to be a large challenge for this person. If a new appointment is to start for the summer term we can look at this again – it is usual practise for the Deputy Head to pick up covering these roles on a temporary basis.</p> <p>Governor Question: What is the staffing situation in Early Years</p>		

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	<p>after the Easter Holidays? We have a member of staff leaving in May – this post has been advertised with no response at all. We can consider agency cover for half a term and Moderation is to be brought forward so that the staff member currently in post can complete this before she leaves her role. None of the staff members currently in place in EYFS want the team leader role which is why the DHT will possibly have to pick this up.</p> <p>Governor Question: Can you tell us the current staffing position? We have possibly filled an LSA post – we have made an offer but have not had a response from the candidate. Our current vacancies are for LSA’s and for a maternity cover as a team leader in EYFS.</p> <p>There followed a staffing discussion recorded under Part 2 Minutes as it was confidential in nature.</p> <p>Governor Question: You plan to redecorate the Head Teacher’s office in the next few weeks – can you tell us about this? We plan to repaint it using our internal staff so the only cost is the cost of the paint. It is necessary as there is some inscription on the wall and the wall is marked in many places and we felt it would be a welcoming gesture to the new head. The incoming head is welcome to choose the paint colour if she would like to.</p> <p>Governor Question: Have you made a decision about the future use of the old safe room? It is being turned back into office space for the new DHT/SENCO as the school cannot afford to have space being unused.</p>		
FGB1816	<p>Committee Update from Resources Committee:</p> <p>Governors were informed that the Resources Committee had a meeting but information on staffing structures and budget were not available which is why there have been scheduled a working group and a committee meeting at the end of April so that the budget for the new year can be ratified ready to submit to the LA by May 5th.</p>		
FGB1817	<p>Committee update from Pupil Progress:</p> <p>In the absence of the Chair of this Committee, the Chair of Governors informed the Governors that Year 3 / 4 were making progress to close the gap in attainment and that the committee was now being more strategic in their examination of pupil data to take more of an overview now pupil’s progress and attainment are improving. Year 6 predictions are currently falling short of their End of Year targets but the year group is currently completing practise SATS papers and these are looking promising.</p>		
FGB1818	<p>Safeguarding Report.</p>		

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	<p>The Safeguarding link governor reported that she had met with the acting head teacher to refresh practise prior to the Ofsted visit and would be meeting with the incoming head teacher once in post. There are some policies that need some revision and renewal and these will be looked at after the Easter Holidays.</p> <p>On advice from the LA a DBS check and references were not taken up on the appointment of a member of staff on a temporary basis as this person was coming from a school within the Borough. DECISION: Governors decided that, although this might be LA standard practise, they wished to treat all candidates the same and that in future references and DBS checks would be carried out on all those appointed to a post at school.</p> <p>Governors were informed that the safeguarding procedures around the security of the hall door had been reviewed following the unauthorised entry of an adult to the school at drop-off time. The alleged entry into Nursery by a parent has also been looked into, but there is no further clarification as to whether the parent entered the class or not.</p> <p>The nursery has three gates – one on the street and two closer to the school. From the side entrance to the Nursery (the cloakroom entrance) there are 2 doors into the building. One has a Yale lock and one is bolted from the inside. An extra teacher has been positioned in this area during pick-up and drop-off times so there are three members of staff present.</p> <p>Installing an automatic gate and a camera has been considered but this then requires a person to be able to respond to the gate buzzers and to be able to monitor the camera to recognise parents and carers. Governor Comment: This also feels unfriendly and unwelcoming.</p> <p>Governor Question: Are the school happy with the procedures in place for the safeguarding of the hall and nursery entrance during drop-off and collection times? Yes. We have reminded staff to arrive for hall door duty punctually and to bolt the door behind them should they need to step away from the door. With Nursery, we lock the gates promptly at the start of school and letters have been sent to parents explaining why this is done and that it is a safeguarding measure to protect the children. We don't want to hinder the communication opportunities between staff and parents at these times as this communication is vital for this age group.</p> <p>Governor Question: Do we need to do anything more to check that the bolt is locked promptly? ACTION AGREED: a Governor would make a random visit to school via the nursery gate to check it has been locked at the end of the drop-off time and to ensure she cannot make entry to the school that way.</p>	<p>RSdB</p>	<p>ASAP</p>
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	<p>Governor Question: What procedures do Energy Kidz use to ensure the safety of children at drop-off and pick-up times? Parents have to use the buzzer to be let into school to collect children and they sign in.</p> <p>Governors were informed of the morning procedure: 8.40: Reception children walk into school 8.45: LSAs are stationed on doors into school and children go into class 8.50: by this time all children are taken into school and the doors are locked. The main school gate is also locked. After 8.50 With the school gate being locked and the hall door being closed, all latecomers enter school through the Office</p> <p>Governor Question: A Governor asked a question that was recorded under Part 2 Minutes as it was confidential in nature.</p>		
FGB1819	<p>Any Other Business</p> <p>The Health and Safety Audit Report has been received by the school and the Link governor was asked to come into school to review this with the Site Controller ASAP.</p> <p>All Governors were informed that there will be celebratory drinks and a buffet at the Walters Arms Wednesday 27th March to celebrate the Ofsted inspection result.</p> <p>The meeting closed at 6.35pm</p>	RSdB	ASAP
11	Date of Next Meeting: 21st May 2019		

New Actions

Action	Responsibility
Approach DHT interview candidates to offer role and discuss start	FA/NB
Governor unannounced visit to school via nursery gate to check security	RSdB
Confidential action	FA/NB
The Health and Safety Link governor to review Audit Report with the Site Controller.	RSdB

Ongoing Actions

Action	Responsibility
Consider a Staff Abuse Policy alongside staff	FA
LSA restructure costs to be considered	CSm/JH
Safeguarding Link Governor to meet with Staff Wellbeing	RB-F

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	Officer.	
	RC & PPC TORs to be worked on ready for discussion	FA/NB

Governor Attendance at FGB meetings 2018/19 (4 meetings to date)

Nicola Bruce	4 of 4 meetings
Cristina Marinoni	4 of 4 meetings
Christine Smart	3 of 4 meetings
Claire Sanderson	3 of 4 meetings
Mike Thompson	3 of 4 meetings
Sue Jones	4 of 4 meetings
Rajan Sharma	1 of 4 meetings
Katrina Stephenson	4 of 4 meetings
Ashok Rajagopalan	2 of 3 possible meetings (new in post)
Jonathan Olaofe	2 of 3 possible meetings (new in post)
Rachelle Shepherd DuBey	4 of 4 meetings
Rachel Bishop-Firth	3 of 4 meetings
Tony Charters	3 of 4 meetings

Information circulated to the Governors since the last FGB Meeting:

Course information about the course “Getting to grips with the Curriculum”.
WBC Governor Services Training handbook and resources for 2019/2020

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