



**Bearwood Primary School**  
**Part 1 Minutes of the Meeting of the Full Governing Body**  
**Tuesday 12<sup>th</sup> February 2019. 7pm**

**Present: Nicola Bruce (Chair); Cristina Marinoni; Rachel Bishop-Firth; Jonathan Olaofe; Rachelle Shepherd DuBey; Ashok Rajagopalan; Katrina Stephenson; Sue Jones; Claire Sanderson; Mike Thompson.**

**In Attendance: Tony Charters**

**Apologies: Rajan Sharma; Christine Smart**

**Clerk: Deborah Savage**

Item		Action owner	Timescale
FGB191	<b>Welcome and Apologies</b> Apologies had been received from Rajan Sharma and Christine Smart and these were accepted.		
FGB192	<b>Declaration of Conflict of Interest</b> There were no declarations of interest.		
FGB193	<b>Minutes of the last Meeting</b> The minutes from the FGB on 2/10/18 were approved and signed by the Chair. The minutes from 27/11/18 were approved and signed by the chair.  There was some discussion about some IT issues that had been experienced in the sending out by email of the FGB meeting pack. Some documents arrived corrupted and some were the correct title but different contents. This is the second time this has happened. <b>Action: Clerk to email Watermans the school's IT support service for assistance in investigating this problem.</b>	Clerk	ASAP
FGB194	Matters Arising and update of actions <ul style="list-style-type: none"> <li>• School email addresses for new Governors have been set up. WBC have been informed of the new appointments &amp; induction information and course details have been sent to all Governors. COMPLETED</li> <li>• Minutes of the FGB on 2nd October 2018 have been amended and signed by chair. COMPLETED</li> <li>• Page numbers to be added to SIP and compliance statement to be removed. ONGOING ACTION CM</li> <li>• Lack of pupils working at GD in PSED and Art and Design at</li> </ul>	CM	ASAP

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	<p>the end of Foundation Stage to be looked at by PPC. Following a Link Governor visit into Early Years we can confirm that an action plan is in place to address issues and this will be monitored in the PPC meeting on 5/3/19. ONGOING ACTION CS</p> <ul style="list-style-type: none"> <li>• Inspection Dashboard training for Governors took place on 8th January 2019. COMPLETED</li> <li>• School website contract: This was budgeted for in last year's budget and the school have decided on a supplier at a cost of approx. £3,600. CM advised that the Whiteknights's school website is similar to the design planned which includes an App for mobile phone use and the ability to book parents evenings online. As this is an operational matter the offer of Governor assistance with contract T&amp;C's was not taken up but appreciated. Decision: COMPLETED. Actions ongoing.</li> <li>• Newly appointed governors and one other are to complete the E-Learning module on Safeguarding &amp; send certificates in to the Clerk by 25/2/19. ACTION: Link to re sent.</li> <li>• Appointment of a SEND Governor – ongoing.</li> <li>• Cluster school policies on abuse of staff for FGB discussion – Cluster schools have been asked but there is no Cluster policy and individual schools do not have a Staff Abuse Policy either. The Acting Head Teacher has been sent a sample Policy to look at that covers a wide range of behaviours that are abusive. There followed some discussion during which governors were informed that some parents make some very personal comments about staff. <b>Governor Question: Are there any repeat incidents like the original racial one?</b> Not the same but many personal comments are made via email/letters. <b>Governor Question: Do you think a Policy will help?</b> There was some discussion about this and it was decided that a Policy would help to indicate to parents that there was a line between acceptable and unacceptable behaviours and that it would help such parents learn where the line was. It was also felt that it would reassure staff that there is concern for their welfare. It was mentioned that Governors might have to become involved in such matters regularly (such as face to face meetings with parents) but this was acceptable to the Governing Body if it helped to solve the problem. <b>ACTION:</b> CM to send to the next FGB the sample policy for discussion.</li> <li>• SIP is discussed at each PPC meeting. ONGOING</li> <li>• Website compliance check – the Governing Body section of the website is up to date and a checklist is being used to ensure all policies etc. that should be on the website are present and current. ONGOING</li> </ul>	<p>CS</p> <p>JO/AS/ CS</p> <p>CM</p>	<p>PPC 5/3/19</p> <p>25/2/19</p> <p>26/3/19</p>
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	<ul style="list-style-type: none"> <li>Governance section of SIP was reviewed in the early Spring and is current with Autumn data. It will next be done at Easter. ONGOING</li> </ul>		
FGB194a	<b>Additional Item to the Agenda: update on the Head Teacher Recruitment <u>discussed under PART 2 MINUTES</u></b>		
FGB195	<p><b>AHT Report</b></p> <p>The Acting Head Teacher apologised for the late distribution of the AHT Report and supplied some figures that were missing from the report due to the data not being available. Governors were informed that there were in fact 15 alert forms raised since the beginning of December 2018, 3 incidents of bullying and 3 racial incidents. The Acting Head Teacher informed governors that alert forms were currently still made in a paper format but it was hoped to move to an electronic form in the future.</p> <p><b>Governor Question: 15 alert forms sounds high – is it abnormally high?</b> No – alert forms report a wide range of concerns and could be the fact that staff had realised a child had arrived in school one morning not having had breakfast through to much more serious concerns.</p> <p><b>Governor Question: Can you tell us more about the nature of the Safeguarding incidents?</b> There have actually been 5 safeguarding incidents with one parent raising two issues. Governors need to know about these as they may be escalated to Governors. A parent has informed the school that parents are able to look over a fence (within the school grounds so parents have already gained access to the grounds through the security gates) and wave at their own children playing outside. This parent feels this is not acceptable. The same parent has also asked that a staff member is posted at the Hall door at the start and end of the day. At these times, the caretaker is posted on the gate, 3 staff are on duty in the playground and one staff member is inside the Hall door.</p> <p><b>Governor Question: Can you update us on the other incidents previously reported?</b> The issue of the (inside) Nursery gate being left open has been addressed; the hall door issue has been raised and just discussed and the other incident is that a parent reported a piano teacher using a mobile phone to listen to a piece of music.</p> <p><b>Governor Question: Can you tell us how the school is managing the 3 bullying incidents?</b> The school holds “Anti-Bullying Week” every November and regularly refreshes the topic of bullying in assemblies so the school are confident that the children understand what bullying is. It can sometimes be hard to manage a SEN need that influences a child’s</p>		

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behaviour and reconciling that with the bullying policy which needs to be applied consistently. The school makes a judgement to decide if a certain behaviour or pattern of behaviours by one child to another child constitutes bullying and applies the school's Behaviour Policy.

**Governor Question:** Is the school's Behaviour Policy successful in managing bullying incidents? Yes.

Number on Roll: the AHT reported that there are now 299 children on Roll and that the school is virtually full. There have been 45 new starters since the start of the academic year, many from out of area who arrive by taxi. Some children have left to take places in schools closer to their homes. Mobility still remains an issue for the school.

Leadership & Management

**Governor Question:** How is the recruitment for the various vacant posts going? The AHT reported that recruitment for all posts remains challenging. One cleaner has been recruited but they now have another on long term sickness absence and have taken HR advice about recruiting another cleaner. An LSA had been appointed but withdrew so the school now has a supply LSA instead.

**Governor Question:** Is the supply LSA good? Yes – she is actually a qualified teacher who is not interested in a permanent post. Whilst she is very good, she has requested a 4 day working week (which is not ideal) but the school is likely to agree to this so that they can retain her. There has been one applicant for the Reception teacher role to start in May. A member of the office team has resigned and will leave at the end of February. There have been 12 applicants for this post.

Additional questions were recorded under Part 2 Minutes.

Numbers on Roll:

Governors sought some clarification on terminology and were reminded that the term "Statement" when referring to SEND needs was an old term which is now replaced by EHC (Education, Health and Care plan). There are 29 children on the SEND register (i.e. who have an identified and diagnosed need) and 17 that are being monitored (i.e. it is thought these children might have a need but this has not yet been diagnosed.)

Staff Development:

**Governor Question:** Can you explain the abbreviations please?

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**CME – Children Missing from Education**  
**CSE – Child Sexual Exploitation**  
**HSB – Harmful Sexual Behaviour**  
**LAC – Looked after Child**  
**Special Guardianship – result of Family Court Order**

**Teaching, Learning and Assessment:**

**Governor Question:** You say that Team Leaders are accountable for monitoring their team’s planning – is this usual? The Acting Head Teacher produces a termly plan for each phase which provides a focus for teachers to use as they plan lessons. They have the flexibility to adapt their plans if they pick up that something needs extra time or focus. Having team leaders monitor planning provides a balance between classes and consistency between classes. Plans are logged weekly and reviewed at weekly team meetings so all teachers are aware of any issues or concerns.

**Governor Question:** Has the staff welfare survey discussed last term been carried out? The school has a staff Wellbeing Policy and a staff wellbeing officer who did distribute a questionnaire, but we don’t know how far he has got with responses. It was suggested that the staff wellbeing officer meet with the Safeguarding Link Governor. It was also mentioned that at a recent SIB meeting (School Improvement Board) it was decided that it was not the right time to hold a staff survey with uncertainty over Senior Leadership posts. The danger of starting a staff survey and raising expectations, but then not following these up with actions was discussed. **ACTION:** Safeguarding Link Governor to meet with staff wellbeing officer to offer guidance / Terms of Reference, discuss the survey and how to proceed.

**Governor Question:** Has the standard teacher survey been carried out this year? No. It is planned to do one at the start of the next academic year. Ofsted are expected soon and they will survey stakeholders too.

**Governor Question:** I would like to see what the assessment systems PUMA, PIRA and GAPS look like? This has been covered in the PPC meetings but we recognise it might be useful for all Governors.

**Governor Question:** Are the after school clubs well attended? Some are, but not all. We are trying to increase the breadth of club offerings and now offer drama which is well attended and science will start soon.

**Governor Question:** We have discussed changes to the swimming arrangements before – have the changes been successful? At the

**RBF /  
Staff  
Welfare  
officer**

**ASAP**

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moment it is only year 5 who are swimming. Year 6 are having focussed teaching during that time. There are a wide range of abilities amongst the swimmers in Year 5 with the highest ability swimmers now learning some lifesaving skills and lower ability children being coaxed into the water. It is likely that not all Year 5 will be swimming to the specified standard by the end of the year.

**Governor Question:** Is Year 5 the right year group to do swimming with? Might it be better to send a lower year group? The difficulty is catching up older children who cannot swim. We are satisfied with the current swimming arrangements which are as good as we can make them for now.

**Attendance:**

Attendance continues to be a big issue with a number of pupils exhibiting persistence absence. No holidays or absences are authorised and some fines have been issued. Persistent lateness is also consistently followed up. The Acting Head Teacher also drives to homes to collect absent children.

**Governor Comment/Question:** We recognise the good work that is going into this area – is there anything that the Governing Board can do to support your efforts to improve attendance? Not really. Governors who are parents do talk to other parents and stress that holiday requests will not be granted. PPG attendance is improving.

**Pupil Premium Grant:**

Emily Waddilove from the LA completed a PPG Review which has been shared with Governors and more recently a learning walk and book scrutiny. A report is expected soon which will be shared with Governors.

**Sport Grant:**

A Governor pointed out that the Sports Grant will not continue indefinitely and that Ofsted look for evidence that schools are planning for the sustainability of their sports provision with a focus on the future. He felt that Bearwood were demonstrating this well.

The school recognises there is a need to strengthen sports planning and assessment and have received a quote for £3900 for this. The Acting Head Teacher wants to consider this proposal carefully to ensure value for money before making a decision.

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	<p>This completed the questions and discussions on the Acting Head Teacher's Report and the Chair of Governors passed on thanks to the Acting Head Teacher for producing the report which Governors find valuable and they appreciate the time it takes to produce.</p>		
FGB196	<p><b><u>SIO Report:</u></b></p> <p>The SIO Report from 3<sup>rd</sup> December had been previously circulated to Governors and Governors were informed that there had been a more recent SIO visit but that minutes from that meeting were not yet approved so could not be circulated.</p> <p>Governors were informed that the SIO report had been discussed at the PPC but should anyone have questions they could email them to the Chair of the PPC.</p> <p><b><u>The following discussion was recorded under Part 2 Minutes:</u></b></p>		
FGB197	<p><b><u>SIB Report</u></b></p> <p>Governors were informed that there is a SIB meeting scheduled for 19 March to which the newly appointed Head Teacher will be invited.</p>		
FGB198	<p><b><u>Committee Updates:</u></b></p> <p>It was felt that previous discussions had updated Governors about the meetings and discussions held by the Pupil Progress Committee and the Resources Committee and due to time pressures no formal updates were delivered to Governors.</p>		
FGB199	<p><b><u>Terms of Reference for Committees</u></b></p> <p>The committee TOR's and the Delegation Planner had been circulated in advance of the meeting. The Chair of the PPC Committee reported that the TOR for the PPC had been reviewed in the recent PPC meeting and some minor terminology changes had been made. The major change was to change the number of Members now we have a larger Governing Board. The Chair reported that the PPC were happy with the new TOR and Governors were asked to approve the TOR for the PPC.</p> <p><b>DECISION: unanimous approval.</b></p> <p>The Chair of Governors reported that they believed that the TORs for the Resources Committee and the Pay and Performance Committee also needed to change to tie in more closely with the Delegation Planner. An associate Governors offered to share example TORs.</p>		

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	<p><b>ACTION:</b> The Acting Head Teacher and Chair of Governors would work together on the remaining TORs (looking at other examples) and bring them back to the Resources meeting on 19/3/19. It was hoped that the FGB meeting on 26/3/19 could then approve the new TORs.</p>	CM/ NB	Before 12/3/19
FGB1910	<p><b><u>Delegation Planner:</u></b></p> <p>Governors were reminded that the Delegation Planner is a fundamental document for the Governing Board and would be revisited when a new Head took up post. The current Delegation Planner had been circulated to Governors prior to the meeting.</p>		
FGB1911	<p><b><u>Head Teacher Recruitment:</u></b></p> <p>This agenda item had been covered earlier in the meeting.</p>		
FGB1912	<p><b><u>Any Other Business:</u></b></p> <p><b>Fairthorne Residential Trip:</b> The Acting Head Teacher raised this as it needs governor approval to go ahead.</p> <p>Risk Assessments are still to arrive from the venue. <b>ACTION:</b> The school will look over these and the Health and Safety Link Governor will also need to look at them once received.</p> <p>There was some discussion over the amount of subsidy to be offered to PPG children. Parents had indicated that they would be able to contribute £150 towards the trip (estimated cost of trip £350-£375 depending on final numbers) There are potentially 6 PPG children attending.</p> <p><b>DECISION:</b> Governors unanimously approved asking parents of PPG children for a £150 contribution with the remainder coming from the PPG budget. It was also decided that next year Governors approved funding half of the trip cost from the PPG budget so that parents could be told of this in advance.</p> <p><b>DECISION:</b> Governors unanimously approved the Residential Trip to Fairthorne subject to satisfactory Risk Assessments being received.</p> <p>The Acting Head Teacher also reported that she had attended the LA Head Teachers briefing where she was pleased to hear that the LA had appointed two permanent applicants to senior positions. There was discussion about how best to support SEND in the LA and a SEND Strategy is being sent out for consultation shortly.</p>	RS-DB	ASAP

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	<p>The Local Authority has capital budget to build 7 new primary schools and the Admissions Forum is to be re-instated due to concerns over falling rolls should 7 new school be built. There are two new Primary schools due to open shortly but numbers are too low to be sustainable. The birth rate is falling but the need for SEND provision is rising.</p> <p><b>Governor Question:</b> have DBS checks been made on our two new Governors? The process has begun for DBS checks.</p> <p><b>Governor Question:</b> The frequency of repeat Safeguarding training had been questioned in the past. It was decided to repeat every year and those Governors who had not completed it were reminded to do so as a matter of urgency.</p> <p><u>Governors were reminded that the next PPC meeting date has been changed to March 5<sup>th</sup> – any questions can be emailed to the Chair of the Committee.</u></p> <p>There is no update on the provision of a zebra crossing close to the school.</p> <p>The meeting closed at 21.10pm</p>		
11	<b>Date of Next Meeting: Tuesday 26<sup>th</sup> March 2019</b>		

### New Actions

	<b>Action</b>	<b>Responsibility</b>
	Clerk to email IT support service for help with email attachment problems.	Clerk
	E-Learning Module on Safeguarding to be completed by 25/2/19	JO/AS/CS
	Sample Staff Abuse Policy to be looked at FGB 26/3/19	CM/NB
	LSA options to be costed for Resources 19/3/19	JH/CM
	Safeguarding Link Governor to meet with Staff Wellbeing Officer	RB-F
	Governors to confirm attendance at Training on 28/2/19 ASAP	ALL
	RC & PPC TORs to be worked on ready for discussion at RC 19/3/19	CM/NB
	Fairthorne Residential Trip Risk Assessments to be checked by Health & Safety Link Governor ASAP	RS-DB

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### Ongoing Actions

	Action	Responsibility
	Page numbers to be added to SIP and compliance statement to be removed.	CM
	Lack of pupils working at GD in PSED & Art & Design at Foundation Stage to be looked at by PPC.	CS

### Governor Attendance at FGB meetings 2018/19 (3 meetings to date)

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

### Information circulated to the Governors since the last FGB Meeting:

WBC Spring Term Training Opportunities for Governors  
WBC Training Handbook to Summer Term 2019

WBC Governors Digest Spring 2019 containing:

- Changes to the Ofsted Framework
- Teacher Workload Recommendations
- 2019 NJC Pay Scales
- Teachers' Pension updates
- 2020/21 WBC School Admissions arrangements
- Asbestos Management
- E-Learning and Governors CPD Updates
- Safeguarding Updates

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