

BEARWOOD PRIMARY SCHOOL

PART I MINUTES OF A FULL GOVERNING BODY MEETING

WEDNESDAY 14 NOVEMBER 2016 7PM – 9PM

Present: Karen Butroid (Chair), Rachelle Shepherd Du-Bey (part of the meeting), Danny Chinery, Jon Robson-Hurst, Claire Sanderson, Nicola Bruce, Melissa Smith, Sheila Peffers-Moore, Cristina Marinoni, Joanne Garner and Jane Barlow (Head Teacher).

Clerk: Natalie Jarman

No	Item	Action & Deadline Date
16.34	CHAIR'S OPENING REMARKS The Chair opened the meeting and welcomed everybody to the meeting.	
16.35	APOLOGIES FOR ABSENCE Rachelle Shepherd Du-Bey advised the Chair that she would be late.	
16.36	APPROVAL OF MINUTES FROM THE PREVIOUS MEETING It was agreed that the minutes from the 1 November 2016 would be circulated for comment and agreed by email.	ALL
16.37	DECLARATION OF BUSINESS INTERESTS JB noted her declarations on her annual form.	
16.38 16.38.1 16.38.2	MATTERS ARISING It was noted that the Impact Section of the SSP had been completed and the Travel Plan would be discussed later in the meeting. It was noted that the possible exclusion discussed at the last meeting is now likely to be a managed move. If this is unsuccessful, a permanent exclusion would be the next step. A managed move is better for the child. The child will go to Foundry College as part of the managed move. Work has been sent home but the child needs to be in a school as soon as possible.	
16.39 16.39.1 16.39.2	TRAINING It was noted that CM has completed her Safer Recruitment course. SPM noted that she will be watching a webinar on safeguarding, which will focus on child exploitation. Action: SPM will prepare a feedback form.	SPM

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16.39.3	Action: Please pass any copies of training certificates including those from GEL to the Clerk and CM.	ALL
16.39.4	A copy of health and safety training should be sent to Paul Harrison (Site Controller).	H&S GOVERNOR
16.39.5	Action: KB will update the meeting note template. This should be completed after a Governor attends a meeting and should be circulated to the Governing Body.	KB ACTION
16.39.6	Training to be a standing item on FGB agendas.	CLERK
16.40	PROJECTS	
16.40.1	Governors are aware that information on the school website relating to governors is out of date. Action: Governors are preparing updated profiles and the Clerk will compile.	ALL
16.40.2	The Clerk has prepared a tracker of the policies that the school have. Action: The Clerk will work with the Chair and Headteacher to produce a detailed document.	CLERK
16.41	COMMITTEE MEMBERSHIP AND GOVERNOR ROLES	
16.41.1	The Chair noted that prior to the meeting she had spoken to governors, reviewed the skills audit and tabled the attached committee membership. This was agreed.	
16.41.2	Governors also agreed the following roles: Safeguarding Governor – Sheila Peffers-Moore SEN Governor – Melissa Smith Health and Safety Governor – Nicola Bruce Performance Management – Sheila Peffers-Moore	
16.41.3	The Terms of Reference will be reviewed at each committee. Any changes need to be reported back to FGB.	CHAIRS OF CTTEES
16.42	RESIDENTIAL TRIP It is a requirement that the residential trip is approved by the Governing Body. The School informed the Governors that Staff looked at other venues last year but Fairthorne was considered to be the best option for Bearwood. Fairthorne has modern facilities, provides a safe environment, as it has its own campus, and the activities are all Instructor led. The site is also only one hour away. There has been feedback that the trip is expensive at £400. The School offers help to families who will struggle with	

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	<p>the cost of the trip. Families do need to make a contribution and there is the option to pay in installments. Pupils who do not attend the residential trip help in Early Years.</p> <p>Governors agreed the Year 6 residential trip to Fairthorne for the next academic year.</p>	
16.43	EVENTS	
16.43.1	It was noted that the Christmas Disco will take place on the 16 December 2016.	
16.43.2	An information evening for parents was held on Growth Mindset on 3 November 2016. Two Governors have completed notes on the event. If Governors have any additional comments these should be directed to JB. Governors felt it was a good evening and noted the new tab on the school website. Governors were extremely positive about the event. The event was well attended but the information needs to be conveyed to those who didn't attend. This is being done by letters to parents, children using the concept and the tab on the website. It was agreed that at the next meeting on Growth Mindset, parents would come in to discuss their experience of Growth Mindset.	
16.43.3	A Maths Evening also took place this term, the evening used the Growth Mindset vocabulary.	
16.43.4	RSDuB arrived.	
16.44	Policy	
16.44.1	Growth Mindset needs to be incorporated into policies.	
16.44.2	It was noted that staff had reviewed the Safeguarding and Positive Behaviour Policies at the September INSET days.	
16.44.3	Action: Governor Induction Policy to be reviewed.	Co-ordinated by Clerk
16.45	Learning Walks	
16.45.1	It was agreed that three governors would attend each learning walk, which will be co-ordinated by CM.	
16.45.2	The first learning walk will take place on Tuesday 29 November, it was agreed that the focus should be on Maths.	

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16.45.3	New governors were advised that there is a policy on learning walks and this provides guidance on the format and the type of expectations. Governors agreed that the focus of the learning walk should be agreed prior to the visit. A learning walk should take approx. 2 hours.	
16.45.4	Learning Walk Dates 7 February 2017 28 March 2017 25 April 2017 13 June 2017	
16.45.5	Maths and English Learning Walks will need to take place in the mornings. Learning Walks focusing on learning behaviours can take place at any time and Science Learning Walks will need to take place in the afternoon. Please advise CM if there is a particular interest or if another visit time can be made.	
16.45.6	Action: Governors to confirm which sessions they can attend by Friday 18 November to KB.	ALL
16.46	School Strategic Plan The Chair has circulated a draft version of the governor section of the School Strategic Plan. Action: Any comments should be sent to the Chair by 23 November 2016.	ALL
16.47	PARKING	
16.47.1	It was discussed at an earlier meeting that the Travel Plan is out of date. The document was prepared when the modular buildings were going to be removed. Parking is an issue, there has been a letter from a parent and an email has been sent to parents reiterating that the Baptist church should not be used for parking.	
16.47.2	The Council have previously said no to a predestrain crossing.	
16.47.3	Parents park on the yellow lines. There have been traffic wardens in the past and this has improved matters for a short period but there has never been a solution.	
16.47.4	The Head Teacher is spending much time on this so governors agreed that a working party should be set up to address the matter.	
16.47.5	The working party will consist of NB (as Health and Safety Governor), RSDuB (knowledge as a	

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<p>16.47.6</p> <p>16.47.7</p> <p>16.47.8</p> <p>16.47.9</p> <p>16.47.10</p>	<p>Parish/Borough Councillor) and MS (due to her career background).</p> <p>It was noted that parents do use the parish car park on the other side of the green and the Walters Arms car park.</p> <p>There have been offers of help with a Travel Plan but there need to be some proposals. A meeting with WBC will ascertain what the school can do.</p> <p>The flashing light sign is not working. A governor has already been in in touch with the Council about this.</p> <p>NB to discuss these issues with National Grid to ascertain their support.</p> <p>Action: Parking will be an agenda item at next FGB.</p>	
<p>16.48</p> <p>16.48.1</p> <p>16.48.2</p> <p>16.48.3</p> <p>16.48.4</p> <p>16.48.5</p>	<p>ANY OTHER BUSINESS</p> <p>The confidentiality of matters discussed at the GB meetings was highlighted.</p> <p>A letter will be sent out to all parents this week regarding social media. The letter has been prepared by schools, social workers, police and WBC.</p> <p>A governor asked about the lack of a PTA at Bearwood. The Head Teacher explained that some year ago, there was a PTA but a lot of time had to be spent sorting out problems so BFG (Bearwood Fundraising Group) was created. It raises the same amount as the PTA did. The group is led by several parents. It was noted that BFG should be advertised more. Otherways to fundraise should also be explored.</p> <p>Accessibility of governors was discussed. It was noted that this will be clearer once the website is updated. Parents can contact the Governing Body via a letter to the School Office or by emailing the Clerk. Making governors more contactable was discussed. Governors discussed an event such as a coffee drop in or governors serving tea and coffee at parents evening. This would help to explain the strategic role of governors.</p> <p>To raise the presence of governors with parents it was agreed that a governor newsletter should be circulated. Action: Governor newsletter to be prepared by CS, NB and SPM.</p>	<p>CS, NB, SPM</p>

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16.48.6	Jim Mathison is meeting Senior Leadership on 5 December 2016.	CHAIR
16.48.7	Jim Mathison has offered to run a training session for governors on data. Action: KB will circulate further information on this.	
16.49	Date of Next FGB Meeting Monday 30 January 2017 at 7pm.	

Meeting ended 8.54pm

