

Minutes of Full Governing Body Meeting Bearwood Primary School Tuesday 26th September 2017 at 18:30 Venue: Bearwood Primary School
Present: Nicola Bruce (NB) Chair of Governors Cristina Marinoni (CM) Interim Headteacher Claire Sanderson (CS) Vice Chair * Christine Smart (CSm) Vice Chair * Danny Chinery (DC) Joanne Garner (JG) Rachelle Shepherd Du-Bey (RSD-B) Melissa Smith (MS) *part of meeting
In Attendance: Jim Mathieson, School Improvement Officer, Wokingham Borough Council (JM) Tracy Savory, Interim Deputy Headteacher (TS) *
Apologies: None
Clerk to Meeting: Sarah Codling

Item No.	Item
17.82	Welcome and Apologies NB Welcomed all to the meeting and explained that CS and CSm would be arriving slightly late. No apologies received. Introductions were made.
17.83	Business Interests Proforma Declaration of Business Interests forms were completed and signed by board members for the central register. No further declarations were made in relation to the agenda. <i>*CSm and CS joined the meeting</i>
17.84	Current Position September 2017 Further discussion was recorded under Part II minutes
17.86	Constitution NB outlined current framework of the GB constitution and updated the board on a targeted recruitment campaign to local businesses to procure some new governors. NB had identified a potential individual and it was agreed that she would circulate their CV and details so the rest of the GB could consider inviting them onto the board. ACTION: NB to circulate potential governor details and CV to the GB for consideration and possible approval at the next FGB.

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Skills Audit forms are being completed by all board members to identify gaps in skills and recruit members accordingly. Possible gaps identified in the board would be individuals with experience in legal or HR sectors.

NB proposed recruiting a particular individual onto the board in an Associate member capacity. The individual is an experienced Chair of Governors at another local school and would bring some experience to the board without being delegated voting rights.

Following discussion regarding how this would be of benefit to the board, a secret ballot took place. It was unanimously agreed that the individual should be invited to join the board as an Associate member without voting rights for the term of one year.

ACTION: NB to contact individual to invite them to join the board as an Associate member without voting rights for the term of one year.

There was a discussion regarding the whether a previous governor would consider re-joining the board as an Associate member. NB agreed to make contact to ascertain whether the ex-governor would consider returning on this basis.

ACTION: NB to contact previous governor to ascertain whether they would consider returning to the GB as an Associate member.

NB referred to previous discussions regarding whether TS should join the board as an Associate member. NB stated that TS (IDHT) would always be welcomed to GB meetings to provide valuable input in the capacity of Interim Deputy Head teacher. NB questioned whether TS (IDHT) becoming an Associate member would add anything to the board, or provide her with any more power.

TS (IDHT) agreed to consider the position and report back her thoughts in due course on whether she felt becoming an Associate member would be of benefit.

NB referred to previous queries regarding the definition of a Staff governor. NB read the DfE guidelines on the definition on Staff governors to clarify the role.

JG questioned how staff can hold a HT to account at a governors' meeting and then attend a performance management meeting the following day.

JM reassured that there should be no tension between a staff member holding the headteacher to account as a Governor and then attending a performance management review with the Head teacher.

It was agreed that some training on questioning techniques, and the use and understanding of the term 'accountability' would be beneficial to all governors and JM advised some training was already booked to help provide guidelines and

	support in this area. The training would also focus on developing an understanding of how to look at the strategic direction of the school.
17.86	<p>Code of Conduct</p> <p>It was agreed that all members of the board must sign a copy of the Code of Conduct.</p> <p>There had been a previous query regarding Governor expenses but it was explained that this issue should be looked into separately by the Resources committee and then fed back to the FGB for approval.</p> <p>All members were asked to sign the Code of Conduct document to be held on the GB central register.</p>
17.87	<p>Committee Structures and Memberships</p> <p>It was discussed and agreed that the board's committees should be made up as follows:</p> <p><u>Pupil Progress Committee</u> CS (Chair) MS JG NB CM (as IHT)</p> <p><u>Resources</u> CSm (Chair) RSD-B NB CM (as IHT)</p> <p><u>Pay & Performance Management</u> CSm CS NB CM (as IHT)</p> <p><u>Head teacher Performance Management</u> CSm CS NB</p> <p>(It was proposed that the incumbent Associate member could sit on the Performance Management Committees once appointed).</p> <p>NB felt that as CoG, she intended to carry out the necessary training and sit on the</p>

	Pay and Performance committee only until such time as other governors had been recruited.
17.88	<p>Governor Roles It was agreed that governor roles be appointed as follows:</p> <p>Development Governor – JG H&S and Travel Governor - RSD-B Safeguarding and MLAC Governor – currently vacant SEND, More Able and PPG Governor – MS Communications and Website Governor – DC EYFS & Foundation Link Governor – NB (with a view to handing over to a new governor once appointed) KS1 Link Governor – CS KS2 Link Governor – MS</p>
17.89	<p>Delegation of Responsibilities NB outlined that the GB are accountable in law for certain tasks and responsibilities and how it is vital that they formally approve and record how these areas are delegated and reported back.</p> <p>NB suggested that she and CM (IHT) meet and draw up a proposed list of delegated responsibilities and report back to the FGB for discussion and approval.</p> <p>It was agreed by all as an action.</p> <p>ACTION: NB and CM (IHT) to meet and draw up a proposed delegation planner for discussion at the next FGB.</p>
17.90	<p>FGB Minutes The minutes of the following meetings were formally approved and signed by NB as a true record.</p> <p>25th May 2017 (subject to insertion of surname of WBC employee on page 4) 13th June 2017 4th June 2017</p>
17.91	<p>Matters Arising</p> <p>17.67 Appointment of Chairs and Vice Chairs FGB to agree policy/procedure and terms of office for future Chairs and Vice Chairs – Closed</p> <p>17.67 Appointment of Chair of Governors Clerk to advise Governor Services the change of CoG – Closed</p> <p>17.67 Code of Conduct Clarification Governors to review/revise the Governors' expenses policy Ongoing action for Resources Committee to investigate and report back to FGB</p>

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	<p>on 21st November 2017</p> <p>17.69 Code of Conduct Clarification Chair to confirm roles of Headteacher, Deputy Headteacher and Staff Governor - Closed</p> <p>17.70 Subcommittee Chairs, subject leaders and dates for meetings to be agreed - Closed</p> <p>17.73 Schedule of meeting dates to be sent to subject leaders - Ongoing</p> <p>17.74 Meeting dates to be sent to governors via Outlook calendar - Ongoing</p> <p>17.77 Head to provide update on which staff would have responsibility for specific areas such as attendance, monitoring and website - CM (IHT) Advised staff allocated to key roles. Closed</p> <p>17.78 Committee chairs to agree governor training within their first meetings in Autumn term - Ongoing</p> <p>17.79(b) MS to add roles and responsibilities to newsletter to go out before end of term - Closed</p>
17.92	<p>Headteacher Report</p> <p>The HT Report was circulated to all governors prior to the meeting for governor perusal. NB wished to thank CM (IHT) and her leadership team for their efforts in producing such a comprehensive report at such short notice.</p> <p>CM (IHT) stated that she would pass the FGB's thanks to the rest of the LT.</p> <p>Questions arising were as follows:</p> <p>CS asked about the success of the new SEND responsibilities and whether there was any impact on the two leadership roles.</p> <p>CM (IHT) advised each senior staff member had taken on SEND responsibilities for their teams. There had also been a comprehensive transition with the EYFS/KS1 Team leader role.</p> <p>TS (IDHT) advised that staff members affected were all experienced teachers and procedures already put in place were helping to ensure good practice from the outset. The leadership team were mindful to ensure that sufficient PPA time and support was provided.</p> <p>NB asked JG for an update on obtaining a SENDCo accreditation at Reading University.</p>

JG advised the school is still at the application stage but once the accreditation is in place, the school will send communication to parents to demonstrate the school's provision.

DC asked about high numbers of pupils in certain classes and whether this has been an historic issue at the school.

CM (IHT) and TS (IDHT) provided some context and background regarding class sizes:

Classes are divided into three sets in the mornings for English and Maths and so class sizes are smaller, with lower set groups deliberately kept lower to ensure adequate support to those students in need. Maximum class size for these sets is 30 children. Children are taught subjects such as Art, PE and Music in the afternoons and these are considered to be easier subjects to teach in a mixed ability setting. Around 9 years ago, with a Standard Number of 41, the school had applied to the LA to either increase the admissions number to 45 or decrease it to 30. It was decided by the LA at that time that the admissions number should be altered to 40. It has been recognised that the Y6 group require a different approach in order to provide support for transition to secondary school. The new curriculum requires teaching within age boundaries. Previously high achieving pupils could be taught to a higher level but the teaching must now be restricted to adding depth to existing learning rather than going beyond the age related expectation.

DC asked how long the school had been setting for Maths and English.

CM (IHT) explained the historic context of setting in the school.

JM suggested that the school may wish to apply to the LA to increase the admissions number to 45. This would provide greater funding which would allow the recruitment of an additional teacher. The structure would need to be altered to vertical learning groups, which is an issue that would need to be considered at FGB level.

It was agreed that this proposal be investigated in time for discussion at the next FGB meeting on 21st November 2017.

ACTION: FGB to investigate increasing admissions numbers to 45 and considering impact of vertical learning groups for discussion at FGB on 21st November 2017.

NB asked about the specific requirements of some children requiring 1:1 support and how the school use the resources available to ensure attainment is not impacted for any student.

CM (IHT) advised that additional support is available and that the LSAs are deployed wherever the need is required. The school are in receipt of support from external agencies (eg. SPLT and EP) and support from the parents (eg. as reading helpers). There has been some positive impact seen in the last few weeks from strategies put in place including a drastic improvement in attendance from a persistent non-attender.

Some attainment issues highlighted in the HT Report are not felt to be as a result of other students but rather due to curriculum changes, year-groups which had not received Read Write Inc. teaching and some a lack of EYFS provision.

JM explained that this would not be an effective reason with OFSTED and stated that inspectors would ask what the school was doing to minimise the effect of this lack of provision.

TS (IDHT) explained that this explanation was in response to the question about attainment issues being linked to behaviour issues, rather than as an 'excuse' for under achievement.

NB asked if the £34,000 surplus identified in the budget as per the recent SIB meeting could be deployed to invest in additional staff.

TS (IDHT) advised that the LA had previously advised in the SIB meeting that that surplus be shelved so that if pupil numbers increase, the monies can be used to procure more staff.

JM stated that this advice was not reflected in the minutes of that SIB meeting.

CM (IHT) and TS (IDHT) advised they felt the conversation had taken place at the SIB meeting.

CM (IHT) advised that the surplus had been invested in new support staff and salary increases.

NB felt that such decisions regarding new staff should be discussed and ratified at FGB level. It was felt that the adoption of the delegation planner may crystallise the remit and processes of the governing body at a strategic level.

CM (IHT) explained that staff shortages in the sector may make recruitment difficult, and that due to the current situation, there is a need to put additional support in place.

NB asked if two afternoon teachers could be recruited.

CM (IHT) answered that recruitment is an ongoing issue and appointing two high calibre teachers would be very difficult. She also explained that agency staff had

	<p>been recruited in the past.</p> <p>TS (IDHT) explained that there had been behaviour and attainment issues following these appointments.</p> <p>JG requested that it be recognised that attainment for 2016/17 was the highest on record.</p> <p>CS asked if the proportion of new EAL students had introduced further challenges.</p> <p>TS (IDHT) advised the school had been liaising with the University of Reading and other outside agencies to obtain support on languages.</p> <p>NB noted that targets for 2018 outcomes in EYFS were 77% which is in line with current year results, and asked whether there was any strategy for improvement.</p> <p>TS (IDHT) advised current year group have been identified as slightly lower ability compared to previous years, but that targets had been drafted in the first two weeks of the academic year and may be subject to change before being finalised. The figures were still above national averages.</p>
17.93	<p>SIB Feedback</p> <p>Handouts of the SIB meeting on 20th July 2017 were handed out to governors.</p> <p>Further discussion was recorded under Part II minutes.</p> <p>JM advised a Wokingham Town West meeting to discuss school academisation and suggested that representatives from the school should attend to remain informed.</p> <p>NB advised some members were already scheduled to attend.</p>
17.94	<p>Training and Development</p> <p>JG outlined training and development courses currently on offer to governors and asked that all governors keep her up to date with any e-learning modules to ensure the GB's training records are up to date.</p>
17.95	<p>Exit Interviews</p> <p>NB informed the GB that exit interviews had taken place with outgoing staff as standard practice. Once collated, she would be sharing the feedback with the SLT and with the GB in due course.</p>
17.96	<p>AOB</p> <ul style="list-style-type: none"> a) Confirmation of meeting dates – it was agreed that due to time constraints, that committee chairs would liaise with committee members and agree dates; and b) Academisation – no discussion as this stage.
17.97	<p>Date and Time of Next FGB Meeting</p> <p>The next meeting will take place on 21st November from 18:45 to 20:45</p>

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ACTIONS ARISING:

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ACTION: NB to contact individual to invite them to join the board as an Associate member without voting rights for the term of one year.

ACTION: NB to contact previous governor to ascertain whether they could consider returning to the GB as an Associate member.

ACTION: NB, CSm and CS to meet and draw up a proposed delegation planner for discussion at the next FGB.

ACTION: FGB to investigate increasing admissions numbers to 45 and considering impact of vertical learning groups for discussion at FGB on 21st November 2017.