

**BEARWOOD PRIMARY SCHOOL**

**PART I MINUTES OF A FULL GOVERNING BODY MEETING**

**MONDAY 6<sup>th</sup> MARCH 2017 1PM – 3PM**

Present: Karen Butroid (Chair), Rachelle Shepherd-Du Bey, Claire Sanderson, Melissa Smith, Sheila Peffers-Moore, Danny Chinery, Cristina Marinoni, Joanne Garner and Jane Barlow (Head Teacher).

Item No.		Action
FGB17.20	<b>CHAIR'S OPENING REMARKS</b> The Chair welcomed governors to the meeting and thanked JB and CM for organising the Governor's Day.	
FGB17.21	<b>APOLOGIES FOR ABSENCE</b> NB sent her apologies which were accepted by all present.	
FGB17.22	<b>DECLARATION OF BUSINESS INTERESTS</b> JB & SPM confirmed that whilst they had business interests they had none relating to matters on the agenda.	
FGB17.23	<b>APPROVAL OF MINUTES FROM THE PREVIOUS MEETING</b> Minutes from the FGB meeting on 31/01/2017. The minutes were agreed as a true and accurate record of the meetings. The Chair will sign the minutes.	CHAIR ACTION
FGB17.24	<b>MATTERS ARISING</b> A matters arising sheet had been circulated as part of the meeting pack. The Chair confirmed that now the Matters arising from the first few meetings at the beginning of the year had been mainly completed she did not think that we needed a separate Matters arising schedule.  The meeting considered the actions still not completed or covered elsewhere: <ul style="list-style-type: none"> <li>• SPM and KB should contact the School Business Manager before doing the Safer Recruitment training</li> <li>• Meeting papers are still being uploaded onto the Governor section of the website</li> <li>• The Clerk to Governors has been asked to complete the review of the Induction policy by email.</li> <li>• It was agreed that as the new Governors have been in school several times there was no need to hold a special assembly to introduce them to pupils</li> <li>• The Resource committee were asked to consider contacting Sindlesham Court.</li> <li>•</li> </ul>	CHAIR ACTION  SPM, KB ACTION CLERK ACTION CLERK ACTION  CS ACTION
FGB17.25	<b>HEAD TEACHER'S REPORT</b> JB gave an overview of the Head Teacher's Report document. Main points are as follows:- <ul style="list-style-type: none"> <li>• Two members of staff will be leaving at the end of the Spring Term (further information in FGB 17.30)</li> <li>• SEN – The Chair asked JB what form annual reviews</li> </ul>	

	<p>take, who they were for and who attended them. JB confirmed that such reviews were carried out for children with EHC Plans or Statements. The School commented that they had concerns around the attendance at Annual Reviews of representatives from the Local Authority's SEN Department.</p> <ul style="list-style-type: none"> <li>• The SEND Team is now in place as the SENCO leaves at the end of the Spring Term</li> <li>• Persistent Absentees – A list of persistent absentees was shared with the Governors. <b>The Governors challenged</b> the School so that they could better understand that action being taken to increase the attendance of the persistent absentees. The School is doing everything possible to try and engage the parents/carers of our persistent absentees and this has been recognised by both Ofsted and the Local Authority.</li> </ul>	
FGB17.26	<p><b>SCHOOL STRATEGIC PLAN (SSP)</b></p> <p>The Chair and JB discussed how the Governors can be updated on progress by the School against the SSP without requiring JB to duplicate work being done for other purposes. It has been decided that the SSP will be updated by the HT and the same time as her HT report in the second half of each term.</p> <p>JB advised of the progress in a number of areas including:</p> <ul style="list-style-type: none"> <li>• Policies for Teaching and Learning and Marking and Feedback are currently being reviewed.</li> <li>• Early Years provision is being pre-moderated this week.</li> <li>• The Maths Day held on 24<sup>th</sup> February 2017 was very well received and attended. JB and CM are considering holding another day.</li> </ul> <p>The success of the Maths morning was noted and the parents who attended considered how parents could be assisted to help their children further. After discussion it was agreed that CM would ensure the Calculation Policy is on the School Website. A Governor asked if the parents of the PPG children had attended as the school is keen that they are involved as much in their children's education as possible. JB confirmed that many had attended.</p> <p>The Chair then considered the Governor section of the SSP. It was noted that many of the actions had been completed or were now integrated into normal ways of working. It was noted that Self Evaluation is to be completed by Governors in March 2017. Vicky Lewendon of the Local Authority will assist. Clerk to send dates out (JB to be included).</p> <p>Using knowledge of performance data is key to the governors' role and the Chair suggested that some governors have asked for more training on this. Jim Mathieson, the SIO, had suggested holding a PPC meeting straight after his meeting with the Assessment lead. The Chair will discuss this with the</p>	<p>JB ACTION</p> <p>CLERK ACTION</p> <p>KB ACTION</p>

	<p>Assessment lead when they next meet.</p> <p>NB, DC &amp; MS have agreed to form a Communications Working Party to work on all matters of Communications including assessing the satisfaction level of pupils and parents. The Chair suggested that they could consider organising a survey similar to ParentView. DC to liaise with Winnersh Primary as they have a similar group. KB to email DC with details.</p>	KB/DC ACTION
FGB17.27	<p><b>SAFEGUARDING</b></p> <p>SPM updated Governors on Safeguarding. There are currently no specific issues. SPM will look to get CEOP in to visit pupils as they have a wealth of knowledge and good training packages. SPM has also a number of meetings arranged with staff in the school to consider such topics as e-safety and will update the other governors as these meetings happen. Everything with regards to Safeguarding is available on the school website and is up to date. All processes are being followed correctly.</p>	SPM ACTION
FGB17.28	<p><b>POLICY REVIEW</b></p> <p>JB is reviewing the policies and creating a record of dates of last/next review and who is responsible. It was agreed that this would be completed by July 2017.</p>	JB ACTION
FGB17.29 17.29.1	<p><b>FEEDBACK FROM COMMITTEES</b></p> <p><i>Resource Committee</i></p> <p>CS as Chair of the Resource committee reported that there was a meeting earlier that morning. The meeting covered finances and premises. The Council have confirmed that they will be putting scaffolding up with a net in the Nursery playground so the area will be safe for pupils to use again. Finances will be put in by 18<sup>th</sup> April 2017.</p>	
17.29.2	<p><i>Pupil Progress Committee</i></p> <p>KB updated that progress of PPG pupils was discussed in the February meeting. The PPG lead has identified a training need and will provide further training on PPG to the LSAs.</p> <p>The PPG page on the website has been refreshed and updated.</p> <p>Assessment was also a focus. It was reported by the SIO's learning walks that English is strong within the school and even though Maths needs improving progress is being made.</p>	
FGB17.30	<p><b>STAFFING / RECRUITMENT</b></p> <p>Two teachers are leaving at the end of the Spring Term, Anne Haslett, SENCO and Miss McSherry, Yr3/4. A letter is going out to parents with details of the staff changes.</p> <p>Mrs Savory will cover Yr 3/4 for Maths and English, 5 mornings a week for the Summer Term. Mr Louth has been interviewed and secured to start at the School in September 2017.</p>	

Comment [k1]: Claire – what was this?

	<p>SEN will be covered by the SEND Team, comprising of JB/CM/Mrs Schofield and Mrs Savory.</p> <p>Due to numbers falling the Nursery will only operate in the morning with Mrs Howell covering every morning. The School is currently looking to recruit a Learning Support Assistant for 5 mornings a week for the Summer term.. This model may continue in the Autumn Term once we know our numbers.</p>	
FGB17.31	<p><b>LEARNING WALK</b>  NB, CS, RSDB and CM attended a learning walk on 7<sup>th</sup> February 2017 with a focus on English. All the attendees were very impressed with Yr 5/6. There is evidence of Growth Mindset being used by the majority and that learning walks are enriching.</p>	
FGB17.32 17.32.1	<p><b>TRAINING</b>  Safeguarding has now been completed by all. CM thanked Governors for ensuring this had been done.</p>	
17.32.2	<p>SPM is looking to join the local safeguarding forum, which is being re-established rather than local safeguarding board.</p>	SPM ACTION
17.32.3	<p>CM requested that she is notified if any training courses are cancelled by the LA.</p>	ACTION ALL (as required)
FGB17.33 17.33.1	<p><b>ANY OTHER BUSINESS</b>  Given the financial pressures being experienced CM questioned the cost effectiveness of time given by Clerk to Governing Board. The Governors confirmed that they do need a Clerk but the time hours to be worked for the next financial year need to be agreed.</p> <p>It was noted that it is best practice for the Clerk to have a job description and for performance management to be carried out, just as it is for all school staff.</p>	KB ACTION  KB ACTION
FGB17.34	<p><b>DATE OF NEXT FGB MEETING</b>  Monday 25<sup>th</sup> April at 7pm</p>	

**Comment [HBPS2]:** What were they impressed with?