

BEARWOOD PRIMARY SCHOOL

PART I MINUTES OF A FULL GOVERNING BODY MEETING

TUESDAY 13th JUNE 2017 7PM – 9PM

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

Apologies: Christine Smart

Clerk: Natalie Jarman

ITEM NO.	ITEM	ACTIONS
FGB17.51	GOVERNOR ELECTION It was agreed at the last meeting that Christine Smart (CSm) be elected as a governor. The Chair proposed that CSm be elected as Local Authority Governor after she leaves the Governing Body. CSm has been a Local Authority Governor at another school and was introduced to Bearwood Primary School by the Local Authority. DC sought clarification on the role of a Local Authority Governor. Governors agreed to CSm becoming the Local Authority Governor in place of KB.	Clerk to liaise to CS.
FGB17.52	DECLARATIONS OF BUSINESS INTEREST SPM and JB noted interests.	
FGB 17.53 17.53.1	MATTERS ARISING RSDuB spoke about the school making a request to the LA for Section 106 funding as the school will start to receive pupils from the new housing at Hatch Farm Dairies, as people have started to occupy the houses.	Resource Committee
17.53.2	The Clerk will update the Induction Policy and implement it for CSm.	Clerk action
17.53.3	Unfortunately CM was unable to attend the latest Development Governor forum due to the residential trip. CM will feedback comments on the training provided by the LA in person at the next forum.	CM action
17.53.4	Governors were aware that DC has worked on email addresses. Governors should have received an email from DC regarding this topic, please contact DC if this is not the case. DC has also worked on the IT matters raised at the last meeting.	
17.53.5	NB advised that adverts have been place online with Wokingham Volunteers, Inspiring Governors and SGOSS	

<p>17.53.6</p> <p>17.53.7</p>	<p>for additional governors. The LA continue to look for new governors. There is potential for the church or one of the local businesses to offer a governor.</p> <p>Following discussions at this meeting MS will prepare a schedule of meetings and work plans for the 17/18 academic year.</p> <p>Ref. 17.50.3 Upon consideration the Chair proposed that the Pay and Performance and Resource Committees be chaired by the same person but the committees remain separate. The Chair also proposed that the Pay and Performance Committee be formed of members of the Resource committee. These changes were agreed.</p>	<p>NB action</p> <p>MS action</p>
<p>FGB17.54</p>	<p>APPROVAL OF MINUTES FROM THE TUESDAY 25TH APRIL 2017</p> <p>Governors noted a typo at ref. 17.39.3 compiled. Subject to this change, the minutes were agreed as a true and accurate record of the meeting.</p>	
<p>FGB17.55</p>	<p>APPROVAL OF MINUTES FROM THE TUESDAY 25TH MAY 2017</p> <p>Governors noted the following amendments:</p> <ul style="list-style-type: none"> • MS attended • JG was absent • DC, RSDuB and SPM will sit on the Pay and Performance Management Committee. <p>Subject to these changes the minutes were agreed to be a true and accurate record of the meeting.</p>	
<p>FGB17.56</p> <p>17.56.1</p> <p>17.56.2</p> <p>17.56.3</p>	<p>HEAD TEACHER'S REPORT</p> <p>The Head Teacher's report comprises reports on safeguarding and SEN, both documents were circulated to governors prior to the meeting.</p> <p>The Chair thanked the Head Teacher for the SEN report, which she had found informative. NB noted that it drew out questions on the SENCO role. CS challenged whether the school intends for the Head Teacher to continue in the long term as the SENCO. The Head Teacher explained that the school has a SEN Team which she currently leads but this will be changing in due course. DC challenged the timescales for these changes. The Head Teacher explained that there have been initial discussions in school today and she will be able to advise shortly. The accreditation takes one year to complete.</p> <p>Governors agreed that the safeguarding document</p>	<p>JB to advise</p>

17.56.4	<p>before governors should be prepared annually. The Chair understood the limitations of the safeguarding report needing to be anonymous. The Head Teacher said the intention of the document is to review training and what referrals about. The Head Teacher is also working with the safeguarding governor.</p> <p>It was noted that the report does not refer to all governors undertaking safeguarding training and CM agreed to review records.</p>	<p>Note for Work Plan</p> <p>CM to check location of certificates.</p>
17.56.5	<p>The Chair referred to the School Improvement Board (SIB) suggesting that the school have internal Team Around the Family (TAF) meetings. The Head Teacher explained that when the school makes a referral to Children Services at WBC a Multi-Agency Referral Form (MARF) is completed. When the referral is triaged the school are invited to a meeting. In discussions at the SIB meeting about persistent absenteeism, the suggestion was made that the school have internal TAF meetings to address. The Head Teacher would like to find out more about what this would mean and will feed back to the FGB. The school is already doing some work but this is called nurture. The Chair acknowledged that discussions at the SIB meeting intimated that a TAF could be planned if the school are aware of changes about to take place for pupil's family which may have an impact.</p>	<p>JB action</p>
17.56.6	<p>CM provided an example of waiting for a CAMHS referral but also signposting to local services available. The Head Teacher referred to a discussion on "Bearwood friends" on autism. The school community are aware that diagnosis doesn't have all the answers but the school is working with families once a child is diagnosed, on what are available.</p>	
17.56.7	<p>CM highlighted that the school is putting strategies in place, for example a parent called for help to get a reluctant attender back to school after the holidays. Staff visited the house and the pupil came into school. The Local Authority want the informal support noted. The Head Teacher also noted a new strategy for anxious pupils at the start of the new school year, for Y1-5 pupils on the SEN list or those who find it difficult to settle back in. The school will offer them an hour in school on the 1st September. SEN parents will get a letter about transition, if they feel they need it. This session might also help parents. This is the kind of work carried out by a TAF. CS noted that pupils have received books and postcards prior to transition, the Head Teacher confirmed that this would continue. DC</p>	

	<p>challenged how many pupils are effected by transition, the Head Teacher explained that there are 36 pupils on the SEN register. The school wants to meet with all SEN parents but it is anticipated that 20-25 will be involved. This will be an opt-in process. They will also include a couple of other pupils who may benefit from this but who aren't on the SEN register. The Chair challenged whether this included PPG pupils, the Head Teacher explained that there will be overlap. The Head Teacher will try to meet Louise XX from WBC to discuss further to gain a full understanding of WBC's interpretation, as this may just mean formalising the existing internal process. The Head Teacher confirmed that there is an SEN chronology. The Chair challenged that there needs to evidence of what they are doing on a day to day basis. The Head Teacher explained that the school are able to show parents evidence of chronology of behaviour. JG expressed caution of a meeting being called a TAF and the label associated with this. The Head Teacher is able to record how many families the school is working with on safeguarding report. The Safeguarding Governor also able to say more. CS highlighted that the persistently absent pupils cross over all categories. SEN pupils typically have good attendance. There is however a correlation between PPG and persistent absenteeism.</p>	
<p>FGB17.57 17.57.1</p> <p>17.57.2</p>	<p>COMMITTEES UPDATE</p> <p>Pupil Progress Committee (PPC) The Chair noted that a PPC meeting is scheduled for next week. The agenda will be re-circulated but the meeting will focus on training. Another PPC meeting is scheduled for the end of term, which will focus on Summer 2 data.</p> <p>Resource Committee CS provided an update. The last meeting focused on the budget. Since the meeting CS met with the School Business Manager to discuss an approach to fundraising. CS circulated a draft letter to send to local businesses, there is the potential to ask for specific items. The school office is pulling together a list of businesses. CS suggested that the school also approaches parents to identify possible other businesses and to determine whether parents have links with any local businesses. CS requested input from the school on a list of requirements. DC challenged that the letter should ask for both financial contributions and/or specific items. MS suggested that it could be extended to team building where staff from a company come into school. The Head Teacher explained that this</p>	

17.57.3	<p>has happened in the past and site clearance has taken place. The letter could also ask whether parents have a skill to offer. JG is aware of another school using people doing community service to undertake jobs in the school holidays. Local business approaches included the Masonic Lodge, Bovis and Nirvana Spa. It was agreed that the letter to parents should come from both the Head Teacher and governors. Governors agreed that a governor from the communications working party should be involved in the project. The letter will be amended to be addressed to parents/carers. CS will send the letter to the Head Teacher who will arrange distribution. It was agreed that the letter to local businesses requires amendment particularly on the projects. NB agreed that the letter should refer to specific projects as this will be attractive to Local Business. It was agreed to remove a charity from the list.</p>	CS action
17.57.4	<p>The fundraising items already listed have been suggested by Bearwood Friends. There is an opportunity that help could be sought from Bearwood Friends.</p>	
17.57.5	<p>For the first time the school will charge for photographs from the residential trip and “Bearwood does Broadway” (KS2 show).</p>	
17.57.6	<p>CM expressed caution that requests for money be timed appropriately as the school needs to be mindful how often the school are asking for money.</p>	DC action
17.57.7	<p>There is a change of mindset in school for funding, money has been raised for “Fred in the shed” to visit school on the 19th July. DC to investigate an opportunity for a discount.</p>	
17.57.8	<p>CS explained that there are lots of ideas around Christmas. Carols with mulled wine could be ticketed. RSDuB suggested estate agent boards for a fair as estate agents such as Prospect donate money as well.</p>	
17.57.9	<p>MS highlighted her role as the Parish administrator at local church and items can be placed in the newsletter. The Head Teacher said the school already has a good relationship with the local Church, this should continue once a new Vicar is in post, they could be asked to be a governor.</p>	
	<p>A walkathon or readathon for sponsorship was suggested and maybe even a link to Maths which is the</p>	

17.57.10	focus area. The Head Teacher highlighted that children already receive certificates. RSDuB suggested getting a local maths company involved.	
17.57.11	MS suggested that the disco becomes more of a family event, with adults buying tickets. It was agreed that this would need to be carefully controlled in terms of alcohol, time of day, location. It could take the form of a family picnic.	
17.57.12	It was agreed that there isn't enough room and there is plenty of nearby locations for fireworks. Use of the green was discussed but discounted due to traffic.	ALL
17.57.13	CS asked for any other ideas to be emailed to her. It was agreed that the next step is for a wish list to be compiled. Governors wanted to ensure that both governors and Bearwood Friends work together.	
17.57.14	Pay and Performance Management Committee DC reported that an agenda has been prepared for the end of July. The first stage is performance management for Teachers.	
17.57.15	The committee has been involved in discussions over new staff salaries.	
17.57.16	Communication Working Group DC reported that a note had been circulated today. DC has discussed approach to communication with a governor at Winnersh Primary School.	
17.57.17	Further to the discussion on the school have its own Facebook page, it was highlighted that the school does not have control but it would be difficult to have someone from school do this as access is 24/7. The Head Teacher is happy with the current people who are managing the site and their approaching to deleting certain items. The school will continue to monitor. The page has rules listed. Governors are also on the page.	
17.57.18	The school uses Tucasi to send messages to parents, there are other options such as Parent Mail but the school already has to pay for Tucasi and it does what is required therefore there is no need to pay for two systems. Governors agreed that a message should be sent from governors on a termly basis. The next message should be before the end of term to make the school community aware that KB is leaving and NB will be	

17.57.19	<p>taking up the role of Chair of Governors. The Head Teacher suggested a governor’s noticeboard. RSDuB challenged whether this would be effective. The Head Teacher thought that it would as there is an existing noticeboard up; it could include photos of governors. There is an existing noticeboard but access is limited as not all parents walk past. The location could be changed to the end of the shed. NB to speak to PH about a new board. The noticeboard could also include promotion of fundraising events. There are approx. 100 people on the facebook page, there was concern that those not on it might miss out on information, which is where the notice board comes in. The new intake of parents also need to be informed of its existence.</p>	NH/PH action
17.57.20	<p>DC will prepare a timetable for the communications working party for 17/18. The communications working group (DC, MS and CS) to draft a newsletter with input from KB. This will include an update on works to the roof. A separate communication will be sent this week by the Head Teacher on staffing. Within 7 days of this meeting the structure of the newsletter will be agreed and it will be circulated the week before the end of term.</p>	DC/CS action
17.57.21	<p>RSDuB left meeting.</p> <p>DC updated that the current site provider (Web Anywhere) have advised that the cost of an upgrade would be £1,200 (over 3 years). The website isn’t currently costing anything. The current website is several versions behind. Within the upgrade price, the website would be redesigned, DC to circulate examples of what the website would like. The website wouldn’t be unique but would be an improvement on the current website. The upgrade includes access to a mobile app, which could be used for an alert and as a hub for information. DC will try to arrange a demonstration. Governors challenged why you would choose this option if the company are difficult to get hold of. DC explained that as the company are the existing provider it will be the cheapest possible option. The Head Teacher felt that a decision should wait until the results of the parent questionnaire are received, as the school community may be happy. The Head Teacher acknowledges that the site could be updated, particularly as it’s one of the school’s shop windows. The Head Teacher would prefer to look at alternatives but this would take time. In the first instance a discussion needs to take place with the School Business Manager, Natalie Haddock and Debbie Schofield to</p>	DC action

17.57.22	<p>establish how long the current contract is for and update options. DC to send details of links of how would look. DC confirmed that any changes would cost the same as an update. CS will also review notes for a seminar attended which provided example website. The Head Teacher said that the Mobile App wasn't attractive to the Leadership Team. DC felt that there might be a saving by having app rather than texts and would divert traffic from facebook. JG suggested that most parents use the website for the calendar. DC concluded that the app could be used in an emergency situation as the school is not paying to have it.</p>	
FGB17.58 17.58.1	<p>Travel Working Party NB explained that she has worked on the Travel Plan, and pupils have been sent a survey to complete. An 80% response rate is needed to get accreditation.</p>	Chair action
17.58.2	<p>UPDATE FOLLOWING SIB MEETING The Chair has notes from the 2nd part of the SIB meeting, which will be circulated to governors. These are draft minutes, amendments have already been requested. The board will next meet in mid-July.</p>	
17.58.3	<p>The Head Teacher felt that the new Interim Director of Education at WBC, Jane Winterbone was challenging but understands what being a Head Teacher means, understanding that there are challenges and different factors. The Chair explained that the Head Teacher and CM bought a paper to the meeting, which was extremely helpful. The Chair asked for the paper to be circulated to all governors. WBC appeared impressed and there was positive feedback on what the school are doing. WBC reiterated that they are there to help and offered lots of suggestions. The same offer of help was extended to governors. The Chair felt it was important for governors to take up this offer.</p>	JB action
	<p>The School had been surprised by the low number of pupils allocated to start at Bearwood in September. Vicky Lewendon at WBC explained that many schools in the Wokingham part of the LA (distinct from the Woodley area) have low numbers. A contact at WBC has been provided to provide projected pupil numbers. The Head Teacher explained that the expansion of Evendons, Wheatfield and Windmill have had an effect. The Head Teacher explained that some children are taxied in from Lower Earley, but, schools in these areas are expanding. There is also a problem of lack of engagement in some circumstances as the parents aren't coming to school. Governors challenged whether</p>	JB action

17.58.4	<p>the school will end up with out of catchment pupils, the Head Teacher did not expect this as pupil numbers are down. It is difficult when a child is welcomed into the school and they move on quickly, there is a waste of resources. It is difficult for Admissions to deal with boundaries as last year the school was over-subscribed.</p> <p>The SIB recommended the new Chair have a mentor from outside of the cluster. The Chair suggested that the Governing Body need to move on from the external governance review. The next step will be actions from the self-evaluation.</p>	NB and SPM action
<p>FGB17.59 17.59.1</p> <p>17.59.2</p> <p>17.59.3</p> <p>17.59.4</p> <p>17.59.5</p> <p>17.59.6</p> <p>17.59.7</p> <p>17.59.8</p>	<p>SELF EVALUATION</p> <p>A separate meeting is required to go through the self-evaluation. All those that have contributed were thanked. An action list needs to be prepared and allocation of actions to governors. Governors agreed to have another FGB before the end of term to undertake this task and to allocate roles and responsibilities for governors for the next academic year. DC reiterated making use of telephone meetings where possible. Governors discussed their availability and it was agreed that governors would email their availability to NB. This enables governors to work on some self-evaluation items over the summer and for planning.</p> <p>NB is proposed as Chair of Governors from mid-July and is working with KB and school for a smooth transition. The Chair is required to stand for a minimum term of 12 months. A vote will take place at the next FGB meeting.</p> <p>Csm will be Chair of the Resource Committee and DC Vice Chair.</p> <p>RSDuB H&S Governor, which will require spending time with the Site Controller every half term.</p> <p>SPM will sit on the Resource and Pay & Performance Management Committee.</p> <p>DC will be on the Pay & Performance Management Committee.</p> <p>RSDuB will no longer sit on the Pay & Performance Management Committee.</p> <p>CS challenged if someone else needs to sit on the Pay and Performance Management Committee in case SPM can't make the meeting. The role of Head Teacher was</p>	<p>ALL GOVERNORS</p> <p>AGENDA ITEM</p>

	confirmed as providing advice.	
17.59.9	The Head Teacher and CM will sit on the Resource Committee and the School Business Manager will be invited as an observer to all meetings; the Site Controller will be invited as required.	
17.59.10	The Resource Committee will continue to follow the work plan which has already been set, which requires a meeting every half term. CS will hand over to CSm. CS will attend the next resource meeting.	CS action
17.59.11	The current Clerk is standing down, a new Clerk for all committees will be found. NB has prepared a job description which will be circulated to profession agencies. The Head Teacher is involved in this process. A clerk for all meetings is required for governors to work effectively. The budget includes 100 hours for a clerk but this might increase to 150 hours. The number of hours will vary every year depending on what happens for example if there are elections for parent governors.	
17.59.12	The PPC will be chaired by CS. KB is handing over to CS. SPM will be Vice Chair. The Head Teacher, JG, CM and NB sit on the committee. CSm is to be invited to the next meeting. Tracy Savory attends as an observer.	CS action
17.59.13	MS will continue in her SEN Governor role.	
17.59.14	CM will step down from her role as Development Governor. The Development Governor needs to pull together advice on what training the governors need to do. The dates for training for the next year have been issued by WBC, it would be good to have a governor attending each session. JG to take over Development Governor role.	
17.59.15	DC will be Communications and Website Lead.	
17.59.16	The Clerk will provide an attendance matrix for FGB meetings and circulate it to the Clerks of the committees.	Clerk action
FGB17.60 17.60.1	SEND MS and the Head Teacher need to meet to decide on an action plan. There were comments on the facebook page regarding the school's approach to SEND. The general impression is that the school are doing what they can but there are delays caused by CAMHS.	

17.60.2	Initially there was concern from the school community about the loss of the SENCO. The Head Teacher has arranged to meet all SEN parents this term. A coffee morning was suggested to allow discussion amongst this specific group with MS to attend. JG explained that it would be difficult to reach all but that this would give those interested an opportunity to meet with others.	MS action
17.60.3	Governors challenged whether there could be specific distribution lists for specific groups.	
17.60.4	MS will attend governor training on SEN where possible. The Head Teacher said that one of the SEN Team will try and attend the SENCO network meetings.	
FGB17.61	SAFEGUARDING	AGENDA ITEM
17.61.1	SPM had checked that the school has recently undertaken its annual safeguarding training. LSA's are not required to do this annually but every 3 years, however the school still try to get LSA's to attend annually. Therefore the school is training more often than required.	
17.61.2	An annual safeguarding report was circulated to governors before the meeting.	
17.61.3	SPM has met with Debbie Schofield, the e-safety lead. SPM has reported back on this meeting and this will be feedback to the next FGB meeting. From that meeting SPM is aware of Ofsted guidance of a survey, which can include parents and staff, not just pupils, which has previously been carried out. SPM will support DS to look at the options. NB highlighted that parent view includes similar questions and DC reported that Winnersh Primary School send out the same questions. There is usually a good level of response.	
17.61.4	SPM is challenging what the school can do to be outstanding in respect of safeguarding.	
17.61.5	SPM is aware of CEOP and is reviewing what packages are available as she is aware of the materials available.	
17.61.6	The pupils are ahead of parents with e-safety, KS2 have received 2 e-safety talks. Grooming is most likely to start at home so more training of parents needs to take place. SPM to speak to the Head Teacher and CM about possible approaches.	SPM action

17.61.7	Safeguarding including Incidents should be an agenda item for all meetings, acknowledging that there is often nothing relevant.	
FGB17.62	<p>TRAINING</p> <p>As noted earlier the Development Governor was unable to attend the latest forum but will circulate to governors the notes from the meeting. There is training available on self-evaluation. As JG will be taking over this role next academic year, CM and JG will discuss personal governor evaluation. SPM identified that governors might want to undertake other training, not just that provided by the LA.</p>	<p>CM to circulate</p> <p>CM/JG to discuss</p>
FGB17.63 17.63.1 17.63.2	<p>ANY OTHER BUSINESS</p> <p>NB noted health matters and KB will be in post until early July until NB takes over.</p> <p>The Chair of Governors and the Clerk were thanked for their work and presented with flowers from the governors.</p>	
FGB17.64	<p>DATE OF NEXT MEETING</p> <p>Tuesday 4th July at 6pm.</p> <p>NB to contact Christine and Rachelle</p>	NB action

Meeting ended 9.13pm