

BEARWOOD PRIMARY SCHOOL

MINUTES OF A FULL GOVERNING BODY MEETING

TUESDAY 25th APRIL 2017 19.30

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

Apologies for Absence: Melissa Smith

Clerk: Natalie Jarman

Item No.	Item	Action
FGB17.35 17.35.1	Election of a new Co-Opted Governor The Chair opened the meeting and thanked governors for attending. The Chair explained that the potential new governor Christine Smart (CSm) was hoping to attend the meeting but is travelling back from holiday. The Chair explained that CSm has previously been a governor recently elsewhere in the Borough. Vicky Lewendon (VL) at WBC is aware that the school is looking for experienced governors, so her name was put forward. CSm has a finance background and at her previous school was involved with pay and the Head Teacher's performance management. CSm is keen to help in any way that she can and has time to commit. CSm attended the self-evaluation session a couple of weeks ago and met some governors there. KB explained that CSm is clearly experienced and is aware of current topics, as she asked pertinent and challenging questions at the self-evaluation session. KB proposed CSm as a governor for Bearwood Primary School.	
17.35.2	NB asked whether a skills audit had been obtained. KB explained that there are no longer significant gaps in skills on the governing body, as these were filled by the recently appointed governors but that she believed the governing body needing a governor with experience, as the governing body is relatively new.	
17.35.3	Action: It was agreed that KB would request a CV and arrange for CSm to go into school in the week before May half term to meet with JB and CM.	KB to request CV and pass on the Head Teacher's email address to CSm to arrange a meeting in the last week before half term.
17.35.4	It was agreed that the CV will be circulated by email and that governors will decide over email whether to ratify CSm as a governor.	

Item No.	Item	Action
FGB17.36	Apologies for absence Apologies for absence were accepted from Melissa Smith due to illness.	
FGB17.37	Business Interests The Head Teacher noted her interests which are noted on her annual form.	
FGB17.38 17.38.1 17.38.2 17.38.3	Approval of Minutes from 6th March 2017 A copy of the minutes were circulated by email. Ref. Minute 17.31 governors agreed that the section on the Learning Walk should be updated to include that there is evidence of Growth Mindset being used by the majority and that learning walks are enriching. Ref. 17.32.2 governors agreed that the section relating to the safeguarding should read that SPM is looking to join the local safeguarding forum, which is being re-established rather than local safeguarding board. Subject to these changes the minutes were agreed to be a true and accurate record of the meeting.	Clerk to amend and print for the Chair to sign.
FGB17.39 17.39.1 17.39.2 17.39.3 17.39.4	Matters Arising It was confirmed by governors that the School Business Manager has been contacted regarding safer recruitment training. The Clerk will send the final version of the New Governor Induction Policy to the Chair of Governors. A policy review has already been undertaken by the Head Teacher. The Head Teacher also compiled a Policy Tracker which makes it very clear when policies are reviewed/updated and approved. The document is being reviewed by DC who will check for Governors whether it includes all those that the school is fully compliant. It was noted that the Head Teacher has been circulating policies for review and that Natalie Haddock has been uploading them to the school website after approval.	Clerk to send Induction Policy. DC to review list of Policies
FGB17.40	Raising Aspirations • Raising Standards • Raising Citizens Feedback from Head Teachers' cluster meeting The Head Teachers within the cluster have been discussing becoming a company/trust. A watching	

	brief is being kept on the local Head Teachers group and the wider Wokingham Borough Council suggestions. It is to be noted that the Head Teacher is part of the focus group and is the lead for the cluster.	
FGB17.41	Feedback from School Improvement Board meeting	
17.41.1	The School Improvement Board (SIB) is in place to monitor schools which are classified as requiring improvement. RSDuB reported that at WBC's scrutiny committee it had been reported that Bearwood Primary School is doing well.	
17.41.2	The SIB meeting will continue as Gillian Cole (GC) from WBC could only stay for a limited amount of time. The date is yet to be confirmed. There will be a second SIB in July.	
17.41.3	The Chair reiterated that the SIB is in place to challenge the School, governors and the SIO. SPM's impression of the meeting was that there were lots of questions and that the LA were seeking to ensure that all the documentation is in place to support the work that the School has been doing, which is what Ofsted will want to see. SPM saw the meeting as a positive.	
17.41.4	The SIO has been in school since the meeting and met with TS to discuss assessment. It was noted that attendance data now forms part of the data at the PPC committee.	
17.41.5	At the SIB meeting the Chair was asked to talk about review of procedures and to evidence that the Governors had successfully addressed the items on the external governance review. VL had produced a document last year which the Chair had updated and circulated the document. It was agreed that this could be sent to the SIO as evidence.	
17.41.6	The Governors were also asked about work plans and how these link with the School Strategic Plan. Committees either have work plans already or they are being produced and the Chair had advised that the agendas for meetings closely linked with the SSP. These work plans will need to be reviewed once the revised SSP is produced. The use of a Clerk had been discussed at the SIB and it was noted that the SIO had attended the PPC meeting on the 20 th April to support Governors.	Chairs of Committees to finalise the work plans
FGB17.42	Committee Update Resource Committee	

17.42.1	<p>The Chair of the Resource Committee provided an update, following the meeting that took place immediately before the FGB. The focus of that meeting had been to discuss the budget. Governors asked for a couple of minor changes to the budget. Governors discussed the risks and opportunities of the budget. It is a balanced budget. The Chair of the committee advised that it will be a challenging year as there will be £90,000 less income. There does need to be support for fundraising, with ideas such as equipment sponsorship being considered. SPM felt someone needs to take the lead on fundraising.</p>	
17.42.2	<p>The School does have Bearwood Friends Group (BFG), who have come forward with proposals for the next few months. These have been shared with the leadership team today; ideas such as bags for school, tea towels, christmas cards, car boot sale, circus, second hand uniform sale and school discos.</p>	
17.42.3	<p>The Chair of the Resource Committee thanked the School Business Manager and the Senior Leadership team for their work on the budget, which had been well prepared.</p>	
17.42.4	<p>Pay and Performance Management The Chair of the Pay and Performance Management Committee is preparing a planner for the committee to reflect legal requirements. This will be shared once complete and it was noted that a meeting was needed shortly.</p>	
17.42.5	<p>PPC The Chair of the Pupil Progress Committee advised that the SIO had attended the last meeting and was challenging, including wanting more documentation. It was noted that Ofsted inspectors ask for different paperwork each time depending on the team and that some of the information asked for by the SIO had not been requested before. CS challenged whether this related to the way that the information is presented.</p>	
17.42.6		
17.42.7	<p>The SIO has offered support to create a PPG strategy.</p>	
17.42.8	<p>A report has been received from Andrew Jefferies, the Maths Consultant. The School has a few questions for him when he is next in school.</p>	
17.42.9	<p>A pre moderation visit has taken place for Foundation Stage, there were a couple of suggestions but no issues.</p>	
17.42.9	<p>The Chair of the PPC Committee noted that</p>	

	governors are now more comfortable with the data which is being circulated and can compare between meetings. The information is similar to that available with RAISEonline and governors are aware that there is different information from Target Tracker. There has been additional work from TS.	
FGB17.43 17.43.1	Self-Evaluation A self-evaluation session was held on 28 th March. Draft notes have been circulated to those that attended the meeting, once agreed the notes will be circulated to all. The self-evaluation will be an agenda item at the next FGB meeting.	Self-Evaluation agenda item at next FGB.
17.43.2	NB is comfortable that most of the items are being completed but governors need to be able to provide evidence of this. The Chair reported that VL attended the meeting and this was helpful, VL challenged and only intervened where needed. The document will be circulated before the next meeting.	
FGB17.44	SEND This item will come back to the next meeting as MS has been unable to attend the meeting due to illness.	
FGB17.45	Training The Development Governor has compiled a list of training available from WBC. The courses available are similar to previous years. The Development Governor will feed back to the LA that the list needs to be updated to enable governors to develop their skills. Governors have received a training handbook from the Clerk. Governors were asked to commit to going on training. NB felt that the training offered by GEL was helpful. Governors found the forums offered by the LA are worthwhile attending. Governors should advise the Development Governor when training is completed to enable a log to be compiled. The Development Governor will check to see if a report of modules completed can be obtained from GEL. Governors should book their own course or liaise with CM. CS challenged why the School is paying for training from the LA if governors aren't happy with it. It was explained that this service is provided in conjunction with other services The Chair thanked governors for their time for attending and undertaking a lot more training in the last year.	CM to feed back to WBC on training.
FGB17.46 17.46.1	Practices relating to emails A query has been raised on the Head Teacher copying in staff to emails when an original email had not included staff. It was concluded that governors needed to be specific if the email should not be circulated beyond the distribution list.	

17.46.2	Governors were asked to only reply all if necessary and for the circulation list of email addresses. Governors were advised that the Finance email address goes to the Finance Assistant as well as the School Business Manager and that there is a Personnel email address for confidential matters. DC also advised that he is unable to use the teacher group.	DC to ask for a list from Watermans.
17.46.3	Governors were updated that there have been some IT glitches which the IT Technician is discussing with Watermans. These include the outage at the start of the holidays and auto fail time which needs to be reduced. There have also been issues with the use of btinternet email addresses.	DC to discuss with IT Technician
FGB17.47	<p>Feedback from Working Parties</p> <p>Travel</p> <p>17.47.1 NB provided an update; in particular that the LA will not provide any further assistance until the travel plan has been completed. This needs further information from the School which the Head Teacher confirmed she could provide. Quotes then need to be obtained before determining if there is any funding available from nearby companies for road improvements.. A survey needs to be undertaken in the summer term as part of the travel plan. There also needs to be involvement from neighbours. There is momentum from nearby companies as staff are delayed in traffic around the school. There continue to lorries at school times outside school. NB was thanked for her work.</p> <p>17.47.2 DC raised whether governors should be writing to the school community to encourage considerate parking. It was reiterated that governors should be encouraging the recreation ground and pub for parking as these form part of the travel policy and there is sufficient space for all. The parking of cars along Bearwood Road does slow traffic, which is helpful to those walking.</p> <p>17.47.3 It was agreed that the traffic issues are certainly complex.</p> <p>17.47.4 It was confirmed that the speed signs outside school are now working following governor input.</p> <p>17.47.5 External communications over the situation were discussed.</p>	<p>NB to continue with working on plans.</p> <p>JB to provide NB with some further details.</p>

FGB17.48	<p>Any Other Business</p> <p>NB has enjoyed the Learning Walk experience but feels given the relative inexperience of the Governing body that additional input from staff is still needed and that it is important that they continue. There are guidelines for the Learning Walks available on the governor section of the website. In the future there needs to be careful agreement before the walk of the focus. CM reiterated that they will get easier the more often governors visit school. The Learning Walk with the SIO saw children talking about themselves and how they perceive learning. It was agreed there will be more direction for the Learning Walk in June. Governors would like to have another learning walk on Maths and English to enable comparison. NB felt that it is important to complete the notes on the same day. The walk on the 13th June will look at PPG and diminishing the gap.</p>	
FGB17.49	<p>Date of next meeting</p> <p>This was noted to be on 13 June 2017, 7pm – 9pm</p>	