

BEARWOOD PRIMARY SCHOOL

PART I MINUTES OF A FULL GOVERNING BODY MEETING

MONDAY 30th JANUARY 2017 7PM – 9PM

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

Clerk: Natalie Jarman

Item No.		Action
FGB17.01	CHAIR'S OPENING REMARKS The Chair welcomed governors to the meeting and thanked them for their promptness. CM will act as timekeeper for the meeting.	
FGB17.02	RESIGNATION The Chair has received Jon Robson-Hurst's resignation from the Governing Body today and this will take effect immediately. JR-H has stepped down due to time constraints and other factors. JR-H has been a governor at Bearwood for some time, the chair will thank JR-H on behalf of the governing body. JB noted that she had already sent a message. The Clerk will arrange for the website to be updated and WBC advised.	CHAIR AND CLERK ACTION
FGB17.03	APOLOGIES FOR ABSENCE There were no apologies for absence.	
FGB17.04	DECLARATION OF BUSINESS INTERESTS None relating to matters on the agenda this evening.	
FGB17.05	APPROVAL OF MINUTES FROM THE PREVIOUS MEETING Minutes from three FGB meetings in the Autumn term were included in the meeting pack (21/09/16, 01/11/16 and 14/11/16). The minutes were agreed as a true and accurate record of the meetings. The Chair will sign the minutes after column headings have been added.	CLERK AND CHAIR ACTION
FGB17.06	MATTERS ARISING A matters arising sheet had been circulated as part of the meeting pack. An annotated version is appended to the minutes.	
FGB17.07	THIS SCHOOL In light of the number of new governors JB provided a background of the school whilst she has been in post. This covered the journey of the school from 2002 until present date with JB in post. It reflected on the changes in staff, governors and catchment areas. The Governors thanked JB for providing such a illuminating and impassioned talk.	
FGB17.08	NURSERY	

	<p>There has been a decrease in the number of pupils in the nursery. SPM noted a perception amongst parents that the nursery requires improvement but the nursery is in her view actually outstanding, and rated by Ofsted as Good. JB reported that when delivering tours to prospective parents the questions were often around wrap around care and the capacity of the school to offer a full day for Nursery aged children. RSDuB highlighted the difficulties of funding and that many providers are finding it difficult. Governors discussed whether offering a school day would increase demand. No conclusion was made and it was noted that Tracy Savory and JB are looking into this and liaising with the relevant people at the Local Authority.</p>	
FGB17.09 17.09.1	<p>ACADEMISATION</p> <p>KB updated governors that she attended a cluster meeting of the chairs of governors, where Academisation was discussed. At that meeting the chairs had recognised that the schools may at some point need to become an academy or similar. The Chair reported that there are groups being set up within the cluster to discuss working together. One of the schools within the cluster is unable to be part of a cluster academy and instead would need to join the diocese due to being a church school. There is a keenness to work together within the cluster. JB is attending a head teacher cluster meeting on Wednesday 8th February and would have feedback from this meeting to offer to Governors.</p> <p>The advantage of being in a cluster is that if the schools do not like a service offered by WBC, say catering, they could look to arrange a different service provider for the cluster, thereby getting the benefits of economies of scale. RSduB agreed that the cluster should do what works for them and that there is likely to be a model that works from elsewhere in the country.</p> <p><i>Wokinghm Improvement Board Trust (WIBT)</i></p> <p>JB, CM and CS attended a presentation on the proposal for a WIBT. A copy of CS's notes are appended to these minutes.</p>	
17.09.2	<p>Action: It was agreed that the school and Governors should continue to find out as much information as they can about all of the options available.</p>	
17.09.3		ACTION ALL
FGB17.10 17.10.1	<p>BOOSTER GROUPS</p> <p>CM updated governors on the booster groups which have been running in school. The booster groups have always run for Years 2 and 6. The booster groups for Year 6 are run to prepare pupils for SATS, helping them with their exam technique. The Year 2 groups are run to help prepare pupils for the tests, as the tests are different to what pupils do every day. The groups also help to plug the gaps of those pupils who need to make accelerated progress.</p>	
17.10.2	<p>In the Autumn Term, English and Maths groups were offered to all Year 5 and 6 pupils and these were fairly well attended. This term Year 6 pupils are being offered preparation for</p>	

<p>17.10.3</p> <p>17.10.4</p> <p>17.10.5</p> <p>17.10.6</p>	<p>SATs sessions and some Year 5 pupils are being targeted to help those pupils who need to make progress. There is better attendance this term. A creche is available for siblings. Sessions are also being offered to Year 4 pupils who are identified as requiring an additional boost. The sessions are being held twice a week.</p> <p>DC challenged whether progress is being seen as a result. CM said that pupils who attend regularly are having gaps filled, this is particularly evident with Maths. In English there is more likely to be a cumulative effect. Pupils seem to be enjoying attending the sessions and this also makes learning more enjoyable when the gaps have been filled as they are more confident in normal classes. DC agreed that it would give pupils more confidence. CS asked whether any pupils felt embarrassed about attending. CM did not think this was the case and pupils like receiving their cereal bar for attending.</p> <p>Some parents do not want their children to attend as it would mean their child has to get up earlier. However parents know the sessions are there to help and it is only a few who do not want their children to attend. CM explained that school now effectively starts at 8am on a Tuesday and Thursday for these children.</p> <p>NB acknowledged that the creche had helped to cross the barrier and that you will never get everyone but challenged whether alternative times had been considered. CM explained that the sessions cannot take place within the school day, as there isn't time. In the school morning there is Maths and English. These are longer sessions than other schools. Foundation subjects then take place in the afternoon. If a child is struggling on particular point then they might get assistance on this in the afternoon for 10 or 15 minutes. The school has tried booster clubs after school in the past but this has conflicted with children's after school activities. MS, CS and CM agreed that the morning sessions are likely to be more productive. JB said pupils are ready to learn when arrive for the sessions. JG reiterated that the other subjects are needed in the afternoon.</p> <p>The Chair challenged whether all pupil premium pupils are attending, CM said that most pupil premium pupils are attending. In Year 5 a couple aren't as they do not require the catch up sessions.</p> <p>CS challenged whether the session helped SEN pupils. SEN pupils are invited and are apart of the group. The sessions are run in a different style to lessons and are more revision focused. There is more whiteboard work than writing, which works well for SEN pupils.</p> <p>CS further challenged whether there was any data from the sessions. CM said the school knows who is attending and who isn't and pupils are tracked in the usual way, there are pupil progress meetings w/c 6th February in which the senior leadership team will discuss this with teachers</p>	
---	--	--

17.10.7	<p>CS challenged whether the progress of pupils can be compared against that in previous years. JB explained that more sessions are required this year to plug gaps in the new curriculum.</p>	
<p>FGB17.11 17.11.1</p> <p>17.11.2</p> <p>17.11.3</p> <p>17.11.4</p> <p>17.11.5</p> <p>17.11.6</p>	<p>FEEDBACK FROM COMMITTEES</p> <p><i>Resource Committee</i> DC as Chair of the Resource committee reported that there was a meeting last week. The meeting covered finances and premises. There was a report from the Site Controller who covered building works taking place, health and safety, rats and the leaking roof, which has health and safety and financial implications. Budget monitoring was approved. The indicative budget is £8,000 less than this year. iPads had not been purchased as the school is having to address other matters. The Resource committee will also look at the effectiveness of the maths specialist for the money being spent.</p> <p><i>Pupil Progress Committee</i> The Maths team attended the latest meeting and discussed their action plan. The aim is to raise attainment and to strengthen maths teaching throughout the school. The Maths Consultant has been in twice. There is a change in how maths is being taught. Data is being analysed to help with planning. The next meeting will focus on high attainers.</p> <p><i>Pay Committee</i> KB as chair of the committee summarised that the model pay policy from WBC is reviewed each September. Inflationary pay increases have been agreed. The committee also agreed to a small number of pay awards for staff who are not at the top of their pay scale but who were considered to have met the requirements to move up. The minutes from this committee are confidential.</p> <p>There is clear evidence of the link between performance management and pay, with JB providing reports for the committee supporting her recommendations for pay, linked to performance management.</p> <p>KB proposed that performance management be taken out of the resource committee and that the pay committee becomes a pay and performance management committee. This was agreed. It was also agreed that KB would not sit on the pay and performance management committee in case of any queries which would need to be raised with the Chair of Governors.</p> <p>The ToR have been circulated for the pay committee. It was noted that SFVS needs to be added to resource committee ToR but that change could be made the next time they are reviewed.</p> <p>Governors agreed that DC would chair the pay and performance management committee and the members would be JB, RSduB and SPM.</p>	

17.11.7	Governors agreed that CS would become chair of the resource committee and all members would remain the same.	
17.11.8	There were no changes to the Pupil Progress Committee although it was noted that the Chair would need to be decided following Jon's resignation.	
17.11.9	Action: Clerk to send out Committee Structure.	
FGB17.12 17.12.1	ANNUAL PLANNER As part of the meeting pack an old annual planner was included to begin a discussion on updating the document or similar. A planner for the resource committee has been prepared and this is working well. The resource planner was recognised in the Finance audit as a particularly helpful tool. The Clerk is using work plans at other schools and these work well.	
17.12.2	Governors discussed sources of information. The Clerk agreed to see if others schools would share their work plans and it was noted that there are school planners available on the Key. Action: Planners to be prepared by end of term for all committees.	ACTION: CHAIRS OF COMMITTEES
FGB17.13 17.13.1	LEARNING WALK CM, SPM, KB and MS attended a learning walk at the end of November. Governors visited various classes to see maths being taught. MS reported that it was interesting to see what pupils are learning at various ages, how in-depth the work is and that it was good to have interaction with children. SPM noted good behaviour and discipline. Governors saw evidence of maths being explained in different ways, good use of LSA's and resources.	
17.13.2	Governors felt that a longer session at the end of the walk would be of benefit to allow the member of staff on the walk to provide feedback to the governors on what she had seen to help governors identify what else they should be looking for. The next learning walk is scheduled for the 7 th February, the focus will be on English.	
17.13.3	Governors want to do a learning walk on science but this would need to be in the afternoon or on science day.	
17.13.4	Parent governors noted positive feedback from pupils on the Maths Day on Friday 27 th January. Children were very enthusiastic about the day including who had won cups. JB told governors that she and CM had already carried out Learning Walks with their SIO, Jim Mathieson and that once the report had been written it would be shared with governors	

17.13.5		JB ACTION
FGB17.14 17.14.1	TRAINING CM thanked governors for completing training. CM is keeping a record.	
17.14.2	MS, RSDuB and CS to complete their safeguarding ASAP.	
17.14.3	SPM asked for a copies of any safeguarding training.	
17.14.4	Governors were asked to identify any training needs which could be fed back to the SIO at the next School Improvement Board in March.	ACTION ALL
FGB17.15 17.15.1	SCHOOL STRATEGIC PLAN (SSP) An updated Governor section of the SSP has been inserted and a full copy of the SSP circulated to governors. Action: All governors to review items to be completed in governor section and send comments/updates to the Chair.	ACTION ALL
17.15.2	CS challenged tthat some of the dates had passed on the SSP. JB explained that the SSP is reviewed on a regular basis by the senior leadership team. It was agreed that the next SSP 2017-18 would include a column to make it is easier for governors to identify where work still needs to be completed. The document will be re-written in the second half of the summer term, JB agreed to review the template. Governors have previously discussed a RAG rating system. The document is reviewed at committee meetings and is updated once a term. There is also a difficulty of there being many authors effecting the formatting.	
17.15.3	Action: The SSP to become an agenda item for the second FGB meeting of the term.	CLERK/JB ACTION
FGB17.16	SELF EVALUATION The Chair highlighted that the Governing Body needs to undertake a self evaluation. There is lots of information availble on The Key. Twenty questions can be used as a self evaluation tool. The purpose of the exercise is to look at what the governing body needs to do and look at what Ofsted require. The Chair has also spoken to the Chair at Winnersh Primary. The Chair proposed that a meeting date be set to brainstorm ideas. Governors then need to find evidence of work completed. JB advised that governors should not be part of this exercise. Action: KB to circulate information, providing governors an opportunity to review in advance of the meeting. And then to arrange a date.	CHAIR ACTION
FGB17.17 17.17.1	TRAVEL WORKING PARTY An update was provided from the travel working party. The flashing road sign outside school is now working following	

	requests from the working party.	
17.17.2	The working party reported that a zebra crossing is not an option whilst the speed limit is 40mph. The party is going to investigate how to get the speed limit decreased. The speed limit on a small section of road near Bohunt School has been changed so it can be done. NB has engaged in discussions with WBC over the issues the school are experiencing, including the impact from large recycling vehicles. WBC will contact a nearby operator. It is unlikely that the road outside school can be made one way. There is no funding for traffic enforcement.	
17.17.3	It has been identified that families are not parking at Bearwood Recreation Ground as there is no safe crossing. National Grid have said they would possibly fund a crossing but require more information. WBC are finding out costings. More information is needed from the school to prepare a travel plan and if a bronze accreditation is achieved there may be opportunities for funding. There may need to be a pupil survey on travel patterns for this but this could be organised by the party.	
17.17.4	The school crossing patrol officer at the bridge on King Street Lane is locally funded.	
17.17.5	There will be a crossing at the new relief road but it might involve a number of crossings.	
17.17.6	A drop off zone was discussed but was rejected on safeguarding grounds.	
17.17.7	Governors agreed that a crossing is fundamental to solving the parking problems as it will provide options to walk safely to school including from other parking locations.	
17.17.8	The working party was thanked for its work.	
FGB17.18	ANY OTHER BUSINESS	
17.18.1	RSDuB highlighted that works to the access of the Hatchwood Farm housing site will be taking place and will result in roadworks for 10 weeks.	
17.18.2	CS asked when we should expect a monitoring visit from HMI as it was previously indicated to be in 8-10 weeks from the last inspection and this has now passed. JB explained that it could be at any time. JM has advised JB that the school may or may not receive a visit.	
17.18.3	SPM commented that the new governors had not attended an assembly. Governors were told that they were welcome to hold an assembly in the Summer Term. It was for them to decide what they were going to cover in this assembly. Dates should be sent ahead to JB.	ACTION NEW GOVERNORS
17.18.4	NB offered to make refreshments for staff on parents evening. This was gratefully accepted by staff governors.	

17.18.5	The opportunity of forming links with Sindlesham Court were discussed and agreed to be further investigated.	ACTION TO BE DISCUSSED
17.18.6	CM advised that she had sought clarification on the numbering of minutes from WBC. It was agreed that the numbering would start with either FGB, PPM, PPC or R depending on the meeting, followed by the year and item number.	
FGB17.19	DATE OF NEXT FGB MEETING Monday 6 th March at 1pm as part of Governor Visit day.	

