



<b>Meeting Title:</b>	<b>Full Governing Body Meeting</b>
<b>Date:</b>	<b>27<sup>th</sup> March 2018</b>
<b>Time:</b>	<b>1300 – 1500</b>
<b>Venue:</b>	<b>Bearwood Primary School</b>
<b>Attendees:</b>	Nicola Bruce, Chair (NB) Cristina Marinoni, Acting Head Teacher (CM) Christine Smart, Vice-Chair (CSm) Jo Garner (JG) Claire Sanderson (CS) Rachelle Shepherd Du-Bey (RSD-B) Nushrat Nowrin (NN) Rajan Sharma (RS) Rachel Bishop-Firth (RB-F)
<b>Invitees:</b>	Jim Mathieson, SIO, Rupal Patel, Acting Deputy Head Teacher
<b>Apologies:</b>	Tony Charters, Anne Tattersall
<b>Clerk:</b>	Sarah Codling

<b>Item</b>	
18.13	<b>Welcome and Apologies</b> Apologies were accepted for Tony Charters and Anne Tattersall. Jim Mathieson and Rupal Patel did not attend the meeting.
18.14	<b>Declaration of Conflict of Interest</b> None declared
18.15	<b>Minutes of last meeting</b> Minutes of the FGB on 6 <sup>th</sup> February 2018 were approved as a true record and signed by NB.
18.16	<b>Matters Arising and update of actions (below)</b> Please see closed actions below:  <b>Pupil Premium Grant Strategy, Sports Funding</b> These documents were revised and re-issued prior to the meeting. The document was formally approved by the GB.  <b>Pupil Progress Committee Terms of Reference</b> These were reviewed and approved by the GB  <b>Mobile Phone Policy and Use of Images Policy</b> There was a discussion surrounding the school's policy on the taking of pupil images in school. It was agreed that a blanket ban would be introduced to prevent the taking of photographs and videos on school premises in order to safeguard every pupil. The mobile phone policy was reviewed and approved by GB subject to removal of school phone number

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



and the update regarding the ban on the use of cameras and video equipment. It was agreed that parents would be notified of the changes to the policy via email after the Easter holidays.

**Action: CM to amend the 'Use of Images' Policy and the 'Mobile Phone' policy to reflect the fact that we do not allow the use of cameras or the filming of events in school.**

**Self-Evaluation Form**

The document was revised and re-issued to reflect the actions taken in relation to each Ofsted issues. NB wished to thank CM for her work on the SEF.

**Nursery Provision**

CM advised that the Nursery would be starting with 30 hours' provision. There were 5 or 6 children taking the 30 hours after Easter but it was felt that more would follow in due course.

The GB recognised the offering of this nursery provision as a positive response to addressing parental need and thanked CM for her effectiveness.

**Wrap Around Care**

CM advised the office were investigating the different provisions available. It was agreed that the GB would set up a working party to review provision and costs. CM advised other schools charge for the letting of the site when external providers run after school clubs.

**Action: Working Party of NB, CSm and RS to review options for wrap around care and report back to FGB at next meeting for possible review from September 2018.**

Governors asked if the school would consider letting the site to external agencies such as Slimming World to generate further income

CM advised such lettings impacted on areas such as staff and site security as they would need to ensure someone was on site to monitor who came onto the premises, to secure the site at the end, etc.

18.17

**Head Teacher Report**

The HT Report was circulated to all governors prior to the meeting for governor perusal. The following discussions arose:

NB thanked CM for a comprehensive report. CM stated she was happy to provide any further information in future reports should the GB find it valuable. A section on Safeguarding had been included as previously requested. RB-F (Safeguarding Governor) advised she would work with the school to produce a full Safeguarding report in the Summer term. .

NB asked that Safeguarding Incidents be provided in more detail in future with the reasons for the exclusions included in future reports.

CM stated that they are difficult to provide due to the broad nature of the types of incidents the term relates to.

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



CM suggested that from September, the incidents would be logged onto the SIMs system. It would then be easier to include more detail in the HT report. It was agreed by Governors.

**Action: CM to include details of Safeguarding incidents in HT reports from September 2018 onwards.**

NB advised that she had been involved with three parental complaints and that two had been closed.

NB stated she had sought the support from the LA at the recent SIB meeting regarding behaviour. The GB were concerned that issues with behaviour may have escalated and could be impacting on teaching and learning in Years 5 & 6.

CM didn't feel that behavioural issues were escalating but that the strategies the school had implemented had not been successful.

Csm advised that Jim Mathieson (SIO) had been supporting the school regarding the behaviour issues but that strategies he had implemented in other schools were not being effective. The GB were happy to acknowledge the hard work of the staff in this area.

Leadership & Management – CM provided an update on new/future staff and advised that the staff structure would be finalised after May 31<sup>st</sup> when the deadline for resignations had passed. Additional staff would need to be recruited for the new intake in pupil numbers for September 2018.

NB was pleased to see evidence of staff development and CPD.

Extra-curricular Activities / Clubs - NB stated that the GB should have overall strategic responsibility regarding what clubs and extra-curricular activities the school offers. It was agreed that the Working Party looking at Wrap Around Care would also look at this area. NB asked if future HT reports could include details of proposed clubs for GB approval and CM agreed that she would also include details of the uptake on current clubs.

CM advised that that future clubs delivered by external agencies would mean that teaching staff were not required to run them, unless they specifically wished to.

NB advised that the Attendance Policy previously sent to parents had generated a few questions at the recent Parent Forum.

SEND Report

**Action: JG to complete the SEND Report and send to CM and AT (SEND Governor). It should be published on the school website and be circulated to the GB prior to the next FGB.**

PPG – it was acknowledged that attendance in PPG group had improved. CM advised that the Nurse were working with parents to improve attendance in that area as well.

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



	<p>Premises – The damp problem in the Nursery was being investigated by the LA. It was agreed that RSD-B (H&amp;S Governor) would monitor and report back at the next FGB.</p> <p><i>Action: RSD-B to monitor inspection of damp problem in nursery and report back at the next FGB.</i></p>
18.18	<p><b>Residential Trip to Fairthorne</b></p> <p>CM advised she had obtained risk assessments and a certificate of liability in respect of the residential trip in July.</p> <p><i>Action: CM to email all documentation relating to the residential trip to RSD-B.</i></p> <p><i>Action: RSD-B to provide H&amp;S questions by 3<sup>rd</sup> April 2018.</i></p> <p>CM advised there had been an incident at Fairthorne in 2012 on an activity that Bearwood didn't use. CM advised she can provide a report on this incident if required.</p> <p>NB asked if alternative provision for residential trips had been considered.</p> <p>CM advised the school had researched alternative provision approximately two years ago. Other sites had not been considered comparative to Fairthorne in terms of cost, accommodation or logistics (eg. length of travel times, etc.).</p> <p>NB asked what benefits of the trip offered to pupils.</p> <p>CM advised the trip provided the Year 6 pupils with opportunities to develop a growth mind-set, independence, team-building and life skills. Activities on the trip included paddle boarding, canoeing and den building.</p> <p>CM advised that governors would be welcome to visit during the next trip in July.</p> <p>The GB agreed to approve the trip subject to H&amp;S checks.</p>
18.19	<p><b>Resource Committee Update</b></p> <p>Csm reported back on budget, advising a projected carried forward figure of £10k. This was due to an inability to recruit staff, which had increased the burden on existing staff. The next financial year will be more challenging as low pupil numbers are expected to impact the budget. The draft budget plan shows a £66k deficit with a significant amount due to a long term leave of absence. Without this exceptional item, the deficit would be £20k. Csm advised she would be discussing the financial impact of the long term absence with the LA.</p> <p>CM advised that the pupil number of 45 in each year group was inconsistent and considerably higher than the pupil numbers captured on Census Day in October 2017 and that the school</p>

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



	<p>may be able to raise this issue with the LA to address a shortfall in funding.</p> <p>Other strategies to address funding include:</p> <ul style="list-style-type: none"> <li>• The increase in nursery provision may impact on numbers on roll later in the school;</li> <li>• A Free School Meals taster day organised by Caterlink to encourage a higher uptake;</li> <li>• The introduction of a PTA which may raise funds to help enrich the curriculum.</li> </ul> <p>Governors asked if the budget deficit would pose a problem in any future academisation process.</p> <p>CSm advised that any figures would need to be highlighted during any cluster discussions as part of a process of due diligence.</p> <p>Governors asked what they could do to help and support when budgets are tight.</p> <p>CM delivered a presentation on the proposed staff structure.</p> <p>RS asked about how the vertical class groups work in practice.</p> <p>CM advised the rationale behind vertical class groups and how the curriculum is delivered. The focus is on the stage and not the age.</p> <p>It was agreed that the proposed structure will be put forward for approval at the next Resources Committee meeting and then fed back to the GB.</p> <p>It was agreed that staff will be reassured by the smaller class sizes for September.</p> <p>There was a discussion regarding when to advertise for two LSAs. The staff structure is not yet approved but it would be prudent to advertise the vacancies during the Easter break to optimise interest. It was agreed that adverts would be submitted to the LA website before Easter but that no interviews would take place until the proposed staffing structure was formally approved.</p> <p><b>Action: CM to arrange for the LSA vacancies to be advertised before the Easter break.</b></p> <p>*RB-F left the meeting</p>
18.20	<p><b>Safeguarding Update</b></p> <p>Governors confirmed they had all completed online safeguarding training – (kwango or NGA e-Learning). Action closed.</p> <p>DBS Checks – it was agreed by governors that DBS checks should take place when governors’ terms of office are renewed (every four years).</p>

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



	<p>It was agreed that DBS checks should take place for any staff that have not completed a check in the last 4 years.</p> <p><b>Action: CM to ensure DBS checks are carried out for any staff who have not completed a check in the last 4 years</b></p>
18.21	<p><b>Pupil Progress Committee Update</b>            CM advised there had been a review of the data and that the new assessments were more banded to provide a greater level of detail for any progress made.</p>
18.22	<p><b>Academisation Update</b>            NB asked that anyone express an interest in becoming a member or trustee and requested that all reach out to try to find suitable candidates to fill these positions.</p>
18.23	<p><b>Training and Development</b>            NB circulated Governor Training Handbooks 2018/19 and advised she has produced a training audit as actioned. NB encouraged everyone to address gaps in skills and knowledge through training and development and that she would provide guidance to the new governors on which training to undertake.</p>
18.24	<p><b>Any Other Business</b>            None</p>
18.25	<p><b>Date of Next Meeting</b>            Tuesday 22<sup>nd</sup> May at 7pm</p>

### New Actions

	Action	Responsibility
18.12	Working Party of NB, CSM and RS to review options for wrap around care and report back to FGB at next meeting for possible review from September 2018.	NB, CSM & RS
18.13	Include details of Safeguarding incidents in HT reports from September.	CM
18.14	Complete the SEND Report and send to CM and AT (SEND Governor). It should be published on the school website and be circulated to the GB prior to the next FGB	JG
18.15	Monitor inspection of damp problem in nursery and report back at the next FGB.	RSD-B
18.16	Amend the 'Use of Images' Policy and the 'Mobile Phone' policy to reflect the fact that we do not allow the use of cameras or the filming of events in school.	CM
18.16	Email all H&S documentation relating to residential trip to RSD-B	CM
18.17	Provide H&S questions by 3 <sup>rd</sup> April 2018.	RSD-B
18.18	Ensure DBS checks are carried out for any staff who have not completed a check in the last 4 years	CM

### Ongoing Actions

	Action	Responsibility
17.104	NB to draft exit interview policy for review	NB
18.10	Consider interest and potential candidates for academy trustee and member positions	All

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



### Closed Actions

	Action	Responsibility	Notes
17.92	FGB to investigate increasing admissions numbers to 45 and considering impact of vertical learning groups.	FGB	Complete FGB 05/12/17
17.101	Notify Governor Services of new appointments	NB	Complete Email 22/11/2017
17.103	Chair of Governors to issue a letter to parents regarding the new behaviour policy and a consultation period for feedback.	NB	Complete Letter 24/11/2017
17.103	Positive handling training costs to be identified and submitted to Resource committee for review and approval.	CM/SBM/CSm	Closed. 2018-19 Budget will include training costs.
17.103	Nursery provision update to be provided in Spring term.	CM	Complete 27/3/2018
17.103	Wrap Around Care provision update to be provided in Spring term.	CM	Complete 27/3/2018
17.104	CM to appoint a third key holder. Agreed only required during holidays if CM or PH away at same time	CM	Closed.
17.104	HT Report to include details of actions/interventions taken to improve attendance.	CM	Complete HT Report Spring 1
17.104	PPG Strategy to be issued to Governors in advance of Spring 1 FGB meeting.	CM	Complete FGB meeting pack 30/01/18
17.105	A minor amendment is required to the pay policy to allow the increases to be paid from the start of this academic year.	CSm	Completed Email 13/11/2017
17.105	Terms of Reference to be circulated and approved via email.	NB	Complete FGB meeting pack 30/01/18 and email 15/03/17
17.109	Chair of Governors to issue letter to parents regarding use of social media.	NB	Complete Letter 23/11/2017
17.112	Chair of Governors to email Piers Brunning at WBC to ask for the cohort numbers to be increased from 40 to 45.	NB	Completed Email 30/12/2017
17.112	SBM/AHT to provide the required financial information to the next Resource committee meeting for review and any cost saving recommendations to be presented at the following FGB.	SBM/AHT/CS m	Completed Budget workshop 08/03/2018

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



17.113	JM to ask Governor Services to assist with the website audit.	JM	Completed 06/12/2017
17.113	SBM to place advert for a Clerk on school website, Wokingham Council website and in the green pages.	SBM	Complete. Clerk started 05/03/18
17.113	Chair of Governors to request external governance review to take place after March 6th 2018	NB	Complete Email 15/03/2018
17.113	Chair of Governors to email Vicky Lewendon at Governor Services to have instrument of government amended	NB	Complete Email 06/12/2017
17.114	SEF to be reviewed at Spring 1 FGB.	CM	Complete 06/02/18
17.115	All committee chairs to ensure that there is regular review of progress against the SSP in committee meetings.	NB, CS, CSm	Completed. On committee agendas
17.116	Chair of Governors to send letter to parents regarding academisation	NB	Complete. 07/12/2017
18.04	Update 21.11.17 minutes accordingly.	CoG	Complete 27/3/18
18.05	Ensure that Blue door is opened up to provide free flow from indoor to outdoor area in Nursery by Easter 2018.	AHT	Complete 27/3/18
18.05	Include funding received and projected spend to Sports Funding document and ensure any surplus is ring fenced	AHT	Complete 27/3/18
18.05	All governors are required to complete either the kwango or NGA safeguarding online courses and return completed certificates by the 26th March 2018.	All	Complete 27/3/18
18.05	To amend PPC TOR and issue for comment	CS/CoG	Complete 27/3/18
18.05	Issue letter to parents to make them aware of the new policy highlighting the link between attendance and achievement.	CoG	Complete 27/3/18
18.06	Details of learning walks completed to be added to HT Report.	AHT	Complete 27/3/18
18.07	AHT to make the necessary amendments and SEF to be re-issued for approval via email by CoG	AHT/CoG	Complete 27/3/18
18.08	AHT to make the necessary amendments to the PPG Strategy and for it to be re-issued for approval via email.	AHT/CoG	Complete 27/3/18
18.10	Present options for the best use of the private fund and capital money to the Resource committee.	AHT	Action Moved to Resource
18.11	Dates, duration and the purpose of the visit are to be agreed in advance and that governor monitoring visit forms must be completed afterwards. NGA "Governor Visits to Schools" online training module should also be completed before visiting school during the day.	All	Complete 27/3/18

Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....



Bearwood Primary School Full Governing Body Meeting 27<sup>th</sup> March 2018

Signed: ..... Date: .....