



Meeting Title:	Full Governing Body Meeting
Date:	06 February 2018
Time:	1900 – 2100
Venue:	Bearwood Primary School
Attendees:	Nicola Bruce (Chair) Cristina Marinoni (Acting Head Teacher) Christine Smart (Vice-Chair) Jo Garner Claire Sanderson Rachelle Shepherd Du-Bey Nitish Dutta-Gupta Nushrat Nowrin Rachel Bishop - Firth Tony Charters
Invitees:	Jim Mathieson (SIO)
Apologies:	Rupal Patel (Acting Deputy Head Teacher), Rajan Sharma and Anne Tattersall (prospective governor)
Clerk:	Nicola Bruce

Item	
18.01	Welcome and Apologies Apologies were accepted for Rupal Patel, Rajan Sharma and Anne Tattersall.
18.02	Declaration of Conflict of Interest None declared
18.03	Co-Option of Governor The Full Governing Body voted by secret ballot to unanimously appoint Anne Tattersall as a co-opted governor. Anne will take on the Inclusion Governor role and sit on the PPC.
18.04	Minutes of last meeting A minor error was identified in the minutes from the 17.105 in the FGB minutes from the 21.11.17. £24 should be £24k. The minutes were approved subject to this change. <i>ACTION: NB to update 21.11.17 minutes accordingly.</i>
18.05	Matters Arising and update of actions (below) Please see closed actions below. Nursery Provision A paper summarising the Nursery Provision proposal was circulated in advance of the meeting for Governor review. The Governors approved the proposal to provide 30 hours in Nursery from Easter 2018, subject to the blue door being opened up to provide free flow from the indoor to outdoor area.

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ACTION: AHT to ensure that Blue door is opened up to provide free flow from indoor to outdoor area in Nursery by Easter 2018.

Sports Funding

The Sports Funding Strategy Paper was circulated in advance of the meeting for Governor review. CS challenged the school if funding Lego and Cooking after school classes was appropriate use of the sports fund. The AHT explained that Lego helps to develop fine motor skills and that cooking classes helped children to develop crucial life skills and healthy food choices. All were satisfied with this response and the strategy for the use of the sports grant was approved. Governors requested that the document be modified to include the amount of funding received and the predicted spend and that any surplus should be ring fenced for sports use only.

ACTION: AHT to include funding received and projected spend to Sport Funding and ensure any surplus is ring fenced

SIB Feedback

The minutes from the School Improvement Board (SIB) meeting in January were circulated to all Governors in advance of the meeting for review. JM gave a brief overview that it had been a very successful meeting, with noticeable progress and a very positive story.

Terms of Reference

The TOR for the Resource committee and the Pay and Performance Management Committee were approved. The TOR for the Pupil Progress Committee require amendment and will be circulated for approval via email when available.

ACTION: CS/NB to amend PPC TOR and issue for comment

Attendance Policy

The draft Attendance Policy was circulated in advance of the meeting for Governor review. It was agreed that the wording on the last page should be amended as this was not a LA model policy. The Governors approved the policy subject to the this change taking place.

ACTION: Chair of Governors to issue letter to parents to make them aware of the new policy highlighting the link between attendance and achievement.

18.06

Head Teacher Report

The HT Report was circulated to all governors prior to the meeting for governor perusal. NB wished to thank CM and her leadership team for their efforts in producing such a comprehensive report. It was discussed that Learning Walks had been undertaken by Saran Bahra, Jo Garner and Kayleigh Maziere and the governors asked for this information to be added to the HT Report.

ACTION: Details of learning walks completed to be added to HT Report.

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18.07	<p>SEF</p> <p>The SEF was circulated to all governors prior to the meeting for review. The Governors challenged the AHT to ensure that the numbers of pupils on roll were correct throughout the document and corresponded to those in the census. A governor asked for clarification on the definition of disadvantaged pupils in ASP. Governors asked for the document to be modified to remove the pupil group table from the first page. The governors challenged that statement that behaviour was at least good, and asked that this be amended to provide clarity regarding the issue in one year group. The governors asked for the document to clearly identify what action had been taken to address the issues raised in the previous Ofsted inspection.</p> <p><i>ACTION: AHT to make the necessary amendments to the SEF and for it to be re-issued for approval via email.</i></p>
18.08	<p>PPG Strategy</p> <p>The PPG Strategy was circulated to all governors prior to the meeting for review. The Governors challenged the AHT with regards the best and worst figures in the expected outcomes section and asked for an actual figure to be added instead to reflect the most realistic outcome. A governor challenged the AHT to explain how the PPG spend is tracked within the school. The AHT explained that teachers give information to the office so that they can track which pupils receive which interventions. The AHT explained that this has always been done retrospectively in the past and this will be the first year that the school are forecasting the spend in advance. A governor challenged the AHT what the strategy was for improving writing in PPG as the 2017 data showed that progress was not as strong in writing compared with maths and if this was detailed in the SSP. The AHT explained that this was included in the PPG document. It then became apparent that the formatting of the document had been corrupted during opening and not all governors had visibility of the complete document. The AHT was asked to reformat the document, with the requested amendments and re-circulate for approval via email.</p> <p><i>ACTION: AHT to make the necessary amendments to the PPG Strategy and for it to be re-issued for approval via email.</i></p>
18.09	<p>Progress against SSP</p> <p>The SSP had been updated by the AHT and the CoG to show progress since the start of the year and this was circulated in advance of the meeting to the other governors for review. No further comments were received.</p>
18.10	<p>Updates from Committees and Working Groups</p> <p>Safeguarding</p> <p>Frays Academy Trust undertook an external review of safeguarding procedures in Bearwood Primary School in January 2018. The AHT and the safeguarding lead are working together to review the outcome of this review and ensure that all necessary actions are completed. A further update on safeguarding will be provided at the next FGB.</p>

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	<p><i>ACTION: All governors are required to complete either the kwango or NGA safeguarding online courses and return completed certificates by the 26th March 2018.</i></p> <p>JM challenged the security of the school playground and asked if the gates to the KS2 playground are padlocked during the school day.</p> <p><i>ACTION: AHT to confirm that the KS2 playground is locked during the day.</i></p> <p>Resource The Period 9 budget monitoring had been completed with a £166 surplus predicted for year end. The private fund has approximately £40,000 and there will be £21,000 of capital available to spend. The AHT was asked to present options for the best use of this money to the Resource committee. It was noted that there are parents interested in supporting the school further and setting up a PTA and discussions are underway to facilitate this.</p> <p><i>ACTION: The AHT was asked to present options for the best use of this money to the Resource committee.</i></p> <p>Academisation The next step in the WTW academisation is for members and trustees to be appointed. The members are "the keepers of the flame" and will meet once a year. The trustees role could be easily compared to that of a governor. It is not possible to be a trustee and remain on the local governing body, but you could be a member and remain on the LGB. All governors to review for interest and consider if they know any suitable candidates for nomination to the roles.</p> <p><i>ACTION: All to consider interest and potential candidates for academy trustee and member positions.</i></p>
18.11	<p>Any Other Business</p> <p>Governor Visits to School NB highlighted that a number of link governor visits to school are to be scheduled. 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.</p> <p>ACTION: ALL</p>
18.12	<p>Date of Next meeting Tuesday 27th March, between 9am and 3pm during Governor Day. Timing TBC</p>

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New Actions

	Action	Responsibility
18.04	Update 21.11.17 minutes accordingly.	CoG
18.05	Ensure that Blue door is opened up to provide free flow from indoor to outdoor area in Nursery by Easter 2018.	AHT
18.05	Include funding received and projected spend to Sports Funding document and ensure any surplus is ring fenced	AHT
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
18.05	To amend PPC TOR and issue for comment	CS/CoG
18.05	Issue letter to parents to make them aware of the new policy highlighting the link between attendance and achievement.	CoG
18.06	Details of learning walks completed to be added to HT Report.	AHT
18.07	AHT to make the necessary amendments and SEF to be re-issued for approval via email by CoG	AHT/CoG
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
18.10	Present options for the best use of the private fund and capital money to the Resource committee.	AHT
18.10	Consider interest and potential candidates for academy trustee and member positions	All
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

Ongoing Actions

	Action	Responsibility
17.103	Wrap Around Care provision update to be provided in Spring term.	CM
17.103	Nursery provision update to be provided in Spring term.	CM
17.104	NB to draft exit interview policy for review	NB

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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 24/11/2018
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.
17.104	CM to appoint a third key holder	CM	Closed. Agreed only required during holidays if CM or PH away at same time
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	SBM/AHT/CSm	Completed Budget workshop

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	following FGB.		08/03/2018
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. Letter 07/12/2017

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