



Meeting Title:	Full Governing Body Meeting
Meeting No:	
Date:	21 November 2017
Time:	1845 - 2115
Venue:	Bearwood Primary School
Attendees:	Nicola Bruce (Chair) Cristina Marinoni (Acting Head Teacher) Christine Smart (Vice-Chair) Jo Garner Claire Sanderson Danny Chinery Rachelle Shepherd Du-Bey Melissa Smith Tony Charters
Invitees:	Nitish Dutta-Gupta (prospective governor) Nushrat Nowrin (prospective governor) Rachel Bishop - Firth (prospective governor)
Apologies:	Jim Mathieson (SIO)
Clerk:	Nicola Bruce/Tony Charters

Item	Item
17.98	Welcome, Introduction and Apologies NB welcomed all to the meeting and introductions were made. Jim Mathieson sent apologies which were accepted by all.
17.99	Declaration of Conflict of Interest No declarations were made.
17.101	Co-option of Governors Three prospective governors had met with the Chair of Governors and the Acting Head Teacher in advance of this meeting and CV's had been circulated to all members of the governing body for review. The prospective governors were asked to leave the room. A secret ballot was held and all three were appointed unanimously as co-opted governors taking on the responsibilities listed below. <ul style="list-style-type: none"> • Nitish Dutta - Gupta, Member of Resource committee. H&S Governor and HTPM • Nushrat Nowrin, Member of Pupil Progress committee • Rachel Bishop - Firth, Member of Resource committee, Safeguarding Governor and HTPM <p>ACTION: NB to notify Governor Services of new appointments.</p>

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17.102	Minutes of last meeting The minutes of the last meeting were agreed.
17.103	Matters arising and update of actions Actions 17.86 to 17.89 were confirmed as complete. Positive Behaviour Policy The Positive Behaviour Policy was approved by the Full Governing Body subject to appendix references and minor spelling corrections. ACTION: Chair of Governors to issue a letter to parents regarding the new policy and a consultation period for feedback. A governor asked if enough staff were trained for positive handling. CM explained that there was always at least two trained staff on site at any one time. It was agreed that it would be beneficial to extend the training to cover all Teachers and LSA's. ACTION: Positive handling training costs to be identified and submitted to Resource committee for review and approval. Delegation Planner This was approved by the Full Governing Body. Review of Admission numbers and staffing The financial information had not been received in time, therefore it was agreed to postpone this to a later date. Wrap Around Care provision No information available yet. ACTION: Wrap Around Care provision update to be provided in Spring term. Nursery provision CM and KM are looking into the possibility of providing 30 hours of free childcare in the Nursery. ACTION: Nursery provision update to be provided in Spring term.
17.104	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.

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A governor asked if Mrs Clark had completed an exit interview before leaving. It was noted that this had not taken place and that the governors need to put a policy in place to ensure that exit interviews are always completed.

ACTION: NB to draft exit interview policy for review at Spring 2 FGB.

A governor asked if a replacement relief site controller was required. There was a suggestion that the parish council site controller might be able to take on this role. It was agreed that a relief site controller was not required, but a third person was to be identified to become a key holder.

ACTION: CM to appoint a third key holder.

A governor asked how morale was in the school with the challenges that had been faced this term and if there was anything that the governors could do to show thanks and support to the staff.

ACTION: Governors to arrange a Christmas Lunch for all staff.

A governor asked what happens if children miss booster sessions. CM explained that LSA's are deployed to provide additional support for these children when resource permits.

A governor questioned what the attendance target was and it was confirmed to be 96%. It was recognised that there had been a significant improvement in the attendance figures from the previous year. Governors requested that details of any actions and interventions taken by the school to help improve attendance be added to the Head Teachers report in future.

ACTION: HT Report to include details of actions/interventions taken to improve attendance.

A governor asked if there would be booster sessions for the EAL in Y2 phonics and CM advised that Reading University are providing support for some of the new children.

A governor highlighted the fact that the PPG section on the school website requires updating. CM explained that the PPG Strategy is in the process of being updated for this academic year and will be issued to governors for review as soon as it is available.

ACTION: PPG Strategy to be issued to Governors in advance of Spring 1 FGB meeting.

17.105

Updates from Committees

A written update was provided in advance by the Chair of the Pupil Progress committee.

A verbal update was provided by the Chair of the Resource committee. The Period 6 budget monitoring period forecast a £24k deficit due to exceptional unavoidable costs. However it is hoped that this can be recovered. The private fund has a surplus. The Sports Grant has doubled. Additional funding has been provided for an EHIC. A £22k capital surplus has been

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	<p>accrued. The school were asked to consider what the priority was for capital. Options for funding wrap around care and improvements to the outdoor space could be considered.</p> <p>The Pay & Performance Management Committee approved:</p> <ul style="list-style-type: none"> • A 1% uplift on salaries effective from 1st September 2017. • One member of staff moving up one point on the main pay scale • One member of staff moving from the main pay scale to the upper pay scale. <p>ACTION: A minor amendment is required to the pay policy to allow the increases to be paid from the start of this academic year.</p> <p>ACTION: Terms of Reference to be circulated and approved via email.</p> <p>Appoint Head Teacher Appraisal Panel Rachel Bishop-Firth, Nitish Dutta-Gupta were appointed with Jim Mathieson as the external advisor.</p>
17.106	<p>Review of work completed since Ofsted 2016 It was agreed to postpone this to the next meeting.</p>
17.107	<p>School Strategic Plan It was agreed to postpone this to the next meeting.</p>
17.108	<p>Academisation TC presented information on the WTW MAT and governors were asked to review the proposals fully in advance of the next meeting when they would be asked to vote to pass a 'resolution to convert' to academy status.</p>
17.109	<p>Any Other Business SEF - It was agreed to postpone this to the next meeting. RSDB provided an update on the travel issues, speed limit and pedestrian crossing.</p> <p>ACTION: Chair of Governors to issue letter to parents regarding use of social media.</p>
17.110	<p>Date of Next meeting Tuesday 5th December 2017, 1930</p>

Ongoing Actions from last Meeting

	Action	Responsibility
17.92	FGB to investigate increasing admissions numbers to 45 and considering impact of vertical learning groups.	FGB

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New Actions from this Meeting

	Action	Responsibility
17.101	Notify Governor Services of new appointments	NB
17.103	Positive handling training costs to be identified and submitted to Resource committee for review and approval.	CM/SBM/CSm
17.103	Chair of Governors to issue a letter to parents regarding the new policy and a consultation period for feedback.	NB
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 at Spring 2 FGB.	NB
17.104	CM to appoint a third key holder	CM
17.104	HT Report to include details of actions/interventions taken to improve attendance.	CM
17.104	PPG Strategy to be issued to Governors in advance of Spring 1 FGB meeting.	CM
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
17.105	Terms of Reference to be circulated and approved via email.	NB
17.109	Chair of Governors to issue letter to parents regarding use of social media.	NB

Closed Actions from last Meeting

	Action	Responsibility
17.86	NB to circulate potential governor details and CV to the GB for consideration and possible approval at the next FGB.	NB
17.86	NB to contact individual to invite them to join the board as an Associate member without voting rights for the term of one year.	NB
17.86	NB to contact previous governor to ascertain whether they could consider returning to the GB as an Associate member.	NB
17.89	NB and CM to meet and draw up a proposed delegation planner for discussion at the next FGB.	NB/CM

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