



<b>Meeting Title:</b>	<b>Full Governing Body Meeting</b>
<b>Date:</b>	<b>22nd May 2018</b>
<b>Time:</b>	<b>1900 – 2100</b>
<b>Venue:</b>	<b>Bearwood Primary School</b>
<b>Attendees:</b>	Nicola Bruce, Chair (NB) Cristina Marinoni, Acting Head Teacher (CM) Claire Sanderson (CS) Anne Tattersall (AT) Nushrat Nowrin (NN) Rajan Sharma (RS) Rachel Bishop-Firth (RB-F)
<b>Invitees:</b>	Rupal Patel (Acting Deputy Head Teacher), Michael Thompson (Prospective Governor), Sue Jones (Prospective Governor)
<b>Apologies:</b>	Christine Smart, Rachelle Shepherd Du-Bey, Tony Charters, Jo Garner
<b>Clerk:</b>	Nicola Bruce

<b>Item</b>	
18.24	<p><b>Welcome and Apologies</b> The meeting started at 19:10. All were welcomed to the meeting. Apologies were sent in advance and accepted for Christine Smart, Rachelle Shepherd Du-Bey, Tony Charters, Jo Garner and Rupal Patel.</p>
18.25	<p><b>Declaration of Conflict of Interest</b> Claire Sanderson declared that her Sister, Julie Monahan, works at SENDIASS.</p>
18.26	<p><b>Co-option of Governors</b> Two 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. Michael Thompson and Sue Jones were asked to leave the room. A secret ballot was held and both were unanimously appointed as co-opted governors.</p> <p><i><b>ACTION: NB to notify Governor Services of new appointments.</b></i></p>
18.27	<p><b>Minutes of last meeting</b> Minutes of the FGB on 27th March 2018 were approved as a true record and signed by NB.</p>
18.28	<p><b>Matters Arising and update of actions (below)</b> Please see closed actions below:</p> <p><b>Exit Interview Policy</b> This was circulated for comment in advance of the meeting. Minor amendments to be made and re-issued for approval via email by NB.</p> <p><i><b>Action: NB to amend and re-issue Exit Interview Policy</b></i></p>

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	<p><b>SEND Report</b> The FGB thanked Jo Garner for the SEND report. AT confirmed that the report met the legal obligations for reporting and recommended it for approval by the governing body. Governors requested minor amendments to the date and formatting and approved on the proviso that these would be completed before publication on the school website.</p> <p><i>Action: JG to amend, re-issue and publish SEND Report on school website.</i></p>
18.28	<p><b>Head Teacher Report</b> The HT Report was circulated to all governors prior to the meeting for governor perusal. The following discussions arose:</p> <p>NB thanked CM for a comprehensive report and recognised the work involved in producing this. NB suggested that the frequency of HT Reports could be reduced to once a term in the following academic year.</p> <p>It was acknowledged that attendance had improved across the school and that the Attendance Policy and the work the school had been doing with the EWO was beneficial.</p> <p>The behaviour in Year 5 was discussed at length. Governors were concerned for the safety and mental well being of the staff and pupils and keen to understand if anything could be done to support further and improve the situation. CM advised that the school were working with Foundry College and support agencies to achieve the best outcomes for the individual pupils. Governors were concerned that staff were being injured and learning was being disrupted and questioned the point at which a permanent exclusion would apply. CM explained that the Positive Behaviour Policy was being applied with reasonable adjustments for Special Educational Needs. The GB asked for a further update next term.</p> <p>CM explained that in future Teachers would not be expected to run after school clubs and that external agencies would be sourced to deliver a range of activities, which would be presented for GB review when available. It was agreed that this could be done via email in advance of the next meeting.</p> <p><i>Action: CM to present proposal on activities to be delivered next academic year</i></p>
18.29	<p><b>Wrap Around Care</b> The working group met on Friday 27th March to review the wrap around care options.</p> <p>The school currently provides a breakfast club from 07:45 to 08:45 at a cost of £3.00 per session and an after school club from 15:00 to 17:00 at a cost of £5.00 per session.</p> <p>16 pupils normally attend breakfast club. After school club can accommodate a maximum of 25 children and this is regularly oversubscribed.</p> <p>Our vision is for Bearwood to become the school of choice in the local community. We believe that by extending and improving the wrap around care provision we would be more</p>

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	<p>attractive and able to meet the needs of the community better.</p> <p>A strategic decision was made that the wrap around care provision would be outsourced. This would alleviate the administrative burden from the school and allow the staff more time to focus on more important matters. We would like to provide childcare from 07:30 to 18:00, in line with many of our cluster schools, and we would like this to be in place for the start of the new academic year in September.</p> <p>Energy Kidz, The Beehive and Funtastic were all invited into school to discuss the service that they could provide. CM explained that Energy Kidz are established within the cluster and the preferred provider, offering ofsted approved childcare, childcare voucher payment, online booking system and sessions in the school hall.</p> <p>Approval was sought by CM from the GB to appoint Energy Kidz as the wrap around care provider from September 2018 and this was agreed by all.</p> <p><b>Action: CM to appoint Energy Kidz to be wrap around care provider from September 2018</b></p>
18.30	<p><b>Curriculum delivery and setting</b></p> <p>CM led a discussion on the curriculum delivery and setting in school. The progress being made in school is good, which shows that Teaching is good. However attainment scores are still a concern and the gap between the highest and lowest achievers is growing in certain year groups. Research suggests that setting may not be the optimal way to group and deliver the curriculum. The Governors welcomed a curriculum delivery review and asked that CM investigate further and present a strategic proposal with pros and cons identified for governor review. It was agreed that this could be done via email in advance of the next meeting.</p> <p><b>Action: CM to undertake a curriculum delivery review and present a strategic proposal to governors.</b></p>
18.31	<p><b>Resource Committee Update</b></p> <p>The Resource Committee met on Tuesday 24 April and reviewed in detail and approved the following:</p> <ul style="list-style-type: none"> <li>• Financial year 2017/18 closing position</li> <li>• Proposed staffing structure for the new academic year</li> <li>• Financial year 2018/19 budget plan for submission to the LA</li> </ul> <p><b>Financial year 2017/18</b></p> <p>We closed the year with a positive variance of £9.4k. This was largely due to delayed recruitment of teaching staff (£3.2k) savings on maintenance (£2.5k) and utilities (£2.2k) Previous year positive variance (£6k)</p> <p><b>Staffing Structure 2018/19</b></p> <p>This was discussed at a previous FGB and agreed in principle. Historically we had a 40 pupil intake and a potential teaching class of 40 pupils. We took the decision to move to a 45 pupil</p>

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	<p>intake going forward and to continue to teach across key stages, ie Lower Key Stage 2, years 3/4, but to reduce class size by providing 3 teachers for each key stage. This has lead to an increased number of teachers.</p> <p><b>Financial year 2018/19 Budget Plan</b> This is a challenging year for the school, due in part to reduced funding and exceptional cost items. We plan to submit a budget with a £16k deficit. In summary:</p> <ul style="list-style-type: none"><li>• ongoing issue relating to the Heads absence (exceptional item) and commitment to replace and maintain IT suite (£44k)</li><li>• plan to utilize private school fund to cover above (£44k)</li><li>• income down year on year (£42k)</li><li>• positive b/f variance year on year movement (£3k)</li><li>• saving staffing costs (£27k)</li><li>• additional other costs (£4k)</li></ul> <p><b>Total £16k deficit</b></p> <p>We have a plan to recover the deficit which includes additional income from EY and 30 hour funding termly adjustments, new ENF/SEN EHC approval and increased pupil numbers. We felt at this point that we needed to submit this budget to support our staffing plan and our school strategy and vision.</p> <p><b>The Budget and Staffing Structure were approved by email in advance of the budget submission and this was confirmed by all at the FGB.</b></p>
18.32	<p><b>Pupil Progress Committee Update</b> CS provided an update on the expected outcomes for each year group and thanked the school for the work that had been undertaken to provide the data in a format that was easier for Governors to understand.</p>
18.33	<p><b>Academisation Update</b> NB provided an update on the Academisation meetings and asked that all continue to seek suitable candidates to fill the member or trustee positions. In addition all schools have been asked to suggest a name for the MAT.</p> <p><i>Action: All to suggest a name for the MAT</i></p>
18.34	<p><b>School Partnership Program</b> CM provided an update to the GB on the School Partnership Program that the school have joined. It is a peer to peer support and review group that has been established to drive school improvement in recognition of the fact that LA support will diminish. The governing body fully supported this and thanked the AHT for her active engagement in the wider school community.</p>

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18.35	<p><b>Training and Development</b> NB circulated Governor Training Handbooks 2018/19 to the new governors. The training courses this term were reviewed and governors were encouraged to sign up to any of interest. NB advised that she will be carrying out a review at the end of the year to identify and gaps in skills and knowledge and will provide guidance to the governors on which training would be beneficial to undertake.</p>
18.36	<p><b>Any Other Business</b> CM explained that it was necessary for the school to appoint a Data Protection Officer for GDPR go live. The SBM, DHT and HT were suggested as possible candidates for this role. The GB asked that this role be allocated to the DHT to allow for escalation. It was agreed that it was not appropriate to allocate the role to the SBM as many of the GDPR tasks would be carried out by the SBM and the office team and this did not allow appropriate layers of separation.</p> <p>CM advised governors that the school were seeking to streamline certain processes and were looking to move to online ordering of school uniform through the existing provider, Goodies. This would allow parents to self serve through the website. It was noted that there was a delivery period of up to 2 weeks. Governors found this to be an acceptable period of time and fully supported the proposal. CM explained that a further review of provider would take place in the next academic year to ensure quality and value for money.</p> <p>The meeting closed at 21:10</p>
18.37	<p><b>Date of Next Meeting</b> Tuesday 27th July at 7pm, Combined PPC &amp; FGB</p>

### New Actions

	Action	Responsibility
18.26	NB to notify Governor Services of new appointments.	NB
18:28	NB to amend and re-issue Exit Interview Policy	NB
18:28	JG to amend, re-issue and publish SEND Report on school website.	JG
18.28	CM to present proposal on activities to be delivered next academic year	CM
18.29	CM to appoint Energy Kidz to be wrap around care provider from Sept 2018	CM
18.30	CM to undertake a curriculum delivery review and present a strategic proposal to governors.	CM
18.33	All to suggest a name for the MAT	All

### Ongoing Actions

	Action	Responsibility
18.10	Consider interest and potential candidates for academy trustee and member positions	All
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
18.18	Ensure DBS checks are carried out for any staff who have not completed a check in the last 4 years	CM

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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 24/11/2017
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	NB to draft exit interview policy for review	NB	Complete 29/04/2018
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	SBM/AHT/CS	Completed

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	the next Resource committee meeting for review and any cost saving recommendations to be presented at the following FGB.	m	Budget workshop 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. 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	All	Complete 27/3/18

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	be completed afterwards. NGA "Governor Visits to Schools" online training module should also be completed before visiting school during the day.		
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	Complete 22/05/2018
18.13	Include details of Safeguarding incidents in HT reports from September.	CM	Complete 22/05/2018
18.14	Complete the SEND Report and send to CM and AT (SEND Governor).	JG	Complete 22/05/2018
18.15	Monitor inspection of damp problem in nursery and report back at the next FGB.	RSD-B	No longer required. See HT Report 22/05/2018
18.16	Email all H&S documentation relating to residential trip to RSD-B	CM	Complete 04/04/2018
18.17	Provide H&S questions by 3 <sup>rd</sup> April 2018.	RSD-B	Complete 10/04/2018

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