



Bearwood Primary School
Minutes of the Meeting of the Full Governing Board
Monday 23rd July 2018. 5pm

Present: Sue Jones; Nicola Bruce; Mike Thompson; Claire Sanderson; Anne Tattersall; Rachel Bishop-Firth; Cristina Marinoni; Rajan Sharma; Christine Smart; Jo Garner; Rachelle Shepherd Du-Bey.

In Attendance: Rupal Patel

Apologies: Nushrat Nowrin; Tony Charters

Clerk: Deborah Savage

Item		Action owner	Timescale
1	Welcome and Apologies Meeting started at 5.15pm. Apologies received and accepted from Nushrat Nowrin and Tony Charters.		
2	Declaration of Conflict of Interest .None declared.		
3	Election of Chair Two nominations had been received (both for Nicola Bruce). Nicola's nomination was seconded by Anne Tattersall. Nicola left the room and a secret ballot was held. The result was unanimous in favour of Nicola's appointment to the role of Chair of Governors for a period of one year.		
4	Election of Vice Chair. Two nominations had been received (both for Christine Smart). Christine's nomination was seconded by Anne Tattersall. Christine left the room and a secret ballot was held. The result was unanimous in favour of Christine's appointment to the role of Vice Chair of Governors for a period of one year.		
5	Appointment PPC Chair and Committee Members The Pupil Progress Committee will continue to be chaired by Claire Sanderson. New Governor Sue Jones will be joining this committee and Christine Smart will attend as a guest.		

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6	<p>Appointment of Resource Committee chair and committee members.</p> <p>Christine Smart will continue to Chair the Resource Committee and new Governor Mike Thompson will join this committee.</p>		
7	<p>Appointment of P&PM sub-committee chair and committee members</p> <p>Christine Smart will continue to Chair the Pay and Performance Management Committee with committee members Nicola Bruce and Claire Sanderson.</p>		
8	<p>Appointment of HTPM panel</p> <p>This panel will consist of Rachel Bishop-Firth and Mike Thompson.</p>		
9	<p>Appointment of other governor roles</p> <p>Link Governor Roles were confirmed:</p> <ul style="list-style-type: none"> • Early Years – Nicola Bruce • Key Stage 1 – Sue Jones • Lower KS2 – Nushrat Nowrin • Upper KS2 – Rajan Sharma • Health & Safety – Rachelle Shepard Du-Bey • Science - Rachelle Shepard Du-Bey • English – Christine Smart • SEND & Inclusion – Anne Tattersall <p>It was noted that Mike Thompson may take up the role as Link Governor for Maths in the future once he has settled into his role as a newly appointed Governor. There was some discussion about the future plan to have Link Governors for other subjects too.</p> <p>Jo Garner announced her decision to step down from her role as Staff Governor due to work and study commitments. Jo also held the role of Link Governor for Training and Development. Jo was thanked by the Chair for her contribution to the school in her role as Staff Governor.</p> <p>Governor question: What does the role of Link Governor for Training and Development involve?</p> <p>WBC holds a Development Governor Forum twice a year which the Link Governor attends. There are online and face-to-face training sessions and the Link Governor also maintains a record of the training completed by other Governors and reminds Governors of training opportunities that are</p>		

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	<p>being delivered. There was some discussion that this work could be carried out by the Clerk but there would be a cost involved.</p> <p>Governor Comment: The Skills Audit completed by each Governor can be helpful in identifying areas of weakness within the Governing Board.</p>		
10	<p>Approval of Minutes from 22.05.18</p> <p>These were approved subject to a spelling error being corrected. A new copy will be printed and signed by the Chair.</p>	Clerk/NB	Sept 2018
11	<p>Matters arising and update of actions:</p> <p>18.18 – item closed. DBS checks have been carried out.</p> <p>18.28 – teaching staff will not run clubs next year – Energy Kidz will provide a range of activities and there will be a transition period while the new wrap around care becomes established next year.</p> <p>Governor Question: Is the Pupil Premium fund used to offer some children access to sporting clubs? This has been used in the past but often clubs can't run because of low numbers so it does not always solve the problem.</p> <p>18.30 – Curriculum Development Review is a later agenda item.</p> <p>18.33 – the working title for the MAT is Wokingham Learning Trust.</p>		
12	<p>Safeguarding.</p> <p>A safeguarding report had been circulated to the Governing Body prior to the meeting.</p> <p>The Acting Head Teacher reported that because the current recording system is a manual one, some of the data is not exact. From September 2018 the school will be using SIMS software to record Safeguarding issues. Besides being more accurate, this will also allow more flexible reporting.</p> <p>Historically, staff recruitment procedures were not always followed. Efforts have been made to make retrospective checks and fill in any gaps. The school is confident that all Personnel Files since 2014 are accurate, complete and verified.</p>		

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	<p>Governor Comment: the format of the Safeguarding report is easily to understand and those who had input into the report were thanked.</p> <p>Governor Question: Should the Safeguarding Report be a termly report? There was some discussion on this question and Governors were reminded that Safeguarding is a part of the Acting Head Teachers report to the Governors every Term. It was decided that these termly reports along with an annual report at the end of the Academic Year was the format that would be adopted.</p> <p>Action for ALL: Update their Safeguarding Training records.</p>	ALL	ASAP
13	<p>Resource Committee Update</p> <p>The Chair of the Resource Committee reported that rather than having to face an expected deficit because of low census figures the school has received extra funding and the commitment by WBC to pay £43K towards the school's exceptional item. Whilst this will not affect the schools budget, it does mean the Private Fund will remain healthy and the Governors and School wish to spend some of the Private fund money on the children. The intention is to retain about 50% of the Private Fund however because of the possible future involvement of the school in a MAT and also because the new wrap around care provider is untested in the school and this has an uncertain future financially.</p> <p>The Governing Body thanked CSm for her considerable efforts and persistence in securing the £43K from the LA towards the Exceptional item.</p> <p>Governor Question: Can we have more information to track the School's budget please? Governors were informed that it is the role of the Resource Committee to scrutinise the school's budget but that more information about the budget could be shared with the FGB later in this financial year when a clearer picture of the situation will have developed.</p> <p>Governor Comment: The School Business Manager (who was not present) was thanked for her efforts in keeping a track of the budget and ensuring it remains on target in what has been an exceptional academic year in terms of staff costs.</p>		
14	<p>Academisation Update.</p> <p>The school has sent representatives to meetings of the Wokingham Learning Trust and the Cluster schools on a regular basis. The Governors were informed that Patricia Davis (Interim Children's Director of Children's Services at WBC) informed schools that the DfE would give</p>		

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	<p>Academisation priority to schools in Local Authorities that needed to help a number of schools move from RI to Good. There are only two schools in Wokingham that are Requiring Improvement hence our area is not seen as an Academisation priority. WBC will continue to offer Traded Services to schools and they are taking on 2 additional School Improvement Officers. It was noted that Bearwood had received considerable support from the Borough (at no additional cost to the school) to help it make improvements. The MAT working group have decided to delay Academisation plans at the moment and will meet again in October to review this decision and also to consider forming a Federation with the local Cluster schools to achieve economies of scale. This would also mean the school would continue to benefit from the support of the WBC School Improvement Officers as an RI school.</p> <p>The school will continue to attend the MAT meetings.</p> <p>Governor Question: What percentage does WBC take from the school budget? This figure is not visible to the school because of the way the funding formula is worked out.</p>		
15	<p>Pupil Progress Committee Update. Review of Spring 2 data</p> <p>Governors started by looking at Year 6 data.</p> <p>Governor Question: what is the normal gap between teacher assessment and test results? Ideally these should correlate but test day is unpredictable. The Maths results were less in line with predictions and these have been closely scrutinised by the school. There is no pattern to be found in why the test results were lower than expected. All areas of the syllabus had been taught and when papers were looked at some children made silly errors and just missed the target by one or two marks. The school is aware maths is a weakness and has made great efforts to strengthen this subject over the last two years, employing a Maths subject leader and working with a consultant.</p> <p>Governor question: How are maths results moderated? Maths assessments are moderated in school. Writing is moderated externally. The school wants to cooperate within the Cluster schools to moderate more assessments externally to help strengthen the standards of assessment.</p> <p>The school makes clear presentation of data to teachers so that they can understand the strengths and weaknesses of each year group. Action plans are being written up by teachers over the summer ready for September.</p>		

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There was some discussion about the structure of year 5/6 for the coming academic year. There will be a Year 5 and a Year 6 English class and a mixed Year 5/6 English class containing some higher achieving year 5's and some mid-achieving year 6's. This class would be taught by the strongest English teacher. However, care will be taken to ensure that no one class has the majority of pupils with behavioural issues.

The School Strategic Plan will focus on assessment and curriculum delivery which is constantly reviewed.

In the coming year Wednesday meeting time after school will be staff mentoring time and the Acting Head Teacher will mentor subject leaders. It was noted that the EAL pupils made the most progress and performed well. White British Males performed poorly. It was noted that behavioural issues have improved since 2 pupils left and one other had a short exclusion which resulted in improved behaviour.

Plans to support underperforming pupils and their parents were discussed. Meetings will be held between teachers and parents in the first few weeks of term. These will be fortnightly meetings. They can be escalated to the Team Leader, Deputy Head Teacher and Acting Head Teacher if it is felt the school is not seeing parental engagement. The school can also start to use the Home School Agreement more to hold parents to account if poor attendance / homework issues and pupils not reading regularly at home cause pupils to fall behind.

There are some pupils in Year 5 (moving to Year 6) with 50% attendance. Meetings are being held with parents.

Governor Question: Are the Parents of these year 5 children supportive? Most are.

Governor Question: What will be the effect of a 6-week holiday for these children? Schools expect slippage after the summer. It is the intention with Maths teaching to start in September with the more difficult topics of fractions, decimals and percentages rather than the maths most children find easier. There will also be termly assessment papers linked to PUMA and PIRA.

The Acting Head Teacher informed the Governing Body about the PIRA standardised assessments which the school would like to use to strengthen the assessment and moderation of results.

Governor Question: What is the cost of PIRA? The initial costs are between £3-5K which supplies the school with the pupil test booklets, handbooks for teachers and an online assessment tool. There would be an

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	<p>additional yearly charge for pupil booklets.</p> <p>Governor Question: what are the benefits of PIRA? This would give the school greater consistency with assessment and also help to counter the criticism from Ofsted that the school did not challenge more able pupils. The school is keen to find a way to better benchmark pupils (those working at / below / above the national average) The wish would be to use the PIRA system at the beginning of each term to enable better analysis of gaps in knowledge.</p> <p>A Governor commented that in their experience using this system of testing in paper-based booklets increased pupil’s resilience for sitting assessments and better prepared them for future tests such as SATS. They help to “normalise” being tested with a booklet.</p> <p>Governor question: will this system help with teacher evaluations? It will be another tool for consistency of benchmarking. Currently the school uses Target Tracker – but it is felt staff become too focussed on this tool. The school pays £1.5K for Target Tracker but it has become apparent that SIMS can be used for the same purpose at no additional cost. The longer term plan is to stop using Target Tracker.</p> <p>The Governing Body was asked to approve the use of PIRA and approve the financial outlay. This was proposed by AT and seconded by MT. <u>This was approved by the FGB.</u></p> <p>Governor question: Are pupil targets sent to the LA? No, but as an RI school our School Improvement Officer will be involved in discussing pupil targets which will be included in the School Strategic Plan.</p> <p>As the meeting was running out of time it was suggested that Governors email any further questions to the Acting Head Teacher and Deputy Head Teacher before September and further discussion can be held in the next Pupil Progress Committee.</p>		
16	<p>Any Other Business</p> <p>Following the short Ofsted Monitoring Inspection, the letter received from Ofsted (which was very positive) was shared with parents. Congratulations were offered on this fantastic outcome and it was commented that this was a great way to end the Academic Year.</p> <p>Governor Question: When can we expect a full Ofsted Inspection? This is expected before the end of the spring term 2019.</p> <p>Head Teacher Recruitment. The school is now in a position to place an advert for a new Head</p>		

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	<p>Teacher. The school has to advertise the post to meet legal obligations. The advert will be drawn up by the LA and the Chair and Vice Chair of Governors.</p> <p>Governor Question: what is the Recruitment Process? The Chair and Vice-Chair will receive support from the LA to ensure that the correct recruitment process is followed. The hope is that interviews will be held in the first half term. It was recognised that this is an unusual time of year to advertise such a post. Appointment date will depend on who the successful candidate is.</p> <p>Governor Meeting Schedule 2018-2019. A draft meeting schedule has been compiled and the Acting Head Teacher and School Business Manager have looked at the dates suggested. The majority of meetings will continue to take place on a Tuesday evening commencing at 7pm to allow staff chance to go home and those working time to get to the school after work.</p> <p>The Head Teacher Performance Management Panel normally meets during the working day.</p> <p>There is a little work still to do on the meeting Schedule – once finalised this will be circulated to the Governing Body.</p> <p>The meeting closed at 6.57pm</p>	Clerk	ASAP
17	<p>Date of Next Meeting FGB Tues 25th September 2018</p>		

New Actions

	Action	Responsibility
	Minutes 22/5/18 to be corrected/reprinted/signed	Clerk/NB
	Update safeguarding training records	ALL
	Agree Meeting Schedule for 2018/19 and circulate to all	Clerk/NB

Ongoing Actions

	Action	Responsibility

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