

**The Staff Room, Bere Regis Primary and Pre-School –8th May 2019 – 4.00pm
Meeting of the Bere Regis Primary and Pre-School Governing Body**

Present: Lucy Roberts (Chair, Parent Governor), Wayne Roberts (Headteacher), Kerry Smith (Parent Governor), Jim Meaden, Mark Rainsley, Laura Maunder, Jill Marsden, Rachel Brown will join shortly after an extra item of business.

In attendance: Vicky Smyth (Clerk)

Apologies: (Item 1) None **Late Arrivals/Early Leavers:** Ms Marsden left at 17.35

Item	Minutes	Action
18/40	(Item 2) Declarations of Interest: No new declarations	
18/41	<p>Extra item of business not on the agenda – Staffing Structure</p> <p>Ms Roberts advised Governors of her, Ms Smith and Ms Maunder’s recent meetings with Mr Foley in regards to succession plans for the headteacher. Ms Roberts explained that Mr Foley will meet with staff and Governors tomorrow and that this is an opportunity to ask him questions directly. Ms Roberts outlined the proposed new structure of Executive Head, responsible for several schools, a Head of School responsible for Bere Regis and teaching staff including middle leaders. The interview is the statutory responsibility of the MAT but the MAT wants Governor involvement. Ms Maunder explained that due to falling numbers on roll, the existing staffing structure is unsustainable. Ms Roberts added that this is not the main reason for the new structure; it is a strategic decision. Mr Foley has guaranteed that every penny saved Bere Regis will keep. Ms Roberts informed Governors that the plan is to advertise internally first, then externally if necessary.</p> <p>Q: Mr Rainsley expressed concern about not appointing prior to half term due to resignation timescales for teaching staff.</p> <p>Q: Mr Meaden suggested that the job description and person specification would need to be clearly defined, and whether there was a costings breakdown available.</p> <p>Q: Mr Rainsley noted that it could be an unappealing job with tensions regarding leadership; ‘you’re the Head till you’re not’.</p> <p>Q: Mr Rainsley enquired as to whether Bere Regis would get any choice in the Executive Head role. Ms Roberts emphasized that ultimately, these decisions are for the MAT to make, however, Governors involved thus far have felt very included, listened to and not as though they are being told what will happen, but consulted.</p> <p>Q: Ms Marsden reminded Governors that this model of staffing structure had been evident during their research into MATs some time ago.</p> <p>Ms Maunder advised Governors that the teachers under the Head of School would keep their individual leadership responsibilities.</p> <p>Q: Mr Rainsley enquired as to the purpose of Mr Foley’s meeting with staff tomorrow. Ms Roberts confirmed it is to bring them up to date with the situation at the same time as Governors.</p> <p>Q: Ms Marsden asked if the staff are aware of the meeting and its purpose. Ms Roberts assured Governors that staff are aware of the meeting and its purpose but not the proposals.</p> <p>Ms Brown joined the meeting.</p>	
18/42	<p>(Item 3) Minutes of the last meeting – Agreed as an accurate record of the meeting</p> <p>Matters arising – Ms Roberts is working on bringing the Governors’ action plan up to date but would like the input of Governors. She will recirculate the Governance questionnaire used to formulate the plan.</p>	LR

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	<p>Ms Brown spoke about her attendance at a safeguarding course. Governors were reminded to complete the PREVENT and FGM training. E-Safety will also need consideration.</p>	Govs
<p>18/43</p>	<p>(Item 4) School Improvement Plan Circulated in advance. Ms Roberts confirmed it is up to date. Mr Roberts requested feedback.</p> <p>Q: Ms Maunder enquired as to how Governors would be able to see whether the targets have been met from this School Improvement Plan. Mr Roberts circulated a hard copy of the target sheet and explained the figures. He confirmed that this was the last year of unmoderated data. The school is 2 pupils short of hitting its target in maths but there are pupils within reach.</p> <p>Q: Ms Maunder queried the 30% increase. Mr Roberts explained that the improvement in teaching and additional booster classes have made a huge difference. The impact of read, write inc is also noticeable, as is all the work of the staff. The age not stage approach has worked well and it has been impressive to see the children support each other. Ms Brown agreed, stating it has been brilliant. Ms Roberts observed that their previous School Improvement Partner had not fully supported the stage not age approach and the school had gone against this opinion. The PIRA data was reviewed yesterday and the data for Year 1 and Reception, who have been using read, write inc since joining the school, is outstanding. Mr Roberts requested that the work of Ms Brown and Ms Bennett be acknowledged in the minutes. Ms Brown thanked Mr Roberts and said it had taken a lot of logistic planning. The involvement of all staff enabled greater individualisation.</p> <p>Q: Mr Rainsley sought clarification respecting the requirement of all pupils to make 1 point progress per term. Mr Roberts explained that the data drop from the new system would not be available for another 2 weeks.</p> <p>Q: Mr Rainsley commented that it was helpful to keep the column for what the school knows it has achieved and that the format looked good. Ms Roberts agreed that it will be easier for Governors to monitor.</p> <p>Q: Mr Rainsley commented on the Teaching and Learning section and Mr Roberts agreed that a working model is required.</p> <p>Q: Ms Marsden suggested that something that shows the measurement would be useful. Mr Roberts advised Governors that the questionnaire agreed at the last meeting based on 'good' criteria is now in use. All staff have completed it individually and he has collated this into a whole school form. There is a record of what the teachers think and what the headteacher thinks and there are some small discrepancies. Mr Roberts confirmed that a learning walk had taken place with Mr Eadie, maths advisor from the MAT and the changes across school in this subject are evident. Ms Gibbs has also noted the improvements in planning.</p> <p>Q: Ms Maunder returned to the success criteria and asked how Governors will know when they have been met. Mr Roberts confirmed that the 'good' criteria questionnaire will be repeated termly. He added that Ofsted will no longer give a grade to teaching staff.</p> <p>Q: Mr Rainsley observed that this is positive as it will improve consistency, rather than teachers 'performing' in front of Ofsted. Mr Roberts agreed to speak to the Chief Executive Officer for further suggestions.</p> <p>Q: Ms Maunder opined that there must still be a way of evidencing the improvement in Teaching and Learning. Ms Roberts explained it would be the triangulation of evidence. Mr Roberts agreed, suggesting that each time a book look takes place, there should be a report produced. Mr Eadie is also external validation.</p>	WR

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	<p>Q: Mr Roberts asked if Governors are happy with this model of School Improvement Plan. Governors agreed.</p>	
<p>18/44 18/44.1 18/44.2</p>	<p>(Item 5) Headteacher’s Report Mr Roberts formally addressed his decision to accept a position at another school. He stressed that it is in no way because he is unhappy at Bere Regis, he is extremely happy and loves Bere Regis School. The decision had been very difficult but the new role is closer to home.</p> <p>Teaching and Learning - Mr Roberts informed Governors that there is no Maths lead presently, but that he is undertaking this work alongside Mr Eadie. One member of staff is taking part in a Maths Working Group and has invited fellow participants to observe their teaching. The experience has been positive and provided useful feedback. Years 3 and 4 need more support and Mr Roberts is doing the planning for this year group. There is a new excellent teacher for Thursdays and Fridays who is available for 80% of the sessions required which will provide consistency. One member of staff and a Governor will be visiting Damers and Frome School and will report back to the Core Action Group (CAG). Two members of staff are attending Middle Leadership training at Thomas Hardy School (THS). The teaching performance management is complete.</p> <p>Q: Mr Rainsley requested performance management data. Mr Roberts agreed to provide anonymised data at the next meeting. Gateway to Goals has gone from strength to strength. Older children are also being invited to attend their meetings now. Q: Ms Brown noted that there have been questions from parents respecting the missing teacher. Q: Ms Marsden asked if a vacancy has been advertised. Mr Roberts explained that it hasn’t due to the proposed new structure and this would be on hold until implementation was complete. Ms Roberts added that savings at the top may allow the appointment of a more specialist teacher. Ms Brown advised Governors that her mentoring of staff is back on track after recent illness and school trips. Ms Gibbs has been supporting a staff member with consistent behaviour management in the classroom. Q: Mr Rainsley asked if this was low-level general disruption or disruptive individuals. Mr Roberts confirmed it was low-level noise. Q: Mr Rainsley enquired as to whether the policy is clear. Ms Brown confirmed that the Behaviour Policy has been thoroughly reviewed. Safeguarding - Mr Roberts advised Governors that there is presently 1 child on a child protection plan. He added that PREVENT, FGM and Fire Safety training are all up to date. SEND - Mr Roberts informed Governors that a child has been awarded an Education Health Care Plan and arrangements are being made for the support outlined in the plan. The school will receive £5000 to cover the cost of the support, however, the full cost is £16000. He added that £11000 will need to be found but it is a statutory responsibility. Mrs Smyth advised Governors that the government has issued a call for evidence in regards to EHCPs and the High Needs Block funding. Attendance - Mr Roberts informed Governors that 2 parents are being fined for taking children on holiday during term time. Q: Mr Rainsley asked for the attendance figures. Mr Roberts confirmed that attendance is at 96%. If a child’s attendance is below 90% a letter is sent. Ms Marsden left the meeting at 17.35pm. Numbers on Roll – 94 at present. Mr Roberts explained that the school is facing a net drop in pupils for the next 2 years. The pre-school numbers are</p>	<p>WR</p>

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	<p>very healthy.</p> <p>Q: Ms Smith asked if the school are advertising that it has spaces. Ms Brown highlighted that the pre-school is full and staff are waiting for the 2 year olds to turn 3 to allow some more children to join.</p> <p>Q: Ms Maunder commented on the new housing being built locally. Mr Roberts explained that research provided by the Local Authority shows that the housing is only likely to produce 2-3 school age pupils per 100 properties. Mr Roberts suggested that 15 pupils per year group would be the ideal for consistency. The school would still be able to take additional pupils. Governors were advised that there is a child with significant SEND in pre-school who would like to join Bere Regis in Reception. Ms Brown confirmed that all relevant professionals are involved and supporting the child and parents.</p> <p>Mr Roberts highlighted that the pre-school is a good source of funding for the school. Ms Brown agreed, adding that staffing needed consideration as there is temporary cover but a long-term solution is required.</p> <p>Q: Ms Smith asked if the nursery is full due to staffing or space constraints. Ms Brown explained that the nursery can take up to 24 children in terms of space, but 3 staff would be required. The summer term is the busiest as the 3 year olds only get 30 hours funding the term after they have turned 3.</p> <p>Parent Engagement - Mr Roberts advised Governors that 87 out of 95 parents/90-91 children, have been seen as a result of parents evening.</p> <p>Friends of Bere Regis School (FOBRs) - FOBRs funds are being put towards trips, shows and sailing for year 6.</p> <p>Mr Roberts asked if Governors had any further questions. None.</p>	
18/45	<p>(Item 6) MAT Update</p> <p>Mrs Smyth advised Governors that Mr Foley would provide a MAT update at tomorrow's staff and Governor meeting.</p> <p>Q: Ms Smith asked if all staff, including dinner ladies and cleaners, are aware of the meeting. Mr Roberts agreed to check this with them.</p>	WR
18/46 18/46.1 18/46.2 18/46.3	<p>Any other business</p> <p>Q: Mr Rainsley asked when the school improvement planning process would start again. Mr Roberts confirmed it is imminently.</p> <p>Mrs Smyth confirmed that Ms Adie is honored to open the school fete</p> <p>Q: Mr Meaden, Mr Roberts and Mr Eadie will meet to look at the Maths plan.</p>	

Action Log

Person	Action	Timing	Outcome/Update
Lucy Roberts/Governors	(Item 3) 18/42: Recirculate 21 questions for Governors to complete and return to Ms Roberts so action plan can be updated	ASAP	Complete
Governors	(Item 3) 18/42: Governors to complete PREVENT and FGM training	ASAP	
Wayne Roberts	(Item 4) 18/43: Speak to CEO about the School Improvement Plan	Ongoing	
Wayne Roberts	(Item 5) 18/44.2: Provide anonymised Performance Management Data for next Governors meeting	03/07/2019	
Wayne Roberts	(Item 6) 18/45: Ensure all staff, including dinner ladies and cleaners are aware of the staff meeting	ASAP	Complete

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