



Brockenhurst Church of England Primary School

Full Governor Board Meeting

On Monday 28 September 2020 at 5.30 pm

MINUTES

<u>Present:</u>		<u>Apologies</u>	<u>Apologies not sent:</u>
Vicki Wales (VW)	Foundation (Chair)		
John Littlewood (J Li)	Headteacher		
Michael Harris (MH)	Authority		
Marie Macey-Dare (M M-D)	Co-opted		
Beth Martin (BM)	Staff		
Simon Newham (SN)	Ex-Officio Foundation		
Jo Plummer (JP)	Foundation		
Kevin Plummer (KP)	Co-opted		
Michael Snell (MS)	Co-opted		
Bronya Szatkowska (BS)	Co-opted		
In Attendance:-			
Tracy O'Connor (LA Clerk)			
Julie Edwards (Associate)			

The meeting was Quorate throughout and commenced at 5:40 pm.

Blue type indicates Governors fulfilling their core function of holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

		Action
1.	<p>Welcome, Prayer and Apologies</p> <p>The Agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions/amendments to be prepared.</p> <p>Prior to the start of the meeting the FGB met with the Headteacher for a school site tour so that governors could view the site developments including the new pre-school building. The FGB asked for thanks to be given for all the hard work over the summer and highlighted the work of the caretaker wishing particular thanks be given to him.</p> <p>The meeting opened with a prayer.</p> <p>The Chair welcomed everyone to the meeting and introduced the FGB to Tracy O'Connor the new LA Clerk.</p>	

	There were no apologies to record.	
2.	<p>Declaration of Business and Pecuniary Interests There were no pecuniary interests to declare relevant to the Agenda.</p> <p>The Clerk confirmed that everyone had updated and confirmed their Declaration of Interest and confirmed their agreement that they had read and understood Keeping Children Safe in Education for the new academic year on GovernorHub.</p>	
3.	<p>Minutes of Last FGB Meeting – 13 July 2020</p> <p>The minutes of the FGB on 13 July 2020 were an accurate record of the meeting and were approved and signed by the Chair.</p> <p>AP1: Clerk to send Winchester Diocese approved copy of the finalised minutes –13 July 2020.</p> <p>Action points from 13 July 2020 meeting –</p> <p>115: J Li/M M-D and KP to investigate alternatives to the current SLAs and report back to the next meeting A meeting had taken place and a response is awaited. AP2: Action to go to the Resource Committee.</p> <p>133: MS to circulate the NGA governor self-assessment tool and the top 20 questions (2015) every governing body should ask itself. Pending. Action Point was completed in July but documents were requested to be issued again. AP3: NGA Governor self-assessment tool - Clerk to forward to the FGB for their information.</p> <p>All other Action Points had been completed.</p>	<p>Clerk</p> <p>Resource Comm</p> <p>Clerk</p>
4.	<p>Matters arising not on the agenda</p> <p>Staff Survey Feedback</p> <p>Feedback regarding governor action following the survey will be given to all staff at the staff meeting on Thursday 1 October. The revamped (more relevant) wellbeing booklet for staff will also be introduced.</p> <p>Governors thanked Jo, Beth and Simon for their work on the survey and the proposals to take things forward.</p> <p>Their report highlighted the following:</p>	

	<p>Our governor communication/interaction needs to be improved</p> <p>We have appointed two governors who have specific responsibility for staff well-being. We will be consulting with you for your ideas as to how this could be improved (such as): Sharing our email addresses so that it is easy to communicate with us. Placing a box in the staff room which is checked and responded to by SN and JP.</p> <p>You were not sure that governors prioritised your health and safety</p> <p>Health and safety is an agenda item at Governor meetings. The staff survey we sent out made specific reference to health and safety concerns. After a governor meeting a 'Governors News' e-mail which details the relevant elements of the meeting will be emailed to all staff by Beth providing highlights for you.</p> <p>There is not always enough thanks and praise</p> <p>Governors take it in turns to deliver cakes, biscuits and thank you notes. The Governor news (referred to above) should contain a specific thank you and praise section.</p>	
5.	<p>Head Teacher's Report (Written)</p> <p>5.1 Head Teacher Report</p> <p><u>Number on Roll</u></p> <p>The Headteacher updated the Governors on the number of children on roll and the percentage in different groups across the school. There are currently 200 children on roll. Two children in Year 6 are due to be admitted in the year as new to catchment but this is still pending. The Autumn school census date is Thursday 1 October.</p> <p>Q: A Governor asked what were the implications of the PAN dropping? The Headteacher advised that it is a real concern as if numbers fall below 200 the school would become a small school which would impact on the funding allocated. Covid may have had an impact on the numbers dropping this year where families are still cautious however we need to look at the wider implications.</p> <p>Brockenhurst has not had any new affordable residential developments for a number of years and new families are not currently moving into the area. Parents usually do not choose a school out of their catchment area for concern that they may not get their first preference.</p>	

	<p>Where other local schools have linked or increased their admissions this has an impact on other local schools. A governor raised whether the governing body should be looking at options such as forming a federation with other schools. The headteacher was uncertain that this was in the best interests of the school at the present time. Some parents have opted for their children to attend private schools and governors suggested it would be helpful to find out why parents made this decision.</p> <p>It is the school's aim to continue to promote the school. The school website is being re-developed and will include details of the available wrap-around care that the school has to offer. BS advised she would be able to support with the development of a virtual tour video</p> <p>AP4: BS to support the work of the school on the school prospectus and development of a virtual tour for the website.</p> <p>Q: It was suggested that the school could have an open morning with local Estate Agents and commercial businesses to promote the school and for them to see what the school can offer. Due to Covid implications currently in place this may not be able at present but could be looked into at a future time.</p> <p>AP5: Marketing and promotion of school – standard item on Resource Agenda.</p> <p><u>Forest School Development</u> Governors discussed the school becoming a Forest School.</p> <p>Q: What is the cost to become a Forest School – is it worth spending the money? The cost to become a Forest School is £1,000. This provides the official accreditation</p> <p>Forest school links to the curriculum offer and fits with the culture and ethos of the school. Governors considered the official accreditation could be worth spending the funding on as it would be a useful additional marketing asset in promoting the school. Children receive nature-based learning and exploration and meaningful experiences for positive lifelong impacts. It would enable the school to develop further links with the local community.</p> <p>AP6: HT to research and to speak to the HT at Milford who has recently become a Forest School. Action to go to Resource Committee.</p>	<p>Clerk</p> <p>HT</p>
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	<p><u>Attendance</u> The Headteacher advised that overall attendance was good. There has been a smooth start to the new academic year and children are positive, happy and have settled in well. A parent governor added their support to this view from a parental perspective.</p> <p>A governor asked about unauthorised absence in a particular year group and the headteacher clarified the position.</p> <p>The School is having challenges implementing the attendance policy as Hampshire are currently not supportive of issuing Fixed Penalty Notices for non-school attendance and this impacts on the school's ability to ensure all children maintain the expected levels of attendance.</p> <p><u>School Field</u></p> <p><u>Cricket Nets</u> The HT advised that he is developing a spare area on the school field to have cricket nets erected for the children. Governors said this was an excellent idea.</p> <p><u>Pigs</u> The Headteacher advised that there is a large area on the school field which is full of acorns. He would like to have pigs on the site in a fenced area. This would link to becoming a Forest School. AP7 FGB agreed the HT should explore the proposal to have pigs on the school site and bring back proposals with costings.</p> <p><u>Q: As cold symptoms are also symptoms of Covid-19 what is the process do the children have to be tested?</u> The school has to follow the protocols where children have a cough. If any symptoms the parents are expected to request a COVID test. If the outcome is negative the child can return to school. If the test is positive or the parents have not obtained a test, the child must isolate for 10 days from the onset of symptoms.</p> <p>If a parent has symptoms the child has to isolate for 14 days from the onset of their parents symptoms or until a negative test result is obtained.</p> <p><u>Q: A Governor asked if the school asks for a copy of the test result?</u> The Headteacher advised that yes they do. The school has a comprehensive recording system to track this and to record the outcome of testing if this is what has been advised. To date all testing responses have been negative.</p>	HT
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	<p>The School has a 3 Phased Contingency Plan in place.</p> <ol style="list-style-type: none"> 1. If a teacher is self-isolating. 2. If a child is self-isolating due to family member 3. Local/National lockdown <p>If a teacher is self-isolating there is a 2 week plan for their class to ensure consistent provision whilst they isolate.</p> <p>If there is a local/National lockdown plans are in place for teaching to be remote as the member of staff is fit and well.</p> <p>Where children have to isolate due to a family member testing positive or are waiting for a test/results, teachers will upload the work that was carried out on site that day each evening for the child to complete the next day. In effect working a day behind. Teachers will contact the family with a message after 5 days.</p> <p><u>Children's Well Being</u></p> <p>The headteacher highlighted the additional ELSA resources such as the 'Clubhouse' that had been put in place this term and the use of Badger's Rest which governors had seen on their tour earlier. Children's well being plans are being reviewed more frequently at present so that any concerns can be addressed quickly and children provided with flexible support.</p> <p><u>Performance Management</u></p> <p>All teachers will have a performance management meeting in October. Teachers actions and performance during the lockdown period will be taken into account.</p> <p><u>Teachers Pay Award</u></p> <p>The Teachers Pay Award has been agreed as 2.75% - 4.5%. No further funding has been allocated to the school budget to take account of this increase.</p> <p><u>Flu jab</u></p> <p>The headteacher proposed that any staff who paid for a flu jab should be reimbursed from school funds. Governors supported this proposal that the school should fund any staff flu jabs this year.</p> <p>AP8: Governors requested that the Headteacher inform all staff that they would be reimbursed any costs for a flu vaccine this year.</p>	HT
6.	<p>Committees</p> <p>There was nothing to report as no Committee meetings had been held since March 2020.</p>	

7.	<p>School Improvement Plan</p> <p>7.1 School Improvement Plan and Link Governors for 2020-21 2020-21 SIP Overview</p> <p>The HT gave an overview of the School Improvement Plan which has been revised and amended to take into account Covid and the new academic year. The school will continue to maintain and drive the curriculum. A Catch-up funding plan will be available at the Resources meeting in November.</p> <p>AP9: Catch up plan to Resources in November. AP10: SIP Improvement 4 – half term review - Children to be asked for feedback – what did they like or dislike.</p> <p><u>Link Governors for 2020/21</u></p> <table border="1" data-bbox="228 779 1211 1234"> <tr> <td>English, SEND</td> <td>Michael Snell</td> </tr> <tr> <td>Maths, Pupil Voice, Relationship and Sex Education, Modern Foreign languages</td> <td>Kirsty Tomblin</td> </tr> <tr> <td>Sport, Art, Music</td> <td>Bronya Szatkowska</td> </tr> <tr> <td>Science</td> <td>Simon Newham</td> </tr> <tr> <td>Humanities (Geography/History)</td> <td>Michael Harris</td> </tr> <tr> <td>Early Years</td> <td>Vicky Wales</td> </tr> <tr> <td>RE</td> <td>Jo Plummer</td> </tr> <tr> <td>Health and Safety, Financial Audits</td> <td>Kevin Plummer</td> </tr> <tr> <td>Safeguarding</td> <td>Vicky Wales</td> </tr> <tr> <td>Development and Training</td> <td>Vicky Wales</td> </tr> </table> <p>AP11: Chair and Clerk to plan a prompt timetable for Governor Visits. AP12: SIP links to be put on GovernorHub.</p> <p><u>PTA Links</u> It was proposed that governors should work closely with the PTA regarding accessing grants and funding. AP13: HT and Chair to work closely with the PTA regarding accessing grants and funding. HT and Chair to raise this with the PTA.</p> <p>7.2 SEF Prompt Sheet SEF A4 Aid</p> <p>All governors recognised this overview of the current strengths and areas for development of the school and the headteacher was thanked for pulling the document together.</p>	English, SEND	Michael Snell	Maths, Pupil Voice, Relationship and Sex Education, Modern Foreign languages	Kirsty Tomblin	Sport, Art, Music	Bronya Szatkowska	Science	Simon Newham	Humanities (Geography/History)	Michael Harris	Early Years	Vicky Wales	RE	Jo Plummer	Health and Safety, Financial Audits	Kevin Plummer	Safeguarding	Vicky Wales	Development and Training	Vicky Wales	<p>HT</p> <p>Chair/Clerk Clerk</p> <p>HT/Chair</p>
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	AP14: SEF Prompt Sheet – to be updated in the summer term-H/T.	Chair
8.	<p>Safeguarding The HT, Chair and JP had met and the Safeguarding Audit Return is ready for submission and will meet the deadline of 30 September.</p> <p>Safeguarding Plan The Annual Safeguarding Plan was not fully monitored last year due to Covid.</p> <p>AP15: Annual Safeguarding Plan be a regular item on C&C Agenda. AP16: Annual Safeguarding Plan to be re-circulated on GovernorHub.</p> <p>Model Safeguarding Policy Governors confirmed their approval to adopt the Model Safeguarding Policy.</p>	SN/Clerk Clerk
9.	<p>Wraparound Care and Pre-School Update – ‘Badgers Rest’ (verbal)</p> <p>The wraparound care is currently situated in the hall whilst the pre-school build continues. Numbers are slightly lower than before the pandemic. With parents home working and possible redundancies the demand will not be clear until after Christmas. The school will break even but a review will be required to see if a second staff member is required.</p>	
10.	<p>Budget Approve revised budget by 30 November. (Date of next FGB 23 Nov) Governors are aware that approval of the revised budget will be discussed at the Resource meeting and discussed at the next FGB.</p>	
11.	<p>SEND 11.1 Agree SEND Information Report 11.2 Vulnerable Children Action Plan AP17: JE to amend the SEN Information Report. SEND Information Report and SEND policy to be taken forward to the next FGB.</p> <p>It was confirmed that all staff were aware of the Vulnerable Children Action Plan and the procedures they needed to follow. The safe return of children in September was planned well in advance.</p> <p>Assessments of children's progress will be completed in October this will allow children time to settle back into school. Children have adapted well to the new ways of working and teachers continue to be vigilant regarding all children's mental health and well-being needs.</p>	JE

	All children's data will be reviewed and individual plans adapted and put in place.	
12.	<p>Governor Matters</p> <p><u>12.1 Governor Membership</u></p> <p>Assoc Governor – Term of Office end – 09/10/2020 Julie Edwards confirmed that she would like to remain as an Associate Governor. The FGB confirmed their approval.</p> <p>Ratify – Co-opt Governor move – Bronya Szatkowska The FGB ratified the move from Parent Governor to Co-opt Governor.</p> <p>Ratify – Parent Governor vacancy The FGB ratified the Parent Governor vacancy and asked the HT to start procedures to advertise for a Parent Governor.</p> <p><u>12.2 Confirm Committee Membership</u> All Governors confirmed they were happy with their Committee membership.</p> <p><u>12.3 Training - Feedback to FGB re individual Governor discussions</u> Governor discussions Sept 20</p> <p>Over the summer holiday period 2020 the chair held informal individual discussions with all members of the governing body.</p> <p>An overview of the proposals for the development of the governing body were discussed -</p> <ul style="list-style-type: none"> · More regular communication with staff eg a termly newsletter/ attendance at staff briefings on a monthly basis · Putting in place an annual training plan for the governing body which identifies training the governing body would like a governor representative to undertake on their behalf · Chair to ensure that all individual governors are given the opportunity to contribute at governing body meetings · Governor curriculum link roles to continue to be developed, ensuring that they enable governors to know the school better · Governors to put aside time together for both informal and formal discussion outside of scheduled meeting cycle 	

	<ul style="list-style-type: none"> · Governors to further develop their communication strategy with parents/ carers. · Governors to further develop community links on behalf of the school and promote the school in the local area <p>AP18: Chair and Clerk to consider an annual training plan and future FGB agendas highlighting training available.</p> <p>12.4 <u>Approve Governor Annual Planner</u> – Circulated to Governors for information. Annual Planner</p> <p>12.5 <u>Discuss plan for Governor visits</u> Link visits will be reviewed and arranged for after half term.</p> <p>12.6 <u>WGBT – 15 October 2020 – Self-Evaluation – Chris Slater</u> A questionnaire will be issued by Hampshire about 2/3 weeks before the course. This should be completed in advance. Completed questionnaires should be sent to the Clerk for collation. The scores will then be sent to the facilitator.</p> <p>AP19: WGBT questionnaires to be sent on completion to Clerk for collation to send to the facilitator.</p> <p>12.7 BS is the school representative on the new village environmental group. The Group is still under development and will be working together to encourage Brockenhurst to be more green, sustainable and more carbon neutral.</p>	<p>Chair/Clerk</p> <p>All/Clerk</p>
13.	<p>Health and Safety</p> <p>13.1 <u>Site Walk</u> The site walk and Risk Assessment have been completed and there were no areas identified as a concern.</p> <p>13.2 <u>Training</u> There are no face-to-face training courses available at the current time.</p> <p>13.3 <u>Approve Plan for Off site visits</u> There will be no residential visits this term. There are plans for the summer term for Years 4, 5 and 6.</p>	
14.	<p>Documents and Policies for Approval</p> <p>14.1 <u>Confirm adoption of Manual of Personnel Practice (MOPP) and Dignity at work policy</u></p>	

	<p>The Governing Body confirmed adoption of the Manual of Personnel Practice for year 2020 to year 2021 including any subsequent in year amendments, having reviewed all of the policies contained within the Manual and having previously localised policies where required.</p> <p>Confirm adoption of the Manual of Financial practice and procedure Confirmed – The Manual of Finance practice and procedure is now part of Education Financial Services (EFS) – School Financial Value Standard.</p> <p>14.2 <u>Confirm agreement to GB Code of Conduct</u> Updated and contains the Code of Conduct - Approved</p> <p>14.3 <u>Confirm adoption HCC Governors Good Practice Guide (not amended) - Approved</u></p> <p>14.4 <u>Confirm adoption HCC Model Child Protection Policy - Approved</u></p> <p>14.5 <u>Confirm adoption HCC Admission Policy</u> – Changes suggested by the Diocese - Approved</p> <p>14.6 <u>Pay Policy</u> – Following discussions this will be ratified and approved at the Pay Committee.</p> <p>14.7 <u>Performance Management Policy - Approved</u></p>	
15.	<p>Any Other Business</p> <p><u>Thank you</u> - The Governors asked for it to be minuted that the Headteacher and the staff have undertaken an enormous amount of work for the safe return of the children to school in September. It is a very positive start to the year. Thank you all.</p> <p><u>Policies</u> – The school has uploaded all policies on to the school website and they are now all up to date. The Clerk suggested that she could upload the policies to GovernorHub and put review dates on them. AP20: MM-D to forward Clerk the policies to upload on to GovernorHub.</p>	MM-D
16.	<p>Dates and items for future meetings</p> <p>16.1 Date of next FGB – Monday 23 November 2020 at 5:30 pm</p> <p>16.2 Items to be discussed/taken forward to next meeting:- See Action Points below</p>	

	AP21: It was proposed that it would be helpful if future agendas could be set up with sections of items to note and items for discussion and this should include a specific item for strategic development discussion.	Chair/Clerk
	<p>Impact Statement</p> <ul style="list-style-type: none"> • Governors took part on site tour to look at the development of the site and its impact on children's learning and development. • Governors considered the investment into children's mental health, wellbeing and their safe return to school. • Governors received and discussed the HT's written report. • Governors Discussed and agreed the school 3 phased Contingency Plan. • Governors considered the outcomes of the staff survey and what further actions would be taken to move forward. 	

The meeting closed at 19:45 pm.

	Action Points – 28 September 2020	Who
1.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 13 July 2020. Completed	Clerk
2.	J Li/M M-D and KP to investigate alternatives to the current SLAs and report back to the next meeting A meeting had taken place and a response is awaited. Action to go to the Resource Committee.	Resource Comm
3.	NGA governor self-assessment tool and the top 20 questions (2015) every governing body should ask itself Clerk to forward to the FGB for their information.	Clerk
4.	BS to support the work of the school on the school prospectus and development of a virtual tour for the website.	BS
5.	Marketing and promotion of school – standard item on Resource Agenda.	KP/Clerk

6.	HT to research and to speak to the HT at Milford who has recently become a Forest School. Action to go to Resource Committee.	HT/Resource Comm
7.	FGB agreed the HT could explore the proposal to have pigs on the school site and bring back proposals with costings.	HT
8.	Headteacher to inform all staff that they would be reimbursed any costs for a flu vaccine this year.	HT
9.	Catch up plan to Resources in November.	KP/Clerk
10.	SIP Improvement 4 – half term review - Children to be asked for feedback – what did they like or dislike.	HT
11.	Chair and Clerk to plan a prompt timetable for Governor Visits.	Chair/Clerk
12.	SIP links to be put on GovernorHub. Completed Governor SIP Links 2020-21	Clerk
13.	HT and Chair to work closely with the PTA regarding accessing grants and funding. HT and Chair to raise this with the PTA.	HT/Chair
14.	SEF Prompt Sheet – to be updated in the summer term-H/T.	Chair
15.	Safeguarding Plan be regular item on C&C Agenda. Completed	SN/Clerk
16.	Annual Safeguarding Plan to be re-circulated on GovernorHub. Completed	Clerk
17.	JE to amend the SEN Information Report. SEN Information Report and Vulnerable Children Acton Plan to be taken forward to the next FGB.	JE
18.	Chair and Clerk to consider an annual training plan and future FGB agendas highlighting training available.	Chair/Clerk
19.	WGBT questionnaires to be sent on completion to Clerk for collation to send to the facilitator.	All/Clerk
20.	MM-D to forward the Clerk the policies to upload on to GovernorHub.	MM-D/Clerk
21.	It was proposed that it would be helpful if future agendas could be set up with sections of items to note and items for discussion and this should include a specific item for strategic development discussion.	Chair/Clerk

MINUTES APPROVED

Signature

Name (PRINT)

Position

Date