



# Brockenhurst Church of England Primary School

## Full Governor Board Meeting

On Monday 7 December 2020 at 5.30 pm

### MINUTES

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| <b><u>Present:</u></b><br>Vicky Wales (VW)                      Foundation (Chair)<br>John Littlewood (J Li)              Headteacher<br>Marie Macey-Dare (M M-D)      Co-opted<br>Beth Martin (BM)                      Staff<br>Jo Plummer (JP)                      Foundation<br>Kevin Plummer (KP)                  Co-opted<br>Michael Snell (MS)                  Co-opted<br>Kirsty Tomblin (KT)                  Parent<br><br>In Attendance:-<br>Tracy O'Connor (LA Clerk)<br>Julie Edwards (Associate) |  | <b><u>Apologies</u></b><br>Michael Harris (MH) - Authority<br>Simon Newham (SN) - Ex-Officio Foundation<br>Bronya Szatkowska (BS) - Co-opted |
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The meeting was Quorate throughout and commenced at 17:30 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.

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| 1. | <b>Welcome, Prayer and Apologies</b><br><br>The Agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions/amendments to be prepared.<br><br>The meeting opened with a prayer.<br><br>Apologies were received and approved from Michael Harris, Simon Newham and Bronya Szatkowska.<br><br>At the Whole Governing Board Training it was suggested that as an FGB sometimes discussions move between strategic and operational. It was agreed that the FGB collectively would take on the responsibility if a discussion was becoming too operational it would be pointed out. |        |



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|    | <p><b>AP14:</b> SEF Prompt Sheet – to be updated in the summer term-H/T. Ongoing</p> <p><b>AP17:</b> JE to amend the SEN Information Report. SEN Information Report and Vulnerable Children Acton Plan to be taken forward to the next FGB.</p> <p><b>AP4: Action Point to be carried forward to next FGB – 8 February 2021.</b></p> <p><b>AP20:</b> MM-D to forward the Clerk the policies to upload on to GovernorHub.</p> <p><b>AP5: All policies are ready to be uploaded and will be forwarded to the Clerk.</b></p> <p><b>AP21:</b> 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. The chair proposed to take feedback on how the agenda including a specific section on strategic planning had worked for governors.</p> <p>All other Action Points had been completed.</p>              | <p>Clerk</p> <p>MMD</p> |
| 4. | <p><b>Head Teacher's Report (Written)</b></p> <p><b>4.1 Head Teacher Report</b><br/>The Head Teacher report was circulated to the FGB prior to the meeting. Governors were asked if there were any questions.</p> <p><u>Staffing</u></p> <p>Q: A new person has been appointed. How much work is available to the whole school or is it exclusively linked to EHCP?<br/>30 hours are linked to the EHCP. 2.5 hours are available to the Leadership Team to use for PPA cover.</p> <p>Q: Is this enough time?<br/>The school is paying beyond the EHCP. The member of staff is employed to work specifically for the hours detailed in the EHCP and if the child leaves the school the contract would cease.</p> <p>Q: Presumably the member of staff does not simply work with 1 child in isolation?<br/>The child learns in groups as well as 1:1.</p> <p>Q: What is PPA?<br/>Planning, preparation and assessment which is 10% of every teacher's workload.</p> |                         |

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|    | <p><u>Accidents</u></p> <p>The Headteacher advised there had been one incident where a child had fell from a small walking zig zag. The child was fine. All procedures had been followed correctly.</p> <p><u>Data Drop</u></p> <p>There is a whole school data drop on Monday 14 December 2020.</p> <p><u>Q: Have staff got enough time to do the work?</u></p> <p>Assessment has taken place last week and this week. Staff have been aware of the date. The data drop is 3 weeks later than usual. The date was moved back to allow for covid and catch-up. The HT confirmed staff had the capacity to complete this work.</p> <p><b>4.2 SIP sections circulated with report</b></p> <p>Discussed at Item 7</p>   |  |
| 5. | <p><b>Strategic Planning</b><br/>(Discussion)</p> <p>At the WGBT 4 areas were identified to look at what actions the FGB would like to take going forward.</p> <p>5.1 <u>Succession planning</u></p> <p>Succession planning is important in supporting the school and to ensure that the governing body has the right skills to lead the school.</p> <p><u>Q: What is it that the FGB would like to see to ensure that succession planning is robust?</u></p> <p>It was suggested that an aide memoire be drawn up so that if a Governor leaves the FGB it is not left with a hole that no-body can fill. This could involve more shadowing of roles or having more of an oversight of the range of roles. Some roles are very specific and require training. The Safeguarding and Safer recruitment role requires specific training.</p> <p><u>Q: A Governor referred to the NGA guidance that recommends that a Governor should not serve more than two terms of office (eight years)? Would this be a basis for our succession to be based on?</u></p> <p>The Headteacher referred to the current FGB where 3 members have served for 5 years which is less than a third of the Governing Body. Constant change of membership could lead to a lack of momentum. In usual circumstances two terms would be sufficient.</p> <p>It was agreed to have an annual skills audit and to continue to review Committee membership to ensure the FGB has the right balance.</p> |  |

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|  | <p>The Chair referred to the FGB July/September meeting where Committee membership is reviewed annually alongside the skills audit.</p> <p>It is important to match skills to the right roles and responsibilities. For some people they may want to take on the role of Chairing a Committee whereas for others it may not be the right role for them. Everyone has skills, knowledge and expertise - are we making the best use of it?</p> <p>The Chair agreed that when she has her individual annual discussions with Governors they would take the opportunity to discuss the particular direction the Governor would like to take. What is going well? What are the next steps?</p> <p>Governor Matters is an agenda item on every Agenda. A Governor could raise under this item if there is a role that they would like to shadow/develop.</p> <p><b>AP6: The Chair and MS to draft an A4 Succession Planning Aide Memoire.</b></p> <p><u>5.2 Review of committee structures – What do we expect from our Chairs?</u></p> <p>How do Governors want to take this forward? When and how?<br/>A Governor referred to the NGA guidance which identifies a range of issue points.</p> <p><b>Q: Where does the quality fit in terms of our Committees?</b><br/>The Committees are devolved to make decisions based on the School Improvement Plan. The resources spent are entirely linked to the SIP. Committees are responsible for the sub-sections of the SIP. Whether they are benchmarking of quality depends on the quality of the SIP. Committees are in place to drive support and to challenge.</p> <p><b>Q: Is this something we should review on an annual basis?</b><br/>The Resource Committee agenda is about the accountability of the spending against the SIP. Some schools have different Committee set ups.</p> <p>It was agreed that a review and research of Committees should be conducted. Governors were conscious that we were already in the academic year. The review would be best conducted in the summer term ready for the new academic year.</p> | Chair/MS |
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|  | <p>The Headteacher confirmed that any member of the Governing Body can attend any Committee meeting or presentation.</p> <p>The Headteacher advised that although we haven't changed the group the groups purpose, how its fed and the structure of accountability has massively changed over the last 3 years. The cycle of accountability and change is significantly more than it was 8 years ago.</p> <p><b>Q: Is it good practice that we review it?</b></p> <p>The Headteacher referred to a meeting he attended with other Headteachers. Most other schools have between 2 and 3 committees – Resources, Curriculum and some schools have a third which is Personnel.</p> <p>Different schools work in different ways. What we have to do is what works best for Brockenhurst.</p> <p>The Headteacher referred to the DFE requirements which states that Boards may choose to have Committees that focus on key areas of the school such as finance and curriculum.</p> <p><b>AP7: Chairs of Resource and Curriculum Committees to include an Agenda item at their next meetings – Discussion about what works well and what is not working well.</b></p> <p><b>AP8: Governors to email or speak to the Chair of Governors if they have any views about the Committees.</b></p> <p><b>AP9: FGB Agenda item – Present Review of Committee structure. Decide how often a review should be made – 29 March 2021 in order to make any changes by 17 May 2021.</b></p> <p><u>5.3 Development of further links between parents and Governors</u></p> <p>Governors identified this was an area that they wanted to focus on although it is not included in the SIP.</p> <p>The Headteacher was pleased to advise that a new Parent Governor, Lucy Ladd has been appointed and will start in January 2021.</p> <p>Specifically the area identified was the communication between parents and governors. The Governing Body are always invited to the PTA meetings.</p> <p>The Parent Governor advised that sometimes the Governing Body were a little unknown. Clarification of roles and responsibilities would help.</p> | <p>Chair/Clerk</p> <p>All</p> <p>Chair/Clerk</p> |
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|    | <p>The Chair referred to WGBT – Working with Parents – The training looks at how the governing body, as part of its strategic planning and accountability roles, can effectively communicate with parents and involve them in the life of the school.</p> <p>It was suggested that the training Working with Parents should be the next WGBT and that the chair would contact Hampshire Governor Services to book this .</p> <p><b>AP10: Chair to contact Hampshire Governor Services to book training – Working with Parents.</b></p> <p>It was agreed the two Parent Governors and JP would prepare a parent survey to be issued in the spring.</p> <p><b>AP11: KT, LL and JP to prepare a parent survey.</b></p> <p><u>5.4 All governors understanding their role in performance management and the outcomes from the school performance management cycle</u><br/>The Chair and KP prepared a full report for Governors to add more context. Governors advised that they felt it was very helpful.</p>  | <p>Chair</p> <p>KT/LL/JP</p> |
| 6. | <p><b>Committees</b></p> <p>6.1 Committee Chair minutes (To Note)</p> <p>Committee Chair updates – verbal</p> <p>Minutes of the Committee meetings are available on GovernorHub.</p> <p>The Resources Chair said he would like it to be minuted that it has been a very difficult year financially and he would like to reiterate the gratitude the Governors owe to the Headteacher and MM-D for balancing the budget as much as possible.</p> <p>Q: The income over the next 2 years for SEND decreases. Is it the correct understanding that schools are required to meet the needs of more and more pupils who would come under the SEND category. Are we setting aside funds in our budget to ensure we can meet those growing needs?</p> <p>For every child that has an EHCP the school has to fund the first £6,000. The SEN budget decreases by £6,000. When the EHCP children change school the additional high needs top up that is notionally there you actually keep. Although the staffing figure is reduced. The budget reflects this.</p> <p>The SEND and Pupil Premium funding is based on the January census including any adjustments from the October census.</p> |                              |

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|    | <p>The school has got a balanced budget and has reserves and is in a much better position than some schools across the country.</p> <p>Post covid the school recognised children would require additional emotional support. The school increased provision and accountability ready for the ELSA children. This is still under review and being monitored.</p> <p>Governors are noting that the balance between the vulnerable children and all children's needs, need to be monitored very carefully regarding resources that are available.</p> <p>6.2 HTPM and Pay Committee (Read prior to the meeting and to be Approved at the meeting)</p> <p>Governors confirmed they had read and Approved the HTPM and Pay Committee minutes.</p>  |     |
| 7. | <p><b>School Improvement Plan</b></p> <p>7.1 School Improvement Plan<br/> <a href="#">2020-21 SIP Overview</a></p> <p>The Headteacher had issued the updated School Improvement Plan and asked if anyone had any questions.</p> <p>The Headteacher referred to the Governors Key Evaluation questions at the bottom. Some areas have been completed and other areas are for the Governors to complete.</p> <p>Q: Reference was made to the Learning Values and that is the focus for next term for staff. What might Governors expect that to look like, what might we see or hear?</p> <p>The report within Curriculum has been cascaded out to all Subject Leaders as part of their Performance Management, and ties in the vision and values. In future any presentations will reference how the values fit within their subject. Governors will be able to talk to the children about how they see the schools values. Can they explain what they are like in action? How it actually looks - resilience. What does a child understand by resilience?</p> <p>Governors need to be looking for the vision and learning values in presentations and in dialogue with staff and pupils.</p> <p><b>AP12: SIP - If any Governors have anything they would like to add in the Governors Key Evaluation please forward to the Headteacher and he will add them in.</b></p> | All |



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|    | <p>The data drop will be presented to Curriculum Committee in Spring 1.</p> <p><b>Q: A Governor asked if parents should be given the data?</b><br/> The data drop is ARE (Age Related Expectation). The Data Drop is progress against the Hampshire Assessment Model. The information would not be of value to parents unless the Hampshire Assessment Model is explained to them.</p> <p>At the End of the Year when summer term assessments are made parents are informed whether a child is working towards, ARE or above.</p> <p><b>Q: Being told at the end of the year could be too late for parents. Parents need something midway.</b><br/> Until the End of Year results are known data is based on teacher assessment. In parent meetings teachers should be advising that children are on track and if the child is not on track they should be flagging that to parents.</p> <p>Parents are interested in their individual child. The data that is collected is about a particular unit of work. It is not a DfE measure. Next steps and areas for parents to work on with their child should be addressed at parents evenings.</p> <p>Strategically Governors are interested in collective data. For a parent they really want to know how their child is doing. What can parents do to support their child. There is potential that this will need to be looked at. Are we providing parents with what they want and need to know? It is important to get parents to support their children as this will help the children to progress with their learning.</p> <p><b>Q: As Governors do we need to support staff more in the communication with parents?</b><br/> It is important to empower parents more. What could parents do to support.</p> <p><b>AP13: Staff to discuss how they can empower parents more. How can they support parents to help progress their children and what feedback needs to be given to parents about their child's progress.</b></p> <p>7.2 Governor Visits (To Note)</p> | HT/JP/<br>BM |
| 8. | <p><b>Safeguarding</b><br/> 8.1 Feedback to FGB from Designated Safeguarding Lead training (Note Report).<br/> <a href="#">Feedback from Designated Safeguarding Lead</a></p>  |              |

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|    | <p>JE/MMD and VW attended a DSL refresh webinar run by Hampshire County Council to ensure they have up to date knowledge</p> <p>There was a couple of actions to feedback.</p> <p>Have all staff, particularly new staff, accessed prevent training?<br/> <b>AP14: HT to forward link to staff for Prevent training.</b></p> <p>Regular Safeguarding updates in staff briefings in which awareness of national or case issues could be highlighted.<br/> <b>AP15: HT to add termly Safeguarding updates to staff briefings.</b></p> <p><a href="#">Safeguarding Plan 2020-21</a><br/> At the Children and Curriculum Committee it was reported that all actions for the Autumn term had been completed.</p>  | <p>HT</p> <p>HT</p> |
| 9. | <p><b>Wraparound Care and Pre-School</b><br/> Update – ‘Badgers Rest’ (verbal)</p> <p>The wrap around care (Badger’s Rest) is now completely located in the Preschool building. Badger’s Rest is going very well. The numbers at the start had dropped due to covid and parents working at home. At the current time some children are attending so that they can spend time with their friends and using the facility socially.</p> <p>Breakfast numbers are between 12 to 18 every day which is a very good demand. To work around preschool needs breakfast club starts earlier so drop off is easier for parents. Some children have been arriving late to school without having had any breakfast. The breakfast club ensures the children are here on time, have had a good breakfast and are ready to learn.</p> <p>Afterschool numbers on a Friday are still down which could be due to parents working at home on a Friday. The rest of the week there are between 14 to 20 children who attend.</p> <p>In the mornings as the numbers attending are over 10 there are 2 members of staff. If numbers increase beyond 20 another member of staff will be required.</p> <p>Afterschool -- 2 members of staff are available to cover up to 30 children. Strategically the school budgeted and planned for the staffing costs.</p> <p><u>Holiday Club</u><br/> The aim was to do 2 days at Christmas however due to the circumstances with covid we are unable to provide this. It is hoped to provide 2 days at</p> |                     |

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|     | <p>half term and at Easter. In the summer the aim is to do 2 days a week. The school needs to ensure that the preschool is not running during the holidays as they own the building. The principle of the staff and the space is there and it is hoped that holiday clubs can be run.</p> <p>Already the school is seeing success with the wrap around care. Governors asked that staff were thanked for the work that has been undertaken.</p>  |          |
| 10. | <p><b>Governor Matters</b></p> <p>10.1 <u>Governor Membership</u></p> <p>Co-opt Governor (MM-D)– Term of Office end – 09/12/2020<br/>Marie advised that she would like to continue in her post as Co-opt Governor.</p> <p><b>The Governors confirmed their agreement and gave their Approval to the new Term of Office.</b></p> <p>10.2 <u>Annual Training Plan</u> (Discussion)<br/><a href="#">Annual Training Plan</a></p> <p>An Annual Training Plan has been prepared which looks at the different roles and training that might be available. There are a couple of training courses in the spring term –</p> <p>RSHE in the Primary Curriculum – BM and KT volunteered to attend</p> <p>Pupil Voice Primary – BM, KT volunteered to attend. It was suggested that SN should also attend.</p> <p><b>AP16: Chair to advise SN re Pupil Voice Primary training.</b></p> <p><i>Update following the meeting – Governor Services advised the following:-</i></p> <p><i>The Pupil Voice training for Primary Schools only runs once a year and took place in the Autumn Term. There will be another course in the Autumn Term 2021 – the training directory will be published in January and all courses will then be open to booking.</i></p> <p><i>RSHE was a course that ran in 2019/20 as the focus of our Primary Curriculum course series. This year the focus is on SMSC. The course is available to book as a whole governing body topic but this obviously needs the whole board to choose the topic if it is relevant to the school.</i></p> <p>Courses can be booked on GovernorHub.</p> | Chair/SN |

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|     | <p><b>10.3 <u>Feedback from any Governor training</u></b></p> <p>How to become a Governor – JP advised that she has completed the training online. The online course was not ideal as the IT was not very successful and there were 44 attendees.</p> <p>Child Protection – JP has booked Child Protection training in January 2021. The training is proposed to be held face to face in Lyndhurst.</p> <p>The Chair advised that she has attended 2 Conferences which were both very good. Both Conferences were held virtually.</p> <p>DSL Conference – Full day – Items covered were:-</p> <ul style="list-style-type: none"> <li>• Peer on Peer violence</li> <li>• Fabricated or induced illness</li> <li>• Learning from the local child safeguarding reviews – It was stressed to use the Escalation Policy if you are not happy with decisions.</li> <li>• Safeguarding deep dives</li> <li>• LADO update from Local Authority Officers</li> <li>• Sharing Information with Hampshire Police – Community Partnership Information Form. A new form has been introduced that can be completed with data. You do not need to go through the Safeguarding procedures.</li> </ul> <p><b>AP17: A list of items that were covered at the DSL Conference will be forwarded to the Governors.</b></p> <p>Annual Governor Conference – morning</p> <ul style="list-style-type: none"> <li>• Governors role in curriculum effectiveness – Nick Waters</li> <li>• Broaden horizons in challenging times – Dave Harris</li> </ul> <p><b>AP18: Annual Governor Conference presentations to be sent to Governors.</b></p> <p><b>10.4 <u>Ofsted plans for the Autumn 2020</u></b></p> <p><a href="#"><u>Ofsted plans for the Autumn</u></a></p> <p>For information for Governors.</p> | <p>Chair/Clerk</p> <p>Chair/Clerk</p> |
| 11. | <p><b>Health and Safety</b><br/>(Verbal Update)</p> <p><b>11.1 <u>Site Walk</u></b></p> <p>The Headteacher advised that by the front office it was noticed that there was a gas smell coming from the area. This was investigated by the Gas Board and other authorities. It has been identified that because the</p>   |                                       |

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|     | <p>building is old and the walls are damp underneath the floorboards there was some very nasty fungus. The wall and area is currently being treated. The whole area is currently out of use until the work has been completed and signed off.</p> <p><u>11.2 Training</u><br/>The Caretaker has managed to complete some of his training but not all at the current time.</p>   |                        |
| 12. | <p><b>Documents and Policies for Approval</b><br/>(Read prior to meeting and to be Approved at the meeting)</p> <p><u>12.1 Relationships, Sex and Health Education Policy</u></p> <p>The Chair thanked the working group for their work on the policy.<br/><b>The Governors confirmed their Approval to the Relationships, Sex and Health Education Policy.</b></p> <p>As the policy has been approved by the Governors it can now be issued to the parents as part of the consultation process. Any parent comments should be requested by first week in January 2021. Assuming there are no amendments the policy will then be able to be adopted formally.<br/><b>AP19: RSHE Policy – BM to draft email to be sent to parents. Parent Governor to approve.</b></p> <p><u>12.2 Pupil Premium Strategy statement</u><br/><b>The Governors confirmed their Approval to the Pupil Premium Strategy statement.</b><br/><b>AP20: Pupil Premium Strategy Statement to be uploaded to the school website. Completed.</b></p> | <p>BM/KT</p> <p>HT</p> |
| 13. | <p><b>Any Other Business</b></p> <p><u>Q: A Governor asked the question if it would be in the Board's interest to join the NGA?</u><br/>Membership options were discussed. It was noted that the Board does already receive a good service from Hampshire.</p> <p><b>Gold membership - £275 a year</b></p> <ul style="list-style-type: none"> <li>• Copies of Governing Matters magazine</li> <li>• Weekly e-newsletter featuring the latest education news and policy updates</li> <li>• Full access to members' only content in the online knowledge centre containing a wealth of governance resources</li> <li>• Complimentary copies of Welcome to Governance for all new governors and a free Chair's Handbook</li> <li>• Additional NGA guides available at a discounted rate</li> </ul>   |                        |

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|  | <ul style="list-style-type: none"> <li>• Three free places at NGA member conferences and events which draw high-profile speakers.</li> </ul> <p><b>Standard Membership - £97 a year</b></p> <ul style="list-style-type: none"> <li>• Copies of Governing Matters magazine</li> <li>• Weekly e-newsletter featuring the latest education news and policy updates</li> <li>• Full access to members' only content in the online knowledge centre containing a wealth of governance resources</li> <li>• Additional NGA guides available at a discounted rate</li> <li>• One free places at NGA member conferences and events which draw high-profile speakers.</li> </ul> <p><b>Individual Membership - £48.50 a year</b></p> <ul style="list-style-type: none"> <li>• Copies of Governing Matters magazine</li> <li>• Weekly e-newsletter featuring the latest education news and policy updates</li> <li>• Full access to members' only content in the online knowledge centre containing a wealth of governance resources</li> <li>• Additional NGA guides available at a discounted rate</li> <li>• One free places at NGA member conferences and events which draw high-profile speakers.</li> </ul> <p><b>AP21: Governors to look at the additional resources available from NGA and to consider alongside what the Board already buys into.</b></p> <p><u>Staff</u><br/>The Chair advised that she will buy staff fruit in January as a thank you on behalf of the Governors.</p> <p><u>Feedback</u><br/><i>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.</i></p> <p><u>Q: The Chair asked if the Governors had any feedback with changes made to the agenda. Had they seen a difference? Was it better? Could it be better? Areas to improve?</u><br/>Governors felt there was improvement. The Strategic Planning early in the Agenda worked a lot better. Identifying actions to take on the Agenda in a different colour was very helpful.<br/>The facility on GovernorHub to 'Mark as signed' was also a useful tool to show who had read a document or Approved.</p> <p><b>AP22: Identify actions on Committee Agendas in a different colour.</b></p> | <p>All</p> <p>Clerk</p> |
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|     | <p>A Governor said that she found the minutes were very good and well written. The new layout format was very clear and easy to read.</p> <p>The Chair thanked everybody for attending and their valued contribution.</p> <p>A very Happy Christmas and a Happy New Year.</p>   |  |
| 14. | <p><b>Dates and items for future meetings</b></p> <p>Date of next FGB –</p> <p>8 February 2021<br/>29 March 2021<br/>17 May 2021<br/>19 July 2021</p>   |  |
|     | <p><b>Impact Statement</b></p> <ul style="list-style-type: none"> <li>Governors identified areas at the Whole Governing Body Training that they wanted to take forward. Sub-groups have been set up to take forward. Particularly looking at:- <ul style="list-style-type: none"> <li>Succession planning</li> <li>Committee structures</li> <li>Links with parents</li> </ul> </li> <li>2 Safeguarding Action points which will impact on the children</li> <li>Staff to discuss parent evenings supporting parents to support their children's learning and what feedback all staff should give at a staff meeting</li> <li>A subgroup is developing a survey to go to parents so governors can understand their views better and involve them more in the school.</li> </ul> |  |

The meeting closed at 19:30 pm.

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|    | <b>Action Points – FGB 7 December</b>   | <b>Who</b> |
| 1. | Clerk to amend minutes and upload finalised minutes to GovernorHub.<br><b>Completed</b>                       | Clerk      |
| 2. | Clerk to send Winchester Diocese approved copy of the finalised minutes – 28 September 2020. <b>Completed</b> | Clerk      |

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| 3.  | SIP 4 - Worship - E-mail will be sent to the Governors providing feedback - what children enjoy and what they would like to see more.  | BM            |
| 4.  | JE to amend the SEN Information Report. SEN Information Report and Vulnerable Children Action Plan to be taken forward to the next FGB.<br><b>Item carried forward to Spring 1 (8 Feb 2021) meeting. Completed</b> | JE/Clerk      |
| 5.  | All policies are ready to be uploaded and will be forwarded to the Clerk.  | MMD           |
| 6.  | The Chair and MS to draft an A4 Succession Planning Aide Memoire.  | Chair/MS      |
| 7.  | Chairs of Resource and Curriculum Committees to include as an Agenda item at their next meetings – Discussion about what works well and what is not working well.  | KP/SN         |
| 8.  | Governors can speak to the Chair if they have any views about the Committees.  | All           |
| 9.  | FGB Agenda item – Present Review of Committee structure. Decide how often a review should be made – Presented 29 March 2021 in order to make any changes by 17 May 2021.   | Chair/Clerk   |
| 10. | Chair to contact Hampshire Governor Services to book training – Working with Parents.  | Chair         |
| 11. | KT, LL and JP to prepare a parent survey. What do the Governors do well, what could they do better.  | KT, LL and JP |
| 12. | SIP - If any Governors have anything they would like to add to the Governors Key Evaluation please forward to the Headteacher.   | ALL           |
| 13. | Staff to discuss how they can empower parents more. How can they support parents to help progress their children   | BM/JP/HT      |
| 14. | HT to forward link to staff for Prevent training.  | HT            |
| 15. | HT to have termly Safeguarding updates in staff briefings.   | HT            |
| 16. | BM to advise SN re Pupil Voice Primary training.   | BM            |
| 17. | A list of items that were covered at the DSL Conference will be forwarded to the Governors.  | Chair/Clerk   |
| 18. | Annual Governor Conference presentations to be sent to Governors.  | Chair/Clerk   |



|     |   |             |
|-----|---|-------------|
| 19. | RSHE Policy – BM to draft email to be sent to parents. Parent Governor to approve.  | BM/KT       |
| 20. | Pupil Premium Strategy Statement to be uploaded to the school website.<br><b>Completed</b>                                | HT          |
| 21. | Governors to look at the additional resources available - NGA and to consider alongside what the Board already buys into. | All         |
| 22. | Identify actions on Committee Agendas in a different colour.  | Chair/Clerk |

## MINUTES APPROVED

Signature .....

Name (PRINT) .....

Position .....

Date .....