



# Brockenhurst Church of England Primary School

## Full Governor Board Meeting

On Monday 17 May 2021 at 5.30 pm

### MINUTES

<b>Present:</b>			
Vicky Wales (VW)	Foundation (Chair)	Beth Martin (BM)	Staff
John Littlewood (J Li)	Headteacher	Simon Newham (SN)	Ex-Officio Foundation
Bronya Szatkowska (BS)	Co-opted	Jo Plummer (JP)	Foundation
Michael Harris (MH)	Authority	Kevin Plummer (KP)	Co-opted
Lucy Ladd (LL)	Parent	Michael Snell (MS)	Co-opted
Marie Macey-Dare (M M-D)	Co-opted	Kirsty Tomblin (KT)	Parent
In Attendance:-			
Julie Edwards (JE)	Associate		
Tracy O'Connor	LA Clerk		

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.

		Action
1.	<p><b>Welcome, Prayer and Apologies</b></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>The meeting opened with a prayer.</p> <p>The Chair welcomed everyone to the face to face meeting. It was lovely to be able to meet up in person again.</p> <p>Governors all agreed to take responsibility for taking and keeping the discussions strategic and Governors will challenge each other if it is felt the discussion is getting operational.</p> <p>There were no apologies to record.</p>	

2.	<p><b>Declaration of Business and Pecuniary Interests</b></p> <p>There were no pecuniary interests to declare relevant to the Agenda.</p>	
3.	<p><b>Minutes of Last FGB Meeting – 29 March 2021</b>  <b>Addendum to Minutes of Last FGB Meeting – 29 March 2021</b></p> <p>The minutes and Addendum of the FGB on 29 March 2021 were an accurate record of the meeting and were approved by the Chair.</p> <p><b>AP1: Clerk to send Winchester Diocese approved copy of the finalised minutes – 29 March 2021. Completed.</b></p> <p><b>AP2: Chair to sign the FGB and Addendum Minutes – 29 March 2021 on GovernorHub.</b></p> <p>Instructions to sign a document online - ·</p> <ul style="list-style-type: none"> <li>• In the Documents tab, find the document you wish to sign.</li> <li>• Ensure document is closed.</li> <li>• Click on the three dots menu on the right-hand side.</li> <li>• This menu will give you an option to "mark as signed".</li> <li>• Once you have done this the document will display 'marked as signed by .....'</li> <li>• If you hover over your name with a mouse it will reveal the date of the signature.</li> <li>• More than one person can sign a document.</li> <li>• To remove your signature, you click on the three dots and select 'mark as unsigned'.</li> </ul>	<p>Clerk</p> <p>Chair</p>

	<b>Action Points – FGB 29 March 2021</b>	<b>Who</b>
1.	Clerk to send Winchester Diocese approved copy of the finalised minutes – 8 February 2021. <b>Completed</b>	Clerk
2.	Chair to sign the FGB Minutes – 8 February 2021 on GovernorHub. <b>Completed.</b>	Chair
3.	<p><u>C/fwd from 29 March meeting</u> – Staff to discuss how they can empower parents more. How can they support parents to help progress their children.</p> <p>The HT has had two meetings. They are looking at the Annual Reports and information that is given to parents. How can it be beneficial. This is on-going.</p>	HT
4.	<u>C/fwd from 29 March meeting</u> - Governor Succession Planning document to be uploaded to the School Website. <b>Completed.</b>	M M-D

5.	Governors to download GovernorHub Healthcheck and forward to Clerk. <b>Discussed at item 5. Agenda item carried forward</b>	All/Clerk
6.	Agenda Item – C&C Committee - Discuss the Committee title at C&C meeting – Children? and Curriculum Committee. <b>Completed</b>	SN/Clerk
7.	Governors were asked to look at the SIP (documents held in FGB folder – 17 May 2021) and be ready to grade prior to the next FGB. <b>Agenda item 5.</b>	All
8.	SIP – colour coded – covid pause to be included. <b>Completed</b>	HT
9.	SEN document - Clerk to circulate to Governors. <b>Completed.</b>	Clerk
10.	Afterschool club - HT to review different pick up times – cost implications. <b>When a certain number of children attend, the school has to provide two members of staff which could be more expensive. The cost of the clubs are kept significantly low to encourage families to attend.</b> <b>The HT advised that different pick up times have been reviewed. At the current time, it would work for 2 days but not for the other 3 days. If there were an earlier option sufficient staff would not be able to be paid. In September a 2 stage approach will be reviewed. The school has to maintain 10 to break even. Completed</b>	HT
11.	Chair to approach the C&C Chair to see if he could join the pre-school steering committee. SN did join the steering committee. <b>Completed.</b>	Chair
12.	Chair to contact the Councillor Keith Mans to confirm Governing Board approval and to request the re-appointment of the LA Governor. <b>Completed.</b>	Chair
13.	Re-appointment Co-opt Governor - Chair to hold a discussion with the Co-opt Governor to discuss the position. Action Point carried forward	Chair
14.	Governors to update their training records on GovernorHub. AP Clerk will advise Governors if their training records need updating on GovernorHub.	All
15.	Governors asked for all the staff to be thanked for their involvement and hardwork on the school site. <b>Completed.</b>	HT

4.	<b>Head Teacher's Report</b>  4.1 Written (bullet points) <ul style="list-style-type: none"> <li>• Lockdown/Covid 19 <ul style="list-style-type: none"> <li>○ Welfare of staff</li> <li>○ Support for vulnerable</li> </ul> </li> </ul>	
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	<p>The HT advised that at the weekend the school had a break in on the field. They stole the leaf blowers, mechanical drills and chain saws. Thankfully the school had installed CCTV 3 weeks ago and they were captured on video. It has been reported to the police and the school has been given a police incident number. It is hoped the police will come and look for prints. Staff are looking into the cost of the items that have been stolen.</p> <p>Governors were asked if there were any questions from the HT Report that was distributed prior to the meeting.</p> <p><b>Q: Unauthorised absences – Year 6 Pandas – Is there a reason why they are significantly higher?</b> This is because of an EHCP child who isn't always in school. The school are working with the parents.</p> <p>Numbers on Roll - A Governor said it was very pleasing to see that the numbers have increased and there are now 205 children on roll. At the last report it was 203.</p> <p><b>Q: Could you advise what has taken place in each year group?</b> Two children have started– one in Year1 and Year 4. This took the school from 203 to 205. A new child also started this week so it is now currently 206. Year R is now 26. This is very encouraging. There are 28 children anticipated starting in reception in September although 2 are still undecided so it may be 26.</p> <p><b>Welfare of Staff</b> Everyone likes being back at school and the more normal it is the happier they are. Although bubbles are maintained the movement around the school is getting better. As the weather is improving the outside space has been used which is very positive. There have been no issues with attendance or sickness. Staff are freely talking to each other about improvements that could be put in place for September.</p> <p>Face to face Teacher staff meetings are now back on Thursdays which is very positive and lovely being able to share how things are going in each class.</p>	
5.	<p><b>Strategic Planning</b> <b>5.1 SIP overview</b></p> <ul style="list-style-type: none"> <li>• <b>What has gone well</b></li> <li>• <b>Impact of Covid on progress</b></li> </ul> <p>The Chair and HT advised that they are very aware that it is important to be thinking and planning for the next academic year. On reviewing the SIP Governors must consider what has gone well, what is even better if and the impact that covid has had.</p>	

Governors need to complete the Spring colour coding based on the evidence that they have already received. If an item is green in the spring is that piece of work finalised or is it green doing well but it needs to be embedded or taken further?

When Governors look at the columns for Autumn and Spring they will be able to see where the school is. It will help Governors to see the strengths of the SIP and what the areas of development are. This will feed into the leadership time at looking at next year's SIP. Governors have a input into where the school is going strategically.

### **Effectiveness of Leadership and Management IMPROVEMENT 1**

1.1 Maintain, update and enforce safeguarding , GDPR and COVID procedures reflecting revised KCSiE and government updates **Green**

1.2 Develop RSE policy and practice to encompass online safety and sex/relationship education **Green**

1.3 Embed and assess curriculum for clear intent, implementation and impact **Amber**

This is now amber because there is a slight stall on the assessment of the curriculum.

**Q: How confident can the Governors be that the curriculum is where it was expected to be pre-covid?**

English and Maths learning continued at home and the children are where they should be. The objectives were set as if the children were in school.

It is the wider curriculum, areas such as art, DT and projects which are more difficult to judge. Resources were not always available at home. The wider curriculum could not be assessed as effectively. The school have not got the 4 milestones data that they would normally have at this stage in the school year. Milestone 1, 2 and 3 and end of Year. The data drop that will be discussed at the next Learning and Achievement Committee will be Milestone 2. It would normally be 3. Teachers are adjusting what they are doing. Phase 3 will be approximately in line with the fourth Milestone.

**Q: In looking at how we move forward is there going to be a need for a greater balance to consider the wider curriculum?**

Yes. This will be discussed with the Leadership team. Since the children have returned to school some of the elements that were thought couldn't be covered have been covered by staff being creative. Some key items have had to be covered otherwise those elements are not covered in the next year group.

Q: Can Governors be confident that each of the year groups are likely to progress in the way that they would normally at the end of Summer 2?

Taking into account of covid it is anticipated that they would complete 80% of the year.

Q: How will the children close the 20% gap?

If it is topic work this is difficult as you may have covered as much as you can but the topic may not have been explored fully. There is no way to recapture everything but hopefully some areas will be covered as time progresses.

Q: Should Governors be identifying what the impact of covid has been?

There are very few specific measures that can be used for this task. The school know how much coverage there would be normally. The school also know that specific elements of work were set to be done at home but because they are not handed in this is a grey area and has been difficult to monitor.

1.4 Challenge progress, achievement and attainment of all pupils including COVID Catch- up **Amber**

The Catch-up was restarted in the summer term. There was a pause because of the children's wellbeing and wanting to ensure the children settled back into school.

1.5 Challenge, monitor and evaluate effective use of resources including COVID measure **Green**

The school have adjusted significantly and invested heavily in ensuring that the children could access learning and the school site was covid safe.

1.6 Link Governors to carry out learning walks and review subjects with leaders

**Amber**

It is clear what elements from the Action Plan are missing and the school know what they are doing about it. This has been acknowledged. The Leaders are very aware of the gaps in their subjects.

Q: When was the last time a Governor had a learning walk?

Learning walks are still not currently taking place. Meetings have been held with Governors and the Subject Leaders. It is an impact of covid that governors have not been able to get into classrooms. Governors and staff have had to adapt. The subjects have still been reviewed with the leaders it is just the learning walk element that has not been completed.

Q: Should the Governors in Summer 2 be making arrangements for learning walks?

There are 4 Subject Leaders that could be released and that has been planned. The 4 subjects are MfL, Sport, Art/DT and History/Geography and these should be completed by the appropriate governor.

It would not be a benefit to the children to release a member of staff where release time has not been planned. Learning walks should not be undertaken without a staff member to support the link governor.

### **Outcomes for Children and Learners IMPROVEMENT 2**

2.1 Raise progress towards ARE for PP/SEND pupils **Amber**

2.2 Monitor progress, achievement and attainment of all children and groups to be 10% above comparable National markers at ARE/GD **Amber**

The Milestone markers have come in in Summer 1 that would normally have been in Spring.

### **Quality of Teaching Learning and Assessment IMPROVEMENT 3**

3.1 Assess impact of the skills based wider curriculum and the broader links with shared subjects **Amber**

3.2 Explore learning values **Amber**

The Learning Values have been included in worships. As not all the children have been on site not as much has been completed. The school would like to accelerate more and look at the values as part of the vision.

3.3 Maintain standards through COVID contingency plan **Amber**

Attendance is very good and is at 97.8%. Children are off for one or two days because of track and trace association. It is anticipated that this may achieve green for the summer which would be excellent.

### **Personal Development, Behaviour and Welfare (Spiritual, Moral, Social, Cultural) IMPROVEMENT 4**

4.1 Develop a wider range of in class and digital worship with greater involvement of pupils in the planning, delivery, monitoring and evaluation of worship **Amber**

The school have been reviewing whether to maintain all worships in class or start to open up the hall. The decision that has been made is to do Infant or Junior assemblies separately and to alternate with SN and the HT/JE.

4.2 Embed the 'Clubhouse' in supporting mental wealth through ELSA/Nurture - Signpost parents/carers to links/access for mental health/wellbeing **Green**

This has been a priority. Once a fortnight a meeting is held with the 2 ELSAs to discuss the key children, their progress and needs. The children are on a 6 week rotation. This is tied into links with other agencies. The resource was increased from 6 hours to 12 hours. The school are maintaining what has been put in place this year. The school were 'ahead of the curve' and allowed for significantly more ELSA support. The capacity the school has to react and be flexible with support is very positive. It is a credit to the staff.

In this year's SIP the focus has been about how the school has managed and been able to provide more resources for emotional support and well being. Looking forward to next year there is a lot of discussion about whole school approach to wellbeing.

**Q: Should Governors be looking at the SIP to draw together what that means for a whole school approach?**

The focus should be on everybody's wellbeing – children and staff. This is a proposal to look at for next year's School Improvement Plan. Should there be something to show where wellbeing is being embedded throughout the school? How are we going to know that the children know how to support their own mental health as they progress. How can we grow resilience?

This ties in with the new Relationships Education Policy and also Health education that focuses on mental health and wellbeing. Within class this is covered. This has certainly had more of a push this year and will continue going forward. The school needs to accelerate and embed it further. Training will be available next year for 1 member of staff in every school regarding emotional health and well-being and Governors support 1 member of the school staff undertaking this training.

4.3 Develop use of outside area – Forest School/Sensory Area **Green**  
The Sensory Area is complete and the Forest School is nearly finished. The Forest School now needs to be embedded The pigs are due to arrive in a couple of weeks. It is hoped to be completed by half term. It takes 18 months to Accredited a member of staff and hopefully this can be put in place. For next year's SIP it will be about daily life and how the Forest School is being embedded as part of the culture and in regular use. The use and impact will be able to be measured.

4.4 Promote inclusive and consistent behavioural standards within school culture through embedding our learning values and aims **Amber**  
**Learning Values: AMBITIOUS RESILIENT INCLUSIVE INDEPENDENT RESOURCEFUL CARING**

4.5 Develop purposeful link with Brock Preschool and their integration onto school site **Green**  
This will be a significant part of the SIP next year.



**What has gone well**

Embedding Pre-School

Forest School

Wider community and the grounds – The school will have a running track and the cricket nets are now in place. There are parts of the school site available to hire out to the wider community.

**Next Year SIP Strategic Areas for Development**

The Wider Curriculum

A whole school approach to Mental Health and well being

Pre-School

Q: Is there a whole strand of the SIP that should be looked at – Community Links – Not just the commercial element. Getting members of the community into school and the school out in the community?

BS and MH had met to discuss the marketing of the school. It is important to embed the school in the community more. There is more that could be done and more connections to be made.

Q: Marketing of the school?

It is important to promote the school to new people moving into the area. Marketing, advertising, social media. Maybe going further afield needs to be explored.

The Resource Chair advised that promoting the school is an item on the Resources Agenda and BS and MH have been actively looking at. This has been identified throughout the minutes.

Q: Could other local nursery schools be invited to the Forest School to see the pigs? This would raise the profile.

This was a good idea. The parents could also be invited to see the facilities available.

It was agreed that further development of community involvement in the school and the school involvement in the wider community should also be a strategic area within the SIP.

Q: Develop working with Parents. Should this be highlighted in the SIP for next year?

It is extremely important that this area is a focus as communication was highlighted in the parent survey from governors. Increasing use of ParentView might also be an area to develop.

	<p>Q: Outcomes for Children – Raising progress. This is now part of daily school life. Are they still needed as a driving element on the SIP or should the focus be closing the gap?</p> <p>Q: How will Governors know how effectively the balanced curriculum has been introduced? Are Governors clear about the evidence provided? This would be seen at the Learning and Achievement Committee where Curriculum Leaders attend meetings on a 2 year cycle presenting what they have done and their evidence. Children could also be asked. The Pupil Survey and Learning Walks would also provide evidence.</p> <p>Subject Leaders can still report to the Governors about the skills based curriculum, ARE and what the skills look like. The 2 year cycle works for the school. If the 2 year cycle does not work for the Governors they need to tell the HT so he can adjust and plan.</p> <p>Following a visit Governors prepare a Governor Visit Report. If the visiting Governor identifies something that needs further discussion with the Governors they should raise the question, identify any areas of concern or recommendations.</p> <p>As a Link Governor they may sometimes have Action Points from the meeting that need following up.</p> <p>Q: For next year does the HT feel that Governors have provided him with some strategic direction in terms of what the Governors see as some of the focuses for the School Improvement Plan. Have Governors given the HT clear direction? The HT agreed that governors had provided a number of strategic areas that should be incorporated into the SIP for 21/22..</p> <p>Q: In terms of staff is there anything the HT thinks the Governors need to change? It is important to be really specific on the Governor Visits as to how many are completed and when they are done. There is currently one per term at a time that suits the person and within the time release so that the member of staff is not having to add that on to their duty.</p> <p>Having a focus is helpful. When Subject Leaders feedback they are very aware what their role is in the SIP and the data they are providing. It is important the staff do not come away from the meeting with extra things to do. This does not help their wellbeing.</p> <p>Making the visit quality is key. To add more value it was suggested to have more of a routine and structure. This would be more beneficial for the Subject Lead.</p>	<p>BM</p> <p>KT/VW /BM</p>
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	<p>Visit 1 – Going through the Action Plan for the subject.  Visit 2 – Learning Walk.  Visit 3 – Complete a book look.</p> <p>It was agreed that developing the role of the Governor Visit so it is beneficial to Governors and to staff should be in the SIP.</p> <p><b>AP6: Governor Visits - BM to discuss structure with staff in a staff meeting.</b>  <b>AP7: KT, VW and BM to discuss structure to Governor Visits following BM discussion at staff meeting.</b></p> <p><b>5.2 Governing Board Healthcheck on GovernorHub</b></p> <p>The Healthcheck uses the Ofsted framework to guide governing board self-review. Responses can be recorded online to create an at-a-glance view of performance against key elements.</p> <p>The Chair advised that in terms of strategic planning and looking ahead one area of discussion is do Governors need to spend more time thinking about the vision. What is the expectation of things that Governors want for 5 years' time for the school? This appears to be the area where Governors feel less certain.</p> <p><b>Q: How many strongly agree or agree markings have there been? What is going to be done about the actions?</b></p> <p>To date only 5 responses have been received. The majority are strongly agree or agree. To be purposeful all responses need to be received. The Chair and HT will look at the responses collectively when they have all been received.</p> <p><b>AP8: Governors to download GovernorHub Healthcheck and forward to Clerk.</b></p>	All
5.	<p><b>Pre-School</b></p> <ul style="list-style-type: none"> <li>• Steering Group verbal feedback</li> <li>• HT report</li> </ul> <p>At the last FGB the HT approached the FGB with a request from the Pre-School Trustees for the FGB to consider whether they would take on the Pre-School from September 2021. The outcome of the discussion at that meeting was that the FGB asked the HT to explore the request in further detail. The FGB set up a small Steering Group who would meet with the HT to look at the proposals and come back to the FGB.</p> <p>The Steering Group who are VW, SN and KP have met with the HT. The HT had received from Hampshire their Early Years Funding Assessment and</p>	

provided the Steering Group with a lot of detail in terms of data around the current occupancy and predicted occupancy going forward of the Pre-School. This enabled the Steering Group to explore and discuss fully some of the things that were relevant around the funding and staffing. The proposal is feasible, it is financially doable and it benefits the children and families.

**Q: If children attend the Pre-School are they guaranteed admittance to the Infants?**

If there is a space they can but if they are out of catchment there is no guarantee. The HT said the criteria is Hampshire led by catchment. It is hoped that the catchment children are the Pre-School children. There are currently 24 children on roll at the Pre-School and 80% are within catchment.

**Q: Could the Steering Group share with the FGB what the risks were that were identified at their discussion?**

There was 3 key risks –

1. Numbers of children. If there is not enough children attending then there is not enough funding to meet the staffing levels. The financial element has had to be reviewed across the whole year. In Autumn there may not be sufficient numbers attending but in the summer there may be double the number of children attending so funding tends to increase over the year but can also fluctuate. It is a calculated risk and clearly one other pre schools manage.

There was a healthy discussion about is the risk worthwhile at the Steering Group. The Steering Group looked at a good Pre-School model which has 3 staff. You are not allowed to do lone working in a Pre-School. An outstanding Pre-School model would have 4 members of staff. The sustainability of the provision was looked at and based on the summer income, if the Pre-School is run with the correct numbers of 20 – 24 children, there is sufficient funding for 4 members of staff eventually. This will need to be kept under review.

The funds that remain when the charity folds are not able to be transferred to the school. It will take time to develop an income from the Pre-School.

For the first year there would be 3 members of staff with the aspiration in the summer of getting an additional staff member trained up ready for the start of September 2022.

The Pre-School will be inspected under a different Ofsted framework. By the time the Ofsted is due the Pre-School should be heading towards the Outstanding model.

2. Staffing – There is no guarantee that all the staff at the Pre-School want to work for the Primary School. They have the option to TUPE across onto Hampshire terms and conditions.. Each member of staff would get a pay rise because Hampshire Terms and Conditions are significantly better than those they are currently on. There are 5 members of staff. The TUPE process was started a couple of weeks ago with all the staff.

They all have the right to becoming a Hampshire contract employee or they can choose to stay on their current terms and conditions. This is the second risk and would mean that the school would have to run a double payroll. The Pre-School will run under a separate budget heading from the school. This means the school will running 2 budgets. If any staff opt to remain on their current terms and conditions this would mean an additional budget line and staff having different arrangements to other staff. The pay roll arrangements for 3 separate systems would be very challenging.

Everyone would get sickness, holiday, CPD, Inset days and a pay rise. There are significantly more positives but you do need to work for the school. Some members of the Pre-School may not want that.

In the interim period if there were any staffing issues, because TUPE processes are being conducted, the school wouldn't appoint they would use staff and pay the additional element to them from the school budget and claim back from the Pre-School.

3. The third risk was how the Pre-school is viewed in the community. The challenge here is ensuring it becomes an integral part of the school sharing the culture and vision. The signage was discussed. With slight adjustments the same logo could be incorporated. This would involve a bit of investment. It is a small investment but the Pre-School staff would feel a sense of identity and belonging. It is worth it to create one image and for everyone to feel part of the same family.

**Q: Are the staff worried that if they swap over that they will be put into the main school?**

It is a totally separate contract and it would not enable them to work in the school. From having the TUPE meeting 2 of the members of staff have said that they would like to work extra and would happily also work in the school. They were keen for other opportunities.

**Q: The children coming to the Pre-School in September presumably will be paying fees?**

There are 30 hours or 15 hours government funded child care and then parents can be charged for additional hours or other provision such as meals.

Q: Is there any income coming in from those fees. Is that going towards paying staff?

The staff wages for September/October should not be paid out of the school budget. Therefore the Trustees will need to maintain a budget to pay staff wages during this period of transition.

The Trustees have a duty of care to provide until the retrospective money comes through from the vouchers paid in. There is therefore no financial risk for the school.

Q: Is the Steering Group going to be an ad hoc group? At some point there will need to be a review as to the extent those risks have been mitigated?

The Steering Group was formed to assess the feasibility of the proposal. This has been completed and the task is finished. Depending on the FGB decision the Chair has already explored governance with Governor Services and another school which had taken on a Pre-School. It would also be included in the SIP. It is not uncommon for schools to be helping or taking over Pre-Schools on site.

Q: Are the Trustees of the Pre-School a risk?

The Trustees of the Pre-School will step aside when the Trust is dissolved. The HT has a legal and financial team who are supporting him.

Q: How will the Safeguarding work?

The Pre-School would have a SENCO and a Safeguarding lead. The CPOMS system that the school runs will also be used by the Pre-school. All the staff will be trained to use the same system.

SENCO - Rather than train up a member of their staff they will attend the SEN refreshers and if they needed SEN advice they would speak with the school SENCO.

If there are Safeguarding issues it could add to the staff workload. The school would need to attend the meetings and support the families who very often will have siblings already in school.

Q: There is a concern that extra hours are already being worked. How is this working? How can this work long term? Is there going to be a cost to the school and a cost to the staff?

There is a cost to the school in the Admin and the caretaking. Those elements are included as part of the pre school/school budget. The HT has had to put in considerable time to move the project on but once completed his workload from the Pre-school would significantly decrease. The structure for September 2021 allows for member of the current school leadership team to take on line management responsibility for the Pre-school staff. All the people who are dealing with the Pre-school areas will be doing it

within their current roles and the only increase is Admin. By January there should be the right staff completing the right job.

Q: January is a long time away. It is not healthy to do additional work at home this is not sustainable.

It should not be about the leadership team taking on additional work. It should be that the Pre-School has appropriately trained and skilled staff who are delivering. The Leadership team take the oversight of that. The gaps are not known at the moment. That is a risk and may involve additional staff time. The HT will need to monitor this .

Q: The HT has advised that he has spent a lot of hours in meetings and researching. There has to have been something that was dropped. No HT has that available capacity. What is it from the Primary School that is being dropped?

Nothing has been dropped. It is the HT's own personal and family time that the work has cut into. The school is not missing out.

The Chair said that Governors have to acknowledge the HT has put in considerable amounts of time in order to make this happen for the benefit of the children and the school. As Governors we should support him as much as possible. If Governors decide they want to proceed the HT is managing a change programme because Governors can see the opportunities that it offers for the children.

A Governor said that it is known that there is no spare capacity within the SENCO role. The SENCO advised that her hours will improve in September. The SENCO is not anticipating many SEN children coming in. Generally it tends to be 2 children who are classed vulnerable and more a Social Services issue as opposed to SEN needs.

Q: The building was raised by the Community and Hampshire will have it. Is this a concern?

There is a 10 year lease with the land. The building that is sited on the land, within the terms of the lease, if the Trust is to close they have two options.

1. They gift the building over to the landowner if it is for educational purposes.
2. The building has to be removed from the land and taken off site.

As the school are proposing to take over the Pre-School under Section 27 of Community Orders means it is a community education asset coming to another community education provider and therefore the Trustees can pass the building over to the school.

**Q: Should the community be advised that it is happening?**

This is something that could be fed back to the Trustees that a view from the Governing Body is that they would like them, as a communication strategy, to positively advise the community what is happening.

**Q: Not all staff have been included on the proposed staffing structure in the HT report why is this?**

The FGB have the Key Leadership Team shown in the structure. Beyond that they are strategically line managed by the Team above. The structure just shows how the Pre-School would be managed. Not everyone has been included.

At the next FGB a full staffing structure for 21/22 will be made available.

**Q: Do the Trustees remove themselves over time?**

When the charity closes the Trustees are not involved. The Governing Body are the new body under Section 27 who take it over.

**Q: Who is the Link Governor for the Pre-School?**

The FGB have not decided if they are taking the proposal forward at the moment.

The FGB agreed they were ready to formally vote to take on the Pre-School and accept the offer from the Trustees.

**The FGB all unanimously agreed to take on the Pre-School and accept the offer from the Trustees.**

The FGB are asking the HT to continue with the work so that from 1 September the responsibility for the Pre-School comes to the Governing Body of the school.

- **Governance Paper**

The Chair anticipated the agreement and prepared a paper around Governance which sets out some options available.

There are two options –

1. Set up a separate Pre-School Committee and they meet and the sole discussion is around Pre-School.
2. The FGB incorporate, into the current structure, Pre-School activity.

The Governors agreed to incorporate the Pre-School into the current structure.



	<p>VW is the Early Years Link Governor and it was agreed that VW would also be the Pre-School Link Governor.</p> <p>Q: Do the Governors think that a session which is used to focus on the Pre-School would be useful?</p> <p><b>AP9: VW will explore The Key for useful information – Pre-School session.</b></p>	
7.	<p><b>Committees</b> Committee minutes submitted prior to the meeting</p> <p><b>7.1 C&amp;C Committee meeting 27 April 2021 – SN</b> Name Change recommendation – Learning &amp; Achievement Committee The FGB confirmed agreement to the name change.</p> <p><b>7.2 Resource Committee meeting – 5 May 2021 – KP</b> The Chair of the Resource Committee advised that prior to the Resource Committee meeting the Governors were invited to have a tour of the school so that they could see the improvements that have been made.</p> <p>The Chair of the Resource Committee said when you take into consideration Covid, the restrictions in place and the additional funding that has been used for Catch-up the amount of improvements that have been made is amazing. The Committee can also report that in 3 years' time the school is able to show a positive budget. This is absolutely remarkable.</p> <p>The HT said a lot of things have happened this year because of the School Improvement Plan and the pre-planning of where the school is going and improvements. Funding has been awaited before going ahead.</p> <p>The school is a positive place to be with the vision that will continue to be developed further. The Governors know that this has been achieved through the dedication of the staff and school.</p> <p><b>AP10: Resource Committee to consider possible name change. Agenda item at Resource meeting.</b></p> <p><b>Resource Committee meeting – 5 May 2021</b></p> <ul style="list-style-type: none"> <li>• Budget plan – <b>Approved by FGB</b></li> <li>• 3-year strategic plan – <b>Approved by FGB</b></li> <li>• Plan and approve capital spend – <b>Approved by FGB</b></li> </ul> <p><b>The FGB agreed and Approved the Budget and 3 year strategic plan.</b></p> <ul style="list-style-type: none"> <li>• Policies – Approved at Resource Committee – FGB for ratification -</li> </ul>	Clerk

	<ul style="list-style-type: none"> <li>○ Complaints Policy - Amendments completed – <b>Approved by FGB</b></li> <li>○ Managing serial and unreasonable complaints – <b>Approved by FGB</b></li> <li>○ Collective Worship – (Diocese – adopted) – <b>Approved by FGB</b></li> <li>○ Equalities – (part of MOPP) – <b>Approved by FGB</b></li> <li>○ Marking – (part of Teaching and Learning) – <b>Approved by FGB</b></li> <li>○ Online Safety – (renewed acceptance) – still relevant – <b>Approved by FGB</b></li> </ul> <ul style="list-style-type: none"> <li>● The Key – How is this working? Is this useful? The staff advised that they have used The Key and it has been helpful. The Chair advised that she refers to The Key for information.</li> </ul>	
8.	<p><b>Wraparound Care and Pre-School</b> Update – ‘Badgers Rest’ (verbal)</p> <p>Breakfast club is doing extremely well compared to the Afterschool club. Now that extra clubs have started to be added it is expected that Afterschool club will increase.</p> <p>There is an Afterschool sports-based club that is run at the Village Hall which some of the children are attending. The cost is the same as the Afterschool club.</p> <p><b>Q: Is it an area of concern?</b> The aim was to increase numbers. If numbers decrease anymore the Afterschool club may become negative equity. It is something to consider. The HT will continue to monitor and report the position to the Resources Committee.</p>	
9.	<p><b>Governor Matters</b></p> <p><b>9.1 Governor Training</b></p> <ul style="list-style-type: none"> <li>● Feedback from Individual Governor training</li> </ul> <p>The Chair highlighted the Foundation Governor Area Briefing. SIAMS Inspections will resume in September. It is a new integrated system. The Diocese are not involved anymore. There may be some triggers from what has been happening over the last period. Should the school get a SIAMS Inspection the Diocese Education Team would still support.</p> <p>The Development and Training Governor meeting was held recently. There are some new courses that are available for 2021/22.</p> <ul style="list-style-type: none"> <li>● Promoting Quality and Diversity – Jo Plummer volunteered to attend.</li> </ul>	

- Pupil Wellbeing in Primary Schools – Beth had tried to book the course but the course was full. Beth will try to book the course again.
- Staff Wellbeing – Simon volunteered to attend.

Leading Governance Programme - The Chair advised that she did try to get on the course but did not get a place. The Chair has been contacted and advised that they are running it virtually. As part of the course the Chair did advise the Governors that the Governing Body may be required to complete another self-evaluation.

The Chair advised the Governors that there are some very good courses that are run by the Hampshire Safeguarding Children Partnership. Governors will be required to set themselves up with an account. The Partnership are doing a webinar on Keeping Children Safe Online which the Chair is hoping to attend.

#### **WGBT Working with Parents – 21 June 2021**

The facilitator has agreed to face to face training which is positive. The Governors agreed the timing of 4 pm – 6 pm.

[Q: A Governor asked if childcare expenses to attend the WGBT are covered in the Governor Expenses Policy?](#)

VW will check the policy to confirm but it is thought they are covered.

#### **Instructions to update training record on GovernorHub -**

- [Select your name profile at top.](#)
- [Select Training tab.](#)
- [Scroll down to Training record.](#)
- [Add a new training record.](#)

#### **9.2 Greener Brockenhurst - BS**

Greener Brockenhurst is up and running. It is a collaboration between residents, community organisations, the Parish Council and local businesses who have come together to make Brockenhurst and the surrounding area a greener and healthier place to live.

There is a new website which has a lot of information. Sponsors are on board which is working well. BS represents the school and also through her involvement other local groups. The first project is the Recycling Shed which is located in the Village Hall. There are 12 different types of waste that are not currently recycled by NFDC. BS is exploring to find other key items that can be collected and then receive money for.

	<p>Going forward there are other projects. The idea is that they will have someone to champion different projects. They are looking for someone to do a nappy library which is about promoting reusable nappies. There is also Nature Friendly Gardening who will be working with local authorities and planting in public spaces such as verges to encourage wildlife.</p> <p>On Saturday 10 July there is going to be a Greener Brockenhurst Day – 12 noon – 4 pm in the Grounds of St Saviours Church.</p> <p>The HT agreed the school are able to open up the school field and offer refreshments.</p> <p><b>AP11: BS to see if this would fit with the plans for the event and liaise with the PTA.</b></p> <p>It would be excellent to get the children involved and bring it into the curriculum – recycling would be ideal for the children to get involved in.</p> <p><b>9.3 FGB and Committee Meeting Dates 2021/22</b> The FGB agreed the dates for 2021/22. The Meeting dates have been circulated with the Governors and will be updated on GovernorHub.</p>	BS
10.	<p><b>Health and Safety</b> (Verbal Update)</p> <p>10.1 Site Walk The H&amp;S Governor completed the site walk with, the site manager. There were a few minor issues but nothing of major concern.</p> <p>This will be completed regularly on a termly basis. A formal record will be kept.</p> <p>10.2 Training There was no training to record.</p>	
11.	<p><b>Documents and Policies for Approval</b> <b>All documents and policies were issued to the FGB prior to the meeting</b></p> <p>11.1 Governor Induction Policy - <b>Approved</b> 11.2 Governor Training Policy – <b>Approved</b></p> <p>11.3 Whole School Food Policy At Learning and Achievement Committee it was suggested that there could be a whole school food policy. HCC have got a template but it would need to be adapted.</p> <p><b>AP12: KP and Claire Morris will review and amend the Whole School Food Policy.</b></p>	KP

12.	<p><b>Correspondence</b></p> <p>No further correspondence has been received.</p> <p>The Chair and HT met with the family of an on-going complaint. A number of actions were agreed with the family and the school.</p>	
13.	<p><b>Any Other Business</b></p> <p>It was suggested that it would be nice to do something for staff at the end of term.</p> <p><b>AP13: BM to ask the staff if they would like to have an end of term BBQ with the Governors.</b></p>	BM
14.	<p><b>Dates and items for future meetings</b></p> <p><b>Date of next FGB –</b> 19 July 2021</p> <p><b>Resource Committee at 8:30 am</b> Wednesday 10 November 2021</p> <p><b>L&amp;A Committee at 16:30 pm</b> Tuesday 6 July 2021</p> <p><b>HTPM at 8 am</b> Wednesday 30 June 2021</p>	
	<p><b>Impact Statement</b></p> <ul style="list-style-type: none"> <li>• Scrutinised the impact of the School Improvement Plan and considered developments for the next academic year.</li> <li>• Made a major strategic decision with regards the Pre-School.</li> <li>• Ensure Wellbeing is a priority next year for staff and children.</li> <li>• Approved the Budget and 3-year Plan.</li> <li>• Approved policies.</li> <li>• Review Governor visits and how they impact the staff and the children.</li> </ul>	
	<p>The Chair thanked everybody for attending and their valued contribution.</p> <p>The meeting ended at 7:45 pm.</p>	

	<b>Action Points – FGB 17 May 2021</b>	<b>Who</b>
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1.	Clerk to send Winchester Diocese approved copy of the finalised minutes and Addendum – 29 March 2021. <b>Completed</b>	Clerk
2.	Chair to sign the FGB and Addendum to Minutes – 29 March 2021 on GovernorHub.	Chair
3.	Carried forward from 29 March 2021. Governors who have not completed it to download GovernorHub Healthcheck and forward to Clerk.	All
4.	Carried forward from 29 March 2021 Re-appointment Co-opt Governor - Chair to hold a discussion with the Co-opt Governor to discuss the position	Chair
5.	Clerk will advise Governors the last training record that is held on GovernorHub. Governors to update record.	Clerk
6.	Governor Visits - BM to discuss structure with staff in a staff meeting.	BM
7.	KT, VW and BM to discuss structure of Governor Visits following BM discussion at staff meeting.	KT/VW/BM
8.	Governors to download GovernorHub Healthcheck and forward to Clerk.	All
9.	VW will explore The Key for useful information – Pre-School session.	VW
10	Resource Committee to consider possible name change. Agenda item at Resource meeting.	Clerk
11.	BS to see if this would fit with the plans for the event and liaise with the PTA.	BS
12.	KP and Claire Morris will review and amend the Whole School Food Policy.	SN
13.	BM to ask the staff if they would like to have an end of term BBQ with the Governors.	BM

MINUTES APPROVED

Signature .....

Name (PRINT) .....

Position .....

Date .....